# THE ACQUISITION, ORGANIZATION AND DISSEMINATION OF NIGERIAN GOVERNMENT PUBLICATIONS IN NIGERIAN LIBRARIES

A CASE STUDY

BY

DANIEL OGBODO
B.L.S. Graduate Certificate in Education (ABU)

Submitted to the Department of Library Science, Ahmadu Bello University in part fulfillment of the requirements for the award of the Master of Library Science Degree.

Department of Library Science,
Ahmadu Bello University,
Zaria, Nigeria,

1978

The logical basis of this study is that libraries are primarily established to collect and stock the recorded human experiences. However, as a social institution run and maintained at the expense of the society, a library must not only aim at a functional collection, but also must see that such a collection is organized and made available to the society in manner that will encourage and enhance the exploitation of that collection by library patrons for the improvement of themselves as individuals and the generality of the society.

This is even more so in respect of government publications especially in a developing country like Nigeria where the bulk of available literature on any social issue consists of government publications. Furthermore, the modern government is so prolific as it gets involved almost in all aspects of social system ranging from such public issues of economic to such purely personal matter like matrimony; so that any library that ignores its government publications does not only weaken its (library) collection but also denies scholars and research workers these invaluable materials.

This is a case study using both the questionaire and interview as well as observation methods. The subjects of study are six Nigerian university libraries, the National library of Nigeria, and two state public libraries. The data collected were closely examined and amalysed from which some pictures emerged. The implication from the emerging pictures are noted and recommendations for both short and long term applications are made.

The study is based on the assumption that Nigerian government publications are not being fully exploited in Nigerian libraries as other library materials. The task undertaken in this study is, therefore, to identify those problems inhibiting their full exploitation by library patrons and then make recommendations for improvement. The problems identified relate to their acquisition, organization and dissemination.

Some of the underlying features of government publications are sheer bulk, unconventional form and format, the obscurity and the inherent intractability of most of the materials, as well as the multiplicity of government agencies. All these among other features, compound and complicate their acquisition, organization and exploitation.

As an example, the major problem in their acquisition is the ignorance by libraries of what have been published due to poor bibliographic control of current materials and the very often unsuccessful attempts to acquire items even when they are known due to poor distribution system. Also it is discovered in the study that Nigeria's publication laws especially in respect of government publications are rather most ineffective, while the general arrangement of the materials in the libraries like the closed access system imposed on the collection, the lack of a separate card catalogue for government publications which the public can use, the preference for indirect entries for states, as well as the absence of any current awareness service based on the collection and failure of the libraries to publicise their holdings of Nigerian government publications, greatly militate against their full exploitation.

The situation described above in respect of Nigerian government publications is contrasted with what obtains in respect of other library materials. On the basis of the emerging picture, this study accepts its hypothesis which says "that Nigerian government publications are not used as other library materials in Nigerian library because of the problems of their acquisition, organization and dissemination."

In the light of the implications of the findings, and the recognition by this study of the significance of government publications as essential source and research materials, recommendations are made which aim not only at effective bibliographic control of the current and retrospective materials, but which will ensure their effective collection by libraries as well as promote their exploitation by library patrons.

# D E D I C A T I O N

To late Augustine Bature Danmaida
who died in motor accident on 7th May, 1977
along Kachia-Kaduna road.

## A C K N O W L E D G E M E N T

While accepting the responsibility for all the shortcomings of this study, I wish to record my gratitude to the many people who rendered one type of assistance or the other.

My indebtedness goes in particular to Mr. M.B. Khan, Professor R.C. Benge and Dr. S.E. Ifidon, my readers and advisers. I am also grateful to the staffs of the various libraries covered for this study for their readiness in supplying me with the necessary data required for the report. I mention especially Mr. E.U. Kalu of University of Nigeria Library, Nsukka; Mr. T.M. Salisu of University of Lagos Library; and Mr. J.E. Ikem of Ibadan University Library.

And finally but not the least, Mr. Lawrence Ogiji of President Kennedy Library of Ahmadu Bello University who carried out the difficult task of typing this work.

D.O.

TABLE OF CONTENTS


| | | PAGE |
|---|---|---|
| | Abstract..... | i |
| | Dedication..... | v |
| | Acknowledgement..... | vi |
| | Table of Contents..... | vii |
| | List of tables and charts..... | x |
| CHAPTER: 1 | Background information and statement of problem..... | 1 |
| 1.1 | Government publication defined.. | 1 |
| 1.12. | Examination of the various definitions..... | 6 |
| 1.2 | Statement of the problem..... | 12 |
| 1.3 | Hypothesis..... | 16 |
| 1.4 | Scope of study..... | 16 |
| 1.5 | Limitation of study..... | 17 |
| 1.6 | Definition of terms..... | 19 |
| 1.7 | Justification for study..... | 19 |
| 1.8 | Methodology..... | 21 |
| 1.9 | History of government publication. | 26 |
| 1.91 | Importance of government publications..... | 30 |
| 1.92 | A brief political/Administrative history of Nigeria..... | 31 |
| 1.93 | Nigerian government publication - history..... | 45 |
| 1.94 | Types and nature of Nigerian government publication..... | 48 |

1.95 The Bibliographic control of Nigerian government publications..... 52

CHAPTER:
2: LITERATURE REVIEW 55

2.1 Acquisition..... 55

2.2 Organization..... 65

2.3 Dissemination..... 71

CHAPTER:
3: ACQUISITION 75

3.1 Gifts..... 75

3.2 Exchange..... 78

3.3 Purchases..... 79

3.4 Legal depository..... 85

CHAPTER:
4: ORGANIZATION 110

4.1 Classification..... 111

4.2 Cataloguing..... 121

4.3 Catalogues..... 124

4.4 Maintaining continuity..... 126

4.5 Location..... 127

CHAPTER:
5: DISSEMINATION 129

5.1 Accessibility of Collection..... 132

5.2 Preparation of lists..... 136

5.3 Displays and exhinition..... 137
5.4 Indexing..... 139
5.5 Readership..... 139
5.6 Staffing..... 140

CHAPTER:
6: PROCEDURES 143
6.1 Summary of methodology..... 143
6.2 Testing Hypothesis..... 144

CHAPTER:
7: FINDINGS, CONCLUSION AND RECOMMENDATIONS 158
7.1 Findings..... 158
7.11 Acquisition..... 159
7.12 Organization..... 160
7.13 Dissemination..... 162
7.2 CONCLUSIONS: 164
7.21 Acquisition..... 164
7.22 Organization..... 166
7.23 Dissemination..... 167
7.3 RECOMMENDATIONS: 169
7.31 Acquisition..... 169
7.32 Organization..... 175
7.33 Dissemination..... 178
7.34 Special note on recommendations.... 184

APPENDICES


1. Local schemes used by libraries.... 186
2. Correspondences..... 217
3. Questionnaires..... 222
4. Bibliography..... 230

LIST OF TABLES AND CHARTS


| Table | | Page |
|---|---|---|
| - | Chart of the pre-military civilian administration..... | 37 |
| - | Chart of the military administration.. | 42 |
| 1 | Selection tools used by the libraries.. | 81 |
| 2 | The Organizational arrangement for acquisition..... | 84 |
| 3. | The Various depository libraries..... | 93 |
| 4 | How the depository items get to the libraries..... | 95 |
| 5 | Time lag between date of publication and receipt of materials in libraries.... | 99 |
| 6 | Holdings of the libraries of Nigerian government publications..... | 106 |
| 7 | Evaluation of the acquisition of Nigerian government publication by libraries..... | 108 |
| 8 | Classification of materials..... | 113 |
| 9 | Type of entries..... | 123 |
| 10 | With and without separate catalogues.. | 125 |
| 11 | Location in libraries..... | 127 |
| 12 | Preparation of lists by libraries..... | 136 |
| 13 | Displays and exhibitions..... | 138 |
| 14 | Administrative arrangement in relation to other library materials..... | 141 |

## CHAPTER ONE

## BACKGROUND INFORMATION AND STATEMENT OF THE PROBLEM

The term government publication variously called public document, official document, government document or state document seems to have defied any precise definition. The main point of the disagreement centres on what is to be included and what is to be excluded as government publication. While some people argue that only those items published by the government ministries, departments and other internal organs of the government are to be regarded as government publications, others feel that the publications of other government agents like the statutory corporations, government institutions and intergovernmental organisations, should also be included.

Furthermore, many writers on the topic either take the meaning of the term "government publications" for granted or do not want to involve themselves in the controversy and go ahead in describing the use and the problems without defining it. At any rate, some of the definitions are noted and examined below.

Ellen Jackson[1] defined public document as any publication by a legally constituted agency of government, national or international, while Frank A. Lundy and Eugene M. Johnson[2] say that in library parlance, government document refer to all publications issued by agencies of government or sponsored by them.

J. Ndegwa[3] holds the view that the publications of the statutory corporations are in effect government publications when he stated "The fact that these are not government departments, is for most purposes accidental since the duties they are performing could very well be carried on by a department in a ministry instead."

---

1. Jackson, Ellen (1950) A brief guide to government documents. University of Illinios Occasional papers(7)

2. Lundy F.A. & Johnson, E.M. (1958) Documents in the divisional library, College & Research Libraries 19 (6) pp.463-466.

3. Ndegwa, J. (1970). Official publications in East Africa. (In International Conference on African Bibliography, 1967, Nairobi. Bibliography of Africa proceedings and papers) pp. 57 - 65.

In one of the annual conferences of the Northern Division of Nigerian Library Association, N. O. Ita[4] in his paper defined public documents as those publications issued by the various Federal, State and Local Government departments and agencies, although he warned of the danger of using that umbrella term "government agency" without qualification and ends by suggesting that libraries should decide for themselves what and what not to regard as government publications.

Government publication is defined in Anglo-American Cataloguing rules[5] as publications from agencies through which the basic legislative, judicial and executive functions of the government are exercised.

J.E. Ikem[6] does not agree that the publications of the statutory corporations should be treated as government documents when he asserted that the term government publications be limited only to the items published by the

---

4. Ita, N.O. (1967). Government publications: their acquisition, organization and use. Notes prepared for the 1967 Annual Conference of the Nigerian Library Association, Northern State Division, Kaduna, 1967. pp.3

5. British Library Association (1967) Anglo American Cataloguing rules pp97.

6. Ikem, J. E. (1967) Some guidelines for effective acquisition of Nigerian government publications. Government publications review, pp286.

government ministries and departments as well as other internal organs of the government and advised that the publications of such other government agencies like the statutory corporations be treated only as sub-government or semi-government collection.

E.O. Aiyepeku[7] in his review of "Government publication review" does not agree that "documents" and "publications" should be used interchangeably when he argues "A large number of classified and unpublished government documents should strictly speaking not to be considered as part of government publications."

There is no entry under government publication or any of the terms referred to above in the encyclopedia of librarianship by Thomas Landau[8] but the encyclopedia of library and information science which has an entry under government publication (documents) devoted large space treating it in its historical and national perspectives

---

7. Aiyepeku, Wilson O. (1973) Review - Government publications review: an international journal Nigerian Libraries 10 (1) pp.71-72.
8. Landau, Thomas ed (1961). Encyclopedia of librarianship 2nd rev. ed. London: Bowes and Bowes.
9. Kent Allen & others (1973) Encyclopedia of Library and information science, Vol. 10 New York: Marcel Dekker Inc. pp.38 - 39.

and defined it as "Information matter which is printed as an individual document and at government expense or as required by law." It noted that this is probably the most recent attempt in 1962 in the United States to define government publications. The Librarians' Glossary[10] by M.L. Harrod defined government document as "a publication issued at government expense or published by authority of a government body." As used in America, according to him, "any publication in book, serial or non-book form bearing an imprint of a government, whether Federal, State, Local or foreign and of inter-governmental organisations, such as Unesco, etc."

There is also reference to official publication which is defined as "one issued by a government or government department and which may be in a series or isolated." He noted that the Unesco convention of 1958 concerning the exchange of official publications and government documents, between states, considered the following to be official publications: parliamentary documents, reports, journals

---

10. Harrod, L.M. (1971) The Librarians' Glossary of terms used in Librarianship and the book crafts and reference book, 3rd rev. ed. Andre Deutsch, A. Crafton Book. pp. 292 - 3; 463.

and other legislative papers; administrative publications and reports from central, federal and regional governmental bodies, national bibliographies, state hand-books, bodies of laws, decisions of the court of justice; and other publications as may be agreed if executed by the order and at the expense of any national government authority.

There is also an entry under government publications which are referred to as official publications of an official character, or of an instructional descriptive or historical nature, which are published by the government publishing department for parliament or one of the government departments.

Examination of the various definitions:

The term "government agency is a common individual element in almost all the above definitions. According to the Oxford English dictionary,[11] the word 'agency' has many connotations, but for the purpose of this study, it is to be considered in the light of its fifth meaning which is "an establishment for the purpose of business for another usually at a distance."

---

11. The Oxford English Dictionary (1969). Oxford, Clarendon Press.

In the context of this study, therefore, tne term government agency will then mean that body performing certain task or function on behalf of the government. This also implies the government has set out the task to be performed, devolves power to the body or its agency suppose to perform such task, provides such agency the necessary instruments legal and material that will enable it deliver the goods and evolve a method of control to make sure the goods are delivered.

In Nigeria, for example, such agencies that are involved in performing one task or the other on behalf of the government include such traditional arms of the government - the Executive, Legislative and Judiciary as well as the government established institutions and statutory corporations. That is to say, that apart from the various government ministries and departments in the country, such statutory corporations as the Railways, Airways, Nigerian Electricity Power Authority etc., as well as the various institutions established and/or run by the government like the universities and colleges of Technology are all government agencies carrying out one type of assignment or the other on behalf of the government. It is the activities of these agencies of the government that generate the so many and so varied types of publications referred to as government publications

or official documents and so on.

However, the universities pose special problems. Even though in this country, new universities are being established and run by the government and the old ones taken over by the government, their staffs are not civil servants as such. By the nature and character of the universities, their administrative and operational methods as well as the environment under which they operate differ from those of other statutory corporations like the Railways, Airways and a host of others. The activities of the universities are not subject to close scrutiny by government as those of other statutory corporations. It therefore, will be safe to leave out the publications of the universities in treating government publications. This is the view shared by J.E. Ikem[12] when he says that universities within the public sector are not part of the government. Also Ita[13] was faced with the same problem when he asked "while it is patent that the Federal Institute of Industrial Research Established and funded by the government is a government agency, shall we regard the Ahmadu Bello University also established and funded by government as government agency for the purpose of treating its publications as government publications?"

---

12. Ikem J.E. op cit., p.286

13. Ita, N.O. op cit., p.2.

Harrod has entries under government publications, government document and official publications. One wonders if by this he tries to draw lines among the three terms. But at least from his definitions, the difference is not quite clear. One could have expected he chooses one term from the three and makes references from those not chosen to the one under which entry is made.

On the same argument, one wonders why Dr. Aiyepeku does not favour the interchangeability of the terms "publications" and "Documents" and rather suggests that classified and unpublished government documents be excluded. But what happens when the classified materials become declassified? Many libraries in this study claim they atimes succeed in obtaining once classified materials when they become declassified. I think the question to ask is whether such publication is an informational material on government activities or administration rather than the emphasis on technicalities.

Any finally, one other definition, which needs to be examined here is the definition of J.E. Ikem[14] which says "For clarity and proper usage, I feel that only the materials issued by ministries, departments and other internal organs of government are, in reality, government publications."

14. Ikem, J.E. op.cit., p. 286

He suggested that the publications of statutory corporations are to be treated as quasi-government publications. I think librarians will do well if they will not try to draw any arbitrary line of demarcation between the publications of the ministries, departments etc., on one hand and the publications of the statutory corporations on the other hand, as to do so will be adding to the problems of their organization. Afterall, most of the existing statutory corporations are the offsprings of some government ministries.

— The staffs of the government ministries and the statutory corporations are civil servants. The difference may be in the degree of control.

They are both carrying out government policies and their activities are reported back to the government. For example, according to the provisions in section 9 of the Federal Military Government Decree No. 29 of 1970[15]

establishing National Library of Nigeria, the National Library Board is expected every year to prepare and submit to the Commissioner the report of its activities which the Commissioner is expected to lay before the Federal Military Government.

15. Nigeria (1970) Laws, Lagos, Federal Ministry of Information

Statement of Problem

By and large government is the largest single author and probably the largest single publisher. The modern government is very prolific because its activities permeate all the spectrum of the society ranging from the more public issues of economic to a purely personal and private matter like matrimonial affairs. As a result there is a proliferation of official documents, but this has led to many problems not only in their acquisition, but also in their organization and dissemination.

Every country shares in these problems although in varying degrees. For example, in the United States of America and Great Britain, many official publications escape the official list because apart from the Government Printers, many Government organs print their own publications which are never known either to the office of superintendent of documents in Washington or Her Majesty's Stationery Office in London. In the United States, Paulson[16] estimated that in 1968 there were as many as 300 of such printers. The result of this is that not only are their publications fail to appear in the official lists but also

16. Paulson, Peter J. (1970) Government documents and other non-trade publications. Library Trend pp. 18, 363 - 370.

From the above provisions in the Decree mentioned earlier, it is clear that the National Library Board as well as any other statutory corporation in the country is not only carrying out some tasks on the behalf of the government but is expected to account to the government for its activities like any government ministry or department. It may be true that the administrative framework of these statutory corporations is different from that of the Ministries, and the administration may be more flexible and free from the redtapism of the civil service, still, all these not withstanding, they are government departments and their staffs civil servants.

Therefore, excluding the university as noted earlier, this study regards as government publications, all the items published by the various government ministries, departments and any other organs of the government including those of the statutory corporations. Also the terms "government publications"; "public documents","official document" and "government document" are used interchangeably here.

---

escape the attention of libraries.

In Nigeria as in other developing countries the problems are more complex and need concerted efforts on the part of librarians and other involved in matters of Government Publication in finding solution to these problems.

These problems arise from:

(a) <u>The constant political and administrative changes in the country</u>

The brief administrative history of Nigeria as shown below reveal there have not only been political/ administrative changes but a proliferation of political units especially between 1967 and 1976. The changes have far reaching consequences for libraries in respect of Nigerian official publications.

For example, the 1976 state creation does not only involve breaking a former state into two like Anambra and Imo from the former East Central State, but there are cases where a state created in 1976 is made up of elements from two former state created in 1967. An example is in the case of the Igalas. Those people were in Kwara State as a result of the 1967 state creation but are now in Benue State following more state creation in 1976. Now the point is how do we relate the Igalas then

in Kwara to the Igalas now in Benue or show continuity from and relationship to the then East Central State in case of Imo State?

(b) Transfer of Functions from Ministry to Ministry as well as merger and demerger of ministries

Almost all the states of the Federation has to merge some ministries on the ground of economy or efficiency or even convenience. For example the two ersthwhile ministries of information and Education are under one Ministry in most of the states under a joint name "Ministry of Education and Information." How do we deal with the publications of this joint ministries in relation to their publications as separate ministries? Again the present department of petroleum energy was carved out from the Ministry of Mines and Power. This type of arrangement will ontinue to feature so far Governments emphasize and de-emphasise some of their functions in response to the demand of the time with the obvious implications for libraries.

(c.) Lack of current official list of Nigerian Government publications

In the advanced countries official lists are published at regular intervals. In Britain for example,

there are daily, weekly, monthly and annual lists and even many years cummulations. These lists facilitate the work of libraries not only in their selection exercise but also in the processing of government publications.

In Nigeria many state government printers do not issue any lists at all and for those that issue, the lists are quite out of date. For example the latest list by the Oyo State Government printer as at November 1977 is dated October 1976 while that of Anambra State Government Printer at the same period was issued in January 1976 when it was still a part of the former East Central State.

(d) Lack of any documentation activities based on Nigerian Government Publications.

Following the lack of manpower and the necessary skills, there are little or no documentation activities like indexing, compilation of bibliographies or abstracting services involving Nigerian Government publication in the libraries with the result the collection is not fully exploited as should have been the case.

All these plus other factors like the use of indirect entries by libraries in their catalogues for state government publications, militate in no small way against the full exploitation of Nigerian Government Publications.

HYPOTHESIS

In light of the above factors, it is hypothesised here that Nigerian Government Publications are not used as much as other library materials in Nigerian libraries because of the problems of their acquisition, organization and dissemination.

SCOPE OF THE STUDY

In the research an attempt is made to identify the problems affecting the acquisition of Nigerian Government Publications and the various factors that contribute to these problems.

Also the organization of the materials in the various libraries is looked into including their cataloguing and classification practices as well as the general arrangement of the collection. A critical assessment of all the practices is made.

Finally, the various ways these libraries employ to disseminate Nigerian Government publications are considered and analysed. This is followed by suggestions for the solution of the problems identified.

## LIMITATION OF THE STUDY

(a) Nigeria recently evolved three tier systems of Government - Federal, State and Local levels of government. It is not the intention of this study to extend it to the local government level for the simple reason the local government system as at present constituted is yet to take off properly and any research on it now will be too premature to yield anything. However, if it becomes necessary to go down to local government level at any point in this study, it will only be to butress a point and that will be in passing.

(b) This research does not intend to go into the problem of publishing in Nigeria and where and when a mention is made of these problems it will also be in passing. It could be that another research can look into effect of these problems on Nigerian Libraries.

(c) The research has not made any provision to monitor the use patterns of Nigerian Government Publications by readers as this will involve much longer period of observation to establish it of which this study, because of time factor, cannot afford.

(d) Inter-Governmental publications involving Nigerian Federal Government like the Chad Basin Authority are excluded because they pose their own peculiar problems.

(e) The history of Nigerian Government publications is limited to the beginning of British administration in Nigeria because to the best of my knowledge there is no available literature on Nigerian Government publications before 1861.

(f) The study is also limited to the main libraries of Institutions and Establishments covered because of my belief that the practices in the branches may not differ significantly from those of their main libraries.

(g) It is not possible to lay hand on some of the literature mentioned in this study because of their non-availability in any of the libraries within my reach and as such I have been compelled to rely on the abstracts of the articles although this is always indicated when such is the case.

(h) And finally, this is a case study method with the obvious limitation of allowing a blanket generalization of the findings of this study in respect of other libraries.

DEFINITIONS

(a) Government in the sense used in this study implies the federal and state governments of the Federal Republic of Nigeria.

(b) Acquisition in this study is the systematic collection of Nigerian government publications either through buying, gift, exchange, or copyright privileges or any other or combination of methods.

(c) Organization here is taken to mean the systematic arrangement of the publications so acquired by the libraries and the construction of the necessary tools to facilitate their identification and retrieval.

(d) Dissemination here implies the spreading of information about or drawing the attention of readers to the existence of Nigerian government publications in the stocks of the libraries whether they are especially requested for or not so as to encourage their use.

Justification for Study

This topic is chosen for study for the following reasons: (a) I discovered during the brief period I handled the public document section as a part of the Circulation Department

of the President Kennedy Library of the Institute of Administration, Ahmadu Bello University that readers show great interest in the collection especially among the graduate students and the academic staff. Unfortunately their requests often than not were and still not met because either the items wanted are not there or that the ite even though in the library, were lost in the collection as the items were not formally organized then.

When I was asked by the then acting librarian Mr. M.A. Hanif to re-organize the section, I immediately, with two assistants, moved in for the task. We were overwhelmed by readers' requests which in most cases were not met. I have since left that section for another without achieving much but my interest in Government Publications was first fired there as I made enquiries and read articles about the practices in other libraries.

(b) While there is an increasing attention to the problems of Nigerian Government publications in libraries (many libraries now have separate section for Government Publications, many have either evolved or about to evolve a local scheme for their collection, and some articles have appeared on the topic), there is to the best of my knowledge no research study of the scope I have chosen to cover that has been carried out in the past.

I therefore, feel that this is an area of Nigerian Librarianship which though very important, has not received due attention. It is as a result that I feel time was ripe for study of this nature.

(c) I hope through this study to deepen my own knowledge of the topic by all the contacts I will make both phisically and intellectually and through this contribute positively to the literature on Nigerian librarianship generally and on Government publications in particular.

METHODOLOGY

A combination of research methodologies is adopted. These include interviews of the appropriate officials of some of the libraries covered, questionaires to those libraries not visited and personal observation of the practices in those libraries visited. The questionaires drawn were later adapted for the purpose of using them as interview schedule.

There has been some argument either in favour or against one type of methodology or another. For example those who argue against the use of questionaires say questionaires often than not are never returned neither are they truthfully

answered. Fortunately this study is lucky to have back all the questionaires sent after they were dully completed although in one case a reminder had to be sent. On the other hand questionaires can serve a better purpose, for instead of restricting the respodent to a time schedule of interview method, the respodent is free to answer the questions at his own time and rate. Secondly the art of both asking and answering questions becomes more crucial in an interview than in a questionaire method and unless one is really good both in asking and answering questions verbally, questionaire method is recommended.

