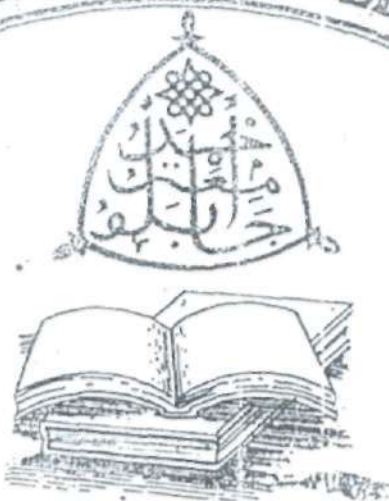


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INTRODUCING A NEW JOURNAL

ZARIA JOURNAL OF LIBRARIANSHIP

VOLUME 1 NO. 1

## INTRODUCING A NEW JOURNAL

### ZARIA JOURNAL OF LIBRARIANSHIP

Volume 1 No. 1

#### Aims and Scope

Zaria Journal of Librarianship is a professional journal published by the Library Complex, Ahmadu Bello University, Zaria, Nigeria.

Published twice a year (June and December), it is directed at broadening opportunities to publish in all aspects of librarianship. It is a forum to make available the wealth of our professional experience as well as share the experiences of other professionals through research articles, reviews, reports of field experiences, et cetera, in all aspects of librarianship and related fields.

#### Articles for Publication

Articles, reviews, notes, et cetera, submitted for publication must be original and must not have been previously published or under consideration for publication elsewhere.

Articles should not be more than 5,000 words, typed in triplicate, double-spaced, on one side only of quarto-size paper with wide margins and numbered pages.

Title of articles should be unambiguous. The name, rank/status and the address of the author should be given as well as an abstract of not more than 250 words which should precede the text.

References and notes are to be consecutively numbered throughout the text and be typed at the end of the text in numerical order. Journal citation should be given as follows: *author's surname, first names or initials, date, title of article, title of journal (written in full and underlined), volume number, issue number and page references, e.g.*

1. Ejiko, Emmanuel O. (1985). "Problems of classification of Africa materials using the Library of Congress Classification Scheme". Library Focus 3 (1 & 2): 23-49.

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## EDITORIAL

The first issue of the ZARIA JOURNAL OF LIBRARIANSHIP is now on your reading table. We have never been in doubt that Zaria deserves a Journal. With the concentration of the libraries, the calibre of professionals around the area, the presence of a Library and Information Science School and even the historical and strategic role our libraries have played in staffing and developing other libraries make us more than qualified with necessary funds to float a journal.

But we have delayed for so long. We apologise for that. Our reason was to enable us count cost in the face of escalating prices so that we do not join the fairly long list of journals that "just died" - a common usage for cessation of journals. We make a firm promise to sustain this journal.

You will enjoy the experiences and research findings of your colleagues. We attract authors not only from Zaria but from anywhere on the surface of the earth. The first edition bears a testimony to the spread of our authors from different parts of Nigeria.

It is appropriate to begin publication on an historical note, the challenges to further studies in pre-colonial era are made. Nasir Bello tries to draw attention to collections in pre-colonial era of present day northern Nigeria with a call to conduct similar studies in other parts of Nigeria.

Ndakotsu argues that libraries are cultural centres. He lists the role of the library as a cultural centre.

Most librarians do not like discussing book losses. They fear that users might think they are negligent. Obokoh surveyed Nigerian University Libraries for book losses. He is particularly concerned about the use of untrained library porters.

Seriki's name - authority file for Nigeriana is a continuing exposition of the efforts at producing an acceptable file for Nigerian names.

Many ordinary readers hardly attach the importance necessary to an index as a means of verifying the presence of a topic in a book. Daudu and Afelabi examined 322 books from the humanities, the social science and the sciences and the result of their finding is worth reading.

A lot of effort has been put into discussing resource sharing among academic and research libraries in Nigeria. Yet little, if anything at all has been achieved. Awobode has "raked" up this matter again.

