LECTURE NOTE ON USE OF LIBRARY: GNS 100, 1 UNIT

COURSE LECTURERS
MR. IDRIS, I. HABIBU
(CLN, MNLA, PhD in View, MLS, MSc. ITM)

MRS. ABASHE, J. MARYANA
(CLN, MNLA, BLS)

MRS. VONTA, HABIBA
(MNLA, BLS)
INSTRUCTION ON ASSESSMENT TASK

• Slides 50, 51, 55, 58, and 54 contain assessment tasks. They are guides to your study.

• But slide 51 assessment task is compulsory for you to do it and submit online through the following medium:

  - **WhatsApp No:** 09080099776
  - **Email:** israelidri@gmail.com

CA : 40%   EXAM: 60%

*Remember to indicate your group, Reg. No., Name & Phone No. please.*
COURSE OBJECTIVES

• This course is design to serve as a pathway for effective utilization of libraries in higher institutions of learning;

• To provide basic knowledge to library patrons most especially the first year students towards achieving academic excellence while pursuing educational programmes and

• To assist users to know the vast resources in the library and the information they carry and how to maximize the use thereof for academic excellence.
COURSE CONTENT

• Definition of the concept ‘Library’ and its functions.
• Types of libraries and their objectives
• Organizational structure of a library
• Cataloguing and classification of library resources
• Types and functions of library catalogue
• Library classification schemes
• Elements of classification
• Documentation and plagiarism – referencing styles (e.g. APA)
• Copyright and copyright violation
• Library resources and types
• Care of books and other library materials
COURSE CONTENT CONT’D

- Library rules and regulations
- Book: parts of a book
- References sources
- Qualities of a good reference source
Library: Definition

Misconception of the word Library:
Some people defined library as a place where books are kept. Others see it as just a study room. But a library meant more than that.

Library can be defined as:
‘A collection of books and non-book materials, which have been carefully selected and organized for the use of patrons or community of users’.

With advent of ICT, the system (Library) has assumed more elaborate definitions by different scholars, based content and context of usage.
Functions of the Library

The following are some of the functions of library:

• Provision of materials in support of the learning process (e.g. books).
• Provision of materials for user’s self-development.
• Provision of materials for research especially for faculty specialists and post graduate students.
Library Functions (cont’d)

- To co-operate and develop a network of library resources between libraries in order to enhance user’s needs.
- To meet the specialized information needs of the community.
- To store, preserve, promote and disseminate the cultural heritage of the people in the community.
- To disseminate existing and new information needs of the users.
Types/Forms of Library

The following are types of libraries:

- The Public Library
- The School Library
- The Academic Library
- The National Library
- The Special Library
- Private or Personal Library
- Community Library
- Hybrid/E-library
Functions of Academic Library (cont’d)

• Acquire and organize relevant materials for the use of students, researchers, teachers, and the general library users.

• Preserve and transmit knowledge through bibliographical instruction and proper organization of the library collections.
Organizational Structure of a Library  
(This vary from institutions of learning)

• Library Administration
• Technical Service Division
• Bindery and Preservation
• Reader’s Services Division
• Serials Division

*For details click the note area below:
Library Functions (cont’d)

• Contribute to the extension of the frontiers of knowledge through the provision of relevant research materials to aid researchers and teachers as well as personalized service.

• Academic Library enriches the programs of those pursuing courses leading to the award of degrees and diplomas by providing them with up-to-date information and helping them to obtain information from other sources.
Library catalogue is a systematic list of books and other reading materials available in a particular library.

It is a record or list of books, periodicals, journals, pamphlets, monographs, audio-visual aids and other materials of a particular library. Library contain books and other information materials such as newspapers, magazines Compact Discs (CDs), Video Compact Discs (VCDs), Computers, Cartographic materials etc.
Functions of the Library Catalogue

• Enable a person to find a book of which the author, the title, or the subject is known in a Library.

• Show what the library has by a given author on a given subject in a given kind of literature.

• Assist in the choice of a book as to its edition (bibliographically) as to its character (literary or topical).

• It can be used to know the number of books in a particular library at a glance.
Library Classification Schemes

• Classification is defined as a systematic arrangement of objects, ideas, books or other items, which have similar qualities or characteristics into groups or classes.