However interview method underscores that of questionaire in at least one important way, in that in oral interview many facts which might have escaped the scope of questionaire emerge. One question leads to another which may not be a part of the questions prepared in advance. Further more, there are chances for further explanation of points not clear - situations that does not exist in the questionaire system.

And finally observation method is criticised on the ground that the timing of the observation may not reflect the true situation, but at least it does give an insight to the probable situation.

It is as a result of the above arguments both in favour and against the various methodologies that this research is based on a combination of more than one of them with hope of maximizing as much as possible their various merits at the same time reducing to the minimum their disadvantages.

The libraries being covered in this study are the Nigerian old six University Libraries - Ibadan, Nsukka, Ahmadu Bello, Ife, Lagos and Benin as well as the National Library of Nigeria and the Anambra and Kaduna State libraries. The libraries of Universities of Ibadan, Lagos, Ahmadu Bello, Nsukka, as well as the National Library, Kaduna State Library and Anambra State Library are visited while the libraries of Universities of Ife and Benin are covered by questionaires. Also visited are the Government printers at Enugu, Ibadan, Lagos and Kaduna to see their book-shops arrangement and for some other necessary information. The questionaires are arranged in three sections and are aimed at eliciting responses from those libraries on acquisition, organization and dissemination of Nigerian government publications in them. The questionaire and the necessary correspondences are attached at the end of this report as appendices. The data collected are analysed in chapter three through five.

The choice of these libraries is based on the following reasons:

(a) The National Library in Lagos as Nigeria's custodian of both official and non-official publications of this country is in a most strategic position for this study.

(b) The University of Ibadan Library at one time served this country as National Library and to some extent still retains this status. It will therefore be a serious missing link if this library is excluded from this study.

(c) Almost all the libraries one time or the other enjoyed and some still enjoy legal deposit, and since one of the problems to look into in this study is the issue of the publication laws of Nigeria, their choice for this study is justified.

(d) Since this study aims at a country wide coverage, their choice for this study guarantees a fair geographical representation of the various areas of the country (Uhiversity of Nigeria, Nsukka and Anambra State Libraries for the Eastern States; Ibadan and Ife University libraries for the Western States; Benin University library for Bendel; University of Lagos library and National Library for the Federal teritory; and Ahmadu Bello University Library and Kaduna State Library for the Northern States.)

(e) Further more these libraries are about the best established and the largest in the country and tend to influence the practices of other libraries near and around them. So their study could also mean the study of other libraries though indirectly.

(f) And finally, in a country like Nigeria so vast and with many libraries, a study of all the libraries will not only amount to taking more than one can chew but the cost will be staggering in time and material resources to justify such wide coverage; nor is it advisable to limit myself to one library or one geographical area of the country for the purpose of this study since information on Nigerian Government publication is still very scanty to guarantee enough material for the study.

The solution therefore lies in a judicious selection of libraries in such a way as to take into consideration all the reasons enumerated hence the choice of the above libraries.

History of government publications:

The history of government publications dates to the antiquities when kings and emperors kept records of their activities or administrations on stones, metals, wax, papyrus, parchments, and later on papers. Discussing the history of documents under "Diplomatic" New Encyclopedia Britanica[17] describes public documents as "public deeds which include administrative, judicial, legislative and diplomatic documents emanating from public authority. Such documents are: laws, constitution, ordinances, privileges, grants and concessions, please, and treaties - in a word, every kind of deed necessary for the orderly government of a civilized state." It went further to note that the early times all these were referred to under one general term "letter" (literae).

The important governmental documents of the late Roman and early Byazantine empires includes laws, edicts,[x] decrees and rescripts.[xx]

---

17. The New Encyclopedia Britanica (1975) r, 15th ed. Chicago, William Benton Publisher.

x Edict according to H.C. Black's law dictionary, is referred to in Roman laws as citation to appear before a judge. A general edict was in effect a statute while special edict was a judgement in a case.

xx Decree is defined in the New Encyclopedia Britanica as as imperial decisions concerning civil and penal laws while it defines rescript as the emperor's reply to enquiries from corporate and administrative bodies or private persons.

The Romans maintained chanceries or writing offices in the 5th century B.C. The publications or documents were compiled in these offices. Another important task of the chanceries was to keep record of their publications by means of compiling registers of these items. The registers were sort of official lists of the official publications of those days. The original aim of the registers appears to be as a check against the forgery of official publications which was common then. However, their other importance is seen in their bibliographic value in that they have served to preserve the records of classical civilization to the posterity.

The Morovingian line of Kings of France had chancery. It is claimed in the New Encyclopedia Britanica[18] that as 90 authentic documents of their chancery exist of which the most ancient of them were written on papyrus while vellum superceded papyrus towards the end of 7th Century A.D. Technically, all the documents were letters and were authenticated by subscriptions from the Kings, referendarius (the official charged with the custody of the Royal Seal), the impression of the seal and in exceptional cases by also the subscription from parelates and great personages.

---

18. New Encyclopedia Britanica op.cit.

The Royal subscription was usually autograph (signature in his own hand) but if the sovereign was too young or an illiterate, a monogram (signature by initials) was traced by the scribe.

In he Caroligian Chancery, the documents of the early Carolingian rulers differed but very little from their precedecessors. The Royal subscription or signature was in a form of a sign manual or mark, but charlemgne elaborated this into a monogram of the letters of his name built up on a Cross. Most of his documents were authenticated by the subscription of the chancellor and the impression of the seal. The signature of the Chancellor, the keeper of the Royal Seal, was indispensable for all the Royal Acts of the Carolingian Kings. The documents were compiled by notaries, an important body upon whom devolved the duty of maintaining the formulae and tradition of the office.

The material that emanated from the Chancery of England are in two distinctive series of documents - (a) those subsequent to the Norman conquest. The Anglo-Saxon Kings appear to have borrowed partially the style of their Frankish neighbours while introducing at the same time modifications which give those documents their peculiar character that

reflect their national identity. The subsctiption of the Kings and a witness each followed by a cross, close the chapter.

From the above brief historical account, it is obvious that official documents have always existed from time immemorial whenever there were an organized government and a type of wiriting because of the desire of rulers not necessarily to intimate their subjects of their activities but to legalize their actions and consolidate their positions. Further they were equally after controlling these publications by making sure the publications assumed special form and character that distinguish them from other types of publications. This they did among other things, through their signatures or the signature of a palace official and such impressions as the impression of the seal. Some of these practices still persist today. Certain government publications must be signed by the head of a state or any other government official qualified to do that. Government publications still maintain their distinctive character in their format, imprint, and a coat of arm of the government concerned.

Importance of government publications

The significance and importance of government publications cannot be overstressed. Government activities permeat almost every aspect of the life of a society like the political, economic, cultural, social and moral life of the people. No wonder then that according to Horrocks[19] an American writer once observed that the modern government at all levels is a reliable and impartial source of authoritative, technical, scientific and other information of great value to individuals and groups. However that statement cannot escape some comments.

(a) It is not correct to say that official publications are always reliable and impartial. For example, in period of emergency or war, the government may dish out to the public all sorts of propaganda materials lacking in both reliability and impartiality so far such information serves its purpose.

(b) There are other reliable and impartial sources of authoritative information apart from government sources; e.g. the universities, although in this country it appears more research have taken place in government departments than in the universities.

---

19. Horrock, Sidney (1951) Government indexes and indexing. A Slib proceedings. pp. 45 - 50.

However, the fact that government publications are carriers of the activities by the government and on behalf of government ranks them as primary materials which any researcher into the scientific, political economic and other social problems of a people, cannot afford to miss. Their rich statistical and factual information are usually difficult to come by in any other sources. This is even so in a developing country like Nigeria where there are relatively few local authors on national issues.

A Brief political/Administrative history of Nigeria

In 1861, Lagos became a British colony as a result of Britain's campaign against slave trade along the cost of West Africa. Lagos was then administered by the governor of Sierra Leone, but was later put under the administration of the governor of the Gold Coast, now Ghana.

However, in 1886, the hinterland of the Yoruba was annexed and jointly administered with Lagos and referred to as Colony and protectorate of Lagos. But before then in 1879, the United African Company had been formed to unite British Commercial interests up the Niger and Benue Rivers. This Company was granted the Royal charter as the Royal Niger Company in 1885 to administer the interior.

This charter was revoked in 1899. The Northern territories were consolidated and extended as the protectorate of Northern Nigeria.

Meanwhile, in 1885, Britain had established another administration this time along the Niger Delta and further to the East of Niger. This area was first called Oil River protectorate and later became Niger Coast protectorate. With the revocation of the charter of the Royal Niger Company in 1899, both the areas referred to as Niger Coast protectorate and the colony and protectorate of Lagos became merged and referred to as the colony and protectorate of Southern Nigeria in 1906. This was further amalgamated with the protectorate of the Northern Nigeria in 1914 with Sir Frederick Lugard as the first Governor.

From the above, it could be seen that Nigeria was administratively attacked by Britain in three fronts before 1906 and the process of unification started with the unification of the Southern territories in 1906 and progressed to the unification of both South and North in 1914 in what we today refer to as Nigeria.

The political and administrative changes or development that took place from this date (1914) of amalgamation to date are summerized below:

1914: The amalgamation of Northern and Southern Nigeria.

1939: The South administered as East and West provincew while the North remain intact as the Northern provinces.

1954: Nigeria became a federation of Northern, Eastern and Western Regions plus the Federal territory of Lagos.

1960: Nigeria independence.

1963: Western Region balkanized to bring into existence Nigeria's fourth Region - Mid-West.

1967: May 27th: Nigeria split into 12 States as follows: North Central, North East, North West, Kano, Kwara, Benue/Plateau (from the former Northern Region); East Central, Cross River and Rivers (from the former Eastern Region); West, Lagos (from the former Western Region).

The former Mid-West Region remained intact as Mid-Western State.

1976: Nigerian political units further increase to 19 states as follows:

Anambra and Imo) from the former East Central

Benue and Plateau) from the former Benue/Plateau state.

Kwara) lost part of its territory to Benue

Kano) remained intact

Sokoto & Niger - From the former North-West

Bauchi) Borno) & Gongola) - from the former North-East but Gongola gained from the former Benue/Plateau state.

Kaduna) the former North Central remained intact.

Cross River) The former South East. Remained intact.

Rivers) Remained intact

Oyo )
Ogun) from former Western State
Ondo)

Lagos) remained intact.

In January 1966, the Army took over the administration of Nigeria. Before this period, Nigeria, as noted below, was federation of four regions and the Federal territory of Lagos. Each region was further subdivided into provinces and divisions for purpose of Local government administration. Each region had its own constitution providing for a bicameral legislature comprising a House of Assembly and a House of Chiefs plus an Executive Council with collective responsibility.

The head of each regional government was the premier who had the support of the majority party in the regional House of Assembly and appointed the members of his Executive Council from his own political party. There was also regional governor who was not a politician and whose duties were carefully spelt out in the constitution.

There were a number of administrative departments headed by Permanent Secretaries who in turn were responsible to the members of the regional Executive Council called the Ministers.

In the centre, there was a bicameral parliament comprising the House of Representatives and the Senate; a Prime Minister and head of the Federal Government as the leader of the majority party in the House of Representatives; a President of the Federal Republic whose duties were carefully spelt out in the constitution, and a Council of Ministers collectively responsible to the Parliament.

There were the administrative departments and Statutory Corporations headed by Permanent Secretaries and Corporation Chairmen. Both the Permanent Secretaries and the Corporation Chairmen were responsible to their various Federal Ministers for the good running of those Ministries and Statutory Corporations.

According to A. Akinsanya,[20] the Federal Constitution defined rather closely, the division of legislature and Executive powers between the Federal and Regional Authorities. The regions could legislate only on the items in the concurrent and residual lists while the Federal Government legislated on both the concurrent and Executive list items. However, in the event of state of emergency or crises, the powers of the regions could be eroded or taken over by the

20. Akinsanya, A (1976). The Machinery of government during the Military regime in Nigeria. Journal of the Indian Institute 18(1) pp115-133.

Federal Government. This was the case during the trouble in Western Nigeria in 1962.

Illustrated graphically, the administrative structure of the Federal Republic of Nigeria before the military take-over in January, 1966, is shown below: (see page 37)

However, in January, 1966, following the military coup as already noted, this structure was altered. The military by a Decree in 1966 abolished:

(a) The Legislative Houses of both Federation and the regions, and replaced them with the Supreme Military Council and the Regional Executive Councils.

(b) The Offices of the Prime Minister and the President of the Federal Republic which are replaced with the office of the Head of the Federal Military Government.

(c) The Offices of the Regional Premiers and Governors, and substituted them with the office of the Military Governors for the regions.

Other arms of the government like the police, judiciary and the civil service are retained. There have been two other military coups in Nigeria after the one of January, 1966, but for this study, we shall further consider the administrative structure under the Military after the July 1975 coup.

According to section 6 of the Federal Military Government of Nigeria Decree No. 32 of 1975,[21] there shall be for Nigeria:

---

21. Nigeria (1975) Laws. Lagos, F.M.O.I. Printing Division.

(a) a Supreme Military Council

(b) a National Council of States

(c) The Federal Executive Council

The members of the Supreme Military Council include the Head of the Federal Military Government and commander-in-Chief of the Armed Forces who is the President of the Council and upon whom is vested executive authority of the Federation which he may exercise directly or indirectly through persons or agents appointed by him; the Chief of Staff, Supreme Headquarters; the three Service Chiefs - Army, Navy and Air Force; the Inspector General of Police, the commanding officers of the 1st, 2nd, 3rd and 4th Divisions of Nigerian Army, etc.

The duties of the Supreme Military Council include the determination from time to time of National Policy on major issues affecting he Federal Republic of Nigeria, all National Security matters, constitutions as well as the appointment of the following: the Head of State, Chief of Staff Supreme Headquarters, the Service Chiefs, Military Governors, etc.

The National Council of States includes also the Head of the Federal Military Government who is again the President. Other members are Chief of Staff Supreme

Headquarters, the three Service Chiefs of the armed Forces, Inspector General of Police, and all the Military Governors.

The Council is subject to the overal control of the Supreme Military Council and responsible among other things for policy guidlines on financial, economic and social matters in so far as they affect the states.

The Federal Executive Council consists of the Head of Federal Military Government as the President, Chief of Staff Supreme Headquarters, the Inspector General of Police, the Attoney General of the Federation and other civil/military commissioners.

The Federal Executive Council is responsible for determining and executing the General Policy of the Federal Military Government within such framework as may from time to time be determined by the Supreme Military Council.

Also there is for each state an Executive Council which consists of the Military Governor of the State as Chairman; one senior officer each from Nigerian Army, Navy and Airforce in the State: the most senior officer of Nigerian Police Force in the State; Commissioners, etc.

In the pre-military administration, the regions could legislate on any item in the concurrent list without necessarily having to consult with the Federal Authority first, but under the military, no state legislates on any item on the concurrent lists without the consent of the Federal Military Government.

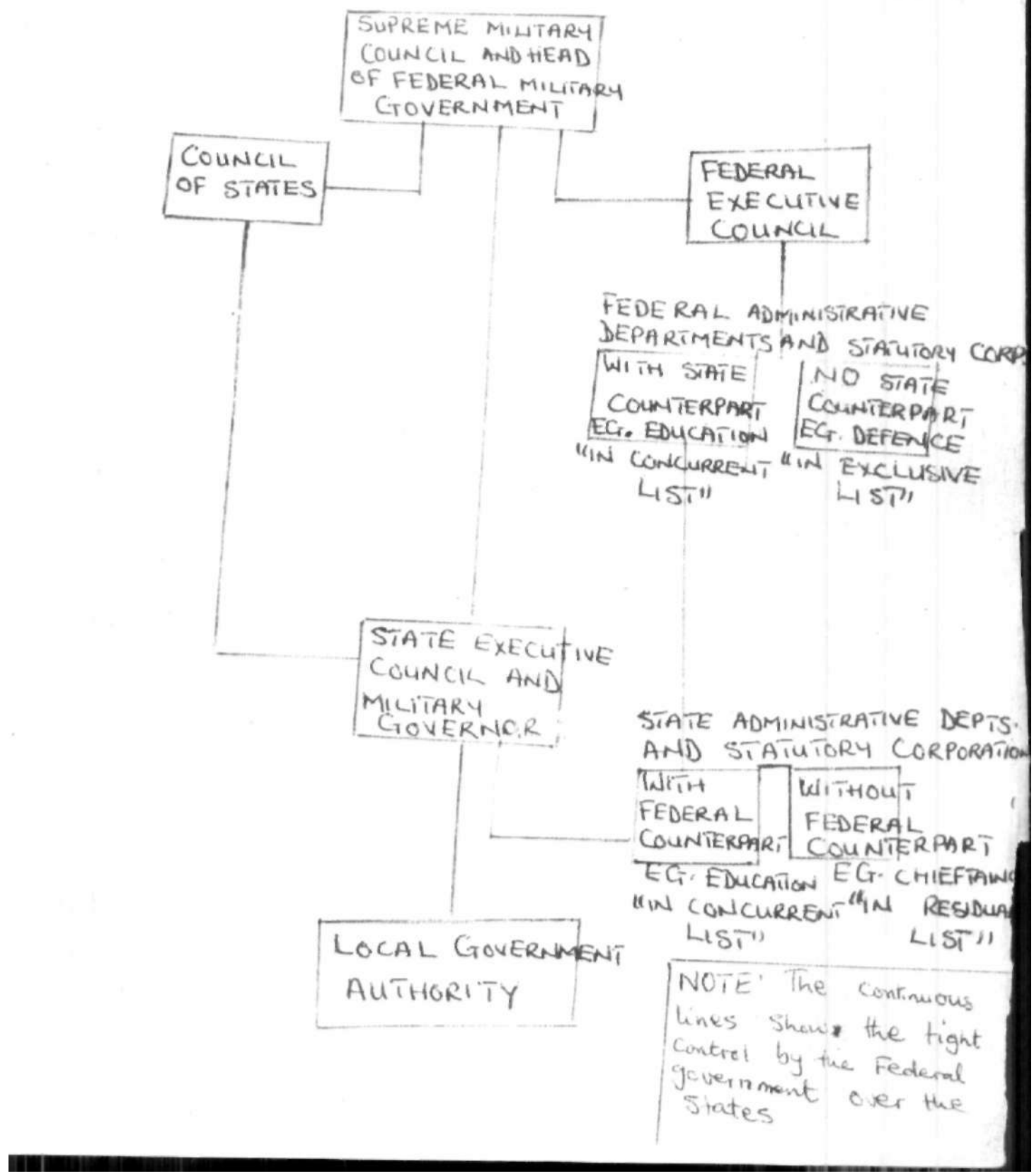
In the graphs, the broken lines in the administrative structure of the pre-military regime show the loose control of the Federal Government over the regions while the continusus lines in the graph illustrating the administrative structure of the military show the tight control of the Federal Government over the states.

Also the Local Government administration is a feature of the military administration just as in the civilian regime, although under the military, it has undergone great reforms. Thus, according to A. Akinsanya[22] we have a hierarchical structure of authorities with Local Government bodies at the base and the Supreme Military Council and the Head of the Federal Military Government at the apex. Interposed between the base and the apex are the state governments which owe their creation and powers to the Supreme Military Council just as the local government bodies are the creation of the State governments. This hierarchical structure under the military administration is illustrated also below.

---

22. Akinsanya, A. Cit. op.

# A CHART OF THE MILITARY ADMINISTRATION



The Constitution for Nigeria Post Military civilian administration is still in making at the time of writing, but judging from the goings-on in the country's constituent Assembly sitting at the time of writing, there will be a three tier system of governments with the Federal government at the apex and the local government authorities at the base of the administrative hierachy and the state governments interposed between the two.

Also, there will be a bicameral legislature at the centre made up of the House of Representatives and the Senate. There will be an Executive President and his vice plus his Executive ministers. They are not to be members of any of the legislative Houses. In the State, there will be a Uni-cameral legislature to be called state Assembly with the Governor, deputy governor, and state commissioners consisting the members of the State Executive Councils.

It is as a result of the activities of all these levels of government whether executed directly by them or indirectly through persons or agents appointed by them that give rise to the many publications that are referred to in library parlance as government publications, official publications or any other term to depict their official character.

The following government departments in the Niger Coast Pretectorate were created between 1898: Marine, medical, treasury and public works.

Also, in 1900, the following government departments were created for the then Southern Nigeria: post office, printing, audit, Niger Coast protectorate force (defence?), marine,prisons, botanical, medical, sanitary,transport, and P.W.D. (Public Works Department).

In 1902, and 1903, the departments of education and civil police were created respectively.

There have been transfers, mergers and demergers to give rise to the present civil service structure in Nigeria.

Nigerian Government Publications - History

The History of Nigerian Government publication is the history of the individual documents. According to Helen F. Conover,[23] the important documents of the British government in Nigeria in the 19th century emanated as much from Great Britain as from Lagos. For example, while the Blue Book which provided the substance for the annual reports were published in Lagos, the annual reports were published as British Parliamentary papers and in the colonial office reports.

The reports of the Royal Niger Company which had a Royal Charter to administer the interior or hinterland of Nigeria started publication from 1882 until 1915. These reports were also published in London.

According to Conover[24] there was no departmental publication before 1906 even though some of the departments came into existence as early back as 1898. (A brief history of some departments are given in page 41). There are scattered holdings of Nigerian government publications in Libraries in Europe and America such as the Royal Empire Society and Library of Congress in Washington. Such holdings reveal the existence of such publications as:

---

23. CONOVERS, H.F. (1959). Nigerian official publications, 1869-1959: a guide. Washington: Library of Congress xii, 153p.
24. CONOVER, H.F. op.cit.

(a) (Lagos) Government Gazette: 1897 - 1906

(b) (Northern Nigeria) Government Gazette: 1901 - 1913

(c) (Southern Nigeria) Government Gazette: 1901 - 1913

Nigerian official gazette began publication in 1914 following the amalgamation of North and South same year. It was and still a weekly publication. It contains the following among other information: official notices, announcements of honours and services, appointments, and notices issued to meet statutory requirements. Its supplement, appearing irregularly contains the text of administrative regulations, bills and acts or decree. The regulations and acts or decrees are later collected and reprinted in the annual volume of the Laws of Nigeria.

Also in 1914, the government printer, Lagos printed Nigerian Blue Book which was an annual publication giving a summary of the general administrative, statistical and ethnographic information on Nigeria. The publication superceded and consolidated similar publications for the North and South before 1914. The Blue Book, according to Lockwood[25] supplemented the gazettes as the main organ of the British colonial government administration until about 1940. The Blue Book has however ceased publication and superceded by the various departmental reports.

---

25. LOCKWOOD, Sharon B (1966) Nigerian: a guide to official publications. Washington, Library of Congress xii, 166p.

The Annual report of the Governor of Lagos which was published from 1887 to 1906 was superceded by the Governor's report of Southern Nigerian which stopped publication in 1913. From 1891-1898 except the report of 1895/6 which was published as Foreign office reports, the Southern Nigeria annual reports appeared as Great Britain Parliamentary Sessional papers. But from 1898 - 1913 the reports were published in Great Britain Colonial Office as the Colonial Office annual reports. This was in turn superceded in 1914 by another annual report called "annual report of the social and economic progress of the people of Nigeria" which stopped publication in 1930 and was published in Great Britain as the colonial annual report. This particular report Superceded also the annual report of the Governor of the Protectorate of Northern Nigeria.

Before 1930, both a report on the individual province and government departments were included in the colonial report, but after 1930, only the provincial reports were included. Whearas the publications of the Protectorate of Northern Nigeria, were published in Kaduna prior 1914, the publications of other British administrative units in Nigeria were published in Lagos even before the administrative unification. Official publications of Nigeria before 1960 bear

"Federation of Nigeria" while from 1964 onwards most bear "Federal Republic of Nigeria."

Types and nature of Nigerian government publications

The Nigeria Official Publications fall into two groups thus:

(a) Those of the legislative Houses or the law making bodies of the country issued by them or with their approval. In case of the pre-military civilian regime, the bodies were the Federal Parliament and the regional legislative Houses. As for the Military Government, these are the Supreme Military Council and the State Executive Council, as well as the Country's Constituent Assembly.

(b) The other group of government publications are those by government agents or organs to whom the government has delegated some functions. These includ the administrative departments, the judiciary and the statutory corporations.

The publications of legislative Houses which in British parlance called parliamentary publications and in American Scene are called congressional papers while in Nigeria are the publications by the civilian parliament and the regional legislative Houses, the Supreme Military Council and the State Executive Council as well as the country's constituent Assembly, include the following:

(i) The proceedings and the debates of the former parliament, the regional legislative Houses as well as the Nigerian Constituent Assembly.