Use studies is necessary to "gauge" the effectiveness of our collections. In A.B.U. the long vacation students do

not get all the attention required because the contact sessions are usually short and jam-packed with lectures. Oyebanji and Igbaoshal attempt to "break the ice" and their findings will be beneficial in the teaching of the "Use of the library" course.

Delinquency, some have argued is a necessary aspect of library service and what we should be discussing is the nature and extent in a library or a group of libraries. Zaki gives us in this paper the benefit of his experiences in the public service area of Kashim Ibrahim Library. This is considered worthwhile for comparison with what obtains in other libraries.

Stephen Akintunde shows concern for materials with "peculiar contents and irregular formats but which every academic and research libraries find of importance to collect.

On a final note, I wish to commend an inscription I came across in a restaurant to you. It says "if we satisfy you tell others; if not, tell us". This may be beneficial to us and to you.

**THANK YOU.**

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**O. Okanlawon,  
EDITOR-IN-CHIEF.**

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A. COMPARATIVE STUDY OF INDEXES OF BOOKS PUBLISHED IN  
NIGERIA IN THE HUMANITIES, SOCIAL SCIENCES AND SCIENCES

MRS. H. M. DAUDU AND DR. MIKE AFOLABI

ABSTRACT

Good book indexes are very essential for information retrieval from books, based on this fact, this research was embarked upon to evaluate book indexes published in Nigeria.

A random sampling of three hundred and twenty two (322) books was made from humanities, Social Sciences and the Sciences. Eighty five (85) were found with indexes. Based on these 85 books, the study revealed that there was no significant difference among the number of books with indexes in humanities, social science and the sciences. Also, there was no significant difference between the number of books with indexes in the humanities and social sciences; between social science and the sciences and between humanities and sciences.

- 
1. H.M. Daudu is of the Institute of Education, Ahmadu Bello University, Zaria, Nigeria.
  2. Michael Afolabi is a Senior Lecturer in the Department of Library Science, Faculty of Education, Ahmadu Bello University, Zaria, Nigeria.

Definition of Terms

Scope notes = explanatory notes which are used to specify the range of the subject matter encompassed by the heading.

Qualifying expressions:

= a parenthetical explanatory expression which becomes part of a heading used to distinguish several meanings of a homograph.

Multi entries = more than one entry for a unique heading or subheading.

Locaters = A symbol used to indicate the location of an item.

*[Handwritten mark]*

## INTRODUCTION

The word "index" is directly derived from the identical Latin word *index* which means "that which points out", hence, 'fore-finger pointer! It is akin to the word "indicare" which means to declare, to mention; and from which the English word "indicate" is derived.

The British Standards Institution (BSI) defined an index as:

a systematic guide to the text of any reading matter or to the contents of the collected documentary material, comprising a series of entries with headings arranged in alphabetical or other chosen order and with references to show where each item indexed is located<sup>2</sup>.

In another development, the American Standards Association (ASA) defined an index with regard to the fields of Library practice and documentation as:

a guide to the contents of any reading matter or other documentary materials which provides a systematic sustained subject analysis of the contents of such materials arranged according to alphabetical, chronological, numerical, or other chosen order. Each entry is followed by a page number, paragraph number or other indicator showing the exact location of the reference<sup>3</sup>.

Knight (1979)<sup>4</sup> considers any publication beyond the size of a pamphlet incomplete if a full index is not added to that publication. The book index facilitates reference to information in the body of the text. Just as a map reference is the key to the position on an atlas, so the index should

permit one to pinpoint required information in a book. Similarly, Roley (1982)<sup>5</sup> observed that "the objective of any index is to be able to retrieve the records or documents that have been stored and organized by the indexing process". Hence, the continued use of any book as a reference source of information is dependent upon the adequacy of its index. Efficient literature searching is dependent upon indexes; hence indexes contribute an essential part to a work of knowledge or imagination, and have made it immeasurably more useful and easier to use.

The efficiency of an index is the ability to enable the reader of a text or someone consulting a publication briefly to find information in it quickly and reliably, if not under one heading, then under an alternative and to find references to the specific information the publication contains. A book index could be more efficient if computers would be used to produce it, though, to generate such an index, Tedd (1976)<sup>6</sup> confessed that "it is usually necessary for the full text of the book to be in machine-readable form". This notwithstanding; computers could be used to assist rather than fully generate the index. Hence, human intervention is necessary either at the input stage or at the output stage.