• In the library context, is the arrangement of library materials in logical order according to their degree of likeness.
Reasons for classification of Library Resources

The following reasons necessitate classification of information resources in the library:

• Information/Publication explosion
• Paper storm
Functions of Classification

• It brings orderliness in the arrangement of library materials.
• It is used for easy location of materials.
• It helps library users to know the holdings of the library that interests them.
• It brings together materials of similar subject treatment.
• It helps in the systematic arrangement of the library shelves
Types of Library Classification Schemes

- Dewey Decimal Classification (DDC)
- Library of Congress Classification Schedule
- Colon Classification Scheme
- Moore’s Classification Scheme etc
Element of Classification

- The following elements of classification have been identified to include:
  - Notation
  - Class number
  - Author number
  - Call mark
The process of providing a set of documents on paper, or online, or on digital or analog media, such as audio tape or CDs or manuscripts for information and advancement of knowledge is referred to as documentation.

Example: user guides, white papers, on-line help, and quick-reference guides. It is becoming less common to see paper documentation.
Documentation (cont’d)

- Documentation therefore is the act of collecting, classifying and making readily accessible the record of all kind of intellectual activity. It is a technique necessary for an orderly presentation, organization, and communication or recorded specialized knowledge, in order to give maximum accessibility and utility to the information contained.
Documentation (cont’d)

• Writing a paper, master’s thesis, doctoral dissertation, research report, conference or seminar papers etc., requires strict adherence to the ethnics of documentation or else you might fall victim of Plagiarism/Piracy
Document

• A document is a record usually inscribed or written which convey information and which is relied on to establish facts. E.g. master’s thesis, doctoral dissertation, research report, conference or seminar papers etc.

• It is now taken to include any form of graphic, acoustic or haptic record (book, cutting map, manuscript drawing, periodicals etc.)
Plagiarism/Piracy

• Plagiarism is academic theft while piracy is commercial theft. It is the act of taking another individual’s work and using it as your own, without acknowledging the original author.

• Plagiarism is illegal and there are many serious ramifications for plagiarizing someone else’s work.
Forms of Plagiarism

• Photocopying someone’s work for sale without his/her permission

• Using someone’s work for academic purpose without due acknowledgement
How to Avoid Plagiarism/Piracy

• Seek permission from the copyright owner.
• Acknowledge every document used for documentation through citation.
• Provide references of the work cited

Consequences of Plagiarism

It has both imprisonment and financial implications when caught.
Reference/Citation Styles

Some of the commonly used are:

• American Psychological Association (APA)
• MLA
• Chicago
• Harvard
Referencing Styles

• **APA Style:**


• **MLA Style:**


• **Chicago Style:**


*1. Note the differences from the references above

*2. It should be noted that the styles are subject to modification at certain intervals.
Citation Styles

Citation is a process of adding a quote, paraphrased information, images, or any other piece of information from another’s work. It is denoted by a symbol such as this “ “. Citation is included in research projects or added anytime you use another individual’s work in your piece of writing e.g. assignment.

In this slide, we are going to use APA for our demonstration.
Types of Citation

Basically there are two types of citation styles.
• In-text or parenthetical citation
• Reference citation
In-text Citation

• When you add text ‘word-for-word’ from another source into your project or take information from another source and place it in your own words and writing style (known as paraphrasing), you must make an in-text citation. These citations are short in length and are placed in the main part of your project, directly after the borrowed information.
APA In-text Citation (cont’d)

• The In-text citation include three items such as the last name(s) of the author, the year of publication and the page or location of the information. Example:

Politicians often deluge into electoral violence when discovered failure win election at a given time (Adams, 2020:100)
Reference Citation (APA Style)

• Reference citation look different from In-text citation.

• Reference citation include more information such as the name of the author(s), the year the source was published, the title of the source, and the URL or page range. Example:


**Note the two references.** One is a book and the other is on-line article in a journal. The figure ‘1’ refers to the volume number of the journal while ‘5’ is indicating the issue number.
Bibliographic References: Introduction

A bibliography or reference is the annex of any genuine report. Frequently both the terms are taken as synonymous.

However, “references” is the list of those documentary sources which have been referred to or mentioned in the text of the report.

While “bibliography” consists of all the referred materials as well as those consulted by the researcher but not referred to in the report.
Bibliographic References: Introduction (Cont’d)

• In the case of textbooks, references are usually listed at the end of each chapter, while bibliography at the end of the whole text.

• Also while references are listed in a numerical order, bibliographies are compiled in alphabetical order of the authors’ surnames.

