

**A**

**GUIDE**

**TO THE**

**KWARA STATE UNIVERSITY**

**LIBRARY**

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## CONTACTS

### MAIN LIBRARY

University Librarian  
[isiaka.alao@kwasu.edu.ng](mailto:isiaka.alao@kwasu.edu.ng)  
08061518273

### E-LIBRARY

Visiting Principal Librarian  
[david.dorman@kwasu.edu.ng](mailto:david.dorman@kwasu.edu.ng)  
08110515657

## INTRODUCTION

Founded in 2009, the Kwara State University Library is today made up of the Main Library and three branches, which were created to cater for the needs of the Center for Ecological & Environmental Research Management Studies (CEERMS), the Centre for Advanced Basic Studies (CABS) and the Centre for Pre-Degree and Remedial Studies. The goal of the libraries 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, particularly the User Services Librarian, when necessary.

### OPENING HOURS

Semester Period

	MONDAY – FRIDAY	SATURDAY
MAIN LIBRARY	8.00AM – 8.00PM	8.00AM-4.00PM
E-LIBRARY	8.00AM- 4.00PM	CLOSED
Semester Break and long Vacation		
MAIN LIBRARY	8.00AM -4.00PM	CLOSED
E – LIBRARY	8.00AM – 4.00PM	CLOSED

### 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:

1. No Library Ticket is issued to members on registration as their KWASU I.D. cards doubles as Library Tickets; and
2. Students are expected to renew their registration at the beginning of each academic year.

## 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) Special Collection

The collection comprises the following:

#### 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.

#### Chinese & Afro-Brazilian Collections

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

They can only be used in the Library

The aforesaid collections are arranged on the shelves in a classified order of subjects according to the Library of Congress Classification Scheme (See Appendix 1 for the outline of the Library of Congress Classification Scheme).

Note: The following abbreviations are indicated on entries in the OPAC to differentiate some library materials from others:

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 Library for one week 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 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 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 Form 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 the **Guide to the Kwara State University Library**. The reserve materials for in-library use are to be checked out at the Loans Desk and returned to the library staff on duty before the close of the day.

### 3. *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 libraries and information sources; and guidance in the choice of library materials for study and/or research.

#### **4. 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.

#### **5. 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 charge out the required material for photocopying. Materials checked out for photocopying should be returned to the library before closing hour each day.

#### **6. 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.

#### **7. Off-site library services**

These are available to students at the Center for Ecological & Environmental Research Management Studies (CEERMS); the Centre for Advanced Basic Studies (CABS); and the Centre for Pre-Degree and Remedial Studies.

#### **8. Online and Database Searches**

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

1. EBSCOHOST (Academic Search Complete)
2. Science Direct and Scopus
3. The Nigerian Virtual Library
4. JSTOR (Journals Storage Project)
5. AGORA ( Access to Global Online Research in Agriculture)
6. OARE (Online Access to Research in Environmental Sciences)
7. ARDI (Access to Research in Development and Innovations)
8. HINARI (Health Internetwork Access to Research Initiative)
9. TEEAL (The Essential Electronic Agricultural Library)
10. AJOL (African Journal Online)
11. DOAJ (Directory of Open Access Journal)
12. eGranary

#### **9. 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.

#### **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 in the Main 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.
- 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 members 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 disciplinary.

## **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

The screenshot displays the homepage of the Kwara State University Library's Online Public Access Catalog (OPAC). The browser's address bar shows the URL [www.kwsu.edu.ng](http://www.kwsu.edu.ng). The main header features the university's logo on the left and the text "KWARA STATE UNIVERSITY LIBRARY ONLINE PUBLIC ACCESS CATALOG (OPAC) The University for Community Development" in the center. Below the header is a search bar with the text "Library catalog" and buttons for "Cart" and "Lists".

The main content area is titled "Welcome to Kwara State University Library Services" and is divided into three columns:

- Instructions:** A section providing search tips, including a link to "Advanced Search" and an email address: [library@kwsu.edu.ng](mailto:library@kwsu.edu.ng).
- Librarian's Welcome Address:** A section welcoming users to the library and describing its support for the university's teaching-learning program.
- Our Vision:** A section stating the library's goal to provide high-quality teaching and learning experiences to enhance the productivity of entrepreneurial graduates.

On the right side of the page, there is a "Log in to your account" section with fields for "Login:" and "Password:", a "Log In" button, and a link for "Don't have an account? Register here." At the bottom of the page, there is a copyright notice: "Copyright © 2013, Kwara State University Library. All rights reserved." and links for "Home", "Privacy Policy", "Contact Us", and "Suggestions".