#### The Problem

Any book of reminiscence that is worth publishing at all, is likely to be used as a reference-tool and therefore deserves an index. In the realm of non-fiction, this is generally agreed by publishers, authors, critics and indexers

7. alike that there are certain classes of books that must be indexed. These may include text books in all fields of knowledge, and at all levels of academic pursuit. But even in these fields there are frequent serious lapses.

It is very frustrating for the person who has to read much of a book in order to find information which he suspects is in it but which he cannot trace through an index.

Librarians, especially those dealing with readers enquiries, are constantly having to use indexes to trace information. Their work is rendered much less effective and the readers' opinion of the book stock much less favourable than it should be when the stock is such that does not have indexes.

Even when the stock is the type that has indexes, the problem is still serious when the indexes are inadequate. At a symposium on the inadequacies of book indexes, Bakewell (1974)<sup>5</sup> lamented on the effect of poor conditions of indexes in the field of management. He said, though there are some very good indexes, but many are completely inadequate and make retrieval of specific information very difficult. He then called on librarians and readers to see that publishers are made aware of the importance of book indexes by being quick to complain when they are inconvenienced by the absence of an adequate index.

In Nigeria, Adimorah (1983)<sup>6</sup> reported that a critical examination of books from Nigerian publishers shows that some do not include indexes and those indexes that are included

are poor quality. In order to ascertain Adimorah's report, a quick sample of ten (10) books was taken, eight (8) out of them had no indexes at all. These are listed as follows:

1. Adeyemo, P.O. (1985). Principles of Education and Practice of Education (N.T.I.) Syllabus for teachers' Grade II Certificate examination. Edo-Ekiti: Omolayo Standard Press.
2. Afolalu, R.O. (1978). Social Studies for Secondary Schools and Teachers Training Colleges. Illesa: Ilesanmi.
3. Bandele, O.G. (1981). "O" Level Objective tests in physics: Over 1000 question with answers. Ibadan: University Press.
4. Ejiofor, Lambert (1981). Africa in World Politics. Onitsha: African Educational Publishers.
5. Institute of Education, University of Ibadan (1982). Nursery Education. Ibadan: Heinemann Books (Nig.), Ltd.
6. Nduanya, M.O. (1986). Elementary School Methodology Ibadan: Heinemann Educational Books (Nig.) Ltd.
7. Sofola, J.A. (1978). African culture and the African Personality: What makes an African person Africa. Ibadan: African Resources Publishers Co.
8. Ukolo, F.M.A. (1985). What is science?: The Problems of teaching and research in science in Nigerian and research in science in Nigerian Universities. Ibadan: Heinemann Books (Nig.) Ltd.

Two of the sample that have indexes are: (see list below)

1. Nwosu, N. Humphrey (1977). Political Authority and the Nigerian Civil Service. Enugu: Fourth Dimension Publishers.
2. Onwuejeogwu, M. Angulu (1981). The Social anthropology of Africa: An introduction. Ibadan: Heinemann Book Ltd.

The index in these two books are not adequate because they do not have explanatory notes. The first example does not have sub-headings and it appears the index is too short.

5. Sub-headings - existence or lack of sub-headed entries; number of headings with sub-heads; style and arrangement of subheadings.
6. Locators - type of locators; use of special type face indexes having entries with 10 or more undifferentiated locators after a heading or sub-heading.
7. Control Devices - existence of scope and/or qualifying expressions; 'see' and 'see also' reference and multiple entries.
8. Physical appearance - margins, spacing and type size.

The characteristics stated above are a synthesis from several sources. These sources include U.S.A. Standard basic criteria for book indexes; British Standards Institution's recommendations for the preparation of indexes for books, periodicals and other publications; University of Chicago's manual of style; Collison's index and indexing; American Society of indexers; and the H.W. Wilson Company Indexing Award. These characteristics have been used for examining book indexes. Among the users of these characteristics were Gratch, Settel and Atherton who applied them in a study related to the present one<sup>8</sup>.