(ii) Reports and proceedings of the various standing committees of the Houses.

(iii) Command papers tabled before the legislative Houses or the Supreme Military Council or state Executive Council at the command of the Head of the Federal or regional or state government.

(iv) Public and private Bills by the civilian legislative Houses or Decrees and Edicts by the Supreme Military Council and the State Executive Council. These cumulate as the Annual Volumes of Federal and the State laws. Public Bills deal with matters of general application while private Bills are limited to local or restricted application. To be laws, the Bills, Decrees and Edicts must be gazetted in the government weekly called government gazette. Each government of the federation has got its own official gazette. This publication carries information about administrative changes, movement of officers, promotions, grant and cancellation of licences among other iformation.

The other group of publications are non-legislative and they include:

(i) The decisions of the Federal Supreme Court, Federal Court of Appeal, Federal Revenue Court, High Courts of the States and other special courts legally established by the government. The cases appear in all Nigerian law reports and the state law reports.

(ii) Annual reports and other annual publications of the various government ministries and departments both at Federal and State levels.

(iii) Serials publications of government ministries and departments e.g. Nigeria Trade Journal by the Federal Ministry of Information.

(iv) Reports of commissions of enquiries and tribunals e.g. the Udoji wage and salary review commission.

(v) Technical reports. These are the result of researches in government departments and institutions like the Nigerian Institute for palmOil Research, Benin.

(vi) Miscelleanous publications which include such irregular and occasional publications issued usually by departments and agencies on particular topics within their field and distinct from their other regular publications.

(vii) Annual reports and such other publications by the statutory corporations like the Nigerian Railways.

However, the classification of government publications must not be seen as watertight, for the functions of the various arms of government often diffuse and cut accross to make any classification meaningful. As an example, W. Cox[26] noted that transfers and overlapping of functions of government departments increase the complexity of handling them; and says that a very technical report say, on incidence of doudenal ulcers in bus men can turn up as a Ministry of Labout report, instead of under the Ministry of Health because it arises from trade dispute.

Also because of some temporary political circumstances, such as threatened strike, such report could be removed from its natural group (non-parliamentary) to make it a command paper in the parliamentary series.

---

26. Cox, W. (1949) Her Majesty's Stationery Office Publications. Aslib Proceedings 1(3), pp 251-256.

The Bibliographic control of Nigeria Official Publications

For the interest of those librarians who may like to update their collection of Nigerian government publications; or those who are yet to start collecting them, it will not be out of place here to draw their attention to some of the existing standard work aimed at a retrospective bibliographic control of Nigerian government publications.

Such works include:

(a) Ahmadu Bello University. Kashim Ibrahim Library.
Catalogue of Africana. Zaria: Ahmadu Bello University Press, 1974.
pp. 89-156.

Lists about 500 Federal, Regional and State government publications.

(b) ANTO, Danladi I
Bibliography of North Central State Government Publications, 1967 - 1974.
Ahmadu Bello University, Zaria. June, 1975.
iii, 13p.

A list of 99 items.

(c) CONOVER, H F
Nigerian official publications, 1896-1959: a guide. Washington, Library of Congress, 1959.
xii, 153p.

Lists 1204 central and regional government publications.

(d) ENWERE, J

A Provisional guide to official publications at the National Archieves, Kaduna: Nigeria National Archives , 1962.
ii, 78p.

There are 678 items in this book.

(e) GWAM, Lloyd C

A Handlist of Nigeria Official publications in the National Achives Headquarters, Ibadan, Ibadan: National Archives, 1964.
iv, 188p.

Over 1,500 items are listed.

(f) LOCKWOOD, Sharon B

Nigeria: a guide to official publications - Washington: Library of Congress, 1966.
xii, 166p.

Lists 2,451 items relating to Nigeria and the S. Cameroon.

(g) OMONIWA, Moses Adekunle

Kwara State Government Publications: bibliography 1967 - 1974 - Zaria: Ahmadu Bello University, June, 1975.
xii, 20p.

Lists 120 items

(h) STANLEY, Janet L

Nigerian government publications 1966 - 1973: a bibliography, Ile-Ife, Ife University Press, 1975.
x, 193p.

A List of 2,660 items.

The above list is not exhaustive of all the available

works on the bibliographic control of Nigerian government publications but they are about the most comprehensive.

Also they complement and supplement, and even atimes duplicate one another but none is really a substitute for another. Items listed include annual and conference reports; reports of administrative enquiries; policy papers; Development and economic plans; gazettes; legal materials; legislative papers etc. etc.

# CHAPTER TWO

## LITERATURE REVIEW

The issue of government publications has been the focus of many periodical articles. Some of these articles are reviewed here below. But even though this is a Nigerian orientated research, the review has included some foreign literature. This is because literature on Nigerian government publications is still scanty.

However, the foreign bias not withstanding, this research hopes to draw from the experiences of libraries in some other parts of the world and relate these experiences to the Nigerian situation in finding solution to some of the problems identified.

The review is made under three subheadings of acquisition and dissemination.

### ACQUISITION:

W. Cox,[1] speaking on behalf of H.M.S.O. notes that those who handle official publications are often exasperated by illogicalities and catalogue inadequacies; and argues that

---

1. Cox, W (1949). Her Majesty's Stationery Office Publications. Aslib proceedings (1), pp. 251-256.

the difficulties are not the creation of Her Majesty's Stationery Office but as a result of the inherent intract ibility of the materials.

This follows the transfers and overlapping of functions of government departments leading to a situation which he likens to weed that spring up all over the place in disregard of the formal beds in which they ought to appear. He suggests a perfect knowledge of the functions of the various government agencies as a guide.

Jerome K. Wilcox[2] writing from the American view point is concerned with the sheer number of government publications and the heavy toll they take on a library budget. As a result, according to him, the trend in American is towards cooperative and selective acquisition.

The problems of government publications in the developing countries are highlighted by Thompson Omoerha in his article[3] when he noted that apart from the universal problems of government publications as poor format, lack of trade bibliographies and the unsatisfactory methods of distribution, one handling African government publications

2. Wilcox, J.K. (1955). The acquisition of government publications. Library Trends 3 (4) pp. 403-413.
3. Omoerha, Thompson (1973) African government publications: problems of acquisition and organization Libri 23 (4) pp. 298-305.

has added problems such as the question of what is to be regarded as government publications, problems of retrospective and current bibliographies, political changes and language. He suggests the training of staff with the background information of African politics and government and, a workroom for processing the materials as well as the duplication of entries rather than the mere cross references.

Janet Stanley[4] writing on the experiences of Ife University Library which is depository to the three Western States of Nigeria observes that any attempt for retrospective acquisition of Nigerian government publications runs into difficulties because of:

(a) The rate of which publications go out of print

(b) The frequent reshuffling and reorganization of government departments and ministries.

(c) The demise of government bodies or

(d) The cessation, suspension or resuscitation of government serials without any prior indication.

---

4. Stanley, Janet (1974) A note on the acquisition of Nigerian government publications. Nigerian Libraries 10 (1): pp. 63-65.

As a result of the ineffectiveness of Nigeria's copyright laws, only about half of what is published by the various Nigerian governments are listed in the National bibliography of Nigeria while the Western State's government publications received in the library of University of Ife are far less than the total number of their publications acquired from all other sources.

Arno Liivak[5] writing on the place of African government publications in African literary world, makes the following observations:

(a) African share of the world amount of book production is 1.5 per cent.

(b) Large proportion of the third world book production is official or semi-official in nature especially in Africa.

(c) The dominant government publication is characterised by fragmentation and inadequate or non-existence bibliographic control.

(d) Publishing and distribution is often by individual departments so that much often depends in the efficiency and energy of individual officials.

---

5. Liivak, Arno (1976) Third world materials as catalyst for access dominated solutions to the problem of Western Libraries Inter Journal of Law Librarian 4 (2) pp. 78-90.

(e) Acquisition of government publications may involve protracted correspondence with numerous departments instead of a blanket order to a central point.

Speaking from his experience as the document Librarian of the Ibadan University Library, Mr. Ikem[6] made the following observations:

(a) The confusion arising from the role of government press as a printer and a publisher and argues that it is as a result of the ignorance or failure on part of libraries to see government press as but printer and not publisher of government publications that government publications appear intractable.

(b) The ineffectiveness of the country's publication law which he illustrated by claiming that only a very small number of the Western State government publications get to his library - Ibadan University.

He suggests:

(1) The setting up of a Semi-autonomous State Information Office with three sections charged with (a) Information, planning, research and publicity (b) Publishing and editorial (c) Printing, distribution and sales.

6. Ikem, J E (1976). NLA (Western State Division) workshop on government publications of Oyo, Ogun, and Ondo States. Ibadan, 14th - 15th October.

(2) The coming together of the states to own jointly a printing press.

(3) A non-circulatory depository library within this semi-autonomous state information office where everything published in the state will be deposited and controlled bibliographically.

Mr. Ita[7] noted two main problems as they affect the acquisition of Nigerian government publications. These are: (a) The non-availability of current lists and (b) The non-cooperative attitude on the part of government publishing houses and makes the following suggestions:

(a) Library staff to go round the state capitals from time to time in search of government publications.

(b) Co-operative acquisition by libraries of Nigerian government publications.

(c) The Nigerian Library Association to take up the matter with the government printing press for improved production and distribution.

O. Jegede[8] holds the view that government publications

---

7. Ita, N.O. (1976) Government publications: Their acquisition organization and use. Notes prepared for the 1976 annual conference of the Nigerian Library Association (Northern Division)

8. Jegede, O. (1977). Problems of acquisition of library materials in a developing country: University of Lagos Library experience. International Library Review 9 pp. 235-239.

from developed countries like Great Britain and America with organized bookshops are easier to purchase for a Lagos Library than trying to buy, say, a report of the committee on the location of Federal Capital of Nigeria from the Federal Government Printer in Lagos.

He goes further to say that it is very cumbersome procedure to send money abroad to pay for government documents like other books but that it is even an uphill task to secure systematically Nigerian Federal and State governments documents for a library even when paying cash because of the following reasons:

(a) The very nature of governments and their multiple agencies.

(b) Lack of bibliographic control

(c) The complete lack of organization in the government printing offices.

(d) Lack of government bookshops

(e) The rapid increase in government publications, government departments, reports of tribunals and commissions.

(f) The nature of government publications, ranging from books with hard-cover to pamphlets and cyclostyled materials.

(g) Finally the ineffectiveness of publication laws in respect of depository libraries.

At this point, let us examine the various suggestions made in the above contributions on how to solve the problems of the acquisition of Nigerian government publications.

In some places, libraries try to cope with the problems of number through cooperative and selective acquisition. But while co-operative acquisition is to be encouraged, it is most unsafe to embark on selective acquisition where there exists no co-operative scheme. This is because selective acquisition is uaually based on immediate, and in some cases, on forseeable needs. But what of that unforseeable need that may come to the library when a material is out of print and it is no where to be located? Government publications are primarily research materials and research items are not necessarily collected because they are needed now but because they might be needed in the future.

However, while a cooperative scheme based on the acquisition of materials may not encounter much problems in Nigeria, the difficulties will definitely come in their cooperative use because of geographical and communication problems.

Many suggestions have been offered. These include the tour of state capitals by libraries to collect their official publications. This sounds plausible, but no library in Nigeria will be in a financial position to finance such extensive tour which will always take a staff round the country as vast as Nigeria, added to the problem of time as the timing of such visits may come at a time when nothing is available for collection from the state capitals thus rendering such a visit fruitless.

The suggestion for the Nigerian Library Association to get involved in the matter is most necessary as such could be an opportunity for the exchange of ideas and finding solution for some of the problems.

Also, there is a suggestion for a semi-autonomous state information office which will handle government information, publishing and printing to obviate the unnecessary officialdom characteristic of the publis service which it is believed is responsible for the many problems encountered in the acquisition of Nigerian government publications. This office, among other things, will prepare lists and catalogues and index the publications.

To my mind, this may not make any significant change. One has only to reflect on the performance of the Statutory corporations in this country which are free from the norms and rigid rules of the civil service yet they perform no better than the civil service. The problem is that of sense of duty, commitment and devotion.

As for the preparation of list and the indexing of publications, these could better be carried out in the National Library of Nigeria to make use of the existing facilities there rather than duplicating them in some other places. And to some extent these are being done in the National Library. Her monthly catalogue is in this direction. All that need to be done is to reinforce the facilities in the National Library and get the Nigerian publication laws work so that the National Library can prepare not only comprehensive lists but issue them promptly.

## O R G A N I Z A T I O N

While conceding to the fact that special collection within a library negates the principle of subject classification, Kyle[9] nevertheless feels there is strong argument for isolating certain categories of documents from the main arrangement and suggests that the decision of either to isolate or not to isolate any collection should be based on which of the arrangement guarantees its accessibility.

She claimed that both the United Nations and Her Majesty's Stationery Office publications in the library of the Royal Institute of International Affairs, London, are isolated and are catalogued and indexed with separate catalogues, although some monographs are atimes dispersed which she defended on the ground that there is the tendency on the part of Library users, and even sometimes on the part of the staff to think of this collection as dealing with the subject "United Nations Organization."

She recommends speed in cataloguing government publications rather than unnecessary bibliographic righeousness.

---

9. Kyle, Barbara (1949). Official documents in a special library: justification (if any) for keeping official documents apart from the rest of the collection. Aslib proceedings 1 (3) pp. 262-266.

She also suggests copious cross references as the answer to the change of names of government departments.

Goil[10] is of the opinion that many library catalogues, even when constructed according to the internationally recognized cataloguing codes, fail to provide satisfactory entries for government publications. According to him, confusion arises between government's role as author and as a publisher.

He is not in favour of the traditional forms of cataloguing which dictate that the names of the country i.e. equivalent to the name of the government be put first in the heading, followed by the name of the ministry and its department, if any. This is because, the nature of government research is such that thought contents of a departmental document cannot rightly be assigned to the whole government and as such the name of government should only be treated as an individual element rather than as an entry word.

---

10. Goil, N.K. (1961/2) Main entry for government publications - a choice for heading: case study about India. Library Herald 4 (3 & 4) pp. 101-116. ( Abstracted in Library and Information abstract (1962), v. 13, pp. 343-43.

Hagler[11] notes that the problems of corporate entry for government publications are among the most vexing known to cataloguers as agencies keep changing their names for political and other reasons. It is suggested that it is only through cross-reference that functional continuity can be shown. Hagler further suggests for a list of bare author headings for governmental agencies known to have issued documents.

An account of an arrangement of government publications in Makerere University is given by A. Holdsworth.[12] Faced with the problems of handling a large number of official publications both national and international, many questions are asked (a) Whether to isolate official publications or not. (b) Whether to use the same Classification Scheme used for other library materials. (c) What to be done to speed up the processing.

A number of factors are taken into consideration including the views of the readers in reaching the following decision:

---

11. Hagler, Ronald (1962) Corporate author heading for Canadian government publications. Ontario Library Review:(46(3) 165-168. (Abstracted in library and information science abstracts v. 10, (1959).

12. Holdsworth, A. (1962) An arrangement for government publications. East African Library Association Bulletin 1 pp. 15 - 25.

(a) A separate section of official publications

(b) A special scheme devised by the library to classify all official publications.

(c) Materials are to be registered at once on receipt and made available to readers while the full processing comes at a later state. This reduces pile ups in the workroom.

(d) Dispersion of materials is to be discouraged except when it becomes unavoidable as in case of Unesco's documents on bibliography, library science and education which should go with their respective subjects.

Two types of entries common among libraries are noted by P. Shoyinka.[13] These are direct and indirect (inverted) entries.

The following suggestions are made:

(a) The use of conventional names of the political units of Nigeria up to 1967 as Northern Nigeria, Eastern Nigeria droping the word "region" so as to allow them as umbrella entries for all the political units from 1900 to 1967.

---

13. Shoyinka, Patricia (1967) State - level government of Nigeria as author entries and subject headings. Library Resources and Technical Services 20 (2) pp. 157-166.

(b) Direct entries for the states in the line with the official names in the gazetter of Nigeria, but in international point of view, state names should be punctuated with "Nigeria."

(c) The acceptance of the Library of Congress announcement of 1970 regarding subject heading practice about corporate bodies and political jurisidiction whose names have changed.

This announcement states that when the name of a country, state, city, etc., has been changed without substantially affecting its territorial identity all subject entries are made under the new name regardless of the period covered by works being catalogued. All subject entries under the old name are changed to the new name.

Also in the announcement, library of congress recommends either direct or indirect entry for a subdivision for a subject heading for which a political name is used to subdivide a topical heading. For example, primary education, say, in Enugu could either be Education-Anambra - Enugu (indirect) or Education-Enugu-Anambra-State (direct)

To this Mrs Shoyinka favours an indirect entry. However, Library of Congress favours a direct entry if the topic directly relates to the city or municipality. In that case, Education in Enugu or Registration in Ibadan will be

direct under Enugu and Ibadan respectively.

The organization of government publications in libraries as revealed in the above literature review shows:

(a) Most libraries favour a separate collection of official publications.

(b) Cataloguing entries could be direct or indirect.

(c) Traditional schemes' inadequacies for classifying official publications results in the developing of special schemes.

(d) Cross-references are used by libraries to accommodate the problems of changes in the names of government agencies and functionaries.

(e) Even though almost all favour the maintaining of the official publications in as a complete state as possible, occasional dispersion is atimes inevitable on topical considerations. Miss Kyle argued also that such dis-person is atimes necessary because according to her, there is the tendency among readers to regard, say the collection of the United Nations as dealing with only the subject "United Nations." However, if readers develop this thinking, it is because libraries fail to advertise the scope and the range of their collections.

DISSEMINATION:

It has not been possible to come by as many contributions on the dissemination of government publications as on their acquisition and organization. This underlies the apparent indifference to their dissemination as most contributors dwell on the problems of their acquisition and organization. Few of the literature on their dissemination are reviewed below:

In the Library of the University of California, Berkeley,[14] indexing of government publication is preferred to full cataloguing. This is found to be perfect without any detrimental effect on use.

Such cards of entries that appear in the public catalogues, make reference to specialized indexes and catalogues that describe their contents fully well. Also the service points of the libraries are thoroughly briefed of the existence of all the indexes and catalogues of the public documents so that anywhere in the library a reader directs his enquiries, the staff will not be found unable to assist.

---

14. Wilcox, J.K. (1951) Official Checklists and indexes versus cataloguing of government publications. A symposium. College and Research Libraries 12, pp 158-170.

Rating government publication as important and source materials, **Estes**[15] noted that their value is matched by the difficulty in using them as many readers hesitate in approaching them because they do not know how to locate what they want. As such, readers need assistance in using them since the peculiarities of their organization bibliography and indexing are baffling to the uninitiated.

Giving the experience of Emory Library, he reports as follows:

(a) The creation of Document centre where these are handled, and where reference service is provided to assist readers in using them.

(b) The availability of checklists, indexes and other bibliographic aids. These are arranged in a separate shelf quite near the official publications.

(c) Two self-help guides prepared - (i) The Document centre: finding and using government publications (ii) United States government publications in the Emory University Library.

---

15. Estes, E. David (1959) Government Publications in the classroom. College and Research Library 20, pp78-80.

(d) Group instruction is given to the students of the political science in American government at the time of orientation and also during selected periods in their faculty time table.

Mayer[16] while agreeing that a greater deal of information is suppressed by governments, wonders what happens to the endless footage of reports, commissions and minutes of evidence which gather dust in libraries.

He is of the view that an important proportion of the problem of government secrecy in Australia could be solved by spreading information of what exists, but notes the difficulty of convincing more people that there is something in these volumes which can help them change the society more rationally.

A plea is made that libraries cease being self-limiting and self-enslaved since they have the power to use and propangadise government publications, thus contributing to the public policy field. Librarians are therefore urged to be more militant about communicating this information. A suggestion is made for joint Librarian/Social

16. Mayer, Henry (1974) A dash of librarians library Canadian Library Journal 13 (5) pp. 393-97 (Abstracted in Library and information science abstract (1974) v. 74/5357, p. 329.

Scientist projects to inform members of the public about government publications which directly affected them.

From the above few articles on the dissemination of government publications, it appears many libraries see government publications as materials for keep rather than as materials for use or exploitation in the intellectual pursuit of the individuals. This has resulted in a situation where libraries build up a large but unexploited collection. Not only is the greater majority of library readership denied an access to this vital collection, but they are ignorant of the contents and scope of the collection or hindered in their bid to use it by lack of special assistance and guidance that are necessary to exploit it fully.

The situation is even worse in Nigeria as this study is bound to prove, because almost all the libraries surveyed see their role in respect of Nigerian government publications as but their custodians rather than as agents for their dissemination.

In the works on the dissemination of government publications reviewed above, their advertisment as well as the provision of the necessary assistance and tools are regarded as effective means of facilitating and enhancing their exploitation.

although patrons, especially in he universities atimes donate their own copies of official publications to the library after they have finished with them. Since gifts from patrons and others are very minimal, the government printers and the author departments, as noted above, remain the main sources of gifts in respect of Nigerian government publications.

Usually the libraries must solicit for every item except when they are fortunate to be on the mailing list of the distributors of a particular publication. Libraries solicit for such gifts from those geographical areas of the country where their depository rights do not cover. In some cases they succeed only to be called upon to pay for the item requested.

The Kaduna State library, for example, writes every year to all the government printers in the country requesting for all their publications. The library, however, noted that while most of the Northern States government printers respond positively to the requests, most Southern States government press do not honour the requests, although it's claimed that Anambra and one or two other state government printers do respond favourabely to the request.

Both the University of Lagos and Ahmadu Bello University Libraries are happy with the Bendel State government press in the way it responds to their requests, although surprisingly enough, the University of Lagos Library express some disappointment in getting some of the Lagos State government publications. For example, the library claimed that while it had up to date by November, 1977, the Bendel State Official gazette, it had nothing of Lagos State for 1977 at the same period. They do not stop at writing the government printers. They also write the author departments whenever a particular publication is associated with such a department.

On the whole, the requests for the various governments' publications by some of the libraries surveyed have not been quite successful as to guarantee a comprehensive build up of their government publications' collection. In the circumstances, therefore, it will not be safe for the libraries to rely only on gifts as the only way of building up collection of the Nigerian government publications.

E X C H A N G E

Exchange, on the other hand requires a reciprocal gesture on the part of the libraries involved. Either the items to be exchanged are agreed upon earlier or the libraries leave the transaction open so that any item of relevance could come in. Usually exchange is arranged between libraries of the same character or pursuing the same goal. Also, usually, every item of exchange, unlike gifts, is supposed to have some relevance to the goals of the receiving library. Exchange involves sacrifice on the part of the parties on the both ends of the transaction. For it to succeed, there must be the willingness to co-operate on the part of the libraries involved.

Exchange is good in that it can help a library save, although a little, from its book expenditure. Also a library could through exchange arrangement, acquire a publication which in the normal circumstances it may not be possible to buy it. Furthermore, when libraries are on an exchange arrangement, it could pave way for co-operation in other areas. However, like gift, its contribution to building up a library collection is minimal as usually only few and highly selected items will come under an exchange programme.

However, the exchange of Nigerian government publications among the libraries surveyed is not common although this is not true of their external relations or external exchange programmes. Some of them like the National Library of Nigeria use Nigerian government publications as exchange for foreign publications.

P U R C H A S E S:

The third method is through purchases by making use of the book vote of the library. Purchase is a follow up of preselection exercise by the library and others involved in selecting library materials. What a library buys with the money available at her disposal is in the main dictated by financial restraints and relevance of selected items to the objectives of the library or community to be served.

Almost all the libraries surveyed one time or the other have to pay money for one type of Nigerian government publication or another either to meet the urgent request of patrons or because every effort to get the items from the usual government sources either as gifts or depository materials has failed. The libraries find themselves paying for some of the government publications

coming from those states where their depository rights do not cover including federal government publications.

Since this involves spending public fund, the purchases are based strictly on the immediate or foreseeable needs of the library. The selection of a publication is based on its relevance to the goal of the library buying it. For example, Ibadan University Library says while they have to accept everything sent as a depository materials and preserve them, they are highly selective when it comes to paying for any government publications just as in other library materials.

In absence of government current lists, which is regrettable any way, the selection exercise is difficult as one must know first what are published before any meaningful selection takes place. However, the libraries make use of other sources like government official gazettes and Newspaper adverts. (See table I below for libraries and the tools they use for their selection). But even then most of the items will, of course, escape these sources.

