

**A**

**GUIDE**

**TO THE**

**KWARA STATE UNIVERSITY**

**LIBRARY**

**2017**

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## INTRODUCTION

The Kwara State University Library was founded in 2009. From its inception in 2009 to the last quarter of 2012, the Main Library was housed in a large room in the College of Pure & Applied Sciences Building. The e-Library, behind the University Auditorium, came on board in 2012. Later in 2012, the Main Library relocated to the two bungalows along the temporary College of Agriculture and Veterinary Medicine building.

Today, the Kwara State University Library consists of the Main Library, the e-Library and the Science & Engineering Library at Malete; and a Reading Room each at the Centre for Ecological & Environmental Research Management Studies (CEERMS) and the Centre for Pre-Degree and Remedial Studies. The permanent Main Library building and Law Library are in the pipeline and it is hoped that they will soon come on stream. The goal of the Kwara State University Library is to support the University's function in the areas of teaching, research and community development through the provision of high quality resources and services.

This guide is a brief introduction to the Library and its services. However, since the guide cannot answer all the questions a user is likely to have, it is important to consult the relevant library staff for help as and when necessary.

## OPENING HOURS

### Semester Period

Main Library: Monday - Friday: 8:00am - 8:00pm  
Saturday : 10:00am - 6:00pm  
Sunday & Public Holiday: Closed

### Science, Engineering

and Technology Library: Monday - Friday: 8:00am - 8:00pm  
Saturday: 10:00am - 6:00pm  
Sunday & Public Holiday: Closed

CEERMS Reading Room: Monday - Thursday: 8:00am - 2:00pm  
Friday & Saturday: 8:00am - 7:00pm  
Sunday & Public Holiday: Closed

e-Library: Monday - Friday: 8:00am - 4:00pm

Saturday : Closed

Sunday & Public Holiday: Closed

Saturday : Closed

Sunday & Public Holiday: Closed

### **Semester Break and Long Vacation**

Main Library: Monday - Friday: 8:00am - 4:00pm  
Saturday : Closed  
Sunday & Public Holiday: Closed

Science, Engineering  
and Technology Library: Monday - Friday: 8:00am - 4:00pm  
Saturday: Closed  
Sunday & Public Holiday: Closed

CEERMS Reading Room: Monday - Thursday: 8:00am - 2:00pm  
Friday: 8:00am - 4:00pm  
Saturday: Closed  
Sunday & Public Holiday: Closed

e-Library: Monday - Friday: 8:00am - 4:00pm

### **MEMBERSHIP**

Membership of the Library is open to the following:

1. All students of the University
2. All Academic Staff of the University
3. All Senior Administrative and Technical Staff of the University recommended by their Heads of Department.
4. Other persons approved by the University Librarian on behalf of the Vice-Chancellor.

Every member is expected to register with the Library online using the registration platform in the OPAC.

Note: No library ticket will be issued to a member on registration as his/her I.D card doubles as library ticket.

### **RESOURCES**

The collection of the University Library consists of books, serials, databases and audio-visual materials. The print resources can be categorized as follows:

#### **(1) Lending Collection**

These are mainly books that can be borrowed by registered students and staff for home use.

**(2) Reference Collection**

These are materials that can be used in the Library only. They include encyclopaedias, dictionaries, directories, handbooks and manuals, etc.

**(3) Reserve Collection**

This consists of textbooks and journals articles that are in heavy demand and thus kept on reserve to ensure that every library user has equal chance of using them. Request for such materials should be submitted to the library staff at the Loans Desk for necessary action. These materials can only be used in the Library and returned to the Loans Desk before the close of the day.

**(4) Serials Collection**

This consists of academic journals, newspapers, magazines and government publications. These materials can only be used in the Library.

**(5) Donated Collection**

The major ones are as follows:

**(i) Abiola Irele Collection**

These are materials donated by Prof. Abiola Irele, the pioneering Provost of the College of Humanities, Management and Social Sciences. They consist of books in various fields. The materials can only be used in the Library.

**(ii) Chinese & Afro-Brazilian Collection**

These are materials donated by Chinese Embassy and Lisa Earl Castillo.

They can only be used in the Library

**(iii) PB & RSSA Collection**

This is a bibliography covering all aspects of publishing and book development in Sub-Saharan Africa. The print version is currently housed in the e-library while the online version will soon come on stream. The collection was donated by Hans Zell.

The above materials, like others, are arranged on the shelves in a classified order of subjects according to the Library of Congress Classification Scheme (See Appendix 1).