#### Procedure for Analysing Data

Two types of statistics were employed to analyze the data collected in this study. The first statistical technique employed was the chi-square non-parametric procedure (which was applied to the data in Table 1)<sup>9</sup>. Its successful application was done through the median test which

is a non-parametric procedure used to test the hypothesis that two or more groups come from populations which have the same median. Subjects in each broad area of knowledge, namely humanities, social sciences and science constituted groups.

The second statistical technique employed was percentage. This was based on the data in Table 2. The table is the application of the eight characteristics to each indexed item. Under each characteristic, more detailed investigation was made into how exhaustive an item has been treated. e.g. under length statistics of an indexed item, the following were determined:

1. average number of index pages.
2. average number of lines per index page.
3. average number of book pages.
4. indexing density.

#### Findings

Using 85 books that have indexes from the total sample, the following findings were made of the subjects studied:

|                 |   |     |
|-----------------|---|-----|
| Social Sciences | - | 148 |
| Humanities      | - | 125 |
| Sciences        | - | 49  |

Social Sciences had the highest number of books published in Nigerian followed by humanities then lastly, sciences. Out of 322 books which constituted the sample used for the study, only 49 were from the sciences. This represents 15.2% of the sample. Out of the 49 books, 17 (or 34.7%) books were

indexed. Humanities books were 125 (or 38.8%) of the total sample. Twenty-eight (28) books or (22.4%) were indexed out of the 128. Social Sciences which had the highest number of books had forty (or 27%) out of 148 (or 45%) books indexed.

Table 1: Sample of Books Studied

| Discipline            | No. of Books | No with Index | % with Index |
|-----------------------|--------------|---------------|--------------|
| <b>HUMANITIES:</b>    |              |               |              |
| Education             | 61           | 18            | 29.5         |
| Literature            | 28           | 1             | 3.6          |
| Art                   | 9            | 1             | 11.1         |
| <i>Religion:</i>      |              |               |              |
| Christianity          | 13           | 1             | 7.7          |
| Islam                 | 10           | 2             | 20           |
| African Religion      | 4            | 1             | 25           |
| <b>SOCIAL SCIENCE</b> |              |               |              |
| Law                   | 7            | 4             | 57.1         |
| History               | 50           | 15            | 30           |
| Anthropology          | 19           | 5             | 26.3         |
| Political Science     | 26           | 2             | 7.7          |
| Economics             | 41           | 17            | 41.5         |
| Social Studies        | 5            | 1             | 20           |
| <b>SCIENCES</b>       |              |               |              |
| General Science       | 25           | 7             | 28           |
| Physics               | 5            | 2             | 40           |
| Chemistry             | 10           | 2             | 40           |
| Biology               | 4            | 2             | 50           |
| Agric. Science        | 5            | 2             | 40           |
| <b>Total</b>          | <b>322</b>   | <b>85</b>     | <b>26.4</b>  |