Tools used by the libraries surveyed in their selection of Nigerian Government Publications.

| | Ahmadu Bello University | Anambra State Library | Benin University | Ibadan University | Ife University | Kaduna State Library | Lagos University | National Library | University of Nigeria |
|---|---|---|---|---|---|---|---|---|---|
| Government Official Gazettes | | X | X | X | | | | | |
| Government (Official) Lists | X | | X | X | | | | | |
| National Bibliography of Nigeria | | | | | X | | | | X |
| Mass Media (Newspapers, radio, TV). | | | | | X | | X | X | X |
| Readers' sources | X | | | X | - | | X | | X |
| Review journals | | | | | X | | | | |
| Publishers Catalogue | | | X | | | | | | |

TABLE 1

With regards to table I, the following observations are to be made:

I. In actual fact, most of these libraries like the National library of Nigeria use the above tools to identify the published items rather than as selection tools since as depository libraries they are expected to have everything.

They rather use the tools in identfying the depository items not sent and make the necessary claims. However, for those libraries that their legal deposits are limited to the states, the tools are used to select what they will buy or request as gifts from the states and the federal government printers where their legal deposits do not cover.

II. Kaduna State Library claim they write every year to all the government printers in the country requesting them to send to the library everything published. As a result, they make less use of any of the above selection tools.

Very often, it is not easy to buy the materials from the government bookshops either because these bookshops are in short of copies of the publications or

that the author-departments fail to make copies available to the bookshops. The libraries in any case try other sources. These are the local bookdealers as Nigerian Books suppliers Ltd.

In some of the libraries surveyed, the acquisition of government publications is carried out by the same section charged with the acquisition of other library materials while in others, there is a separate section to acquire government publications. (See table 2 below for the arrangement of acquiring government publications in the various libraries).

Whether Acquisition of Nigerian government publications is carried out by the same section that acquires other library materials or not.

| Libraries with a separate section to acquire government publications. | Libraries without such a separate section. |
|---|---|
| Ahmadu Bello University Library | National Library of Nigeria |
| Ife University Library | Anambra State Library |
| Kaduna State Library Board | University of Nigeria (Nsukka) Library |
| Lagos University Library | |
| Ibadan University Library | |
| Benin University Library | |

TABLE 2

LEGAL DEPOSITORY:

The final method is through legal depository or copy-right whereby a library is entitled under the law of a country to receive a copy or more of any material published or printed in that country free. In Britain, legal depository operates in two ways.

1. Every book including sheet of letter press, sheet of music, map, etc., is expected to be delivered to the British library by the publisher at his own expense within a month of such publications.

2. Certain University Libraries are chosen as copy-right libraries but to get anything published, they have to apply to the publisher who will deliver such a publication free to the library. The application for such a publication must be made within one year of publication. The libraries with this special right include Bodleian, Oxford, University of Cambridge, and Trinity College, Dublin.

The implication in this second method is that a library must know of the existence of a certain publication and the source from where it can be obtained before applying for the publication. Also such libraries can

choose to limit themselves to only those items that will satisfy their immediate and/or foreseeable needs. That is they, unlike the British library can choose to be selective of what they will have of all that are published in Great Britain.

The history of copyright law in Nigeria dates back to the Central government publication ordinance of 1950.[1] This designated the University college now University of Ibadan as a copyright library for the whole country.

In 1955,[2] the then Eastern Region enacted a publications' law, Paragraph three, subsection one of this Enactment states: "The publisher of every book published in the Eastern Region shall within one month after the publication deliver at his own expense four copies of the book to the Premier, who shall arrange for their preservation in such a manner and in such place as he may direct, and two copies to the library of the University College Ibadan.

---

1. Nigeria (1950) Laws Lagos, Government Printer.
2. Eastern Nigerian (1955) Laws Enugu, Government Printer.

This was followed in 1956[3] by the Western Region. Paragraph three, subsection one of this law even though differently worded has the same provisions as that of the Eastern Region above. Ibadan University Library was still retained as a copyright library to all publications in that part of the country.

In 1964,[4] the then Northern Region enacted its own publications Laws. Paragraph three subsection one states:

"The Publisher of every book published in Northern Nigeria shall, within one month after the publication, deliver at his own expense -

(a) two copies of such book to such officer as may be prescribed by the Minister by notice in the Northern Nigeria gazette and

(b) two copies of such book to the library of the Ahmadu Bello University.

Also in 1964,[5] in the Federal government legal amendments, University of Lagos library is used to substitute the University of Ibadan Library as the Federal copyright library and publications to be deposited limited to only those items published in Lagos territory.

---

3. Western Nigeria (1957) Laws. Ibadan, government printer
4. Northern Nigeria (1964) Laws. Kaduna, govt. printer
5. Nigeria (1964) Laws. Lagos, Fed. Ministry of Information.

All the above laws and the Federal legal amendment of 1964 repealed the Nigerian Publication ordinance of 1950.

What this means is that (I) by 1964, no government in Nigeria, both at Federal and Regional levels designated the National Library of Nigeria as a depository or copyright Library. (II) There was no single library in Nigeria enjoying copyright privilege in a country wide basis after the former Northern Region and Federal government withdrew this privilege from Ibadan in 1964. (III) There were four copyright laws in Nigeria each operating at limited spheres - the Federal, Eastern, Northern and Western Nigeria Publication Laws, although it is believed they jointly covered the whole country.

With the creation of states in 1967, some of the new states especially in the war affected areas could neither operate the former Regional publication laws nor enact their own with the result between 1967 and 1971, the publication laws operating in Nigeria could not claim to have covered the whole country. However, in 1970, the Federal Military Government took a step in the right direction when it promulgated a Decree No. 29[6] establishing a Board of National Library of Nigeria and according to paragraph four, subsection three of that Decree,

---

6. Nigeria (1970) Laws. Lagos, Federal Ministry of Informati

25 copies of the Federal and 10 copies of the states governments publications are to be delivered to the Director of the National Library of Nigeria.

Even though, the National Library of Nigeria sends a copy of both official and non-official publications received in that library under the 1970 copyright provisions, to Ibadan University Library, it is doubtful if it is required under the law to send a copy of any Nigerian Official publication to Ibadan University Library. According to that provision, paragraph, 4 subsection 1[7] states: "The publisher of every book published in Nigeria shall within one month after publication deliver at his own expense to the National Library three copies of the book, two of which shall be kept in the National Library for permanent preservation and one of which shall be sent by the director to the Ibadan University Library." No instruction is given and no mention is made of Ibadan in respect of the 25 copies and 10 copies of the Federal and state government publications to be sent to the National Library in the provision in the Decree.

---

7. Nigeria (1970) Laws. op cit.

By this Decree, the National Library of Nigeria has for the first time been designated a copy right library and the application of the Federal Publication Law once more operative all over the country since the Federal legal amendment in 1964 of 1950 Publication ordinance

Further more, Lagos University lost this privilege while the privilege is once more restored to Ibadan University Library. Again, within 21 years, the Federal government has at one time or the other designated three libraries copyright libraries although at varying periods - University of Ibadan Library 1950 - 1964; 1971; University of Lagos Library 1964 - 1971 and National Library of Nigeria 1971, -. And finally, for the first time, two libraries in Nigeria at the same time (National and Ibadan University libraries) are designated by the Federal Government as copyright libraries.

Some of the former Regional Publications Laws had not been amended, except the former East Regional Publications Laws ~~had not been amended, except the former East Regional Publication Law~~ which was validated by the East Central State of Nigeria Edict No. 17 of 1971, when more states were created in the country on 3rd February, 1976.

As a result of state creation in this country, the operational spheres of the former Regional and even states publications laws have been eroded because the issues of copyright depository is political. Even in the United States of American, it is a political decision based on Senatorial districts. It is difficult to say, what areas in this country the former Regional Publications Laws are operative.

The extent of the operational boundary of the former Regional or State Publication Laws will depend mainly on the extent the new states will like to associate themselves with the former parent political units. Where the new states have more in common and a sense of belonging among themselves, the more likelihood the former publication laws will continue to be observed by all. We can see this among the Northern States. Many of them still observe the former North Regional Publication law of 1964. But where love is lost among the new states and everything done to erase the traces of the old association the former publication law will not be observed by all the new states.

This is the case in the Eastern States where two out of the three states could not observe the former

East Regional Publication law of 1955.

Furthermore, some libraries in the new states have evolved informally as copyright libraries for their states publications without the necessary legal instruments designating them as such. All the libraries surveyed except University of Benin library claim to be legal depository to the official publications of one state or the other. The result is that there is a gradual cut off of the former depository library from getting the official publications of such state which are now sent to the library or libraries in the new state.

This study has given much space to issue of legal depository because in a country like Nigeria, where there are almost no current lists of official publications and with limited gifts and exchanges of official publications among libraries, effective copyright depository remains the only way of guaranteeing a comprehensive collection of Nigerian government publications in Nigerian libraries.

As already mentioned earlier, all but one of the libraries surveyed claim to be depository of the publications of this or that state government (See table 3 below).

The Federal and the States governments to which the libraries claim to be depositories.

| | A.B.U. | Anambra State Lib. | Benin University | Ibadan University | Ife Jniversity | Kaduna State Library | Lagos University | National Library | University of Nigeria | |
|---|---|---|---|---|---|---|---|---|---|---|
| Federal Government | | | | X | | | | X | | |
| Anambra State | | X | | X | | | | X | X | |
| Bauchi " | X | | | X | | | | X | | |
| Bendel " | | | | X | | | | X | | |
| Benue " | X | | | X | | | | X | | |
| Borno " | X | | | X | | | | X | | |
| Cross River" | | | | X | | | | X | | |
| Gongola " | X | | | X | | | | X | | |
| Imo " | | | | X | | | | X | X | |
| Kaduna " | X | | | X | | X | | X | | |
| Kano " | X | | | X | | | | X | | |
| Kwara " | X | | | X | | | | X | | |
| Lagos " | | | | X | | | X | X | | |
| Niger " | X | | | X | | | | X | | |
| Ogun " | | | | X | X | | | X | | |
| Ondo " | | | | X | X | | | X | | |
| Oyo " | | | | X | X | | | X | | |
| Plateau " | X | | | X | | | | X | | |
| Rivers " | | | | X | | | | X | | |
| Sokoto " | X | | | X | | | | X | | |

TABLE 3

At least, if the copyriqht laws, were to be effective, these libraries will be sure that all the official publications by the governm,-nt(s) granting them such copyright privileges will be collected by them; and if all the states in the Federation were to designate this or that library as its copyright library, there will be a co-operative acquisition of all the official publications of this country. Unfortunately, legal depository has never been quite effective in libraries in this country. The following facts will prove this point;

1. Each of the depository library surveyed for this study was asked as a depository library to state how th publications reach the library by ticking any of the following statements:

(a) The materials are sent normally

(b) The library has to write to the government printer/ author Departments i >r • * .* '* t

(c) Pay a visit to the govt, printer before they **are sent.**

(d) Any combination of the three above.

Except one library, others say they combine the three procedures (See table 4 below)

How the depository materials get to the libraries

| How the materials get to the libraries / Libraries | A.B.U. Library | Anambra State Library | Benin University Library | Ibadan University Library | Ife University Library | Kaduna State Library | Lagos University Library | National Library of Nigeria | University of Nigeria (Nsukka) Library |
|---|---|---|---|---|---|---|---|---|---|
| 1. Sent normally | | | | | X | | | | |
| 2. Write before they are sent | | | | | | | | | |
| 3. Pay visits to Govt. Printers/ author Dept. before they are collected | | | | | | | | | |
| 4 Combination of the three above | × | × | × | × | | × | × | × | × |

TABLE 4

Note: The University of Benin Library says it is not depository.

2. According to J.E. Ikem,[8] of 403 items published by the former Western State of Nigeria as listed by J.L. Stamley,[9] only 243 were deposited with the University of Ibadan Library and 271 with the National Library of Nigeria. And when it is remendered that Stanley's list may not even be a complete list of all that the government published at the time, then the number that failed to reach the libraries could better be imagined than described here.

One the whole, these libraries encounter a lot more problems in trying to acquire Nigerian government publications. These problems could be summerized as follows:

1. The difficulty of knowing when to approach the government printer or author-department, as often the government printers are under instruction not to distribute a particular publication when the author-department decides to do it herself.

2. The problem of knowing which department of the Ministry concerned is responsible for such publication as without a knowledge of the specific department and infact

8. Ikem, J.E. (1976) N.L.A. (Western States Division) workshop on government publications of Oyo, Ogun and Ondo States. Ibadan, 14th - 15th October, 1976. p4.

9. Stanley, Janet L. (1975). Nigerian government publications - 1966-1973: a bibliography. Ile-Ife. Ife University Press, 1975. X, 193p.

the individual officer in charge, it will be difficult to track down a particular publication. I experienced same difficulty when I went to Kaduna some time in 1977 to the Kaduna state Ministry of Local Government to ask for the Government Guidelines on Local Government.

3. Another is the problem of time factor. All the libraries agree that it takes them weeks to get a publication in the library after its publication. One library even claim that it may take you a year or more to get certain government publication in the library after its publication. Another report says a times it is weeks if not months before it is known that a certain government document has been published and the same length of time if not longer before a library gets the publication. They also agree that a fore knowledge of what is going to be published is of assistance to libraries in acquiring a particular publication in time. It is also claimed that the time a library gets a particular publication will depend in most cases on the location of particular library to the place of that particular publication. That is the nearer, the more chances it will be received earlier.

However, how does one reconcile this argument of proximity with the claim made by Lagos University library that it has always succeeded in getting the Bendel State government publications like the official gazette whereas this is not so with the Lagos State government publication?

The average time lag between the time a publication is made and the time it is received in libraries surveyed range from those who claim it is one month to those who claim it is irregular. (See table 5 below for the average time lag between the date of publication and the date of receipt in libraries).

Average Time Lag between the date a material is published and the time it gets to a library.

| Libraries / Time | A.B.U. Library | Anambra State Library | Benin University Library | Ibadan University Library | Ife University Library | Kaduna State Library | Lagos University Library | National Library of Nig. | University of Nigeria (Nsukka) Library |
|---|---|---|---|---|---|---|---|---|---|
| 1. Less than a week | | | | | | | | | |
| 2. Less than a month | | | | | | | × | × | × |
| 3. More than four weeks | | | | | × | | | | |
| 4. Several months | | | × | | | | | | |
| 5. IRREGULAR | × | × | | × | | × | | | |

TABLE 5

Another problem and the most obvious one and which all the libraries surveyed were unanimous that it hinders all their acquisition efforts, is the irregularity or in most cases the nonavailability of the current lists of Nigerian government publications as without such lists it's difficult to know what in actual fact has been published.

This study took me to the government printers at Enugu, Ibadan, Lagos and Kaduna. By November, 1977 when I visited Enugu government printer, the current list of Anambra State was when it was still part of the former East Central State. The list was dated January 1976 while that of Oyo state at the same period was issued in October, 1976. Kaduna State government printer had no list, at least I did not see any although the officer consulted was frank to say that their list was issued some three years ago. He claimed that if some one applies to them for a list of what they have, they have always prepared it for such a person. I was then shown such a typed list prepared for the library of Arewa House of Ahmadu Bello University following their request.

Infact, all the libraries surveyed expressed their disgust about the non-availability of the current official lists of Nigerian government publication. One of them observed as follows:

"Since neither the Federal nor any of the state government issues lists of their publications, it is a bit difficult to request for published materials not received unless it is seen listed elsewhere or recommended for acquisition by member of the teaching staff."

Even for those who issue lists at all as already noted above, the lists are far out of date. All officers in charge of the government bookshops I visited agreed that a lot of items in their lists were no more available while many newly published materials in the bookshops were not listed. No wonder then that most of the libraries surveyed, did't include official lists as a selection tool for their libraries (See table I above). They have no faith in these outdated lists. One even said that if you request for the lists, you will be told that it is the only copy available and which cannot be parted with.

The point is that without current lists of Nigerian government publications, is it possible to really acquire a significant number of the Nigerian government publications? Although most of the libraries surveyed are legal depository as already indicated above, most of the depository materials do not come in normally without the libraries applying for them or going to ask of them (See table 5 above).

IBRAHIM

And to apply for anything or go to ask for it, one must not only know what he is asking or applying for but also must know from whom to obtain the materials. All the above information can only be possible if there were current official lists of Nigerian government publications. Below is a copy of a form letter of the former East Central State; Library Board, to publishers reminding them to send a depository material. This letter shows the item is already known before applying for it, but what if the items are not known?

It is true that much more effort has been put in controlling bibliographically in retrospective Nigerian Official Publications (See Section on bibliographic control of Nigerian government publications above); yet the retrospective bibliographies can only serve to inform libraries of what were published in the past by the government and not as effective tools for collecting library materials since most of things they list are out of print ever before the bibliography is published. Also the currency of the items listed in retrospective bibliographies are doubtful especially the statistical information which is a common feature of official documents.

On the whole, some of the libraries surveyed have evloved ont type of strategy or the other to make sure that these elusive materials do not escape them completely.

EAST CENTRAL STATE LIBRARY BOARD

CHAIRMAN: C.O.D. Ekwensi, Ph. C
DIRECTOR: Kalu Okorie, OCH, MBE, FLA.
Telephone: ENUGU 3331-32; 2103, 3505 & 3680.

State Central Library,
P.M.B. 1026,
Enugu.

.....19....

Our Ref: _____

_____

_____

Dear Sir/Madam,

Publications Law: Failure to deposit

In accordance with the Publications Law, Cap. 109 of 1st July, 1955, validated by the East Central State of Nigeria Edict No. 17 of 1971, Section 28, you are required to deposit two perfect copies of any book published by yourselves in the East Central State of Nigeria within one month of such publication.

The State Library has, in pursuance of this legal provision, discovered that you have not yet deposited with it the following title(s) which you published in this state:

.....
.....
.....

We shall be grateful if you will arrange, as a matter of urgency, to forward to the State Library the specified title(s), in accordance with the law.

In your own interest, we wish to remind you that any act of neglect or default under this provision is punisbable by law.

DIRECTOR OF LIBRARY SERVICES.

University of Lagos Library, foe example, tried a box system whereby a box was deposited with the Federal Ministry of Information, Lagos and every publication from that Ministry was dropped into the box while the library went from time to time to clear the box. This laudable venture had to be abandoned when some unknown persons started tampering with the contents of the box. Also the National Library of Nigeria sends out at regular intervals some of their staff to the states to hunt for their depository materials. Furthermore, there is some understanding between the branches of the National Library at Jos and Enugu and the Bendel State Library Board on one hand and the National Library headquarters in Lagos on the other hand, whereby the former help the later obtain the depository materials from their areas of operation.

Again, some claim success in their acquisition of Nigerian government publications because of what they described as the type of good personal relationship between them on one hand and the government printers and the author-department on the other. One library feels that any person responsible for collecting government publications for his library must be a person with good public relation, good personality and above all one with knowledge of the administrative structure and activities of

the government.

All the libraries say they preserve everything they receive as depository materials. Their individual holding of Nigerian government publications runs in thousands. (See table 6 below), although not all were able to give the figure of their holdings as some tie up the figure of their Nigerian government publications with the figures of other special collections like Nigeriana in case of Anambra State Library or with United Nations publications like Kashim Ibrahim Library of Ahmadu Bello University.

Holdings of Nigerian government publications in Libraries surveyed.

| Name of Library | Holding | Percentage of this in respect of other library materials |
|---|---|---|
| Ahmadu Bello University | - | - |
| Anambra State Library | - | - |
| Benin University | 2,200 | - |
| Ibadan University | - | 20-30% |
| Ife University | 12,760(Oct. 1977) | |
| Kaduna State Library | 7,500(Dec.'77) | |
| Lagos University | 1,500 | |
| National Library of Nigeria | - | - |
| University of Nigeria(Nsukka) | - | - |

TABLE 6

Note: The holdings of Ahmadu Bello University, Anambra State Library, Ibadan University, National Library of Nigeria, and University of Nigeria (Nsukka) are not shown above because their figures are tied up with the figures of other special collections like Africana. Ibadan University, however, believes that its holding is about 20 - 30 percent of its total collection.

The Libraries were asked to evaluate their own efforts in the acquisition of Nigerian government publications by indicating any one of the following statements:

(a) Quite Successful

(b) Partially Successful

(c) Not always successful

(d) Any other (Please specify)

One library indicated not always successful; three indicated quite successful while the rest indicated partially successful (See table 7 below).

Degree of success in acquiring Nigerian Government Publications by the libraries surveyed.

| RANKING | Ahmadu Bello University | Anambra State Library | Benin University | Ibadan University | Ife University | Kaduna State Library | Lagos University | National Library | University of Nigeria |
|---|---|---|---|---|---|---|---|---|---|
| Quite Successful | | | | x | x | | | x | |
| Partially successful | x | | x | | | x | x | | x |
| Not always successful | | x | | | | | | | |
| Any other rating | | | | | | | | | |

TABLE 7

However, it must be observed that the above judgement could be subjective in that what one may claim as quite successful may be what another regards as partially successful or even failure.

This chapter has tried to highlight the problems confronting the libraries surveyed in their acquisition of Nigerian government publications chief of which are the ineffectiveness of the country's copyright laws and the irregularity or even nonavailability of current official lists. Some of the ways the libraries try to overcome these problems are discussed. The next chapter will take up the issue of organizing these materials in those libraries.

## CHAPTER 4: Organization

In this chapter, the classification scheme, the cataloguing and other arrangement of the Nigerian government publications in the libraries surveyed are considered.

Government publications are carriers of information as other library materials but unique as a class because of their format, form and source which pose special problems about their organization. Further, their organization, because of the peculiar needs and character of the individual libraries defies any universal or even national approach or the application of any of the established schemes or codes in organizing them. Perhaps this is what N.K. Goil[1] means when he observed that many library catalogues even when constructed according to internationally recognized catalogue codes, fail to provide satisfactory entries for government publications.

Also in 1972, Paula Rosenkooter[2] carried out a study of 125 libraries of different types in the United States

1. Goil, N.K. (1961) Main entry for government publications - a choice for heading: a case study about India. Library Herald: 4 (3 & 4), pp101-116. Abstracted in Library and Information Science Abstract 13, pp 342-343.
2. Rosenkoetter, Paula (1973) Treatment of State documents in Libraries. Government publication Review 1(2), Winter, pp 117-134 (Abstracted in L I S A.

of America in connection with the cataloguing, classification as well as other means of access in respect of government publications and asked libraries to state their satisfaction with the various methods of treating state documents.

The result of the study revealed that no one method is preferred. Almost any plan for keeping state documents is satisfactory if it is consistently applied. Documents may be separated or integrated with other library materials, cataloguing may be direct or indirect, but most important is that consistency should be the rule.

Barbara Kyle[3] also noted that even though special collections within a library negates the principles of subject classification, there are occasions when certain categories of documents should be isolated and suggests that the overriding consideration should be ready accessibility.

CLASSIFICATION:

Many of the libraries surveyed have evolved their own schemes and ways of organizing Nigerian government publications. Some use the same scheme used for their other library materials. Some use a house scheme; while in some,

3. Kyel, Barbara (1949) Official documents in a special library. Aslin Proceedings 1(3) 262-266

certain items are classified using the same scheme used for other library materials and yet other items classified in a local scheme

(See Table 8 below)

CLASSIFICATION OF MATERIALS

| | Ahmadu Bello University | Anambra State Library | Benin University | Ibadan University | Ife University | Kaduna State Library | Lagos University | National Library | University of Nigeria |
|---|---|---|---|---|---|---|---|---|---|
| The same scheme used for other library materials. | X | X | X | X | | X | | | |
| A Local Scheme | X | | | X | X | X | X | X | X |

Ahmadu Bello University uses special scheme to arrange the legal deposited items in the library while other items are classified using the same classification used for other library materials.

Both Ibadan University and Kaduna State Libraries use the same scheme used for other library materials only when such materials are to be added to the general collection otherwise they use their special schemes.

TABLE 8

In this study, it is not possible to examine here all the various internal schemes used by some of the libraries surveyed because of the difficulties of obtaining the schedules of their schemes. Ibadan University Library for example, claimed that her own scheme was still under test and as such would not like to make it public yet. There was no positive reply from the library of Ife University for the request for their own scheme.

In the circumstances, therefore, what is left for examination here are the schemes used by the following libraries:

National Library of Nigeria,

University of Lagos,

University of Nigeria, Nsukka Campus,

Ahmadu Bello University, Samaru,

and Kaduna State Library,

The Schemes are in the main location symbols as they are not aimed at subject arrangement as such. For example, publication on education, except when they go along with general collection, are dispersed according to the governments that published them. The Primary arrangement on the shelves is by governments agencies followed in most cases by chronological arrangement.

The schemes could be broadly categorised into two groups - (a) those that show hierarchical type of notations and (b) those that are non-hierarchical.

In group 'a' are National Library of Nigeria and the University of Lagos Library. That of the National Library, by implication, shows the former regions as coordinate terms with the Central Government since the symbols for the Federal Government is not part of the primary notations for the regions.

