

METHODIST UNIVERSITY COLLEGE GHANA

**MANUAL FOR LIBRARY USERS
(REVISED EDITION)**

Methodist University College Ghana
Accra
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1.0 VISION OF MUCG

To promote and develop Academic Excellence, Spirituality, Morality and Service within the Ghanaian Society.

1.1 MISSION OF MUCG

To impart knowledge and skills in disciplines relevant to National development within the context of general global development, and at the same time ensure an all-round development of the student mentally, physically and spiritually on the basis of Christian principles.

1.2 Motto

Excellence, Morality and Service.

1.3 Mission of MUCG Library

To enhance and enrich teaching, learning and research endeavours of the University College by providing flexible access to extensive and relevant information resources.

1.4 Vision of MUCG Library

Building a library that will provide exemplary services that demonstrate a commitment to meet the individual and collective information needs of the patrons.

1.5 Welcome Message

The Methodist University College Ghana Library welcomes all the new faculty members, fresh students, staff, visitors and the continuing students to the University Community.

The University Library is developing and providing information materials, resources and services to support teaching, learning, research and community service. We assure you of our maximum support to make your studies and stay at MUCG comfortable. Please take advantage of the large collections of resources and facilities in the library to enhance your learning/research and academic work. Very well trained library staff will always be available to assist and support you.

1.6 Brief background of the library

The MUCG Library was established at the inception of the University College in October 2000 to develop and provide resources and services to support the university business of teaching, learning, research and community service.

The library started with an initial collection of 6000 books/materials. The main library is located at Dansoman campus with two branch libraries at Tema and Wenchi campuses. The library operations are fully automated and the library currently has a seating capacity of 320.

1.7 Facts About the MUCG Library

1.7.1 The books/materials holdings of the library

The holdings of the library are as follows;

1.7.2 Books collection

The total volume of books in the library as at the end of 2010/2011 academic year is twenty-seven thousand six hundred and eighty-three (27683).

1.7.3 Serials collection (journals, magazines, reports, bulletins, newsletters)

The total number of serial titles stands at one hundred and seventy-four (174).

1.7.4 Theses/dissertations

The total number of theses/dissertations stands at two thousand two hundred and forty-eight (2248).

1.7.5 Pamphlets/reports

The total number of pamphlets/reports collection stands at six hundred and forty-four (644) documents.

1.7.6 Past examination question papers

The library holds an up-to-date past examination question papers of MUCG.

1.7.7 CD-ROMs

There are nine hundred and twenty-eight (928) CD-ROMs/ CDs on various subjects in the library.

1.7.8 Audio-visual materials

There are eighty one (81) audio visual materials on various subject areas in the library.

1.7.9 On-line databases

The library has access to twenty-eight (28) scholarly on-line databases which provide access to over 16000 e-journals/books.

1.8 Sections of the library

There are four (4) main sections in the library as follows:

1.8.1 Acquisitions and cataloguing section

The Acquisitions and cataloguing section is responsible for the following functions of the library;

- Purchase of library books/materials.
- Subscriptions to print/electronic journals.
- Cataloguing and classification of library books/materials.
- Labeling of library books/materials.
- Indexing and abstracting.
- Binding services (weak/loose books/materials and back issues of serials/newspapers).
- Stock management and development (stock revision, weeding etc).

1.8.2 Circulation and reader services section

The Circulation and reader services section is responsible for the following:

- Book lending services.
- Shelf management.
- Registration of new library users.
- Front desk and enquiry services
- User-education programmes (orientation and training).
- Enforcement of library rules and regulations.
- User records management.
- Management of quick service collections (reserve books/materials).

1.8.3 Reference service section

The Reference service section is responsible for the following library functions;

- Provision of personal assistance to library users in the use of the library.
- Assisting library patrons to search for information both within and outside the library.
- Management of reference collections.
- Selective Dissemination of Information (SDI).
- Current Awareness Service (CAS).
- Question and Answer Service (QAS).
- Referral Service.
- Library research and evaluation activities
- Inter-library loan service.

1.8.4 Electronic support service section

The Electronic support service section is responsible for the following library functions;

- Management of the integrated library management system (Librarysoft).
- Management of the electronic facilities in the library namely, computers, photocopiers, telephone, Local Area Network and internet.
- Maintenance of the Open Public Access Catalogue (OPAC).

- Management of electronic information resources namely, CD-ROMs, audio visual materials and online databases.
- internet/photocopy services.
- Management of the MUCG Institutional Repository.