Note: Both are important elements in a publication and shouldn’t be avoided.
More references (APA Style)

• **One Author**

• **Two Authors**

• **Three Authors**
More references cont’d (APA Style)

• **Many Authors**

• **Many Authors as Editors**
Unpublished materials (e.g. theses or dissertation)


Newspaper Article Reference


Anonymous Editorial Author

COPYRIGHT/PATENTS (Introduction)

As a rational being, man always likes to reap the fruit of his labour. If an individual has invested his time, and energy, for any venture, he would certainly not want to be short-changed.

Any material that has been produce for education, information and entertainment or any other reason or reasons, must have been written by an author, a group of people or an organization whose rights to the material must be protected from undue exploitation by other members of the society (Okwilagwe, 2001).
Copyright (Definition)

• According to Babalola and Adeniyi (2009) copyright is a legal right created by law of a country which grants the creator of an original work the exclusive right to use and distribute same, usually for a limited time, with the intention of enabling the creators to receive compensation for their intellectual efforts.
PATENTS

• Although copyright and patents are often used interchangeably, they are not exactly the same.
• A patent is a grant of protection for an invention while copyright refers to the expression of data, such as artistic work; only an inventor may apply for a patent on his or her idea, Intellectual property is intangible property which is the result of creativity like patents, copyright or trademarks. In other words, they are segment of intellectual property.
Duration of copyright

• The duration of copyright spans the author’s life plus 50 – 100 years.

• That is, copyright typically expires 50 – 100 years after the author dies depending on the jurisdiction.

• Some countries require certain copyright formalities to establishing copyright, but most countries recognize copyright in any completed work, without formal registration.
Works Protected By Copyright

The US Copyright Office (2018) lists the following as copyrightable works:

• Literary works
• Musical works, including any accompanying words
• Dramatic works, including accompanying music
• Pantomimes and choreographic works
• Pictorial, graphic, and sculptural works
• Sound recordings, which are works which result from the fixation of series of musical, spoken or other sounds.
• Architectural works
Works Not Protected By Copyright

- Ideas, procedures, methods, systems, processes, concepts, principles, or discoveries.
- Works not fixed in tangible forms (e.g. Choreographic works that have not been noted or recorded or improvisation speech that has not been written down).
- Titles, names, short phrases, and slogans
- Familiar symbols or designs
- Mere variation of typographic ornamentation, lettering or colouring
- Mere listings of ingredients or contents
Rights of a Copyright Owner

U.S. Office (2018) copyright provides the owner of a copyright with the exclusive right to:

• Reproduce the work in copies or phonorecords
• Prepare derivative works based on the work
• Distribute copies or phonorecords of works to the public by scale or other transfer of ownership or by rental, lease or lending
Rights of a Copyright Owner (Cont’d)

• Perform the work publicly if it is a literary, musical, dramatic or choreographic work; a pantomime; or pictorial, graphic, or sculpture work. This right also applies to the individual images of a motion picture or other audio visual works.

• Perform the work publicly by means of digital audio transmission if the work is a sound recording

• Authorized others to exercise these exclusive rights, subject to certain statutory limitations.
Copyright Violations

There are four major copyright violations that have being identified. These include:

• Unauthorized translation of copyrighted work into another language.

• Pirating or plagiarizing a copyrighted work in part or the whole work without due acknowledgement and or authorization of the copyrighted owner.

• Unauthorized reproduction through printing copyrighted works.

• Unnecessary cyclostyling, photocopying of copyrighted works for research and academic purposes outside the realms of “fair use” or “fair deal” concept without compensation to the copyrighted owner.
Copyright Notice

• A copyright notice is a notice placed on copies or phonorecords of a work to inform the public that a copyright owner is claiming ownership of the work.

A copyright notice consists of four elements such as:

i. The copyright symbol © or (p) for phonorecords, the word “copyright” or the abbreviation, “copr.”;
Copyright Notice Elements (Cont’d)

ii. The year of first publication of the work (or of creation if the work is unpublished);

iii. The name of the copyright owner and abbreviation by which the name can be recognized, or a generally known alternative designation.

iv. The copyright statement

Example of copyright statement can read like this below:

“No part of this book may be reproduced in any form, by photostat, microfilm, xerography, or any other means or incorporated into any information retrieval system, electronic or mechanical, without the written permission of the publisher”.