For example:

Aa - Az represent Nigeria as a whole at her various administrative stages.

E for East from 1938 - 1967.

L for Lagos

M for Midwest from 1963 - 1967

N for North from 1900 - 1967

S for South from 1914 - 1967

W for West from 1938 - 1976.

The hierarchical nature of the scheme is,however, shown under each of the regional and Central Government symbols. for example:

E for East 1938 - 1967

Ec for the former East Central State (from the former East)

Eca for Anambra State (from the former East Central)

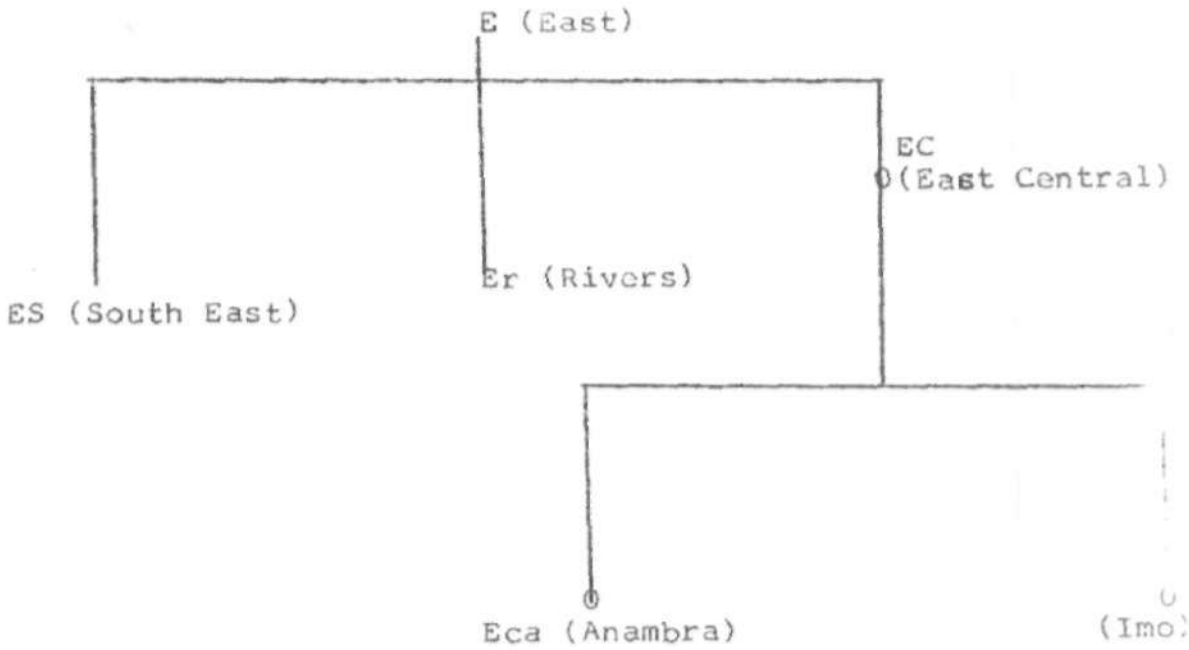
Ecm for Imo State (from the former East Central)

Er for Rivers State (from the former East)

Es for former South East (from the former East)

Esc for Cross River (the former South East)

Shown graphically, it will look as below




The hierarchical nature of the scheme is shown in the inclusion of the letter 'E' (the primary notation for the Eastern area of Nigeria) in the primary notations of all the old and the new administrative units created from the former Eastern Nigeria. -

- It is the same breakdown in case of other regions.

In case of that of the University of Lagos Library, the former regions are not represented as coordinate terms with central government rather they are shown as component parts of it. This is because the primary notations is taken from the area number of Nigeria (N6) which is preceded by a collection number (3/) for government publication. Thus the scheme is made up of four elements as follows:

a. Collection number of National government publications which is 3/

b. A country geographical number (cutter number) which for Nigeria is N6

(c) Subject which is synonymous with the functions of the government agencies and is based on the Library of Congress classification Scheme.

(d) Form divisions.

Thus, the Nigeria Federal Ministry of Labour annual report is represented in the scheme as follows:

3/N6
HD 2
071

3/ = government publications
N6 = Nigeria
HD 2 = Labour
071 = Annual report.

This scheme is like a family tree whereby all the regions and the states are shown not only as component parts of Nigeria but the states are shown in their relation to their former larger units.

In group 'B' that is those that are non-hierarchical, are those of University of Nigeria Nsukka Library and Kaduna State Library. Since the primary notations of the various administrative units are established by taking the first letter or two of their names, it is only accidental to have a case where the primary notation of a state includes the primary notation of the former larger administrative unit from which the new state was carved out as in the case of that of National Library. As a result, their primary notations are non-hierarchical.

For example, in the scheme used by the University of Nigeria, Nsukka, 'E' Stands for the former East.

'Ec' for the former East Central; from the former East.

'AN' for Anambra State; from the former East Central

'IM' for Imo State; from the former East Central.

Looking at the above primary notations, it is not possible judging from the state symbols to see the relationship between Anambra and Imo on one hand and the former East or even the former East Central on the other. That this relationship is shown between the East (E) and the former East Central(EC) is accidental for according to this scheme, the former South East which also was carved out from the former East is represented by 'SE'

One serious disadvantage of this scheme is that, since the libraries observe the alphabetical or/and numerical order of their schemes in arranging materials on the shelves, there will be a physical separation of say the publications of Anambra State government from the former East Central State. However, the main advantage of this non-hierarchical type lies in the shortness of their notations since it is a question of taking the first or two letters of the administrative units as the primary notations while the hierarchical type, as demonstrated above, tends to have longer notations as each step involves additional letter.

I hesitate to call that used by Ahmadu Bello University Library a classification scheme otherwise it could have formed the third type. It is purely and simply a location symbol comprising the year and the registration number

given to document on its receipt in the library; and it is limited to only deposited items as most of other government publications are processed using the same scheme as for other library materials and shelved with them. Thus a publication labelled "1973/LD/733" means that in 1973, the library has received 733 legal depository items so far.

Except Ahmadu Bello University Library, all those with internal schemes have tables for form class, for example government gazettes are represented by:

.01 in the scheme of National Library

:15 in the scheme of University of Nigeria Library

011 in University of Lagos Library

1 in that of Kaduna State Library although no table is formally provided as such in case of the Kaduna State Library. National Library also provides numbers for the various agencies of the governments.

One other feature about the scheme of Kaduna State Library is that the issuing agencies of government publications rather than the individual items are classified althou in few cases like government gazettes, items are classified. Thus various government ministries and departments as well a the non-ministerial departments and other government agenci

are assigned classification numbers. All publications coming from a particular government agency will be labelled with the class number of that agent with addition of date where necessary to show their chronological order. It becomes a sort of routine task which any assistant can be assigned to do except when an agency is to be given a number for the first time.

The copies of some parts of the schemes - those of Kaduna state, National, University of Nigeria and Lagos libraries are attached as appendices I

CATALOGUING

A Library catalogue is described as the key to its collection. It does not only describe for the reader the document but it guides him to the location of it. It is a link between the reader and the documents. And at a time when subjects cut across the traditional boundaries resulting in the unavoidable dispersion of related documents on some occasions, it is only the catalogue that will assemble these related items for the reader.

The significance of catalogue is even more urgent, where, as in the libraries surveyed, Nigerian government publications are under close access. Since the reader cannot go in to

browse among the shelves, it is only the catalogue that will tell him what the library has. In that case, it is not only necessary to catalogue everything worth keeping but the catalogue must reflect the various approaches of the reader and must be made available to him. It is only in this way that the catalogue will be a helper rather than a hinderance in his bid to exploit this vital collection.

Traditional forms of cataloguing dictate that the name of the country be put first in the heading, followed by the name of any sub-unit and then sub-sub-unit and so on. There has been, however, of recent those who feel that it is wrong to assign the thought contents of a document of say a regional or state government to the central government of the country. N.K. Goil[4] went further to argue that the thought contents of a departmental document cannot rightly be assigned to the whole government and suggests that the name of the government be treated as an individual element rather than as an entry term. The Anglo-American Cataloguing Rule[5] section 75 directs that government bodies be entered under the conventional name for a country, province, state, country, municipality. And Rule 78 B advocates that ministries and departments are to be entered as subheading of their government.

---

4. Goil, N.K. op cit.

5. British Library Association(1967). The Anglo-American Cataloguing Rules.

As already noted somewhere above, some of the libraries, infact about half of them, still begin the state entries with Nigeria (See table 9).

---

Types of entries for Nigerian Government Publications in the libraries surveyed.

| Type of entry | Ahmadu Bello University | Anambra State Library | Benin University | Ibadan University | Ife University | Kaduna State Library | Lagos University | National Library | University of Nigeria |
|---|---|---|---|---|---|---|---|---|---|
| Direct | | | X | X | | | X | X | |
| Indirect (inverted) | X | X | | | X | X | | | X |

TABLE 9

Even for those that now make direct entries under the states, were sometime making indirect entries for the former regions and states. Most of them argue that since the former regions and states reflected geographical locations, it was proper then to superimpose Nigerian on all their entries but now that the names of the new states are proper nouns, direct entries are considered for them.

In some cases like Ahmadu Bello University Library, it is when a material is to be shelved among other library materials that it is classified and catalogued otherwise it is just registered and taken into the room housing the legal deposited items if a depository material. However, all the libraries catalogue fully the reports of government commissions of enquiries and tribunals. Entries are made under the chairmen of some of them like the Udoji Wage and Salary review panel. Some also make added entries for the titles of the reports.

CATALOGUES: Although almost all the libraries maintain separat catalogues for their collection of government publications, most of these separate catalogues are for staff use and not for the public (See table 10).

Libraries with or without separate catalogue.

| With Separate catalogue | Without separate catalogue |
|---|---|
| Ahmadu Bello University | Anambra State Library |
| Benin University | Kaduna State Library |
| Ibadan University | |
| Ife University | |
| Lagos University | |
| National Library | |
| University of Nigeria. | |

TABLE 10

Note: Even though most of these libraries maintain separate catalogues for their collection of Nigerian Government publications, these catalogues are for staff use rather than for the readers in some cases.

In Ahmadu Bello University Library, when an item is to be shelved with other library materials, cards are made for both the master catalogues as well as the separate catalogue for government publications. But when an item, especially the legal deposited item is to remain in the government publication collection, there is no catalogue card for such an item in the public catalogue.

Maintaining Continuity

The use of cross references is a common feature in all the libraries. This is understandable in view of the recent administrative changes in the country. Ronald Hagler[6] feels that since agencies keep changing their names for political and other reasons, it is only through cross references can functional continuity be shown. Nigeria has witnessed in the last ten years two major political and administrative changes resulting not only in the balkanization of the former regions and states but changes in names of some of them. Cross references, therefore, have been accepted by the libraries as the means not only to show the necessary relationship but also to maintain continuity. The University of Ibadan library uses history cards in addition to cross references for this purpose.

---

6. Hagler, Ronald (1962) Corporate author headings for Canadian government publications. Ontario Library Review 46(3): 165-168 (Abstracted in LISA).

Location

And finally, these libraries treat Nigerian government publication as special collection either in a separate room or as part of another special collection. (See Table 11)

Location of Nigerian Government Publications in the libraries surveyed.

| Location | Ahmadu Bello Univ. | Anambra State Library | Benin University | Ibadan University | Ife University | Kaduna State Library | Lagos University | National Library | University of Nigeria | |
|---|---|---|---|---|---|---|---|---|---|---|
| In a separate room | | | X | X | X | X | | | | |
| Shelved with other library materials | | | | | | | | X | | |
| Some with other library materials and some separate | | | | | | | | | | |
| Shelved with other special collections e.g. Africana. | X | X | X | | | | | | X | |

TABLE 11

Note: Almost all the libraries do allow the shelving of some of Nigerian Government publications with other library materials if they are classified and catalogued as other library materials.

In Ahmadu Bello University Library, the collection is a part of a section called Documents embracing the publications of the United Nations and other International Organizations plus some of the official publications of other countries. It is part of the Nigeriana collection of the Anambra State Library. In University of Lagos, it is part of the Africana and Research collection while it is a part of the Africana and international organizations in University of Nigeria, Nsukka Library.

Their shelf arrangement is usually according to the internal scheme used, further arranged in a chronological order of the publications.

The emerging picture from the above account shows that all the libraries recognize the unique features and characteristics of government publications from other library materials which account for their special handling in the libraries although their organization appears better in the university libraries than in the other libraries.

## CHAPTER FIVE

## DISSEMINATION

In the last two chapters, we have been considering the acquisition and the organization of Nigerian Government publications in the libraries covered in this study. In this chapter, we shall consider how these libraries expose their collections as effective tools for research and study through the way they make them available to readers. This is very important because a library collection that passes both the qualititative and the quantitative tests with the best of skills in their organization but fail to be exploited by the clients of the library for the improvement of the society is as good as useless.

A library can always make up for the inadequacies in its collection if it carefully plans well the strategies of making best of the available resources, whereas a library with the best of collections but fails to effectively disseminate the publications will end up rendering such fine collection dormant and ineffective. Therefore, libraries as social institutions, established to serve man and help him realise his potentialities, cannot be said to be

functional, if viewed in its social perspectives, it is not contributing positively to the needs and the goals of the community.

Government publications as reliable and authoritative materials need to be effectively disseminated to readers by libraries. It is even more necessary, in a developing country like Nigeria where there is still a dearth of indigeneous authors on local problems and where government publications constitute the bulk of available publications on any social topic. Perhaps this led J.E. Ikem[1] to remark that in the developing countries, government is nearly synonymous with the nation, and that it is around the government activities that the political, economic, social and cultural lives of the nation revolve. N.O. Ita[2] also rightly observes that government activities permeate the entire field of human knowledge, and that its publications which more or less mirror these activities are equally co-existensive and suggests that the way to maximise their exploitation is by informing clients and prospective ones of what are available in the collection.

1. Ikem, J.E. (1976) Some guide lines for effective acquisition of Nigerian government publications. Government Publication Review 3: pp285-299.
2. Ita, N.O. (1976) Government Publications: their acquisition, organization and use - Notes prepared for the 1976 annual conference of the Nigeria Library Association (Northern States Division).

Unfortunately, many libraries in this country still see their roles in respect of Nigerian government publications as but only their custodians rather than also as the agents for their dissemination. Readers' knowledge of the contents and the scope of the collections is limited as there is no serious effort on the part of these libraries to alert them of what is in their collections. Assistance is only rendered when a reader comes with a request for a specific information or publication and that is if the publication is available and it is retrievable. The result is that the reader is able to exploit only those few publications the knowledge of which came to him from the sources outside the library while the many more and perhaps more informative publications elude him because nobody has brought them to his notice. Henry Mayer[3] while aggreeing that a lot of information is supressed by governments, wonders what happens to the endless footage of reports, commissions and minutes of evidence which gather dust in libraries and calls on librarians to propagandise them.

As far as the dissemination of Nigerian government publications in the libraries surveyed is concerned, most of the libraries prefer to wait until a reader comes with a

---

3. Mayer, Henry (1974) A dash of librarian's library. Canadian library Journal, 31(5): 393-397.

request for a specific information or publication rather than going out to reach the reader or alert him of the existence of a particular government publication in their libraries. Since all put Nigerian government publications under closed access, the reader has to make formal application for an item wanted usually by completing a form so designed for that purpose before the material is retrieved for him.

Accessibility of the collection: For a closed access system for any collection to be effective, three conditions are necessary:

(a) The seclusion of the collection in such place of the library and in such a way that no unauthorised person easily gains entry to the collection.

(b) There must be enough staff available to handle readers requests and retrieve items for the readers.

(c) The list showing the contents of the collection must not only be made available to the readers but must be up to date and informative enough to obviate what could have been the restrains in the exploitation of such a collection under a closed access.

Many of the libraries that place their collection of Nigerian government publications under closed access fail to meet all the above three conditions. In the University of Lagos, as an example, because the seclusion is not tight, there is no physical barriers to prevent a reader from going to the collection to get what he wants himself. The library on its part either due to lack of staff or will to enforce the system, does nothing to prevent a reader from getting in. Also in Anambara State Library, perhaps, due to the fact the collection is poorly organized which makes the retrieval of an item time consuming, staffs prefer to allow the readers to do it themselves. In Kaduna State Library, the closed access system is effective. This is helped by the location of the collection which is at the upstairs of the building, an area that is out-of-bounds to the readers since the reading room is at the ground floor. In University of Ife, Library, the closed access is in respect of the undergraduates as it is relaxed for the staff and the graduate students.

A closed access is a necessary evil as it denies the the reader the full range of exploitation of a library's resources that could have been possible in an open one. Libraries that practise it do so on the ground of security

of materials and in line with their role as custodians of their deposited items. They argue that government publications especially in the developing countries, go out of print only few months after their publication; and if you toy with what you have, you only have yourself to blame as you may never succeed in replacing it.

However, the chances are that a reader may exploit more a collection under an open access system than he would under the closed one. This is because readers very often go to the library unsure of what they want, but after browsing among the shelves, succeed in selecting what will satisfy their needs. Those who do not see this as a serious disadvantage argue that afterall there are staff and the catalogue (where it exists) to answer readers' questions. However, according to David Peele,[4] a survey made in 1972 at Syracuse University indicates that although users need help, a large proportion will not ask for that help. Of the 119 persons selected at random and interviewed near the card catalogue and in the stacks, 42 per cent had problems, out of which 65% said they would not ask library staff for help either because of the previous poor service or because they fear that the questions were too simple and that they would be considered stupid.

4. Peele, David (1977) Exploring catalogue country's great devide. Wilson Library Bulletin 52(4): pp324-329.

Furthermore, even if there is a catalogue or list of the collection, still many readers will prefer going straight to the shelves rather than via the catalogue. It will therefore look as by imposing a closed access on a collection, a library will be defeating one of its objectives which is to disseminate knowledge. But all the same, the above disadvantages of the system not withstanding, closed access has to be permitted in some cases; for if library is to fulfil its role as a link between the past and present, it should not only cater for the present users but also the future users as Ita rightly points out that since closed access is in the interest of continuing or permanent availability of such documents, that it should not be decried.

The argument against an open access in respect of Nigerian government publication is also held against lending them out; although in some University libraries, the teaching staff occasionally are allowed to take them out for few days especially those in duplicates; otherwise they are consulted in the libraries. Photocopying facilities, however, exist in all the libraries.

Preparation of Lists:

A closed access system presupposes the availability of a bibliographic tool made available to the reader as a substitute to the physical volumes on the shelves which as a result of the policy of the library to bar him from browsing among the shelves, he can use not only to know what the library has but use such list in selecting what he wants.

Suprisingly, only two libraries, (See table 12 below) prepare such lists and yet all have their collection under closed access; although as observed earlier in this chapter, the system has broken down in some libraries.

Preparation of lists of Nigerian government publication

| LIBRARIES THAT PREPARE | LIBRARIES THAT DON'T PREPARE |
|---|---|
| University of Ife Library<br>National Library of Nigeria. | Ahmadu Bello University Library<br>Anambra State Library<br>Benin University Library<br>Ibadan University Library<br>Kaduna State Library<br>Lagos University Library<br>University of Nigeria Library |

(TABLE 12)

Note: The list of Ife University is quarterly while that of the National Library is monthly with six-monthly and annual cumulations.

But this does not mean that in those libraries where the system has broken down, their collection has been removed from a closed access system; and as such the need for a list of their collection is still valid and necessary, at least for the interest of those cautious readers who may not be aware that the policy has been relaxed and that they are free to approach the collection directly.

However, the university of Benin library say they compile bibliography on specific subjects if there is a request for such from readers. Also others, like the university of Ibadan Library include Nigerian government publications in their monthly Accession Lists but only whenever such items are processed in the normal procedures of handling the non-official and non-depository publications, but this will still leave out many government publications unlisted as the number that are processed as other library materials is not much.

Display and Exhibition:

Almost all the libraries frown at displays and exhibition of Nigerian government publications on the ground of the security of materials. As a result, their displays and exhibition are not common, although some of them claim they occasionally include government publications in their book displays and exhibition (See table 13 below).

TABLE 13

DISPLAYING AND EXHIBITION OF NIGERIA GOVERNMENT PUBLICATIONS

| | A. B. U. Library | Anambra State Library | Benin University Library | Ibadan University Library | Ife University Library | Kaduna State Library | Lagos University Library | National Library Lagos | U.N.N.(Nsukka) Library |
|---|---|---|---|---|---|---|---|---|---|
| DISPLAY | | | | | | | | | |
| EXHIBITION | | | | X | | | X | X | X |

There was an exhibition in the University of Ibadan in April 1976 entitled "Glimpses of old Nigeria" of which both official and non-official materials featured. All the libraries say they display their latest issues of Nigerian official gazettes.

Indexing: In the advanced countries like Britain and the United States indexes to government publications are seen as very desirable and as aids to the full exploitation of government publications. Indexing analyses the subject or topic contents of a publication and brings them out to the attention of the users who might otherwise miss them.

To the best of my knowledge, there is no indexing of Nigerian official publications in any of the libraries surveyed and they all admit that; although in case of Ibadan, some government documents are included in the index to the Herbert Macauley Collection but not as a plan to index Nigerian government publications but because of the relevance of those documents to the life of Herbert Macauley.

Readership: All the libraries do not limit their readership. They welcome all categories of users and all categories of users, they claim, make use of that collection. One library remarked that when the students write their term papers or projects, there is a rush by the undergraduates especially in the social sciences and education to use the collection.

Unfortunately, except Benin and Ibadan University Libraries, others have no separate readers' statistics for government publication, as statistically, the figures are lumped up with other collection as Africana in case of Nsukka or Documents in respect of the Kashim Ibrahim Library of Ahmadu Bello University.

It is the view of this research, however, that separate statistical figures for Nigerian government publications are necessary for the necessary planning, evaluation and improvement of the collection and the services offered from it.

Staffing:

To effectively disseminate a library collection, there must not only be a provision of the necessary tools and facilities but the availability of the right calibre and number of staff specialised in handling that collection to aid and guide patrons.

In some libraries, government publications are administered as a sub-unit of a section while in some, they are independent of other sections. (See table 14 below)

TABLE 14: ADMINISTRATIVE ARRANGEMENT FOR NIGERIAN GOVERNMENT PUBLICATIONS

| A PART OF ANOTHER SECTION OF THE LIBRARY | INDEPENDENT OF OTHER SECTION OF THE LIBRARY |
|---|---|
| Anambra State Library(Nigerian) | Ife University Library |
| Kaduna State Library (Reference) | Ibadan University |
| Lagos University (Res. & Bibli-ography service) | Benin University |
| National Library of Nigeria | |
| University of Nigeria Library (Africana) | |
| Ahmadu Bello University Library | |

In some libraries where the collection is a sub-unit of a section, the care and servicing of the collection are usually in the hands of an assistant while the major decision as whether to permit a certain staff borrow a particular publication is taken somewhere up. This is exactly the case in the Azikiwe Library of University of Nigeria, Nsukka.

None of the staff has undergone a special training in the handling of government publications although Ibadan sponsored one of its staff for a four month study tour of Great Britain in 1976 where he had the opportunity to visit many libraries there that specialise in government publications.

In this chapter, an attempt is made to show the different ways the libraries try to make available the Nigerian government publications in their collections to their patrons.

The conclusion on the findings not only on the topic of this chapter (Dissemination of Nigerian government publications) but also on the last two chapters dealing on their acquisition and organization are drawn in the last chapter of this report.

## CHAPTER SIX
## PROCEDURES

The task for this chapter is to prove or disprove the hypothesis of this study. The subjects for this study are six Nigerian University Libraries, the National Library of Nigeria and two state public libraries. Data for the study were obtained through questionaires, personal interviews and observations. The questionaire was designed in such a form and in three parts to solicit the necessary information from the subjects about acquisition, organization and dissemination of Nigerian government publications. The questionaire includes open-end, dichotomous and multiple choice types of questions.

Except Anambra State Library, Kaduna State Library and Ahmadu Bello University Library where the respondents are members of intermediate staff, the respondents from other libraries are senior and professional members of staff. Furthermore, there were responses from all the libraries selected for the study.

The data collected form the basis for the testing the hypothesis for this study which is "That Nigerian government publications are not used as other library materials in Nigerian libraries because of the problems of their acquisition organization, and dissemination."

In accepting or rejecting the above hypothesis, one is confronted with two major problems:

(a) The findings are statements which like studies of this type cannot be reduced to figures for juxtaposition and comparison.

(b) Where the use of figures could have been possible and useful as the figures of the users of the collection for any specific period which could have been compared with the figures of the users of other library materials for the same period (question 31 in the questionaire), the libraries were unable to supply these figures because they do not maintain the records. However, the lack of such records is to be taken into account in accepting or rejecting the above hypothesis.