Table 2: Summary Data

| CHARACTERISTICS                         | SOCIAL SCIENCE   |      | HUMANITIES       |      | SCIENCES         |      | TOTAL            |      |
|---|------------------|------|------------------|------|------------------|------|------------------|------|
| <b>I. LENGTH STATISTICS</b>             |                  |      |                  |      |                  |      |                  |      |
| Average no. index pages                 | 6.3              |      | 6.2              |      | 4.4              |      | 5.6              |      |
| Average no. lines per index page        | 78.6             |      | 75.7             |      | 109.9            |      | 86.9             |      |
| Average no. book pages                  | 237.8            |      | 248.5            |      | 234.9            |      | 240.4            |      |
| Indexing density                        | 3.5              |      | 3.9              |      | 3.4              |      | 3.6              |      |
| <b>II. ARRANGEMENT</b>                  |                  |      |                  |      |                  |      |                  |      |
|   | No. of indexes % |      | No. of indexes % |      | No. of indexes % |      | No. of indexes % |      |
| Single dictionary                       | 36               | 90   | 20               | 71.4 | 15               | 88.2 | 71               | 83.5 |
| Multiple arrangement                    | 15               | 37.5 | 6                | 21.4 | 3                | 17.6 | 24               | 28.2 |
| Single personal names                   | 1                | 2.5  | 0                | 0    | 0                | 0    | 1                | 1.2  |
| Single subject                          | 14               | 35   | 11               | 39.3 | 11               | 64.7 | 36               | 42.4 |
| <b>III SCOPE</b>                        |                  |      |                  |      |                  |      |                  |      |
| Introductory note                       | 1                | 2.5  | 3                | 10.7 | 0                | 0    | 4                | 4.7  |
| Front matter indexed                    | 11               | 27.5 | 1                | 3.6  | 0                | 0    | 12               | 14.1 |
| Back matter indexed                     | 4                | 10   | 3                | 10.7 | 1                | 5.9  | 8                | 9.4  |
| Maps, charts, illus indexed             | 8                | 20   | 6                | 15   | 3                | 17.6 | 17               | 20   |
| Maps, charts illus. not indexed         | 18               | 45   | 7                | 25   | 7                | 41.2 | 32               | 37.6 |
| <b>IV HEADINGS</b>                      |                  |      |                  |      |                  |      |                  |      |
| Total no of headings on second page     | 1686             | -    | 925              | -    | 1046             | -    | 3657             | -    |
| No. subject terms on second page        | 352              | 20.9 | 393              | 42.5 | 826              | 79   | 1571             | 43   |
| No. personal names on second page       | 325              | 19.3 | 119              | 12.9 | 5                | .3   | 447              | 12.2 |
| No. titles on second page               | 665              | 39.4 | 317              | 34.3 | 171              | 16.3 | 1153             | 31.5 |
| Specific                                | 15               | 37.5 | 11               | 39.3 | 9                | 52.9 | 35               | 41.2 |
| Generic                                 | 17               | 42.5 | 8                | 28.6 | 6                | 35.3 | 31               | 36.5 |
| Mixed                                   | 12               | 30   | 5                | 17.9 | 3                | 17.6 | 20               | 23.5 |
| Inverted                                | 17               | 42.5 | 9                | 32.1 | 7                | 41.2 | 33               | 38.8 |
| Some pre-coordination of words          | 20               | 50   | 8                | 28.6 | 8                | 35.3 | 34               | 40   |
| No pre-coordination of words            | 24               | 60   | 12               | 30   | 6                | 35.3 | 42               | 49.4 |
| <b>V SUBHEADINGS</b>                    |                  |      |                  |      |                  |      |                  |      |
| No. indexes w/subheaded entries         | 26               | 65   | 15               | 37.5 | 10               | 58.8 | 51               | 60   |
| Total no. headings 2nd page & indexes   | 1686             | -    | 917              | -    | 1046             | -    | 3649             | -    |
| No. headings w/sub headed (second page) |                  |      |                  |      |                  |      |                  |      |