12 October 2020
Idris, Abashe & Vonta (2020)
ASSESSMENT TASKS (40%)

• What is copyright and how relevant it is to the owner of an intellectual property?
• Is copyright and Patent the same? Discuss.
• What is documentation and plagiarism and to what extent a document is said to be plagiarized?
• State four copyright violations.
• Identify at least five works not protected by copyright.
• State four right of copyright owner as identified by U.S Office, 2018.
• Differentiate between reference and bibliography.
• State at least three styles of referencing and give one example of each.
• How many elements constitutes in-text citation? Name them.
ASSESSMENT TASK CONT’D

This task must be carried out by all students and response should be submitted online using any of the links on slide 49.

Identify five (5) reference materials and five (5) different text books on any subject and do the following:

1. State the author name and year of the publication
2. Identify the book title class number
3. Indicate which class the material has been classified.

E.g. Social Science, Pure Science etc.
SERIAL PUBLICATIONS/PERIODICALS

• Serials and periodicals are synonymous and are interchangeably refers to the materials imprint or non-print form that are produced at regular intervals.

• Serial is a publication in any medium issued in successive part bearing numerical or chronological designation and intend to be continued indefinitely.
SERIAL PUBLICATIONS/PERIODICALS (Cont’d)

• They could be published daily, weekly, monthly, bi-monthly, quarterly, annually and bi-annually by an academic society, research institution, learned society, reputable publishing organization, or professional body.

• While some are subject based others are on general topic.

• Example of serial publications are:
SERIAL PUBLICATIONS/PERIODICALS (Cont’d)

- Example of serials are: journals, magazine, newspaper, bulletins, newsletters, memories, report, year book and directories among others.

- They are very good sources for current information in academic libraries and are therefore, useful for study, teaching, learning and research purposes.

*Browse the library shelves for more information.

*For detail note, click the note area below:
Assessment Task

• Write short notes on the following:
  • Magazine
  • Journals
  • Annuals
  • Serials
  • Law reports.
Government Publications

Government publications are documents that contain information on activities and policies of government in a given country. The publications help to disseminate government activities at each level. Thus:

• Local government publication
• State government publication and
• Federal government publication

The publications often emanates from ministries, boards and parastatals.
Types of Government Publications

- **Books** that may contain speeches etc.
- **Gazettes** containing information such as appointments, dismissal, policies and actions. Eg. Taraba State Gazette etc.
- **Bulletin** containing news, and notices.
- **Pamphlets** containing information about election process e.g. Police conduct during election and Census etc.
Assessment Task

• With relevant example define government publication.
• What is the different between government publication and other publications?
CARE OF BOOKS AND OTHER LIBRARY MATERIALS

Introduction

To maximize the use of library resources, careful handling and utilization is required by patrons to ensure the longevity of the resources is inevitable. There are several factors that contribute to deterioration or otherwise damage of library resources.
FACTORS THAT CONTRIBUTE TO DAMAGE OF LIBRARY RESOURCES

i. Temperature e.g. humidity.
ii. Pollutants e.g. water, dust.
iii. Radiant Energy e.g. sun rays.
iv. Biological factors e.g. bookworms, fungi.
v. Natural factors e.g. fire, windstorm.
vi. People e.g. theft, mutilation, mishandling.
vii. Acid content on paper.
viii. Excessive heat.
How to Reduce Damage to Books and Deteriorated Library Materials

• De-acidification in order to reduce the acid content of the books ids essential.
• Regular Fumigation of the library so as to prevent bookworms and insects from damaging the books.
• Prohibiting food intake while using the library resources.
Reducing damage to library resources (Cont’d)

- Regular withdrawal and rebinding of damaged books and journals in the library
- Installation of fire extinguishing devices.
- Regular dusting and cleaning of the books and shelves
- Application of insecticides.
- Provision of stand-by generators to provide ventilation.
Reducing damage to library resources (Cont’d)

- Provision of adequate ventilation devices
- Provision of disaster policies (Disaster preparedness).
Assessment Task

• Itemize at least five factors responsible for book damage and deterioration of library resources.

• Identify five ways of preventing books damage and deterioration of library resources.
Library Rules and Regulations

• All libraries have set of rules and regulations governing the use of the resources. The rules are not meant to witch-hunt the patrons but safe-guard and prevent the patrons from deliberate damage to the resources. Rules and regulations are laws, which help to govern the behaviour of users and how to use the library resources; the rules may vary from library to library but common among them include:
Library Rules (Cont’d)

• All students have the rights to use the library but the right could be deprived if the patron cannot adhere to the stipulated rules.
• A duly registered student can only borrowed two books at a time.
• All books borrowed must be returned on the date-due stamped on the book.
• Over-due books are sur-charged against defaulters.
• Under no circumstance a food item should be brought into the library.
Library Rules (Cont’d)

• All books consulted are to be left on the reader’s carrels.
• Silence must be maintained in the library.
• All damage made to books must be replaced.
• Avoid folding back the book cover while using them.
• Do not tear or pilferage a page of any book while using it.
Books

• A book is defined as a written or printed work consisting of pages glued or sewn together along one side and bound in covers. In other words, book is a collection of sheets of papers containing printed fonts fastened together and bound between covers.
Books (Cont’d)

• We have fiction and non-fiction books. Fiction books contain imaginary stories that are not necessary true e.g. story books and novels.