Note: The following abbreviations are indicated on the entries in the OPAC to differentiate a library material from another

Ref.	Reference
Bibl.	Bibliography

Pamph.	Pamphlet
Ovz.	Over-sized
IREC	Abiola Irele Collections
CHINC	Chinese Collections
AFBRC	Afro-Brazilian Collection
PRDL	Pre-Degree Library
CEERMSL	CEERMS Library
TL	Training Library
GVTP	Government Publications

### **RECOMMENDATIONS FOR ACQUISITION**

Suggestion for library acquisitions is open to every registered member. These could be made on the recommendation forms obtainable from the Acquisition's Unit or online by clicking and filling out "my purchase suggestion form" in the OPAC.

### **NEW BOOKS**

New additions to the collection are displayed in the Main and Branch Libraries for two weeks after which they become available for loan. They may be consulted while on display and reserved for borrowing thereafter.

### **HOW TO SEARCH FOR A LIBRARY MATERIAL**

The library has an online public access catalogue (OPAC) to check for library materials. To check for a book, for example, visit [www.kwasu.edu.ng](http://www.kwasu.edu.ng); click on library; click on catalog, click on OPAC, then type in the title, author or subject of the book in the search box; click enter or search. The detail of the book will be displayed if the library has it. Copy the location number for the book and go to the shelf to retrieve it.

To find a periodical, type the title or ISSN of the periodical in the search box; click enter or search. The details of the periodical will be displayed if the library has it. Copy the location mark for the periodical and go to the shelf to retrieve it. The typical entry in the OPAC is given in Appendix 2.

### **HOW TO BORROW A BOOK**

1. Take the required book(s) to the Loans Desk with your Student/staff I.D. card.
2. Submit the required book to the Library staff at the Loan's Desk who will duly charge out the book(s) to you online.
3. When there is no electricity, collect a set of loan forms from the library staff at the Loans Desk and fill them. Thereafter submit the required book and the completed loans form to the library staff who will duly charge out the books to you.

## **SERVICES**

The following services, among others, are currently available in the Library:

### **1. Lending Services**

Registered users can borrow materials on the open access shelves for home use and/or borrow materials on reserve for use within the Library. The loan periods for the home-use borrowing are as follows:

Teaching Staff: Four books for four weeks, renewable for another four weeks or more.

Senior Non-Teaching Staff – Two books for two weeks, renewable for another two weeks only.

Undergraduate Student – Two books for two weeks, renewable for another two weeks only.

Post –Graduate Student – Four books for four weeks, renewable for another four weeks or more.

The penalties for overdue or lost books in respect of the borrowings for home use can be found in A Guide to the Kwara State University Library. The Course Reserve Materials are for in-library use and these are to be checked out at the Loans Desk and returned to the library staff on duty before the close of the day.

### **2. Reference Service**

These are various forms of personal assistance given by the librarian to the individual library users seeking information. The services include three basic functions: provision of information; instruction in the use of the library and information sources; and guidance in the choice of library materials for study and/or research.

### **3. Reservation Service**

This is a service under which a required book that is on loan is reserved for a patron when the book is returned to the library. The reader is expected to place the required book on hold via the OPAC as the manual reservation system is no longer in use in the Library.

### **4. Photocopying Service**

The Library provides users with photocopies of periodical articles and part of books at moderate charges through a private Business Centre operator. Request for photocopying should be submitted to the library staff at the Loans Desk who will duly charged out the required material for photocopying. Materials checked out for photocopying should be returned to the library before the close of the day.

### **5. Inter-Library Loan**

A needed item not owned by the Library can be obtained for the reader from other libraries in and outside Nigeria. Request for such an inter-library loan should be submitted to the User Services Librarian for necessary action. However, it should be noted that inter-library loans are subject to the terms imposed by the lending library.

## **6. Database Searches**

Facilities are available to users in the E-Library for database searches. Currently the Library has the following on-line resources:

1. JSTOR (Journals Storage Project)
2. AGORA (Access to Global Online Research in Agriculture)
3. OARE (Online Access to Research in Environmental Sciences)
4. ARDI (Access to Research in Development and Innovations)
5. DOAJ (Directory of Open Access Journal)
6. HINARI (Health Internetwork Access to Research Initiative)
7. PubMed
8. Law Pavilion Plus
9. ERIC (Educational Resources and Information Center)

Note: There is a staff at the e-Library to assist readers in the use of the database.

## **7. Referral Services**

This is a linkage service whereby the user is introduced to the community resources and agencies that can provide the needed information or services which the library cannot provide.

## **8. Proxy Loans**

Under this service,

A registered reader checks the Library's OPAC for the required book(s).

He/She mails details of the book(s) to the Officer-in-charge (Circulation) if found in the OPAC along with his/her Borrower's Number.

The Officer-in-charge (Circulation) checks out the book(s) to the reader online and sends same to him/her.