1.9 Library services

The MUCG Library provide the following services;

- ◆ Provide information and access to information.
- ◆ Book lending services.
- ◆ Reference and information services:
 - Current Awareness Service.
 - Selective Dissemination of Information
 - Question and Answer Service
- ◆ Internet/photocopy services.
- ◆ Manual/electronic literature searches.
- ◆ Inter library loan/referral services.
- ◆ Training in information literacy skills and user orientation.

1.10 Facilities in the library

- ◆ 320 seating capacity (Dansoman campus).
- ◆ 2 heavy duty and 1 table top photocopiers.
- ◆ 40 computers with 24hrs internet connectivity.
- ◆ Open Public Access Catalogue (OPAC) which serve as a catalogue to the library holdings.
- ◆ Business collection library.
- ◆ Social studies/Humanities collection library.
- ◆ Graduates research library.
- ◆ Reading rooms.

Dansoman Campus

NAME	DESIGNATION	QUALIFICATION
SENIOR MEMBERS		
Mr Mac-Anthony Cobblah	Deputy Librarian/Ag Librarian	BA,MA Library Studies, MBA (HRM), Certificate in Scientific Information Management
Mrs Evelyn A. Tetteh	Assistant Librarian	BA/MA Library Studies
SENIOR STAFF		
Mr Peter K O Nyame	Principal Library Assistant	BA, MA Library Studies
Mrs Faustina Aryeetey	Principal Library Assistant	Diploma Librarianship BA Information Studies
Mr John Arthur	Snr Admin Assistant	BBA,HRM
Mrs Oheneba A Asamoah	Snr Library Assistant	Diploma Librarianship/BBA Marketing
Ms Emelia Johnson	Snr Admin Assistant	BBA, Marketing
Ms Sarah Mensah-Ashley	Snr Library Assistant	Diploma Archival Studies BA Information Studies
Mr Samuel Sarpei	Library Assistant	Diploma Librarianship
Mr Francis Adjabeng	Library Assistant	Diploma Librarianship
JUNIOR STAFF		
Ms Joycelyn S Ntiamoah	Senior Clerk	Diploma Office Management
Ms Aba Orleans-Lindsay	Junior Library Assistant GII	SSS Certificate/Certificate ICT
Mr Ebenezer Baah	Cleaner	SSS Certificate/Certificate ICT
Mr Abraham K Lartey	Cleaner	JSS Certificate

1.11 Staff Information

Tema Campus

NAME	DESIGNATION	QUALIFICATION
SENIOR STAFF		
Ms Mabel Opare Ababio	Snr Library Assistant	Diploma Librarianship BA Information Studies

JUNIOR STAFF

Mr Joshua Akwei	Junior Library Assistant G I	SSS Certificate
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Wenchi Campus

NAME	DESIGNATION	QUALIFICATION
SENIOR STAFF		
Mr Richard Donkor	Library Assistant	Diploma Librarianship

2.0 GENERAL LIBRARY POLICIES

2.1 Definition of library Patrons (Users)

The primary patrons of MUCG library shall comprise of the following:

- ⇒ Council Members of MUCG.
- ⇒ Faculty Members of MUCG.
- ⇒ Students of MUCG.
- ⇒ Research Fellows of MUCG.
- ⇒ Staff and Alumni of MUCG.
- ⇒ Permitted Research/Visiting Scholars.

2.2 Registration of patrons

In order to use or borrow a material from the library, potential patrons must register with the library, Fresh students, new faculty members, staff and visiting scholars will be registered and given orientation on how to use the library facilities and resources. Users must sign an undertaking to observe the library rules and regulations.

2.3 Opening hours of the library

Semester Hours

9:00am - 9:00pm (Week days)

9:00am - 4:00pm (Saturdays)

Examinations hours

8:30am - 10:00pm (Week days)

9:00am - 5:00pm (Saturdays)

Vacation hours

8:30am - 5:00pm (Week days)

9:00am - 1:00pm (Saturdays)

The opening hours are subject to review by the Library Committee.

2.4 Location of library resources

The Library information resources shall be located at the main library, branch libraries and a gateway provided for the electronic resources. There shall be open access to all the library resources. The present libraries of the university are as follows;

- ◆ Main Library - Dansoman campus
- ◆ Tema Library - Tema campus
- ◆ Faculty of Agric Library - Wenchi campus

2.5 Access to library collections

Any registered patron may have access to the University College library's collections and facilities at any of the libraries.