|  |     |      |    |      |     |      |     |      |
|--|-----|------|----|------|-----|------|-----|------|
| in dictionary  |     |      |    |      |     |      |     |      |
| indexes only   | 276 | 16.4 | 83 | 9.1  | 160 | 15.3 | 519 | 14.2 |
| Modifier   | 15  | 37.5 | 10 | 35.7 | 6   | 35.3 | 31  | 36.5 |
| Independent phrases  | 25  | 62.5 | 14 | 50   | 12  | 70.6 | 51  | 60   |
| Mixed  | 15  | 37.5 | 11 | 39.3 | 2   | 11.8 | 28  | 32.9 |
| Arranged alphabetically  | 36  | 90   | 20 | 71.4 | 13  | 76.5 | 69  | 81.1 |
| Arranged numerically by locator  | 0   | 0    | 0  | 0    | 1   | 5.9  | 1   | 1.1  |
| Arranged chronologically   | 2   | 5    | 0  | 0    | 0   | 0    | 2   | 2.4  |
| Any combination above  | 2   | 5    | 0  | 0    | 0   | 0    | 2   | 2.4  |
| No apparent order  | 0   | 0    | 0  | 0    | 0   | 0    | 0   | 0    |
| <u>VI LOCATORS</u>   |     |      |    |      |     |      |     |      |
| Ranges   | 26  | 70   | 17 | 60.7 | 9   | 52.9 | 54  | 63.5 |
| Single page  | 22  | 55   | 18 | 64.3 | 11  | 64.7 | 51  | 60   |
| 'f' 'ff' at seq.   |     |      |    |      |     |      |     |      |
| 'passim  | 7   | 17.5 | 1  | 3.6  | 1   | 5.9  | 9   | 10.6 |
| Ranges and 'f', 'ff', etc.   | 9   | 22.5 | 0  | 0    | 1   | 5.9  | 10  | 11.8 |
| Chapter locator's used with other type                                 | 12  | 30   | 6  | 15   | 8   | 47.1 | 26  | 30.6 |
| Bold face locators   | 16  | 40   | 12 | 30   | 8   | 47.1 | 36  | 42.4 |
| Indexes w/entries of 10 + locators                                     | 22  | 55   | 12 | 30   | 5   | 29.4 | 39  | 45.8 |
| Entries w/10 + locators on second page                                 | 47  | -    | 16 | -    | 10  | -    | 73  | -    |
| <u>VII CONTROL DEVICES</u>   |     |      |    |      |     |      |     |      |
| Scope notes  | 4   | 10   | 4  | 14.3 | 5   | 29.4 | 13  | 15.3 |
| Qualifying expressions   | 10  | 25   | 9  | 32.1 | 7   | 41.2 | 26  | 30.6 |
| Neither scope nor qualifiers   | 13  | 45   | 6  | 15   | 4   | 23.5 | 28  | 32.9 |
| Either 'see' or 'see also'   | 22  | 55   | 6  | 15   | 4   | 23.5 | 32  | 37.6 |
| Neither 'see' nor 'see also'   | 14  | 35   | 14 | 50   | 9   | 52.9 | 37  | 43.5 |
| Multiple entries   | 26  | 70   | 11 | 39.3 | 7   | 41.2 | 46  | 54.1 |
| Neither 'see/see also' nor multiple entries                            | 11  | 27.5 | 5  | 17.9 | 5   | 29.4 | 21  | 24.7 |
| No control devices   | 11  | 27.5 | 9  | 32.1 | 9   | 52.9 | 29  | 32.5 |
| No control devices, no subheadings and no pre-coordination of headings | 13  | 32.5 | 10 | 35.7 | 8   | 47.1 | 31  | 32.5 |
| <u>VIII PHYSICAL APPEARANCE</u>  |     |      |    |      |     |      |     |      |
| Adequate margins, spacing type size                                    | 33  | 82.5 | 18 | 64.3 | 13  | 76.5 | 64  | 75.3 |

To test the hypotheses formulated for this study, the chi-square non-parametric statistic mentioned earlier was used. The data used to test the hypotheses are those presented in Table 1. The results of the chi-square statistical tests of these hypotheses revealed that they were all accepted in their null form at the 0.05 level of significance.

Based on the number of books studied in each subject area, namely, Humanities, Social Sciences and Sciences, the study showed that the difference among the indexed books in these subject areas is not statistically significant. This is because from the books studied in each area, only a few had indexes.

In order to determine whether the indexes measured to the standard of the eight characteristics approved by the Society of Indexers, the researchers matched each book with index against the eight characteristics and emerged with the following findings.

#### Length Statistics

The average number of index pages, lines per index page and book pages were simply calculated and recorded according to their subjects, i.e. humanities, social sciences and sciences. Interestingly, the differences between the average number of book pages, index pages, lines per index page, and indexing density in the three disciplines were not very significant. To determine indexing density, the locators in all the indexes were tallied. The figure resulting from this

tally was then divided by the number of each book pages so that an average number of entries per page could be calculated. Naturally, this procedure produced a greater indexing density figure for those indexes having subheads, since both sub-heads and headings having locators were tallied.

#### Arrangement

The arrangement found in this study was mostly single dictionary index. This arrangement is widely recommended and incidentally, it is the most common type found in this study. 71 (or 83.5%) indexes analysed had the single dictionary arrangement.