The reader acknowledges receipt of the book(s) using an e-mail.

This service, which was introduced in 2014, is currently open to the Vice-Chancellor and Provosts only.

## **E-LIBRARY**

The Library contains audio-visual materials (VCD, CD, film, videos, etc) and provides access to a variety of online resources (online books,

journals, databases, etc). There are presently 150 workstations for accessing the online resources.

### **GENERAL REGULATIONS**

- i. All students/staff members are required to show their ID cards to the Porter on entering the Library and at other times if asked to do so by any library staff.
- ii. Members are required to show their I.D. cards to the Library staff at the Loans Desk when borrowing library materials.
- iii. Bags, briefcases and other personal effects are to be kept in the Cloak shelves at the Main Library and e-Library. Valuable items should not be kept in such bags or briefcases as the Libraries do not take responsibility for such items.
- iv. Absolute silence is to be maintained in and around the libraries. Group discussions and use of cell phones are prohibited.
- v. Eating, drinking and smoking in the libraries are prohibited except in the areas designated for those purposes.
- vi. Use of candles, matches, and kerosene lanterns in any part of the libraries is not allowed.
- vii. All forms of dressing prohibited by the University are not allowed in the libraries.
- viii. Library seats can only be kept unused for 15 minutes after which other readers may occupy them.
- ix. Patrons are required to present themselves to the Porters for checking when leaving the Libraries.

- x. Mutilation, marking or defacing of materials are forbidden; offenders will be penalized accordingly.

### **LOAN REGULATIONS**

- I. Only registered members are entitled to borrowing privileges.
- ii. No book should be taken out of the libraries until they have been duly recorded and date-stamped. Illegal removal of books from the Library will be treated as theft and punished accordingly.
- iii. All course-texts can be borrowed for home use by registered members. However, journals, newspapers, magazines, reference materials, government publications, audio-visual materials, among others, can only be borrowed for home use with the permission of the User Services Librarian on behalf of the University Librarian.
- iv. Registered students and non-teaching staff members with Kwasu I.D. cards will normally be allowed to borrow two books for two weeks, renewable for another two weeks only.
- v. Teaching staff are allowed to borrow four books for four weeks, renewable for another four weeks or more.
- vi. Borrowed library materials must be returned immediately upon demand or when due. They are lent out only with this strict understanding.
- vii. Borrowed library materials may not be taken out of Ilorin without the permission of the University Librarian or the User Services Librarian.

- viii. A fine of N50.00 shall be charged for each day a book is kept overdue for the first ten days and N100.00 per day thereafter.
- ix. A fine of N100.00 shall be charged per day for failure to return a recalled book from the third day of the recall notice.
- x. Students who persistently fail to return library books or settle library fines shall:
  - Be reported to their HODs or Provosts in writing; have their names published on the Library and other Notice Boards;
  - have their membership suspended;
  - have their certificates withheld if they are graduating.
- xi. Staff members who fail to pay fines or replacement cost shall have the amount deducted from their salaries after such staff should have been given a month's notice.
- xii. Lost or damaged library materials should be reported to the User Services Librarian immediately. The borrower shall be required to pay for the replacement.
- xiii. All cases of stealing, mutilation and defacement of library materials shall be regarded as serious offences and shall be referred to the appropriate Disciplinary Committee for necessary action.
- xiv. The library reserves the right to suspend or withdraw all library privileges from members who persistently contravene library regulations. Such cases shall also be reported to the appropriate university authority for necessary action.

## **LOST PROPERTY**

This may be claimed from the Loans Desk and anything found on the library premises should be deposited with the Porter.

## **APPENDIX 1**

### Library of Congress Classification Schedules

- A General Works: e.g. Encyclopaedias
- B Philosophy, Psychology, Religion
- B-BD Philosophy
- BF Psychology
- BL-BX Religion
- C Auxiliary Sciences of History
- D History: General and Old World (Eastern Hemisphere)
- DT Africa
- E-F History: America (Western Hemisphere)
- G Geography, Anthropology, Recreation
- H Social Sciences
- HB-HJ Economics (including Transport, Commerce, Finance, etc.)
- HM-HV Sociology (including Social Welfare, Criminology)

- J Political Science
- K Law
- L Education
- M Music and Books on Music
- N Fine Arts
- P Languages and literature
- PA Classical Languages and Literature
- PB-PH Modern European Languages
- PJ-PM Languages and Literature of Asia, Africa etc.
- PN-PT Literature – General, English, American and European
- Q Science
- R Medicine
- S Agriculture
- T Technology (including Engineering)
- U Military Science
- V Naval Science
- Z Bibliography, Library Science

## APPENDIX II

### AN OPAC ENTRY