2.6 What to do in emergency situation

In the event of an emergency situation, library staff shall assist patrons in evacuation. However, library patrons shall be trained on what to do in emergency situations during the orientation .

The library shall keep all the emergency telephone numbers and staff will be properly trained on how to use these numbers and what to do in emergency situations.

The library shall put in place strategies to prevent both human and natural disasters in the library.

2.7 Filming/Photography

Individuals who wish to film or photograph a library facility must obtain the permission of the Librarian; such requests will be granted only if there is a minimal adverse impact on the facility and the environment for research and study.

2.8 Security

In cooperation with appropriate university departments, the library shall try to provide a welcome, open and safe environment for library patrons.

2.9 Payment for services

Payment for services may be levied in accordance with charges determined from time to time by the Librarian in consultation with the Library Committee.

3.0 DEFINITION OF COLLECTION FORMATS

The library collections shall consist of:

- ◆ Printed materials including books, journals, newspapers, magazines, newsletters, bulletins, reports, pamphlets, maps, photographs, engravings and thesis/dissertations.
- ◆ Electronic resources shall include video recordings, multimedia presentations, CD ROMs, DVDs, CDs and online databases including digital collections.

3.1 Acquisition procedures

The Library acquisitions shall be based on the recommendations/suggestions of the following;

- ◆ Academic Board.
- ◆ Library Committee.
- ◆ Academic Planning and Quality Assurance Committee.
- ◆ Faculty Members/Research Fellows.
- ◆ Management Advisory Committee.
- ◆ Students (SRC) confirmed by Lecturers.
- ◆ Library Staff.

Selection of materials shall be based on the following: relevance of content, quality of content, currency, demand, cost, language and accessibility.

In all cases, the recommended book list shall be sent to the librarian who shall act on the requests.

3.2 Multiple Copies

A reasonable number of copies shall be acquired for the following library materials based on students and faculty population;

- ◆ Reference materials
- ◆ Textbooks
- ◆ Special materials
- ◆ Serials
- ◆ Maps
- ◆ Reports

3.3 Reference books

A percentage of all acquired library books/materials shall be made reference and these cannot be circulated.

3.4 Regular books

Regular books are books that can be borrowed in the library.

3.5 Language

The library shall normally acquire materials in the English, French, German, Chinese and other Languages that are taught at the university college.

4.0 CIRCULATION AND READER SERVICE POLICIES

The library shall acquired materials relevant to the programmes offered by the University College; some of which shall be made available for circulation.

4.1 Borrowing rights

Users entitled to borrow items may have on loan at any time not more than the maximum number of volumes permitted to them, as determined from time to time by the Librarian in consultation with the Library Committee , except by special permission of the Librarian.

Loan periods will be determined from time to time by the Librarian in consultation with the Library Committee.

4.2 Reference materials

Reference materials cannot be borrowed by students but faculty members can borrow up to two (2) reference books for a maximum period of two weeks.

4.3 Regular books

Regular books could be borrowed.

4.4 Loan period

The loan period shall vary depending on the status of the library patron. Students' loan period is two (2) weeks for undergraduates and three (3) weeks for postgraduates.

Faculty members have a maximum of one (1) semester for regular books and two (2) weeks for reference materials.

4.5 Staff and alumni

Staff and alumni cannot borrow for now, but can use the library facilities and resources. This position is subject to review by the Library Committee.

4.6 Return and renewal of books

Library materials checked out at any of the libraries should be returned or renewed at the same place.

Renewals could be done via e-mail or telephone. In some instances, items could be renewed as often as it is needed if there is no request for the book/material.

4.7 Recall of borrowed books

Books borrowed to both students and faculty members can be recalled. In this case, recall notices shall be sent to the borrower.

Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.

4.8 Books on hold and reserve

A patron may request that the library places on hold or reserve a book that is currently checked out.

Hold/recall/reserve requests may be made at the circulation desk. Such requested books shall be kept for the patrons for seven (7) working days.

4.9 Penalties/sanctions

The following are the penalties and sanctions for the various library offences:

4.9.1 Mutilation of materials

This shall attract a suspension for a semester as well as paying 3 times the cost of the book.

4.9.2 Stealing

This shall attract a suspension for a semester and the case reported to the university authority for further action.

4.9.3 Eating/drinking

Food and drinks are prohibited in the library. When caught offenders shall be warned and asked to leave the library immediately.