#### Scope

Each index was examined for the inclusion of explanatory notes indicating its scope. In the three subjects, only three books in the humanities and one book in the social sciences had introductory notes and it only introduced the producers of the indexes.

The introductory note should have informed users that front, back matters and illustrations were included in the index. Since such information was not available, the researcher had to go through each book to find out whether the features mentioned above were indexed. Unfortunately, front and back matters were not considered for indexing. Out of the 85 books only 30 had either back or front matter indexed.

It was not easy to determine whether illustrations, plates, charts, maps, etc., were indexed. However, each page of the index was scanned for these locators that refer to illustrations, etc. It was through the use of this method that the following findings were made. Seventeen books (17) representing 20% of the total sample indexed maps, charts, etc. Out of the 17 books, eight (8) were from social sciences, six (6) from Humanities and three (3) were from the Sciences. There was no index entry that included subheadings like 'pictures' or 'tables' with the locators.

#### Headings

Headings were tallied in the personal names category, if each heading could be clearly determined as a surname, initial or first name. Otherwise, they were taken as subjects or titles. The figure for the total samples show that 1971 (or 43%) of the headings on the second page of the sample were in the 'subjects' category; and 447 (or 12.2%) were in the 'subject' category: 447 (or 12.2%) were in the personal names category while 1153 (31.5%) were in the 'title' category. However, looking at each broad subject area separately, it is noted that science had the highest percentage with 79% followed by humanities with 42.5% then social sciences with 20.9%.

Headings were tallied as being 'specific' or 'generic' if a predominance of either type was apparent. If neither type was predominant, they were tallied as 'mixed'. The same procedure was followed for the 'inverted', 'uninverted' or

mixed' characteristics. It was discovered that science book indexes had more specific titles. Nine books representing 52.9% of the sample in the sciences have specific titles while 11 books (or 39.3%) and 15 books (37.5%) of the samples in humanities and social sciences respectively had specific titles. Sciences also had the highest percentage of uninverted titles with 35.3% while the humanities had 28.6% and social sciences had 30%.

#### Locators

There was a variety of locator types. They include 'ranges', 'single page', 'f' 'ff' et seq', 'ranges' and 'f' 'ff' et seq' 'passim and chapter numbers.

Almost all authorities consulted such as United States Standard Basic Criteria for Book Indexes, British Standards Institution prefer the use of ranged locators to designate an entry discussed continuously over several pages. The findings of this study favourably support the guidelines recommending ranged locators: 54 books (or 63.5%) with indexes used 'ranges'. The subject area with the highest percentage of indexes using ranges is Social Science, 28 books (or 70%) followed by humanities with 17 (or 60.7%) books and science with 9 (or 52.9%) books.

Chapter locators used with any other type was not strictly followed in the real sense of it because there was no index that used chapter numbers as locators. However, chapter headings were used for retrieval along with page numbers. It was on the basis of this that the researchers

tested the chapter locators used. Some 26 (or 30.6%) indexes used chapter headings for retrieval. Out of these, the highest percentage came from sciences which had 8 (47.1%) indexes.

The number of indexes using bold face type to designate important passages 39 (42.4%) is adequate. Again, the highest percentage of the use of this characteristic came from the sciences 8 (47.1%). 39 (or 45.8%) of the indexes had entries of 10 or more locators. The Social Sciences had the highest percentage of this feature with 22 (or 55%), and the least is the sciences with 5 (or 29.4%) indexes.

#### Control Devices

Since the quality or effectiveness of an index lies in its ability to retrieve requested items of information, the calculations for control devices for this study are very important. The following were measured on the control devices:

1. Scope notes
2. Qualifying expressions
3. Cross-references
4. Multiple entries.

These control devices were chosen for analysis since they are considered the most important devices used in indexes to control headings and/or sub-headings at the semantic generic and contextual levels, and thus avoid scattering among index entries.

The existence of these characteristics was determined from an examination of the entire index. Some 32 indexes (37.6%) of the sample used either 'see' or 'see also' as control devices, while 46 indexes (54.1%) used multiple entries. These control devices were fairly used in most of the indexes studied. However, there are some indexes that used neither of the control devices. For example 21 (24.7%) indexes neither used 'see also' nor multiple entries. In such cases, the researchers discovered that the indexes were unnecessarily bulky.