Still the above notwithstanding, an attempt will be made to prove or disprove this hypothesis on the basis of the following established facts from this study:

(1) The various government printers in this country do not issue official lists of what they have published; and where they issue atall, the lists are quite dated to be useful as selection tools. For example, the latest list of Oyo state government publications as at November, 1977, was issued in October, 1976 while that of Anambra State at the same period was in January 1976. That of Kaduna State

was even much longer. Also the latest Federal government official list being used by Kashim Ibrahim Library, Ahmadu Bello University by February, 1978 was the one published in March 1977. It is obvious many items in the list are no more available and many new items not indicated in the list.

As a result, only three out of the nine libraries surveyed (see table I p. ) claim they use these lists as selection tools, because not only that the lists are dated but in most cases, it is difficult if not impossible to get these lists on application. A Librarian recounted to me of his experience when he visited the government printer at Enugu to ask for their list of publications. He was given an outdated one, but was not allowed to go away with it, because it was an only copy of which the bookshop could not part with. And since he could not make selection on the spot, he left disapponted. This Librarian came all the way from one of the Northern States.

The result of this is that libraries in Nigeria are limited to the number of titles of Nigerian Government Publications which they can purchase because in the absence of any comprehensive and an up to date lists, libraries can hardly know all that are published unlike other library materials where there abound many trade catalogues and

reviews not only to draw to the attention of libraries of the existence of such publications but also to aid them in their selection of them.

Further many official publications are taged "Classified" with the result they are not made available to librari s. As an example, the letters+ below are copies of some of the responses to the request made to the Secretaries to the state Military Governments by the President Kennedy Library of Ahmadu Bello University in connection with reports of commissions of inquiries. The most unfortunate thing is that even when the items become declassified, libraries do not always succeed in obtaining them as they, by then, are out of print. For example, in response to one of the questions for this study, only Universities of Benin, Ibadan, Lagos and Nigeria Libraries claim that they atimes obtain a one time classified material when it becomes declassified.

---

+ The addresses of the letters below are obliterated for security reasons.

(Copies of two of the letters referred to above)

1. The Librarian,
President Kennedy Library,
Institute of Administration,
Zaria.

Reports of Commissions of Inquiries

I am directed to refer to your letter No. PKL/211/78 of 27th February, 1978 and to inform you that most of the reports are still classified documents and as such cannot be released meanwhile.

25th April, 1978.

(2)

The Librarian,
President Kennedy Library,
Institute of Administration,
Zaria.

REPORTS OF COMMISSIONS OF INQUIRIES

I am directed to refer to the request contained in your letter No. PKL/211/78 of 27th February, 1978 and to say that in view of the fact that most of the documents you requested are still current and active, we regret they cannot now be released.

2. However, your request has been noted and action will be taken as soon as feasible.

The victim of this limited acquisition is the library patron who stands the chance of not seeing or knowing of the existence not to talk of exploiting many of the publications by both the Federal and various state governments of Nigeria.

(ii) Except University of Benin Library, all the other libraries surveyed are legal depository, and since among them they cover the whole country, one would have expected that the sum total of their holdings of Nigerian government publications will equal to all that the Federal and various State Governments of this country publish. Unfortunately, the laws governing legal depository of publications in libraries in this country are not as effective as one would expect as has been revealed by this study.

For example, except one library - Ife University Library+ which claims that deposited items are sent to the library normally, all others say they often have to write and even visit the government printers or departments before they may succeed in getting deposited items in their libraries. Some even say that atimes one may still end

---

+ This is contridictory to Janet Stanley's (2 below) claim that Ife University Library does not always succeed in getting the deposited items.

up in not getting the items despite letters or/and vists to the appropriate government departments (See table 4 p95).

Furthermore, the experiences of Ibadan and Ife University libraries - two depository libraries, as reported by J.E. Ikem[1] and Janet Stanley[2] respectively show how ineffective is the country's copyright law especially as it applies to government publications. According to them, out of 403 items published by the Western States and listed in "Nigerian government publications - 1966-1973: a bibliography by Janet L. Stanley only 271 and 245 were deposited in National Library and University of Ibadan Library respectively, while it is claimed that about half of what are published by the various Nigerian governments are listed in the National bibliography of Nigeria, while the Western States publications received in the Ife University Library are far less than the total number of their publications acquired from other sources.

The point here is that to write or go personally to the government printer or author departments to ask for any item,

1. Ikem, J.E. (1976) NLA. (Western State Division) workshop on government publications of Oyo, Ogun and Ondo State Ibadan, 14-15 October, 1976.
2. Stanley Janet (1974) A note on the acquisition of Nigerian government publications. Nigerian Libraries 10)1):pp63-65.

presupposes one knows already what has been published. That is the name of the title of the publication should be known. But in the absence of any official lists, one cannot be sure of all that the various governments of this country have published. Again this is unlike other library materials where the only limiting factor will be finance and perhaps space but not ignorance of their existence as there abound in great number both subject and general catalogues to alert libraries about them, and a world of market seeking publishers and agents launching a vigor campaign for their sale.

Again the library user is the victim as what is at his disposal in respect of Nigerian Official documents is limited because of the strains imposed in their acqusition on libraries as a result of ignorance of what have been published and the ineffectiveness of the country's copyright laws.

(III) Two libraries - Kaduna and Anambra State libraries do not have a separate catalogue for Nigerian government publications and most of their government publications are not even catalogued. The other libraries maintain separate catalogues quite alright but most are for staff use and not for the public.

Without a separate catalogue made available to the readers as a guide to the collection, it is obvious readers cannot fully exploit the collection since they have no other way of knowing what are in the collection. Again, entries in the master catalogue in most of the libraries are limited to few items selected for normal library processing, and since these are few, most of their government publications especially the deposited items are no where listed for the public to see.

This restrain imposed on the reader by the ignorance of what his library has in respect of Nigerian government publication is not so in case of other library materials because not only are these listed but the catalogues or the lists are available to the public so that a reader can always find his way by consulting them.

(IV) The use of indirect entries by most of the libraries (see table 9 p 123) for the states publications ignores the readers approach whenever they want any Nigerian government publication. Their questions are direct and straight forward. The type of questions will be "has the library, Kaduna State government white paper on the report of the enquiry into Zaria Hotel?" Or, has the library any publication by "Oyo State Water Board?"

Hardly will their question be, "Has the Library 'Nigeria, Oyo State... Or 'Nigeria, Kaduna State..., because this does not conform to their natural way of speaking or to the way they refer to any part of Nigeria.

Yet most of the Libraries surveyed use indirect form of entries for the states by interposing Nigeria or using it as entry word. Even among those that have decided to make direct entries, their earlier entries are still in indirect form - a situation that is even more confusing as a reader may not know when to look under Nigeria or direct under the states. Such libraries that have switched over from the indirect to direct form are Ibadan and Lagos University Libraries.

The chances are that unless the entries are direct in line with reader's approach, he will miss those items entered under indirect form. Again, this is unlike other library materials where the entries are direct under the author or title of a publication in a form that is known to the readers.

Furthermore, the concentration of the entries of both states and Federal Government publications under 'Nigeria' renders that part of catalogue ineffective, bulky and baffling to the reader apart from the high probability of filing errors. All these militate against full exploitation of the Nigerian official publications in those libraries via catalogue.

(V) All the libraries except when they decide to include a particular government publication with another library collection like the reference maintain a closed access on their collection. As a result, the usual reader's browsing, characteristic of an open access collection is not possible. This again hinders the reader in exploiting fully the collection especially in absence of a separate catalogue as already noted above.

(VI) None of the libraries studied organizes any current awareness service based on Nigerian government publications as the routing of government serial publications or circulating the content list of some of them or any other form of alerting readers.

(VII) While all the libraries have display stands for their new accessions, no such thing is done in respect of Nigerian government publications except University of Nigeria, Nsukka, library which claims to display new government publications acquired but only in the room housing the collection. All, however, display government official gazettes.

Also, except the libraries of the Universities of Ibadan, Lagos, Nsukka and the National Library of Nigeria, others do not include in their exhibitions Nigerian

government publications. Even for those who do it, it is very rare and not as a deliberate policy as claimed by the National Library of Nigeria. Yet these libraries freely and liberally organize exhibitions in respect of other library materials. For example, the Kashim Ibrahim library of Ahmadu Bello University has since it moved into its new building in 1977 been mounting series of exhibitions of printed works on chosen topics, but there has not been any involving Nigerian government publications.

All these are further evidences of less attention some of these libraries give to Nigerian government publications in favour of other library materials - a situation that does not encourage their use by library patrons.

(VIII) And finally no indexing or abstracting services or even compilation of bibliographies based on Nigerian government publications in these libraries, although the university of Benin library claim it prepares bibliographies if requested by readers. However, it is noted most of these libraries do not carry out these services in respect of other library materials either.

As such, in the absence of any current awareness and documentation services based on Nigerian government publications especially in the view of the fact that official publications are very obscure type of library materials, a reader will be ignorant of the existence of many official publications in his library.

From the evidences stated above, it is thus established that the libraries surveyed for this study are handicapped in their acquisition of Nigerian government publications unlike other library materials as a result of the nonavailability of official lists and the ineffectiveness of the country's depository laws; while the library patron is further hindered in his use of the limited materials so acquired by his library because the method of organization and the general arrangement of the materils in these libraries as well as the failure of these libraries to effectively disseminate them to their patrons do not encourage or promote their use by the patrons.

Therefore, in communities desirous for a good library system as many of the libraries find themselves, an effective acquisition, organization and dissemination of library materials of all types will definitely enhance the use by patrons these library materials while the contrary will not only conceal them from the readers but discourage

them from using the materials.

On this premises, therefore, the hypothesis for this study cannot be rejected.

# C H A P T ER 7

## Summary of findings, conclusions of findings and recommendations

In the foregoing chapters, the history of government publications in general was traced to the antiquities and that of Nigeria to 1861 when British colonial government took over the administration of Lagos. During the initial period of British government administration in Nigeria, Nigerian Official publication emanated from London as from Lagos.

Nigerian Blue Book, one of the earliest of the united Nigeria official publications, started to publish in 1914. It superceded similar publications for southern and Northern Nigeria before the unification of the two in 1914. Another important Nigerian government publication with long history is the Nigerian official gazette which started as weekly publication in 1914, and it has remained so since then. There were similar publications for the various parts of the country before the unification. There were also the governor's reports by the various colonial governors in Nigeria for their home government. Standard works on retrospective bibliography of Nigerian official documents exist.

The political and administrative changes in Nigeria between 1861 to 1976 were traced. By 1966, Nigeria had a central and four Regional Governments but by 1976, Nigeria Federal units had risen to 19 states plus the Federal Administration. These changes have some implications for Nigerian libraries in respect of Nigerian Official publications.

The implications and other problems connected with Nigerian government publications were investigated in National Library of Nigeria, Six Nigerian University Libraries and two State Libraries under three main headings of "Acquisition," "Organization" and "Dissemination;" and the following is the summary of the findings:

(A) ACQUISITION: (i) Gifts, exchanges, purchases and legal depository are the means most used by these libraries to acquire Nigerian government publications, although gifts and exchanges are not fully exploited among libraries but what they receive from the various government printers and departments as gifts are quite significant.

(ii) The libraries lack effective selection tools for Nigerian government publications as most of the state government printers do not issue any official lists of their publications and in case of those of them who issue lists, these lists can be up to two years out of date. As a result, the libraries cannot rely on the official lists to know what are published by the governments.

(iii) Except University of Benin Library, all the libraries are legal depository to the publications of one state or the other while the National Library and the Ibadan University Library are legal depository at the National Level. However Depository laws in this country are not effective as some of the libraries either fail to get all that they are, under the depository law, entitled to get or spend a lot of time and energy writing and even visiting the departments for the deposited items.

(B) ORGANIZATION (i) Except Anambra State and University of Benin libraries, all the libraries surveyed have evolved one type of local scheme or the other either to organize all or just a part of their collection of Nigerian government publications. But it is also observed that while the scheme

of National and University of Lagos libraries have hierarchical notations, other schemes are non-hierarchical type and that of Ahmadu Bello University is purely and simple location symbols. The schemes used by the libraries of University of Ibadan and Ife were not available for examination.

(ii) About cataloguing the Nigerian government publications in the libraries surveyed, the following observations are made: (a) Some do selective cataloguing whereby only those items that will go with other library materials are classified and catalogued while the bulk of the items remain uncatalogued.

(b) While some libraries like the National library and Ibadan University Library are switching over from the indirect to direct entries, some of the libraries still make indirect entries for states' government publications. Even for those that now opt for direct entries, their earlier entries are still in indirect form.

(c) All use cross references to show the necessary relationship between the present administrative units and the former regions and states, while Ibadan University Library in addition makes use of history cards to reveal this relationship or continuity.

(d) Minus Kaduna and Anambra State libraries, others maintain separate catalogues for their collection of government publications. But it is also noted that some of these separate catalogue are for staff use and not for the public.

(e) There is some degree of dispersion of Nigerian Official Publications in some of the libraries. The guiding principle here is use. For example, when an item is seen as a reference item, it is shelved in the reference section of the library. In Ibadan University Library, an item may even be located in the open shelf when there are many duplicate copies.

C) DISSEMINATION: None of the libraries surveyed tries to advertise Nigerian government publication in their collection. The knowledge of such publications in most cases comes to the reader from sources outside the library and he only comes to the library to ask for it after the information came to him from somewhere else.

(a) Except the National Library which issues monthly and annual lists and Ife University Library which issues quarterly list, other libraries do not issue lists of the official publication they receive. Some, however, claim

that when any official publication is processed in the same way as other library materials, it is listed in the library's monthly new Accession List, but when it is remembered that only few items are processed in this way, many of the official publications received in the libraries will remain unannounced to the readers.

(b) No current awareness services based on the Nigerian government publications. No Library includes them in their display of new items received in the library. Those who rout journals do not include government serials in the journals to be routed. They are rarely included equally in book exhibition of libraries.

(c) There is no documentation activities based on Nigerian government publications in those libraries. There are not indexing and abstracting services or compilation of bibliographies based on Nigerian official publications which could facilitate and encourage their use, although one library claims that a bibliography of Nigerian government publication is prepared if the request comes from a reader.

And finally, Nigerian government publications appear to receive a better attention in the university libraries than in other libraries.

CONCLUSION ON THE FINDINGS: Acquisition.

(a) Lack or dateness of official lists: The preparation of official list is not viewed by the various government printers as a part of their publishing activities. The result is that where there are atall published, it is because of continuous demand and pressure from the public, and the extent the officer in charge is responsive to these public demands.

(b) The depository law in Nigeria as of now, has not made it mandatory on governments or their agencies to deposit with libraries under the depository law, Nigerian government publications.

According to paragraph 4 sub-section iv and 7 sub-section 'e' of the Federal Military Government Decree No 29 of 1970[1] establishing the National Library of Nigeria, not only are Nigerian governments and their agencies exonerated from the payment of fines for an infringement of the depository law, but they are not even to be regarded as publishers. The implication is that no depository library has got any legal claim on any government publication not sent to the library.

---

1. Nigeria: (1970) Laws. Lagos, Fed. Ministry of Information.

(c) Some libraries are ignorant of the functions of the various government departments and units plus the failure of some to distinguish the government printers as but publishers and not authors of the various government publications. The result is that when some libraries try the government printer and fail, they usually give up especially when they are not sure of the particular department or officer responsible for the publication. And infact, as one of the libraries observed, some author departments would like to distribute by themselves some of their publications and in that case the government printer is under instruction not to do.

(d) Related to 'C' above is the fact there is not any service in this country yet to warn or alert libraries of forthcoming government publications which will enable libraries start in time to make the necessary contact about acquiring such publications.

All the above reasons are some of the factors which make any effective acquisition of Nigerian government publications by libraries difficult.

Organization: The following conclusions are also reached about their organization: (a) As already noted in the report of this study almost all the libraries have developed their own internal schemes: this trend does not make for library co-operation. The reason for this individual efforts is because there is no exchange of ideas among the libraries or the existence of a professional group that could be a ralling point where such professional problem affecting Nigerian government publications, as evolving a common scheme, could be discussed.

(b) Indirect or inverted form of entry for the former regions and states is as a result of adoption of the American and English practices as in other areas without modification to local needs. Their practice favours super-imposing the conventional name of a country of the former territory on her smaller administrative units.

On international point of view, this may be necessary, but for entries meant for local use, it is difficult to defend. National Library which before the 19 states structure preferred indiirect form of entry argues that since the former regions and states had names that reflected geographical locations, indirect form of entry was justified, but now that the states have proper nouns ~~names~~, the

direct form is to be preferred.

However, it is the view of this study that it is not even justifiable for entries meant for local use, and even if those states or regions that their names reflected the g@ographical areas of the country should include Nigeria in the entry, this should be at the end and in brackets as: 'Western Region (Nigeria)' and not 'Nigeria. Western Region' which was and still is the practice in some libraries.

(c) Close access is imposed on Nigerian official publications by all the libraries surveyed. Security of the items is the main reason behind this and since all but one - University of Benin Library, are legal depositories, they are required to preserve everything deposited. This is also the reason behind why most of them do not include government publications in their displays.

DISSEMINATION:

Indexing, abstracting, compilation of bibliographies and such other documentation activities and current awareness services are features associated with libraries serving the interests of research workers. Unfortunately these services are absent in the libraries surveyed not only in respect of Nigerian government publications but in most cases other materials. The reason being that these libraries

were established primarily to support teaching and assist readers pass their examinations whereas their research role is only beginning to emerge but provision for indexing and abstracting services as well as other documentation activities is yet to be made.

And finally, the better handling of government publications in the university libraries is an indication of the growing reasearch collections of the university libraries in response to the increasing research activities of the universities since government publications are by nature research materials.

RECOMMENDATIONS:

The following recommendations are made under the usual subject approach of this study of acquisition, organization and dissemination.

A. Acquisition

(1) The most fundamental problem here is that official lists are terribly out of date where they are available, while in many other cases, there are no lists at all. As such, no acquisition of any type will be effective without such lists since in making purchases a library needs the lists for selection and a depository library also needs them to identify items not sent and make the necessary claims. TheYare also essential in gifts and exchange arrangements.

Therefore, it is the view of this study that all the Nigerian government presses both at the federal and state levels should be required by law to publish and distribute every week lists of all the items they publish for the week. Copies should be sent to the National Library of Nigeria and copies made available to the general public and libraries in their various states. The same should apply to all publishers of official publications outside the government press.

The National Library will then at the end of each month, collate, edit and publish these lists from the various government printers and other publishers of official publications for a consolidated monthly lists of Nigerian Official publications. The National Library is to make these available to all the libraries in the country and to general public. These lists are to cumulate yearly and five yearly.

(II) Published materials of any country are inestimable wealth of that nation which must not only be made available to all parts of the country but preserved for the generation unborn. At present there are two depository libraries in Nigeria (National Library and University of Ibadan Library) at National Level in a country of estimated 80million people and with geographical area of 356,669 sq miles. Furthermore, these two libraries are located in one geographical area of the country so that in the event of any natural or man made disaster, the chances are that the two will suffer the same fate.

Therefore, to ensure that the nation's wealth of published materials are within the reach of all parts of the country and to guarantee the permanent availability of these resources in event of any disaster in any part of the

country, this study, suggests that three more depository libraries on national level located in the various geographical areas of the country be established bringing to five such libraries.

And to this effect, the following university libraries are suggested: Ahmadu Bello and Jos Universities in the Northern States and University of Nigerian, Nsukka in the Eastern States. All the deposited items should as at present continue to be sent to the National Library, Lagos, who shall arrange, as in case of Ibadan to send copies to Ahmadu Bello, Jos and University of Nigeria. This arrangement will also serve to reduce the pressure on National Library and University of Ibadan Library from other parts of the country requesting for Nigerian government publications and save libraries problems of interlibrary loans as a result of the poor communication and postal systems of the country.

Also, all the universities in the country should be designated copyright libraries on demand or on application. That is if any university in the country applies for any official publication either to the government printer or directly to the agency responsible for the publication, the University is entitled under the law to receive at least

a copy of such publication free of charge. This is necessary because of the increasing research role of the universities; and since government publications are by nature research materials, such an arrangement will be advantageous. Again, every state government should designate at least one library depository to its publications.

The distribution of depository materials to the libraries should be done by the various government printers or other printers involved in the publishing official publications. By By this measure libraries will be saved the trouble of having to deal with the so many number of government agencies and thereby reduce the great incidences of intractability of materials.

And finally, government printers or publishers of all official publications should be made to comply with the country's copyright laws and punished if they break it.

III. Nigerian Library Association as a professional body bringing all the professionals and all types of libraries in this country together should be involved in matters of Nigeria Official publications rather than leaving it to the individual libraries to devise its own strategies. The Association should, therefore, arrange occasional seminars or conferences involving the representatives of government

press, the Association and other groups concerned with government publications.

Alternatively, Nigerian Library Association could coopt the government printer and let him attend the Association's annual conferences while the state Divisions of the Association do the same in respect of the State Government Printers. Such coming together will be an opportunity to present papers, discuss them and exchange ideas between libraries and the officials responsible for government publications on how best to handle Nigerian government publications by both the government printers and the libraries.

Also the Association in cooperation with the National Library of Nigeria and in consultation with the appropriate government department(s) could prepare and publish the following guides:

(a) A Handbook on the functions of the various government departments. This should be made available to the libraries and this will help them to know from which of the departments to obtain a particular publication when in doubt.

(b) A Catalogue of known government serial publications with all the necessary bibliographic details.

(c) Occasional list of government appointed tribunals or commission of enquiries in progress showing the names of chairmen and the time expected to conclude sitting. This will facilitate the collection of the reports if not classified.

(IV) Libraries should arrange exchange of government publications among them. For example, the Anambra State Library could exchange Anambra State Government publications for the publications of other state governments.

(V) There should be cooperation between the Federal Government printer and the State Government printers whereby the former can use the later's bookshops to sell some of the Federal Government Publications. This arrangement will ensure that at any part of Nigeria, one can buy Federal Government publications instead of writing or going to Lagos.

(VI) And finally, libraries should try to have friends among the legislators when the country returns to civil rule so that they will help the libraries collect the legislative papers

B ORGANIZATION:

(I) Most of the libraries surveyed agree that none of the traditional schemes is adequate for classifying government publications. In this study, it is discovered there is a proliferation of local schemes for Nigerian government publications. After a careful analysis of few of the schemes made available by those libraries for this study, it is my opinion that even though there is something in most of the schemes to recommend them, one scheme so designed and developed on national level which all the libraries can use, is preferred to the existence of so many local schemes. The schemes of the National Library and the University of Lagos are more developed and any one of the two is good for National application but I favour that of the National Library of Nigeria, although I would suggest that the primary notation (letter A) for the central government of Nigeria, should form a part of the primary notations of the former regions. For example, instead of 'E' for the former East, we could have AE. This will not only show the true hierarchical nature of the scheme, but will also subordinate the regions to the centre rather than representing them as co-ordinate terms or equals.

However, the designers of this scheme might have thought of the confusion that may arise if they have allowed

the primary notation for the whole country to be a part of the primary notation for the regions as shown above, since the letter 'A' for the central administration is subdivided by another letter e.g. An - Niger Coast protectorate. This confusion need not arise if a letter in the lower cases is used to subdivide the letter 'A' in showing all the various administrative stages of Nigeria as contained in the scheme while a letter in the upper case is used to subdivide letter 'A' in showing the former regions as I already demonstrated above.

II As a result of the nature, form and format of government publications which make all the differences between them and non-official publications, this study supports the separation of this collection from other library materials as is the case in most of the libraries.

III It has been observed that some libraries make indirect entries for the states governments, by interposing the word 'Nigeria' on the states. As this does not reflect readers approach, it is indefensible to make entries under headings that will never be sought.

It is therefore recommended that entries for the states should be direct under the states as "Kara (State)...

"Lagos(State)..." "Anambra (State)..." etc., rather than "Nigeria. Kwara.."; "Nigeria. Lagos..." and so on. Also entries for the well known towns in the country like Ibadan' Enugu, Kano, etc., should be directed under the towns rather indirectly under the states. However, for entries meant for international community the country name "Nigeria" could be interposed.

**IV.** As a result of the creation of states and other administrative changes, Nigerian Libraries are faced with the problem of how to show continuity and relationship to overcome this problem. Almost all the libraries employ cross-reference tactics for this purpose. This study supports the idea.

However, this study will suggest that the term "see also" reference could be used in the catalogue, but no "See" reference. Rather, it is suggested that entry be duplicated under all possible approach so that no matter what approach a reader takes, he will have the necessary information wanted. The reason for this is that not many readers are patient to search under the next heading to which he is referred.