4.9.4 Use of mobile phones

It is an offense to make or receive phone calls in the library. Offenders shall be cautioned, asked to leave the library immediately, or fined.

4.9.5 Disturbance

Any patron seen disturbing in any way shall be asked to leave the library immediately.

4.9.6 Overdue penalty

A patron who keeps borrowed books beyond due dates shall pay a fine or have his/her certificate withheld.

4.9.7 Recall penalty

Failure to return recalled items by the new due date may result in fines and or suspension of borrowing privileges.

4.9.8 Late registration

A patron who fails to register during his/her first year orientation shall pay a fine.

4.9.9 Failure to register

A patron who fails to register during his/her course shall pay a before he/she could be cleared by the library.

4.10 Abuse of library staff

A patron who abuses any library staff shall be suspended from the use of the library and reported to University authority for further action.

4.9.11 Lost and damaged items

Individuals who lose or damage a book/material, shall be charged three times the current cost of the book/material.

Penalties/sanctions shall be reviewed from time to time in consultation with the Library committee.

5.0 REFERENCE SERVICE POLICIES

The library shall provide reference services to the patrons by assisting them to use the library and also search for information both within and outside the library.

Reference service shall aim at helping to identify specific individual information needs of the patrons.

Manuscripts, rare printed books, designated reference items, and other similar materials may not be removed from the area in which they are kept, except by special permission of the Librarian.

5.1 The following shall be the objectives of the Reference service section;

- ◆ To promote personal assistance without discrimination to library patrons.
- ◆ To select and organize sources of information both in print and electronic to meet the changing needs of library users.
- ◆ To set standards and guidelines that ensure excellence in reference services.
- ◆ To ensure that library patrons receive a consistently high-level services.
- ◆ To present programmes that teach the use of the Library and its resources.

5.2 Reference service guidelines

- ◆ Every reference question shall be regarded as valid and all questions shall be given equal consideration.
- ◆ Every effort shall be made to complete each reference transaction successfully, consulting the right sources and expertise.
- ◆ Patrons shall be served on first come, first served basis.
- ◆ Services to patrons shall take precedence over other duties.

- ◆ Staff shall offer to schedule an appointment with patrons if extensive research is needed.

- ◆ The Library shall pass on to patrons any costs incurred while obtaining information for a patron on the internet or outside the library system.

- ◆ Patrons shall be notified when their materials are ready for collection.

5.3 Reference privacy

- ◆ Library staff shall maintain a high level of respect for the confidentiality of patrons and questions that they ask.

- ◆ Data that is collected in the course of reference services shall not be shared outside the university college.

- ◆ Information about the types of questions asked, as well as the content responses to questions may be retained for "Frequently Asked Questions".

5.4 Inter-library Loans

The library shall undertake to borrow books/materials through Inter-library lending on behalf of patrons in libraries that have existing loan agreements with MUCG library.

Items borrowed from other libraries on inter library loan are subject to all Library regulations and additionally in each case to the conditions imposed by the lending library.

The library shall join useful library networks both at home and abroad.

5.5 Reservation of library materials

Both owned library materials and those supplied by faculty members shall be accepted and put on reserve.

Items that could be put on reserve include books, course packets, journal articles, chapters of books, electronic files and multimedia materials. Reserve materials cannot be borrowed by any category of patron.

5.6 Services to physically challenged patrons

The library shall take into consideration service to physically challenged persons in planning future library buildings and provision of library facilities and services. A desk shall be established to provide specialize services to patrons with disabilities.

5.7 Copyright law

The Library shall comply with prevailing copyright laws in the use of intellectual properties including electronic information resources.

Under the fair use and fair dealings for the purpose of research or private study, photocopying of articles, chapters of books etc, may be allowed. This shall however, exclude theses and dissertations.

6.0 ELECTRONIC RESOURCES USE POLICIES

Electronic resources available to MUCG libraries shall be licensed by the University College for non-commercial use by faculty, staff, students and other permitted users. These materials must be used for educational or research purposes only.

Additional restrictions may apply to on-site users of certain databases. The terms and conditions of agreement between the University College and vendors/publishers of these electronic resources shall regulate the use of the databases.

6.1 Guidelines on the use of library computers

- ◆ All students who want to use the library computers must book with library staff at the electronic support section before using the computers.
- ◆ The initial time of booking for each student is one (1) hour, this can be extended if there are no students waiting to use the computers.