• A non-fiction book describes real issues or events.

• A book with a soft cover is called paper back while a book with a thick cover is called hard cover or hard bound.
Parts of a Book

The book as we all know is made up of parts. The following are parts of a book have been identified:

• **Spine** is the part you see when book is on shelf. The spine lies between the front and back cover.
• **Cover** is the outer side of a book covered with dust-jacket.
• **End Paper** is the blank sheet that precedes preliminary pages.
• **Preliminary Pages** are pages that come before the main textual pages and are numbered in Roman numerals.
Parts of a Book (Cont’d)

• **Half Title Page** is the page that contains brief title of a book without author’s name of imprint (publisher, place, and date of publication).

• **Title Page** contains the full title of the book indicating the author, publisher, place and date of publication, edition etc. A title signifies or is the main topic for a certain book.
• **Copyright Page ©** indicates the book’s rightful author or publisher. Every book has its author(s), they are the ones who wrote the book. It is important to write the author for a book because this will signify that he is the one who wrote the book and that it was his idea. Once a book is plagiarized, the author can apply the copyright law for the one who copied the book.
Parts of a Book (Cont’d)

• **Illustrator**: This depends if the book has its image, some books don’t have image so they won’t need an illustrator. Basically illustrators are the one who draw pictures for a book.

• **Preface**: This is a brief discussion about the book by the author. It explains reason behind writing the book and the audience meant for. It usually has acknowledgement for those who assisted the author in his work.

• **Dedication Page**: A page indicating in brief, appreciation to someone and it usually come immediately after the preface.

• **Table of Contents**: This contains list of all the pages and their mode of arrangement. This can really help if you are looking for certain page.
Parts of a Book (Cont’d)

• **Appendix:** This is an additional matter that the author writes at the end of the book. This can be a document, text, etc.

• **Glossary:** This is commonly seen at the back end of the book. This is a list of words used by the author, usually hard words and in glossary they put the meaning of the words.

• **Textual Page:** This is where the content is put, numbered using Arabic numerals. They also call this as the body of the book. It contains all the information, story, etc. of a book.

• **Acknowledgement Page:** this page shows an appreciation by the author to those who assisted in one way or the other throughout the course of writing the book.
Parts of a Book (Cont’d)

• **Index**: This is like the glossary except that it lists the names, subjects, etc with reference to where they occur. This can also be found at the end of the book.

• **Bibliography**: This is an alphabetical list of the books of a specific author or publisher, or on a specific subject; published or unpublished but consulted. Bibliography consists of all the lists of the materials consulted by the author but not necessarily cited in his work. Usually arranged alphabetically using a particular referencing style e.g. American Psychological Association (APA), Harvard, Chicago etc.
Parts of a Book (Cont’d)

• **References:** This is a systematic list of information sources used by the author when writing a book. It is often placed at the end of the book chapter or at the end of a book based on a given style of referencing e.g. APA etc.

• **Acknowledgement Page:** this page shows an appreciation by the author to those who assisted in one way or the other throughout the course of writing the book.

• **Index:** This is like the glossary except that it lists the names, subjects, etc. with reference to where they occur. This can also be found at the end of the book.
REFERENCE SOURCES

• Reference sources are information sources designed to be consulted for a particular piece of information rather than read through. Reference materials are often arranged alphabetically, topically, or chronologically for easy access and use. Some contain cross referenced information and more than one index. You can take a moment to look through the explanatory or how-to-use information, which is usually presented at the beginning of the book, or in HELP screens for online products (sources).
Types of Reference Sources

• Reference sources provide answers to specific questions, such as brief facts, statistics, and technical instructions; provide background information; or direct you to additional information sources.

• Reference sources such as dictionaries, encyclopedias, almanacs, atlases, etc. are research tools that can help you with your paper or project work.
Types of Reference Sources (Cont’d)

• Reference sources are not scholarly (peer-reviewed). In most libraries, reference sources do not circulate and are located in a separate reference collection marked, ‘For Reference Only’. They are usually NOT borrowed out for whatever reason. This practice makes reference sources readily available and easily accessible.