Also the use of history cards by the University of Ibadan Library is recommended to other libraries as this puts a state in its historical perspectives.

(V) And finally, since a closed access system is accepted by all, though as a necessary evil, there ought to be a separate catalogue of each collection, displayed in a place and near enough the collection so that the public can use it.

C. Dissemination

As the effectiveness of a library collection is determined by the contribution of such a collection to the scholarly and other worthy pursuits of the patrons of the library, I offer the following suggestions for the effective dissemination of Nigerian government publications:

(i) A current awareness service based on Nigerian government publications not only to draw to the attention of the patrons new publications but also to promote their use by patrons. Towards this end, routing of some government serials, displays as well as the preparation and distribution of lists of new publications received in the library are recommended.

Routing, displays and exhibition of official publications are frowned at in some cases by libraries because of the fear that they may get lost or mutilated. There will not be any need for fear in case of displays and exhibition, if a glass show case with a lock is used. Or as in case of Africana in Ahmadu Bello University Library where new Africana acquired are displayed only in the Africana room, Nigerian government publications could be displayed around the location of the collection where they will be more safe than not displaying them atall. Or still, a dummy volume could be displayed since it will serve the same purpose as the real volume in drawing attention to the existence of the publication.

(ii) Exhibition is also necessary on occasions like government sponsored conferences, seminars and workshops. As an example, the last National Conference on Management Development held in Kaduna from 13-15th October, 1977 was a good occasion for libraries around to feature in their exhibitions, Nigerian government publications available in their ~~location.~~ collections.

Also National library or any other Nigerian Library for that matter could use the occasion of some national annual events like the Nigerian independence anniversary to exhibit the relevant government publications.

(iii) Libraries should engage in literature search for their patrons based on Nigerian government publications. This they could do for groups or individuals, for conferences or seminars holding in their individual areas. If it is a group or organization or a conference of national character, the National Library could be called upon to carry out a literature search for it. For example it would not have been out of place, if before the last Constitutional Drafting Committee started to meet, the National Library of Nigeria compiled a bibliography of all official publications on Nigerian Constitutional development, Electioneering, government and press and so, and made such lists available to the members either by mailing directly to them or through the Cabinet Office.

(iv) It is further suggested that the National Library of Nigeria undertakes, to compile a Union Catalogue of Nigerian government publications of the most important libraries of which copies will be made available to all the libraries in the country. The existence of such a tool will

ensure a cooperative exploitation of their individual resources.

(v) Because of the possibility of many subject approach of many government publications, the chances are that a publication may turn to be treating many more subjects than appear on the surface. In that case, the possibility is that those subjects that are not the focus of such a publication will not be taken note of. As an example, a report of enquiry into the Kano crisis of 1953 by the then North Regional government devoted a chapter to the main political parties of Nigeria then. Unless this is brought out through indexing, readers may never be aware of such authoritative source on Nigerian political parties.

In view of this, it is therefore being suggested here that Nigerian government publications should be fully indexed. Again, the National Library of Nigeria should undertake this task. The index should be published and up dated from time to time. Other libraries can also produce indexes to their respective collections especially indexes to the legislative papers.

(vi) And finally, there should be at least some basic training for those staff expected to handle in the libraries Nigerian government publication. This is quite

necessary if this collection is to receive the necessary professional care to enable it play effective role in the academic and research programmes of the community they serve.

The following suggestions are made generally, not limiting them to any particular aspect of this study:

(i) There should be a sub-group within Nigerian Library Association to handle and coordinate at national level all matters affecting Nigerian government publications or resuscitate it if it is true as reported that it is already existing since there is nothing to suggest its existence.

(ii) All the library schools in the country should incorporate a course on government publication in their curricula. Such course should cover the following areas among others:

(a) The nature of government administration

(b) Functions and duties of government departments and agents.

(c) Characterstics of government publications.

(d) The acquisition procedures, etc.

(iii) And finally, it appears this study has saddled the National Library of Nigeria with much responsibilities in

respect of Nigerian official publications. I think this is what it should be because of its strategic place in Nigerian Librarianship.

However, for her to carry out effectively the tasks suggested for her in this study, it is recommended that there should be a separate section within the National Library with all necessary facilities and personnel to handle this assignment.

Special notes on recommendations:

This study recognizes the fact that Nigerian Library Association has many internal problems that may render her ineffective in implementing some of the recommendations directed to her in this study. One has to reflect on many resolutions passed by the Association every year but which never left the Conference Hall where they were passed. At any rate, this not withstanding, it is difficult to envisage a situation where such professional matters as the problems of Nigerian government publications will be tackled without involving such professional body as Nigerian Library Association. Such recommendations as above are but only reminder to the Association to gear up if it is to live up to expectation.

And finally, some of the above recommendations may require some feasibility study before embarking on them. For example, the cost implication both in money and time to the libraries: if they have to abandon their individual schemes to one selected national scheme has to be carefully weighed. Or if a union catalogue of Nigeriana collections of the libraries which includes Nigerian government publications will not be better than just a separate Union Catalogue for Nigerian government publications.

Some of the recommendations are for long term implementation especially those that may require some feasibility study, but such recommendations like the mandatory preparation of official lists and the depository of same with the National Library of Nigeria by both the states and Federal government printers as well as designating more libraries as depositories by the Federal Government could be tackled at once without any serious implications.

# A P P E N D I X  I

## LOCAL SCHEME USED BY THE NATIONAL LIBRARY OF NIGERIA FOR NIGERIAN GOVERNMENT PUBLICATIONS

### Section I

### Primary Notations

| | | |
|---|---|---|
| Aa | Nigeria | Royal Niger Company |
| Ac | " | Oil Rivers Protectorate |
| An | " | Niger Coast Protectorate (1885 - 1906) |
| As | " | Southern Nigeria (1900 - 1913) |
| Az | " | Central and Federal Government (1914 - ) |
| C | " | Cameroons, British |
| Cn | " | Cameroons, Northern |
| Cs | " | Cameroons, Southern |
| E | " | Eastern Provinces, Nigeria (1938-1952) |
| E | " | Estern Region of Nigeria (1952-1960) |
| E | " | Eastern Nigeria (1960 - 1967) |
| Ec | " | East Central State (1967-1976) |
| Eca | " | Anambra State (1976- ) |
| Ecm | " | Imo State (1976- ) |
| Er | " | Rivers State (1967 - |
| Es | " | South Eastern State (1967-1976) |
| Ecs | " | Cross River State (1976- ) |
| L | " | Lagos (Township and City) |
| L | " | Lagos Settlement and Colony (1862-1906) |
| L | " | Lagos (Colony, 1906-1954) |
| L | " | Lagos State (1967- ) |
| M | " | Mid-West Nigeria (1963-1967) |
| M | " | Mid-Western State (1967-1976) |
| Mb | " | Bendel State (1976- ) |

| | | |
|---|---|---|
| N | Nigeria | Northern Nigeria Protectorate (1900-1913) |
| N | " | Northern Provinces (1914-1952) |
| N | " | Northern Region (1952-1960) |
| N | " | Northern Nigeria (1960-1967) |
| Nb | " | Benue/Plateau State (1967-1976) |
| Nbb | " | Benue State (1976 - ) |
| Nbp | " | Plateau State (1976 - ) |
| Nc | " | North Central State (1967-1976) |
| Nck | " | Kaduna State (1976 - ) |
| Ne | " | North Eastern State (1967-1976) |
| Neb | " | Bauchi State (1976 - ) |
| Neo | " | Borno State (1976 - ) |
| Neg | " | Gongola State (1976- ) |
| Nk | " | Kano State (1967 - ) |
| Nkw | " | Kwara State (1967 - ) |
| Nw | " | North Western State (1967-1976) |
| Nwn | " | Niger State (1976- ) |
| Nws | " | Sokoto State (1976- ) |
| S | " | Southern Provinces (1914-1938) |
| Se | " | Egba Government (1905-1913) |
| W | " | Western Provinces (1938-1952) |
| W | " | Western Region (1952-1960) |
| W | " | Western Nigeria (1960-1967) |
| W | " | Western State (1967-1976) |
| Wg | " | Ogun State (1976- ) |
| Wn | " | Ondo State (1976 - ) |
| Wy | " | Oyo State (1976 - ) |

Note:
od DT 515 Precedes all call numbers.

## Section II
## Secondary Nations

1. Head of State; officer administering the government
2. Cabinet Office, State House, Governor's Office, etc.
3. Supreme Military Council. Divide like 6.
4. Council of ministers; Federal executive council; Interim administrative Council. Divide like 6.
5. Senate; Houses of Chiefs. Divide like 6.

6a. Nigerian Council. Divide like 6.

6b. Legislative Council of Nigeria, 1923-1952. Divide like 6.

6c. Legislative Councils of Lagos and Southern Nigeria; Houses of Assembly; House of Representatives.

- .1 Orders in council
- .2 Standing Orders, rules & regulations
- .3 Minutes, votes, proceedings, agendas
  Distinguish by 1st letter of name, eg,
  Proceedings of the House - 6.3p.
- .4 Debates, Papers laid on the table.
- .5 Reports & comments on debates
- .6 Numbered sets of sessional papers. Class only 1 copy here. Whenever possible, class other copies by their provenance.
- .7 Committee reports. Cutter for name of committee by 1st letter of name of subject.
- .8 Lists of members.
- .9 Biographies of members

7. Public service commission. Divide like 8

8. Ministers & Executive Departments.
   Cutter for name of ministry or department. If a department issues its own annual report, give it

separate standing from the parent ministry
e.g. Posts and Telegraphs Division is cuttered
p85 and not C74 (Communications)

.1 Reports on subjects of ministries.
.2 Reports of internal boards of investigation - Cutter for Chairman if necssaary and distinguish by name.
.21 Surveys
.3 Conferences & Conventions
.4
.5 Statements of policy
.6 Organization and administration; history
.7 Development plans; finance
.8 Pension schemes, salaries

Note:

See the General form division where necessary.

9. Courts

| | |
|---|---|
| Courts of Appeal | Use first letter of name of courts, e.g. Court of Appeal 9a, where there is a conflict, distinguish by the first two letters. |
| Supreme Court | |
| High Court | |
| Magistrate Court | |
| Probate Registry | |
| Customary and Native courts | |
| Juvenile Court | |

10.

11. Police

12. Prisons

13. Government Commissions. Government Committee, eg.g. Commission of inquiry... Cutter for name of Chairman.

14. Statutory Corporations. Quasi-government bodies. Government Institutions, e.g. Rilways, Local Govt. Service Board, etc.

14a Statutory Corporations Service Commission

15. Conferences and Conventions

16. Agencies of inter-governmental co-operation e.g. National Universities Commission. National Joint Negotating Council.

17.

18. Local Government Councils. Provincial assemblies. Cutter for name of Council and Department. e.g. Report of the Akure District Council, Dept. of Health

AW2
W18
A315
H43.035

## Section III

## Tertiary Nation

## General form & Subject divisions

.01 Gazettes & Supplements

.011

.012

.013

.014

.015 Bluebooks

.016

.017

.018

.019

Q20 Estimates. Comments on these are indicated by an addition of Comm at the end of the appropriate classmark.

.021 Trade Mission, Economic relations with foreign countries distinguish by 1st letter of place visited and date.

.022 National holidays; independence.

.023 State visits; Cutter fully by name of state and distinguish by 1st letter of name of visitor. Sub arrange by date.

.024 Bibliographies

.025 Handbooks, manuals, etc. Treat Handbook of Nigeria issued by the Federal Ministry of Information, like Gazettes and under Handbooks. Az. 025 and date of publication.

.026 Yearbooks, guides, almanacs, etc.

.027 Directories, staff lists, tables, registers, indexes, etc.

.028 Periodicals and serials,

.029 Memos, syllabuses, etc.
For .025 to .029 (excluding periodicals and serials) arr. by 1st letter of name & by date, e.g. A guide to the national military government issued by the Ministry of Information in 1966 is classed:

OD
DT 515
Az. 026g
1966

.03 Speeches and addresses
Arr. by date and if necessary cutter for name of person delivering the speech.

.031 Statements on government activities; policy statements.
Arr. by date and if necessary distinguish by 1st letter of name subject on which policy statement is made.

.032 Civil Service

.033 Publicity materials

.034 Foreign affairs

.035 Annual reports and all periodical reports

.036 Colonial reports

.037 Reports submitted by individuals to government. Cutter for author

.038 Development plans and Schemes; economic programmes

.039 Budget & Budget Speech

.04 Laws, Ordinances, Act - General literature

.041 Imperial Orders - in - Council; General Orders

.042 Ordinances, Proclamations and Acts

.043 Texts of Laws - Single laws

.044 Texts of Laws - Collections e.g. Laws of Nigeria

.045 Rules and regulations; circulars

.046 Treaties and Charters

.047 Court Cases and judgement
.048 Law reports
.049 Handbooks, manuals, etc.
.05 Constitution - General literature
.051 Royal Instructions; Letters patentl Orders-in-Council
.052 Proposals and drafts
.053 Texts and comments
.054 Amandments and revisions. Commentary on these is indicated by the addition comm at the end of the class mark.
.055 Proceedings of conferences and conventions; minutes
.056 Reports of conferences and conventions; Reports of working parties and study groups.
.057 Reports on effects of specific aspects of the constitution, e.g. Financial effects of proposed new constitution. Arr. by date and if necessary distinguish by 1st letter of title.
.058 History
.059

06 Census - General literature
.061 Instructions and notes on census
.062 Population. For regional statistics, sub-arrange by 1st letter of name of relevant area.
.063 Expand here for other types of census
.064
.065
.066
.067
.068
.069

.07 Elections - General Literature

.071 Election laws; electoral systems

.072 Eligibility to office

.073 Registration; election lists

.074 Election districts; constituencies

.075 Campaigns; memoranda

.076 Plesbicities; referenda; voting

.077 Election returns

.078 Corrupt practices; disputed elections

.079 Others

Note: Class under .07 literature published by government as a whole or by department of government. Materials issued by the Electoral Commissions are classed under the number for government commissions and committees.

08. Boundaries; Administrative divisions

.081

.082

.083

.084

.085 Relationship between Federal Regional and State/ govts.

.086 State Vists; Cutter fully by name of state and distinguish by 1st letter of name of Visitor. Sub-arrange by date.

.087

.088 International relations

.881 Trade missions. Economic relations with foreign countries. distinguish by 1st letter of place visited and date.

.089

.09 Civil war - General Literature

.091 Causes; events leading to

.092

.093 Civilian defence

.094 Speeches, essays, addresses, etc.

.095

.096 F.M.G. Publicity; Observer Team reports

.097 Peace

.098 Reconcilliation and reconstruction.

A. Certain ministries or departments of ministries have sub-sections. To ensure the publications of and about sub-sections stand immediately after those of the departments, the following divisions have been created.

| | |
|---|---|
| 1. Ministry of Defence | D 31 |
| Army | DA no cutter |
| Air Force | DI " " |
| Navy | DN " " |
| 2. Posts & Telegraphs Div | F95 |
| Money orders; Postal order | PM no cutter |
| Post Office | PO " " |
| Parcels Post | PP " " |
| Telecommunications | PT " " |
| Savings Bank | PS " " |
| 3. Federal Ministry of External Affairs, Nigerian Embassies Abroad. | Cutter for name of Embassy under number for External Affairs. |

B. If the date of information contained in a work differs from the date of its publication, use the former in classing e.g. the cinematography regulations, 1954 published by the Federal Ministry of Information in 1962 is classed:

DD
DT 515
Az. 0430
1954

C. In cases where the chairman of a corporation is identified by office rather than name, cutter for the office and make added entry for the department concerned e.g.

Second report of an official committee appointed by the Council of Ministers to enquire into relations between public corporations and the legislature, the Government Printer, 1959.

Chairman. The Permanent Secretary to the Ministry of Land, Mines & Power.

D. In cases where government department are converted into Statutory Corporations, class all the publications with the later name.

E. CUTTERING

(i) In cuttering, use the first two digits of the Cutter number.

(ii) Ignore such words as National, Nigerian etc. If the name of a corporate body begins with such words, cutter for the next word in the title, i.e. - the word indicating the function of the body or proper noun, e.g.

National Universities Commission
Electricity Corporation of Nigeria
National Council for Nurses
Central Bank of Nigeria
Nigerian External Telecommunications Ltd.
Northern Region Development Board
Northern Region Production Development Board

Northern Region Development Corporation
In this case:
Use DC as primary notation and cutter for
Development

Hence: Annual report of Northern Region Development Corporation is DC 48.035.

Federal Institute of Industrial Research
IR 42
Industrial Research Council IC 42
Industrial Development Bank IB 42

An Extract from the scheme used by the
University of Lagos Library

## I N T R O D U C T I O N

This preliminary classification scheme is constructed on the assumption that users of government documents and other publications of corporate bodies will wish to find these publications grouped together by country. At the same time it is also assumed that it will be much more convenient to the users if the materials are grouped according to the kind of the organizations, e.g., Government, Non-Government, etc. For these reasons, therefore, the scheme falls into four parts:-

(a) Kind of Organization - National, International
(b) Country
(c) Subject - Function of the Corporate Body
(d) Form Divisions

1. The Schedules

Schedule 1 - Location Symbols

The schedule divides organizations into two main groups (Government and Non-government) which are then subdivided into National and International in accordance with the nature of those organizations.

Schedule 2 - Geographical Divisions

This is based on Cutter Number for Geographical Areas. Amemdments have been made and additional numbers included so as to conform with new political subdivisions in affected countries.

Schedule 3 - Subject Divisions

The broad classes are based on the Library of Congress Classification Scheme of which only the first two letters (of each class) are used. Only essential classes are used but the terminology has been varied to suit the functions and activities of these organisations. This scheme does not in any way follow the Library of Congress method of subdividision. Library of Congress symbols (alphabets) are used only to maintain a parallel sequence for the arrangement of materials where Library of Congress Scheme is in use. If desired symbols for the main classes could be altered. Common subdivisions are provided immediately before the main classes.

Schedule 4 - Form Divisions

These divisions have been provided to facilitate close classification by the form of presentation of the documents if necessary.

2. Notation

Mixed notation is used; the first two letters denote the main classes while the numerals denote subdivisions. An auxiliary notation (/) is ued only as a separating device for location symbols.

3. Classifying a Document.

Arrangement of the notation should follow the pattern of the schedules 1-4. This can however be reversed as required

EXAMPLE

NIGERIA. Federal Ministry of Labour. Annual report.

3/N6
HD
3
071

Note:

| | | |
|---|---|---|
| 3/ | - | Government National |
| N6 | - | Nigeria |
| HD2 | - | Labour |
| 071 | - | Annual reports |

4 Index:

An index to schedule is provided.

The draft of the preliminary classification scheme was prepared by N.O. Oderinde in 1967. Thereafter modifications were made by a special committee comprising Messers E.B. Bankole (Chairman), S.A. Orimoloye, A.O. Banjo, G.B. Affia, A.K. Adeniji and .M.O. Olaitan (Secretary) in June, 1972.

January, 1976.

T.M. Salisu.

SCHEDULE 1

3/ National - Government
4/ International - Government & Non-Government
5/ National - Non-Government

Note: All government (departmental) documents and quasi-government should be marked with '3'. To distinguish them, however a small 'n' should be placed at the end of the call mark in case of quasi-government documents. For example:

(a) Nigeria. Federal Ministry of Industry. Annual report.

3/N6
HD
1
071

(b) Nigeria. Federal Institute of Industrial Research. Annual report.

3/N6
HD
1
071n

SCHEDULE 3

MAIN CLASSES - SUBDIVISIONS

| | |
|---|---|
| HC | ECONOMIC PLANNING AND DEVELOPMENT<br>(Subdivide by 1st letter of name of locality) |
| 2 | Cost of living |
| 3 | Manpower |
| 35 | Management Development |
| 4 | External Economic Relations |
| 5 | Technicals and financial assistance |
| 6 | Economic Development of Special Areas |
| 7 | Economic Stability |
| 8 | Economic Co-operation |

HF COMMERCE

(Subdivide by 1st letter of name of locality)

2 Commercial Activities; Companies

21 Imports and Exports

3 Insurance

4 Loans; Accounts

5 Stock exchange, shares

51 Investments

6 Co-operatives

7 Trade Promotion

JC STATE AFFAIRS

2 State House; Government House

3 Parliament

31 Upper House

32 Lower House

4 Constitutions

5 Treaties; Agreements

(Subdivide by 1st letter of the name of country with whom agreement is concluded)

6 Security.

SCHEDULE 4

COMMON FORM DIVISIONS

| | |
|---|---|
| 01 | Generalia |
| 011 | Gazettes |
| 012 | Annuals and yearbooks, almanacs; diary. |
| 013 | Encyclopaedia, Dictionaries. |
| 014 | Directories. |
| 015 | Indexes |
| 016 | Bibliographies |
| 017 | Catalogues, tables |
| 018 | Guides, plans, brochures, general information, pamphlets, handbook and bulletin. |
| 019 | Manuals (other than laws & regulations), syllabus, prospectus. |
| 02 | Laws and regulations |
| 021 | Bills, etc. |
| 022 | Laws, decrees, edicts |
| 023 | Regulations, bye-laws |
| 025 | Standing orders, procedure |
| 027 | Working instructions, manuals |
| 03 | Proceeding/Report |
| 031 | Proceedings, conference report, seminar report |
| 033 | Minutes |
| 038 | Debates |
| 039 | Lectures |
| 04 | Report from committees, Commission, etc. |
| 041 | Report, resolutions |
| 043 | Comments, policy statements on reports;white paper |

045 Progress reports on implementation

05 General policy statement
051 Speeches, statement
053 Press releases, newsletter
055 Correspondence, interviews, etc.
057 Broadcasts
059 Announcements

06 Progress reports - general
061 Progress report, interim report
062 Surveys
063 Statistical data
064 Review/digest
065 Periodicals, newspapers
066 Technical report
067 Research papers, Occasional papers

07 Reports - General
071 Annual reports
072 Financial statements; statement of accounts; audited accounts.

08 To be scrapped meanwhile.

NNAMDI AZIKIWE LIBRARY, UNIVERSITY
OF NIGERIA, NSUKKA

NIGERIAN GOVERNMENT PUBLICATIONS - CLASSIFICATION

:12) Staff List, Post Office Directories, Office & Quarters Directories. Differentiate with distinctive letters e.g. STL - Staff List; POD - Post Office Directory; RES - Residential etc.

:12.5) Telephone Directories.

:13) Town Guides, Tourism, Facts about states, etc.

:15) Gazettes

:16) Estimates, Approved, Drafts, etc. Use abbreviations: APP for APPROVED, DRF for DRAFTS. Recurrents.

:16.1) Capital

:16.2) Supplementary.

:16.3) Second Supplementary

:16.5) Official reports and financial statements e.g. Accountant General's.

:18) Budgets, Budget Speeches - Affix to the book year Speech was made.

:20) Estimates - Local government, Native Administration,

:21) Local government Councils.

:26) Constitutions of governments of the Federation.

:28) Constitutions of local governments.

:29) Elections to Houses of Assemblies; of Representatives.

:031 Laws, Statutes, Edicts, Decrees, etc. Affix year of promulgation and then cutter main subject.

:32 Traffic regulations: road, air, sea.

:38 Treaties, International agreements.

:40) Installations of governors, heads of states - speeches by them on such occasions, Launching of States, 1st Anniversary etc.

:42) Governors, Heads of States etc. - Speeches to legislative Houses, advisory and consultative bodies. Affix year speech was made, then cutter name of speaker.

:43) Governors, Heads of Statesetc. - Diaries, Press Conferences, Special releases, Publications on particular occasions and issues, Fix dates, cutter name of speaker. Biographies of governors, Heads of states.

:44) National Day celebrations. Speeches by Head of State, Governors etc. Cutter name of speaker and affix year.

:45) Visits of State Governors, Heads of States; Tours of States. Welcome addresses. Fix date, cutter name of visitor. Distinguished visitors to the country.

:50) Houses of legislature - Joint Joint Sessions - Debates.

:50.5) Houses of legislature - Joint Committees.

:051) Houses of Assembly, House of Representatives - Standing Orders, Special releases, issues and publications.

:52) Houses of Assembly, House of Representatives - Parliamentary debates.

:53) House of Chiefs; Senate - Standing Orders, Special releases, issues & Publications.

:53.5) House of Chiefs, Senate - Parliamentary Debates.

:54) Constituent Assembly, Advisory Council.

:55) Provisional Assembly, Standing Orders & other publications.

:56) Who's Who (members of legislatives).

:57) Conferences, workshops, etc.

:60) Non-ministerial civil service depts. e.g. Audit Dept; Board of Internal Revenue, Jundicial Dept; Public Service Commission, Rehabilitation Commission.