- ◆ The use of external drives eg pen drives, CDs or diskettes must be supervised by library staff.
- ◆ The installation of programmes on the computers is not allowed.
- ◆ The use of computers for games, watching of pornographic/other films is also not allowed.
- ◆ Laptops are allowed only at the reading room and Electronic support section.
- ◆ Any student who does not comply with this guidance will not be allowed access to the computer room, including other sanctions/penalties.

7.0 RULES AND REGULATIONS OF THE LIBRARY

Both library staff and patrons shall abide and comply with the rules and regulations of the library.

The penalties and sanctions for breaching the rules and regulations shall range from cautioning, fines, suspension of borrowing privileges, suspension from the library, withholding results/certificates to outright dismissal and/or prosecution.

The rules and regulations that shall govern the use of the library shall include the following;

7.1 Posters

Displaying of posters in the library and its precincts is prohibited except at designated areas with the permission of the Librarian.

7.2 Study areas

In order to maintain quality study and research environment, individual library patrons must be sensitive to other patrons. Individuals who wish to engage in discussion must use the reading room on the ground floor.

7.3 Food and drinks

Food/drinks are prohibited in the library. This is an attempt to protect and preserve library materials.

7.4 Damage or mutilation of library materials

Any person who shall willfully, maliciously or wantonly mutilate, deface, tear, write upon, mar or damage any library material or facility may be subjected to a fine, loss of borrowing rights, dismissal or prosecution.

7.5 Smoking

Smoking is prohibited in the library and its precincts.

7.6 Use of mobile phones and other electronic devices

As a courtesy to other library users, cell phones, beepers and electronic devices must not be used in the library.

7.7 Non members

The library is open to only registered members of MUCG. It shall, therefore, be an offence to bring a non-university student into the library without the permission of the Librarian.

7.8 Use of ID cards

Patrons may be required to show their ID cards at the security check point before being admitted into the library and at the circulation desk and other sections of the library as it may be required.

7.9 Personal books/bags

Bags and other personal belongings should be deposited with the security at the entrance of the library and a tag collected as receipt.

The library will, however, not be responsible for the loss of or damage to any item so deposited.

7.10 No reservation of seats

It is an offence to reserve a seat for patrons.

7.11 Inspection

Patrons must not take any item out of the library without completing the appropriate loan procedures. They may be required to satisfy the Librarian that any Library items being taken out of the library have been duly borrowed.

7.12 Photocopy rules

The laws governing copyright should be observed when making requests for photocopies.

7.13 Other items not allowed

- ◆ Gowns, raincoats, umbrellas, cameras, scanners, tape recorders, etc. must be deposited with the security officer.
- ◆ Pets are not allowed in the library.
- ◆ Firearms and other offensive weapons are not allowed into the library.

7.14 Stealing

Stealing of Library books/materials may lead to dismissal and prosecution.

8.0 LOCATION OF BOOKS/MATERIALS, SECTIONS AND SERVICE CENTRES

8.1 Location of books/materials

8.2 Business collection library — First Floor from the right wing, the books/materials are arranged as follows:

- ◆ Reference materials, (Encyclopedias, dictionaries, maps, directories, world books, almanacs etc) - 3 shelves.
- ◆ Serial rack (journals, magazines, newsletter, report etc) - 4 racks.
- ◆ Management books - 8 shelves
- ◆ Accounting books - 4 shelves
- ◆ Marketing books - 4 shelves
- ◆ Business administration books - 3 shelves
- ◆ Banking and finance books- 4 shelves
- ◆ Economics books - 5 shelves
- ◆ Business communication books - 1 shelf
- ◆ Mathematics/statistics books - 6 shelves

8.3 Social studies and humanities collection library — Second Floor from the right wing.

- ◆ Theses/dissertations/reserve collections -2 showcase shelves
- ◆ Serial racks (journals, magazines, bulletins, reports, newsletters etc) - 2 serial racks.
- ◆ Reference materials (Extension) - 1 shelf
- ◆ Psychology books - 4 shelves
- ◆ Sociology books - 2 shelves
- ◆ Law books - 2 shelves
- ◆ Music books - 1 shelf
- ◆ History books - 1 shelf
- ◆ Religion/Ethics books - 4 shelves

◆ Computer science books	-	8 shelves
◆ Back issues of newspapers	-	2 shelves
◆ English books	-	6 shelves
◆ French language books	-	1 shelf
◆ German/chinese language books	-	1 shelf
◆ Science books	-	1 shelf
◆ Back issue of serials	-	1 shelf

8.4 Reading room — ground floor

8.5 Graduates research library (second floor)

Multi disciplinary collection of recommended books for the various graduate programmes 7shelves.