• There exists thousands of reference materials in both electronic form covering practically every subject and are categorized into groups with a particular focus.
# Quick Guide for Selecting the Right Type of Reference Source

<table>
<thead>
<tr>
<th>FOR INFORMATION ABOUT...</th>
<th>CHOOSE...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Words</td>
<td>Dictionaries</td>
</tr>
<tr>
<td>General information/Overview of topic</td>
<td>Encyclopedias</td>
</tr>
<tr>
<td>Names &amp; addresses of people, organizations, institutions, companies</td>
<td>Directories</td>
</tr>
<tr>
<td>Profiles of people</td>
<td>Biographical Dictionaries</td>
</tr>
<tr>
<td>Places/Maps</td>
<td>Gazetteers or Atlases</td>
</tr>
<tr>
<td>Facts and Statistics</td>
<td>Almanacs</td>
</tr>
<tr>
<td>Formula, Tables, How-To-Do-It</td>
<td>Handbooks and Manuals</td>
</tr>
<tr>
<td>A person's work</td>
<td>Reviews or Criticisms</td>
</tr>
<tr>
<td>Dates, outlines, historical timelines</td>
<td>Historical tables, Chronologies, Historical yearbooks</td>
</tr>
<tr>
<td>Periodical Articles</td>
<td>Indexes or Abstracts</td>
</tr>
<tr>
<td>Books and other sources</td>
<td>Bibliographies or Guides to Literature...</td>
</tr>
</tbody>
</table>
CATEGORIES OF REFERENCE SOURCES

Reference materials are categorized into two major types. These are:

• General reference materials or sources and
• Specific subject reference materials.
CATEGORIES OF REFERENCE SOURCES (Cont’d)

General reference materials
General reference sources include all subjects and present overviews of topics e.g.
• Encyclopedia Americana.
• Encyclopedia Britannica

Specific subject reference materials
On the other hand subject specific reference sources provide in-depth coverage on specialized topics e.g.
• Encyclopedia of Library and Information Science
• Encyclopedia of Science and Technology etc.
CATEGORIES OF REFERENCE SOURCES (Cont’d)

Other reference sources includes:

- Dictionaries, Directories,
- Biographical Dictionaries,
- Gazetteers or Atlases, Almanacs,
- Handbooks & Manuals,
- Review & Criticism Sources,
- Bibliographies

*For detail note on this, click the note area below:
The **Ready Reference Collection** contains reference sources that are used most frequently. The Ready Reference shelves are usually located adjacent to the Reference Desk.

- The collection includes reference tools such as:
  - *The Encyclopedia of Associations,*
  - *The Dictionary of Alaska Place Names,*
  - Style guides (MLA, APA, Chicago), A thesaurus,
  - *The Physician's Desk Reference,*
  - Alaska phone directories,
  - *Black's Law Dictionary,*
  - *World Almanac,*
  - *The Merck Manual of Medical Information,* and
  - Zip Code Directories, etc.
Qualities of a Good Reference Source

• **Up-to-datedness:** The date of a publication determines the current nature of a publication. Any book discovered in a library to have been published in 1960 cannot said to be current though it may contain relevant information.

• **Authority:** This entails the qualification of the contributors, compilers or editors and their specialty. Most reference materials list the names of the contributors either at the beginning or at the end of the book with their qualifications.

• **Arrangement:** This is one of the most essential element in reference materials the order of arrangement in most case are alphabetical and chronological and accompanied with index volume for easy location.
Qualities of a Good Reference Source (Cont’d)

• **Scope:** Scope of the reference materials entails the coverage. The subject of treatment should be adequately covered.

• **Illustration and/or Special Features:** Illustration and special features gives more emphasis on entries made in the book for more understanding.

• **Bibliographies:** each article in a reference, book should be followed by alphabetical list of sources consulted by the contributors to serve as a guide for further reading.
Qualities of a Good Reference Source (Cont’d)

• **Frequencies and Cumulations:** Periodicals Indexes should have possess this qualities

• **Frequency** refers to the intervals for the publication to be issued; which could be weekly, monthly or quarterly. Index that appears weekly or monthly is more up-to-date than quarterly issue.

• **Cumulations:** A cumulative volume save researcher’s time when compared to one that never cumulate at all.
*Need Further Reading?

- Click and open the note area below for lists of books to read.

_____Good Luck_____