:61) Publications of ministeries, departments, offices and bodies subordinate to them (arrange by ministries) Differentiate by distinctive letters of ministries e.g. E:61 .AG1 .FOR for the publication of Forestry Dvision of the Eastern Ministry of Agriculture.

:62) Publications on the functions of Ministries.

:63) Newspapers, Dailies of the State, State owned or National Newspapers, Bulletins, Press Releases.

:71) Tribunal of Enquiry, Commissions of inquiry, Investigations, Special reports etc. of special issues. White papers and policy statements on them. Cutter Commissioner, then subject e.g. e:71 .H3 .C1 for "Hart, Calabar."

:8) Ad hoc Committees e.g. Planning Committee for Enugu, Teaching Hospital and Port Harcourt Specialist Hospital.

:9) Publications of Statutory bodies, e.g. Corporations, Banks, Commissions, Boards, Marketing Companies, Ports Authority.

A: ... ... ... FEDERAL GOVT. PUBLICATIONS
L: ... ... ... LAGOS STATE "
W: ... ... ... WESTERN REGION & STATE
MW: ... ... ... MIDWESTERN REGION & STATE
E: ... ... ... EASTERN REGION
EC: ... ... ... EAST CENTRAL STATE
R: ... ... ... RIVERS STATE
SE: ... ... ... SOUTH EASTERN STATE
N: ... ... ... NORTHERN REGION
BP: ... ... ... BENUE PLATEAU STATE
K: ... ... ... KANO STATE
KW: ... ... ... KWARA STATE
NC: ... ... ... NORTH CENTRAL STATE
NE: ... ... ... NORTH EASTERN STATE
NW: ... ... ... NORTH WESTERN STATE

| | | |
|---|---|---|
| ANAMBRA STATE | ... | AN |
| BAUCHI | " | BA |
| BENDEL | " | BD |
| BENUE | " | BE |
| BORNO | " | BN |
| CROSS RIVER | " | CR |
| GONGOLA | " | G |
| IMO | " | IM |
| KADUNA | " | KA |
| KANO | " | KN |
| KWARA | " | KW |
| LAGOS | " | L |
| NIGER | " | NG |
| OGUN | " | OG |
| ONDO | " | ON |
| OYO | " | OY |
| PLATEAU | " | PL |
| RIVERS | " | R |
| SOKOTO | " | S |

An Extract from the scheme used by the Kaduna State Library

NIGERIA

| | | |
|---|---|---|
| F | (Material of the Central government from 1914 - 1954 and of the Federal Government from 1954 onwards). | |
| FO | CONSTITUTION - | copies of |
| FO.1 | | Constitutional conferences |
| FO.9 | | Other materials concerning |
| F1 | ELECTIONS - | materials concerning |
| F2 | LEGISLATIVE - | General Works |
| F2A | LEGISLATIVE COUNCIL | (Unit 1946) - General works |
| F2A.1 | | Sessional papers/papers laid |
| F2a.2 | | White papers/statements of policy |
| F2A.3 | | Debates |
| F2C | LEGISLATIVE (1952-1966) - | General works |
| F2C.1 | | Sessional papers/papers laid |
| F2C.2 | | Bills |
| F2C.3 | | White papers/Government Statements |
| F2C.4 | | Senate (1960 - 66) (Devide like N2B.4 e.g. Debates F2C.41) |
| F2C.57 | | Committees |
| F2C.571 | | Public Accounts Committee |
| F2C.6 | | Joint sittings of Senate and House of Representatives |
| F2C.7 | | Committees (Joint) |
| F2D | SUPREME MILITARY COUNCIL | |
| F3 | EXECUTIVE - | General Works |

F3A CHIEF EXECUTIVE OFFICER

F3A.1 Governor-General (Lugard)

F3A2 Governor(-1954)

F3A.3 Governor-General (1954-1963)

F3A.4 President (1963-1966)

F3A.5 Head of Federal Military Government.

F3B. PRIME MINISTER (1957 - 1966)

F3C.1 EXECUTIVE COUNCIL (-1951)

F3.2 COUNCIL OF MINISTERS (1951-1966)

F3C.3 FEDERAL EXECUTIVE COUNCIL (1966) Executive Council from May 24 - Sept. 1, 1966.)

F3D NON-MINISTERIAL DEPARTMENTS

F3D1 Audit

F3D.2 Judicial

F3D.3 Public Service Commission.

For Focus on any State or Facts about any State add 3M.9 to the Class No. e.g. Anambra State = AN3M.9.

# I N D E X


Account-General. Eastern Region R3K. 81
" Nigeria F3M.81
" Northern Region N3K.83
" Western Region W3I.81
Accounting Division. Ministry of Education. Northern Region. N3I.82
Accounting Division. Ministry of Finance. Eastern Region R3K.81
Accounting Division. Ministry of Finance Northern Region. N3K.83
Accounting Division. Ministry of Finance Western Region W3I.81
Accountants - Ministry -. 1 (Add. 1 to Ministry number)
Administrator-General, Ministry of Justice. Eastern Region F3R.81
Administrator-General's Office. Nigeria F3R.81
Adult Education Office. Northern Region N3I.85
Advisory Council of Emirs F3Y.3
Agricultural Credit Corporation. Western Region W3X.1
Agricultural Department. Nigeria F3F
Agricultural Research. Department of Nigeria F3F.81
Agricultural Research. Department of Ministry of Economic Development Nigeria. F3I.83
Agriculture. Department of. Nigeria F3F
Agriculture, Department of. Northern Region N3F
Agriculture, Department of. Western Region W3F
Agriculture, Department of. Eastern Region R3F
Agriculture, Department of. Northern Region N3F
Agriculture and Natural Resources Ministry of. Nigeria. F3F

Agriculture and Natural Resources Ministry of. Western Region R3F.81
Agriculture Division Ministry of Agriculture Eastern Region R3F.81
Air Force F3H.82
Animal and Forest Resources, Ministry of. Northern Region N36
Animal and Health Divisions, Ministry of. Animal and Forest Resources Northern Region N3G.81
Annual General reports _ Nigeria P4.1
Annual report - 4 (Add to Central/Region/State Government letters.see also OYT in the rare book cabinet)

Annual report - Colonial F4.2
" " - Colony F4.45
" " - Eastern Provinces F4.44
" " - Eastern Region F4
" " - Ministry - .2(Add to main number of Ministry)
" " - Nigeria F4
" " - Northern Provinces F4.41
" " - Northern Region N4
" " - Southern Provinces F4.42
" " - Western Provinces F4.43
" " - Western Region WR
Antiquities Department. Nigeria F3J.81
Architectural Division. Ministry of Works and Water Resources Northern Region N3U.81
Archives, National F3J.82
Army F3H.81
Assembly, House of -5(Add to number for Legislative Body)

Assembly, House of Legislature. Eastern Region. RAC.5
" " " Mid-Western Region M20.5
" " " Northern Region N2C.5
" " " Legislature. Western Region. W2C.5
" " " Northern Regional Council. N2B.5
Association of Senior Civil Servants of Nigeria F3E.91
Audit Department - 3D.1 (Add to Central/Regional/State Government letter.
Audit Department Eastern Region R3D.1
" " Nigeria F3D.1
" " Northern Region F3D.1
" " Western Region W3D.1
Aviation Division. Ministry of Transport.
Nigeria. F3V.84
BONN N3X.8
Benue-Plateau State NB
Bills - Legislature -.2 (Add to main number of legislative body.
Bills - Legislature - Eastern Region R2C.2
" " - Nigeria. F2C.2

APPENDIX II - CORRESPONDENCES

Daniel Ogbodo,
President Kennedy Library,
Institute of Administration,
Ahmadu Bello University,
Zaria.

18th November, 1977.

_____
_____
_____
_____

Sir,

I plan to carry out research on the Acquisition, Organization, and exploitation of Nigerian governments' publications for the partial requirement for the award of the M.L.S. Degree by A.B.U.

This is going to be a case study of selected libraries of which yours is one of them.

The questionnaire attached is for this purpose and your co-operation in completing and returning same to me at your earliest convinience but preferably before the middle of February, 1978, will be appreciated.

All information supplied will be treated confidential and assistance rendered acknowledged.

A self addressed and stamped envelope is enclosed for the return of the completed questionnaire.

Thanks for the anticipated co-operation.

I am,

Yours faithfully,

DANIEL OGBODO.

Department of Library Sc .,
Faculty of Education,
Ahmadu Bello University,
Zaria, Nigeria.

15th November, 1977.

TO WHOM IT MAY CONCERN

Mr. Daniel Ogbodo

The above who is one of our MLS students is visiting libraries and other centres in connection with his thesis topic "Acquisition, organisation and exploitation of Nigerian government publications in Nigerian libraries... a case study of selected libraries."

I should be most grateful if you would help him with his investigations in any way possible.

Prof. R.C. Benge,
Professor of Library Sc.

PRESIDENT KENNEDY LIBRARY,
INSTITUTE OF ADMINISTRATION,
ZARIA.

6TH FEBRUARY, 1978.

The Reference Librarian,
Library Department,
University of Benin,
Benin.

Sir,

Acquisition, Organization and Exploitation of Nigerian Government Publications in Nigerian Libraries - M.L.S. project: Questionaire for Completion.

I sent to you early in December, 1977 a questionaire in connection with my M.L.S. project on the above topic requesting you to complete and return same to me. Unfortunately, I have not heard from you.

I am, however, sending you another one in case the other did not reach you.

Please, time is very much against me and I will be very pleased if you complete it and return to me at your earliest convenience.

I regret for any inconvenience I happen to cause you.

Thanks.

Yours sincerely,

Daniel Ogbodo.

President Kennedy Library,
Institute of Administration,
Zaria.

6th February, 1978.

Mr. T.M. Salisu,
Library Department,
University of Lagos,
Lagos.

Sir,

Your Local Scheme for Organizing
Nigerian Government Publications.

Let me thank you first although belated, for your cooperation when I visited your library during the last week of November, 1977 in connection with my M.L.S. project entitled "The Acquisition, Organization and Exploitation of Nigerian Government Publications in Nigerian Libraries."

I have started working on the project and I am finding the information from your library quite helpful.

However, my supervisor feels that I have to examine in a bit more detail your internal scheme for organizing these items. As a result, I am requesting for a photocopy of the main outline of the scheme as well as its Secondary and form notations.

I am willing to settle any bill on account of this as soon as such bill is sent. I could have sent money in advancem but I would not know the amount involved.

Thanks for the anticipated cooperation.

Yours sincerely,

Daniel Ogbodo.

IBADAN UNIVERSITY LIBRARY

IBADAN, NIGERIA

28th February, 1978.

Mr. Daniel Ogbodo,
President Kennedy Library,
Institute of Administration,
Ahmadu Bello University,
P.M.B. 1013,
Zaria.

Dear Sir,

Thank you for your letter of 6th February, 1978.

As was made clear to you when you visited us, the scheme which I am trying to evolve for organizing documents, is still undergoing constant re-evaluation, as I test it in actual practice. I regret to inform you therefore, that it will be premature to publicise it now.

As regards the photo-copy of articles from the Government Publications Review, I would suggest that short of your paying cash in advance, you can make your library send pro-forma invoice to our Reprographic Section, and give an undertaking to pay on receipt of the copies.

It was a pleasure meeting you here and knowing that both of us are interested in the same field. I still look forward to our future meetings, and to receiving a copy of your thesis when it is completed.

Yours sincerely,

J.E. Ikem
Documents Librarian

APPENDIX III
QUESTIONAIRE

Name of Library:
Acquisition:

1. Is your Library depository?

   Yes.....

   No.....

2. If depository, is it for Federal or State government publications or both: (tick as appropriate)

   Federal:...

   State:.....

   Both Federal and State:...

3. If State, please tick which state(s)

   (a).....

   (b).....

   (c).....

   (d).....

4. As a depository library, are the publications sent to your library normally or do you have to write or even pay a visit to the government printer before they are sent to you? (Please tick as appropriate)

   (a) Sent normally....

   (b) Write before they are sent...

   (c) Pay a visit to the printer before they are sent...

   (d) A combination of the three above....

   (e) Other (please specify)

5. What do you consider to be the average time lag between the date of publication and the time a material gets to the library? (please tick as appropriate).

   (a) Less than a week
   (b) Less than a month
   (c) More than four weeks
   (d) Several months

6. Is your library under any obligation to accept and preserve all the government publications so deposited or do you have the option to decide what to accept and keep and what to be left out (please tick as appropriate).

   (a) Accept and keep everything
   (b) Selective
   (c) Other (please specify).

7. If the library is selevtive of what to acquire, what usually are excluded? (please tick as appropriate)

   (a) Emphemeral materials
   (b) Materials considered irrelevant to the current programme of your establishment.
   (b) Any other (please elaborate)

8. What are the tools for the selection of government publications in your library?

9. Have you always succeeded in getting a once classified materials when it becomes declassified?

   (a) Yes.....
   (b) No.....
   (c) Sometimes:...
   (d) Other (please specify)

10. Is the acquisition of government publications carried out by the same section of the library responsible for acquiring other library materials?

   (a) Yes.....
   (b) No.....
   (c) Other (please specify)

11. Do readers participate in recommending what are to be acquired?

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

12. Apart from the usual source - the government printer, do you have other agencies from where you can obtain government publications needed in your library?

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

13. If there are such agencies, please state their names:

14. What degree of success can you claim in acquiring Nigerian government publication in your library? (please tick as appropriate).

(a) Quite successful
(b) Partially successful
(c) Not always successful
(d) Other (please specify)

15. What is the figure of the holding of Nigerian government publications by your library?

ORGANIZATION

16. How do you arrange Nigerian government publications? (Please tick as appropriate)

(a) In a separate room
(b) Shelved with other library materials
(c) Some shelved separately and some with other library materials
(d) With international organizations and foreign government publications.
(e) Any other arrangement.

17. If 16c above, please state what type of materials go with other library materials.

18. How are the materials classified? (please tick as appropriate)

(a) Use the same classification scheme as other library materials.

(b) Use any of the special devised schemes as the U.S. Suprintendent of Document Code. Please state which of the special scheme you use.

(c) A scheme peculiar to and specially designed by your library (explain)

19. What is the arrangement on the shelves (please tick as appropriate).

(a) In Alphabetical order

(b) According to subject e.g. Education, Agriculture etc.

(c) According to type of materials e.g. all gazettes together irrespective of the government that published them.

(d) According to the published/printer e.g. gazetter are separated according to the governments that published them.

(e) According to publication numbers

(f) Other (please specify)

20. How do you catalogue Nigerian government publications? (please tick as appropriate)

(a) Direct entry e.g. Anambra State of Nigerie; Kaduna State of Nigeria.

(b) Indirect entry e.g. Nigeria. Anambra State; Nigeria. Kaduna State.

(c) Any other type of entry (please elaborate).

21. Any separate catalogue for the government publications?

(a) Yes.....

(b) No:....

21(b) In view of the creation and the change in names of states, how do you show relationship and continuity e.g. Anambra and East Central State; Mid-West and Bendel?

(a) Cross reference

(b) Superimposition etc., etc.

(c) Other

22. How long on the average does it take to process a government publication in your library from the time it is received in the library to the time is ready for readers use?

SERVICING THE COLLECTION

23. Do you display government serial publications?
    Yes:...
    No:....

24. Do you include in your book exhibition government publications?

    Yes:...
    No:....

25. Does the library prepare and make available the list of government publications received in the library?

    No:.....
    Yes:....

26. If so, how frequent?

27. Does the library engage in indexing and preparation of bibliographies or in any other documentation activities in respect of Nigerian government publications? (please tick as appropriate)
    (a) Indexes
    (b) Bibliographies
    (c) Any other (please elaborate)

28. What type of readers usually make use of the collection (tick as appropriate)
    (a) Undergraduate/General reader
    (b) Faculty members/Top Civil Servants/ Scholars/Researchers, etc.
    (c) Other(please specify)

29. Have readers an open access to the collection or must they be helped by an Assistant?

    (a) Yes....

    (b) No:....

30. Administrative-wise, is it part of another library section or is it independent of any other section?

    (a) Yes:....

    (b) No:.....

31. What was the number of users of this collection for:

    1976/77:....

    1975/76:....

32. What was the figure of the readers of the library for:

    1976/77:....

    1975/76:....

33. What was the figure of the unmet demand from this collection in:

    1976/77:.....

    1975/76:.....

Any useful suggestion as regards to the acquisition, organization and servicing of Nigerian government publications will be welcomed and embodied in this research.

Name of Respondent:.....

Rank:.....

APPENDIX IV

BIBLIOGRAPHY

1. AIYEPEKU, Wilson O (1973) Review - Government publications review. Nigerian Libraries, 10 (1); pp71-72.

2. AKINSANYA, A. (1976) The machinery of government during the military regime in Nigeria. Journal of the Indian law institute 18 (1): pp 115-133.

3. BALLARD, Robert M (1975) Government publications - a course outline. Government publication review, 2(2): pp177-184.

4. BECK, W.A. (1951) The range of government publications. Aslib proceedings 3: pp15-21.

5. BLACK, Henry Campbell (1951) Black's law dictionary, 4th ed.- St. Paul, Minn., West Publishing Co.

6 BREWESTER, John W. (1970) To catch a government document: Document expiditing project. Wilson Library Bulletin, 44 (9): pp941; 943-946.

7. British Library Association (1967) The Anglo American Cataloguing rules. London: The Association.

8. CONOVERS, H.F. (1959) Nigerian Official publication, 1869-1959: a guide. Washington, Library of Congress, xii, 153p.

9. COX, W. (1949) Her Majesty's Stationary Office Publications. Aslib Proceedings, 1 (3): pp 251-256.

10. DANIEL, W. Ellen & ROBINSON, W.C. (1976). Time lag in the 1972 monthly catalog of the United States government publications. Government publication review, 3(2): pp113-122.

11. EASTERN Nigeria (1955) Laws Vol. 6 Enugu, government printer, 1964: pp2657-2659.

12. ESEZOBOR, J.E. (1970) Legal problems of national bibliographic control in Nigeria. Nigeria Libraries, 6 (3): pp178-184.

13. ESTES, David E. (1959) Government publication in the classroom, College and research libraries, 20: pp78-80.

14. FORD, P. and FORD, G. (1961) A breviate of of parliamentary papers: 1917-1945 (In 2 vols.) Oxford, Basil Blackwell.

15. FORD, P and FORD, G (1972) A guide to parliamentary papers: what they are, how to find them, how to use them. 3rd ed. Ireland, Irish Univ. Press, xiv, 87p.

16. GLASSOCOCK, W. H. (1951) Government publications. Aslib proceedings, 3: pp37-44.

17. GOIL, N.K. (1961) Main entry for government publications - choice for heading: Case study about India: Library Herald, 4(3 & 4): pp101-116.

18. HAGLER, Ronald (1962) Corporate author headings for Canadian government publications. Ontario Library review, 46(3): pp165-168.

19. HARROD, Leonard M (1971) The Librarians' glossary of terms used in librarianship and the book craft and reference books, 3rd rev. ed. Andre Deutsch, A Crafton Book pp292-293; 463.

20. HER Majesty Stationery Office. Government publications. (Series) London, HMSO.

21. HOLDWORTH, H (1962) An arrangement for government publications. East African Library Association Bulletin, (1) pp15-25.

22. HOPE, Josephine A (1956) Government publications. Will they bite? Wilson library bulletin, 30(7) pp519-521.

23. HORROCKS, Sidney (1951) Government indexes and indexing. Aslib proceedings, (3) pp45-50.

24. HUNGERFORD, Anthos Farah (1974) United States government publication acquisition: procedures for small special libraries. Special Libraries, 65(1): pp22-25.

25. IKEM, J.E. (1976) Nigerian Library Association (Western States division) workshop on government publications of Oyo, Ogun and Ondo States. Ibadan, 14th October, 1976, 16p.

26. IKEM, J.E. (1976) Some guide lines for effective acquisition of Nigerian government publications. Government publication review, 3: pp285-299.

27. ITA, Ndutuei O. (1976) Government publications: their acquisition, organization and use. Notes prepared for the 1976 annual conference of the Nigerian Library Association (Northern Division), Kaduna

28. JACKSON, Ellen (1950) A brief guide to government documents. University of Illinois occasional papers,(7)

29. JEGEDE, Oluremi (1977) Problems of acquisition of Library materials in a developing country: university of Lagos Library experience. International Library Review, 9 (2): pp225-239.

30. JOHNSON, Eugene M & Lundy, Frank A. (1958) Documents in the divisional library. College and research libraries, 19 (6): pp463-466.

31.KENT, Allen and others (1973) Encyclopedia of Library and information science, 10: pp38-39, New York: Marcel Dekker.

32. KYLE, Barbara (1949) Official documents in a special library. Aslib proceedings, 1(3): pp262-266.

33. LIIVAK, Arno (1976) Third world materials as catalyst for access dominated solutions to the problem of Western libraries. International journal of law libraries, 4(2) pp78-90.

34. LITTLE, William and others (1950) The shorter Oxford English Dictionary on historical principles, 3rd rev. ed. Oxford Clarendon Press.

35. LOCKWOOD, Sharon B. (1966) Nigeria: a guide to Official Publication Washington, Library of Congress xii, 166p.

36. LUNDY, Frank A. and JOHNSON, Eugene M(1958) Documents in the divisional library College and research 19(6): pp463-466.

37. MAYER, Henry (1974) A dash of librarian's lib. Canadian Library Journal, 31(5) pp393-397.

38. NDEGWA, J (1970) Official Publications in East Africa (In: International Conference on African bibliography held in Nairobi in 1967): pp57-65.

39. THE NEW Encyclopedia (1975)5, 15th ed.- Chicago, William Benton Publisher.

40. NIGERIA (1950) Laws Vol. 5 Lagos, government printer, 1959: pp3163.

41. NIGERIA. Federal Republic (1964) Laws. Lagos. Fed. Ministry of information, printing div. D71.

42. NIGERIA. Federal Republic (1970) Laws. Lagos. Fed. Ministry of Information, printing div. 1971. ppB224.

43. NORTHERN Nigeria (1964) Laws. Kaduna, government printer, 1965. ppA55.

44. O'HARA, Federic J (1970) To catch a government document: two magic phrases - superintendent of documents. Wilson Library Bulletin, 44(9): pp940;942.

45. OMOERHA, Thompson (1973) African Government publications: problems of acquisition and organization Libri, 2(4): pp289-306.

46. OXFORD English Dictionary (1961) Oxford, Clarendon Press.

47. PAULSON, Peter J (1970) Government document and other non-trade publications. Library trends, 18(3): pp363-372.

48. PEELE, David (1977) Exploring catalogue country's great devide. Wilson Library Bulletin, 52(4): pp324-329.

49. PEMBERTON, John E. (1971) British Official publications. Oxford, Pergamon Press.

50. PHILIP M de Paris (1958) Government publishing and librarians: the librarian's view point. Library Association (London) Conference proceedings: pp72-76.

51. PIGGOTT, Mary and STANLEY, Ronald eds. (1965) Government information and the research worker. London, Library Association, 267p.

52. PORTER, Catherine A (1974) Factors to consider when cataloguing and classifying United States government documents for law libraries. Law Library Journal 67(1): pp43-47.

53. QUREISHI, S Aleem (1969) Acquisition of official publications of Pakistan. Pakistan Library review, 1(4) pp48-59.

54. ROBINSON, W.C. & DANIEL, W. Ellen (1976) Time lag in the 1972 monthly catalog of the United States government publications. Government publications review, 3(2): pp113-122.

55. ROSENKOETTER, Paula (1973) Treatment of state documents in libraries. Government Publication review, 1(2) pp 117-134.

56. SHOYINKA, Patricia (1976) State-level governments of Nigeria as author entries and subject headings. Library resources and technical services, 20(2): pp157-166.

57. STANLEY Janet L (1974) A note on the acquisition of Nigerian publications. Nigerian libraries. 10(1): pp63-65.

58. STANLEY, Janet L. (1975) Nigerian government publications - 1966-1973: a bibliography. Ile-Ife, Ife University Press, x, 193.

59. STANLEY Ronald & PIGGOTT, Mary eds. (1965) Govt. information and the research workers. London, Library Association 267p.

60. UNITED States. Superintendent of documents monthly catalog of U.S. government publications (series) Washington D.C. Superintendent of documents.

61. WESTERN Nigeria (1957) Laws Vol. 5 Ibadan, government printer, 1959: pp295-296.

62. WHITHERELL, Julian W (1972) Africana acquisitions: report of a publication survey trip to Nigeria, South Africa and Europe. Washington. D.C., Library of Congress.

63. WILCOX, Jerome K. (1955) The Acquisition of government publications. Library Trends, 3(4): pp403-413.

64. WILCOX, Jerome, K. Campl. (1951) Official Checklists and indexes versus cataloguing of government publications: a symposium. College & research libraries, 12: pp 158-170.