8.6 Location of sections and service centres

8.6.1 Circulation and reader services

The open reading room is located on the ground floor. The circulation and reader services is located at the two entrances of the first and second floors.

General enquiries, photocopy requests and books/materials are borrowed at the two circulation desks on the first and second floors.

8.6.2 Reference service section

The Reference services section is located in the computer room on the first floor. The collection available at the section include:

- ◆ Back issues of serials
- ◆ Dissertations/theses
- ◆ Pamphlets /reports collection
- ◆ Reserve collection
- ◆ List of on-line databases
- ◆ Past examination question papers

8.6.3 Electronic support service section

The Electronic support service section is located in the computer room of the first floor. Internet and photocopy services are provided at this section.

9.0 HOW TO FIND BOOKS/MATERIALS IN THE LIBRARY

9.1 Manual searches

The books/materials are well organized and shelved on subject basis. It is very easy to identify and locate the books/materials if you know the subject matter of the book/material.

9.2 Electronic Searches

9.2.1 Use of Open Public Access Catalogue (OPAC)

The easiest way to locate a book/material in the library is to use the OPAC which is available at the two circulation desks and all the PCs in the library.

9.2.2 How to use the OPAC

9.2.2.1 Simple Search

- ◆ Double click the icon search MUCG Library on any PC in the Library.
- ◆ Use the top left pull down to select the value to search, four options will appear; eg contains, equal to, begins with, and end with, choose to search your data with any of these values.
- ◆ Enter your search term eg marketing at the blank search menu on the right.
- ◆ Select any of the individual fields you would like to search, eg Title, Author, Subject, Note, subnote, Call number, Barcode, ISBN, Location and Series.
- ◆ Click on search at the left button.
- ◆ Use the order by pulldown to order the results browse screen by any field.
- ◆ A browse screen of hits will appear. You can double-click on the item you wish to look at or click it once to be highlighted and on the details button to see the details of the records.

9.2.2.2 Advance search

- ◆ Click on advance search below the search menu.
- ◆ Select the value to search eg Title, Author, Subject, Not etc.
- ◆ Use pull down to select the method of searching, six options available, eg contains, equal to, greater than, less than, not contains, not equal to.
- ◆ Enter your search term on the **right blank menu**.
- ◆ Select AND to combine or narrow the search terms.
- ◆ Select OR to separate or expand the search terms.

N/B In case of any difficulties, contact library staff for assistance.

9.3 Enquiries/Information desk

All enquiries about the library should be made at the Circulation desk. If you need an in-depth assistance, you will be referred to the Reference section for assistance.

9.4 How to borrow a book

- ◆ Search for the book of your interest (use the OPAC to search).
- ◆ Make sure it is a regular book (books that can be borrowed).
- ◆ Proceed to the Circulation desk at the entrance of the two floors of the library.
- ◆ Produce your student ID card.
- ◆ Make sure you check on the stamped date of return.
- ◆ Please return the book on the due date to avoid paying penalty fines.
- ◆ Return the book on the due date to the same circulation desk.
- ◆ It is possible to renew the date of return.

9.5 What is expected of library users?

The expectation of the library from users at the various levels is as follows;

- ◆ Comply with the library rules and regulations.
- ◆ Request for assistance from library staff when necessary.
- ◆ Learn to use the OPAC and library facilities, resources and services efficiently.
- ◆ Help to preserve the information resources.

9.6 How to use on-line databases

The library has access to about twenty-eight (28) scholarly on-line databases. These databases contain over 16000 e-journals/books.

Visit the Reference/Electronic section for the details on how to access these resources.

10.0 LIBRARY RESEARCH

The library as an academic department conducts periodic research into relevant areas in library and information science.

Some of the research areas include;

- ◆ Library surveys/assessments/evaluations.
- ◆ Library cooperation/networks.
- ◆ Information seeking behaviour of the university community.

11.0 LIBRARY PUBLICATIONS

The library publishes the following:

- ◆ Annual Reports
- ◆ Quarterly Acquisitions Bulletin
- ◆ Library Manual for both users
- ◆ Library policies and guidelines
- ◆ Technical reports

12.0 CONTACT

For any enquiries please contact;

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