The use of scope notes or qualifying expressions in the three subjects is not very similar. In social sciences, 4 (or 10%) indexes used scope notes and 10 (or 25%) indexes used qualifying expressions. In humanities, 4 (or 14.3%) indexes used scope notes and 9 (or 32.1%) indexes used scope notes and 9 (or 32.1%) indexes used qualifying expressions.

The lack of cross-references, multiple entries and scope notes and/or qualifying expressions in an index is defined here as an index having no control devices and it was found that 29 (or 34.1%) indexes of the total sample had no control devices. From the cases that lacked control devices, fifteen of these indexes contained headings with ten or more locators. This, according to Gratch et al (1978)<sup>11</sup> is "absolutely the lowest level for subject retrieval as they are essentially single access index of little benefit to users. Of this feature with ten or more locators, the social science has the highest number of twenty two (22) indexes

representing 55%.

### Physical appearance

For this feature, the evaluation was based on the adequacy for ease of use and clarity. The findings revealed that 64 (or 75.3%) of the total sample satisfied the criteria.

### Discussion

Out of the 322 books examined, only 85 (or 26.4%) had an index. This is a serious inadequacy because it shows that no great attention is paid to book indexing hence the few number of books index.

There was lack of introductory notes to explain the scope of indexes. This study presumes that the need for introductory notes did not occur to the indexers because most of the indexes studied had single alphabetical arrangement. All other arrangements such as chronological or numerical by locators were not used intensively. In any case, introductory notes to an index is very useful and essential if that index should meet the standards of book indexes.

The practice of indexing front, back and illustrative matters is not satisfactory. For example, only 12 (or 14.1%) indexes had front matter indexed, 81 (or 90.4%) indexes had back matter indexed. Out of 49 books illustrated, 17 indexed one kind of illustration or the other. This is not very satisfactory either, though it is better than indexing front and back matter. Another area of concern which was discovered in this research of front and back matter indexing

is that, using the locator to retrieve information from either back or front matter is very frustrating. One hardly finds such information. An attempt was made to locate information by using front matter index locator in the book titled "Readings on Federalism" but it was discovered that there was no such information in the page indicated.

Cross references were more adequate in some areas than others. Of 40 books with indexes in the social sciences, 22 had cross references of 'see' or 'see also'. Humanities and sciences have very low response to this criteria.

With inadequate cross references in the sciences and humanities, multiple entries were used to substitute them. Some 11 (39.3%) indexes in the Humanities made use of multiple entries and 7 (41.2%) indexes in the sciences made use of multiple entries.

One index in the sciences had its entries arranged numerically by locators. This is possible because the work was a research report and each research topic was numbered, so the index was based on the research topics and their equivalent numbers. There were also two indexes in the social sciences that were arranged chronologically.

#### Conclusion and Recommendations

The study revealed that there are more books published in Nigeria in the social sciences than humanities and the sciences. There are also more books published in the humanities than the sciences. It also revealed that most of the books with indexes were secondary school books especially

books from the sciences. As to how well indexed, secondary school books are, compared to tertiary books, is an area that is researchable.

Though science has less books published in Nigeria, the few available were fairly indexed based on the eight characteristics used for the study. This can be attributed to the fact that most science books are published by reputable publishers. It is interesting to note that almost all the books with indexes in the sciences were published by either university presses or publishers that have foreign base, such as, Heinemann, Longmans, etc. This is not to say that indigenous publishers cannot publish books with good indexes, but they have not taken the challenge very seriously. Hence, book indexing in Nigeria has left a lot to be desired.

To this end, encouragement should be given to library science students who have interest in the field of indexing so that they can explore the possibilities of researching and improving the image of indexing in Nigeria. Publishers should engage the services of librarians with expertise in indexing to prepare indexes for them.

Introductory notes should be provided in an index. They should be clear and well expressed. The index should be accurate. The location numbers given in the index should tally with the text. There should be enough cross-references to connect related items in the index.

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