



UNIVERSITY

# Lib Hand 2015

A Publication of the Un  
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# UNIVERSITY OF LAGOS

## LIBRARY HANDBOOK

2015 - 2020



A Publication of the University of Lagos Library,  
University of Lagos, Akoka

## Welcome Note



On behalf of the staff of the University of Lagos Library, I welcome you to the university of first choice and the nation's pride. As an integral part of the university, the library's mission is to support your educational, learning and research endeavors through careful selection, acquisition, organization, and dissemination of information resources.

The library, as the academic hub of the university, has over the years built a fine and comprehensive collection of research and teaching materials in both print and electronic resources. The resources are accessible to all full-time and part-time students officially enrolled in any of the programmes offered by University of Lagos. It also serves faculty members, alumni and external users. A staff of qualified librarians, and support staff are available to assist the various categories of users to access and use library resources.

The Library has as two of its goals, the support of the instructional programmes of the university, as well as providing a comfortable and attractive environment for users to avail themselves of nourishment for their intellectual and cultural growth. We encourage the development of good study habits, through the use of the university library and its resources.

The purpose of this handbook is to provide a general knowledge of the collection and services of the library. As technological advances in information delivery systems rapidly increase, it is imperative that the library user consults the Library Handbook. You are therefore encouraged to use this handbook with confidence, as it is a tool, which will open the door to education, pleasure and opportunity, while you matriculate at the University of Lagos. It will guide you to available resources and acquaint you with the procedures and policies of the University Library.

Thank you.

**Dr. (Mrs.) Yetunde Zaid**  
University Librarian  
March, 2019

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## **Welcome**

This handbook will take you through the various segments of the library as well as the services available. The contents have been presented in a lucid format to facilitate understanding of the library as well as enhance easy access to the library facilities and services.

You are welcome to the University of Lagos!

## **Vision**

To be the primary and foremost source of reliable information for the university community, in its quest to realise its noble vision with respect to teaching, research and community service.

## **Mission**

1. To provide information services to meet the information needs of members of the university community; and
2. To make information seeking activity most rewarding and enjoyable for various categories of users in the community. The Library's aim is to promote greater utilisation of library services for research.

## **Library Goals**

1. To make the library collection rich, adequate and a pride of the university.
2. To render more friendly services to meet user needs.
3. To provide documentation services on results of local research in order to improve the University's participation in the two-way flow of research results, and ensure the visibility of the library.
4. To take information products and services to users wherever they may be.
5. To establish and instil a culture of on-line searching in users.

6. To automate major library processes, for enhancement of library operations with regards to job processes and facilitate performance of library personnel as well as information access and utilisation by the library user.
7. To provide uninterrupted 24-hour reading services in the library.

### **About the Library**

The University Library has the mandate to be the primary and foremost source of reliable information for the University community in its quest to realise its noble vision concerning teaching, research and community services. This library has built over the years, a fine and comprehensive collection of research and teaching resources in all the major fields of knowledge in support of the three cardinal foci of University of Lagos, viz: Teaching/Learning, Research and Community Services. The Library is dynamic in its acquisition efforts which is reflected in the scope and diversified disciplines covered in varied media (Print and Electronic). To date, the library has approximately, five hundred thousand, five hundred and thirty four (500,534) volumes of books, seven hundred and seven thousand, five hundred and thirty seven (707,537) volumes of journals in both foreign and local content as well as in varied media (Print and Electronic). These resources can be accessed through the Online Public Access Catalogue (OPAC). A variety of E-journals, E-books and databases are available on the library website.

The library is accessible to all full-time and part-time students officially enrolled in any of the programmes offered by University of Lagos. It also serves faculty members, alumni and external users. The use of the library however, is governed by its rules and regulations.

**Contact Us**

The University Library

University of Lagos

Akoka, Yaba, Lagos Nigeria

P.M.B. 1012

Telephone: 01-7346348

Email: [www.library@unilag.edu.ng](mailto:www.library@unilag.edu.ng)

Library Extensions/Intercom (See the University of Lagos Staff Media Local Directory)

**Opening Hours:**

Monday – Saturday: 8.00am - 10.00pm

Peculiar Saturday: The Library may open 2-10pm in response to Government directives that border on citizen's participation and such that may cause the Library to remain closed during the early hours of Saturday (e.g Environmental Sanitation Day)

Examination Periods: 24 hours Service at Akintunde Ojo Library Extension.

The University Library is closed on Sundays and statutory public holidays as announced by the Federal Government. Details of such holidays and dates are displayed in advance at the library entrance lobby.

## Arrangement of the Library (Floor Plan)

### Ground Floor

- **Law Library** – Law books, reports and periodicals, all classified with Moy's Classification Scheme are housed in the law library. There is a Reserved Book room attached to the law library. A photocopying centre is also on this floor.
- **Research and Bibliographic Department (Gandhi Memorial Library)** – Restricted Access collection of official documents, government publications, maps and atlases, private papers, private collections, theses and dissertations, university calendars, Africana and other research materials.
- **Institutional Repository** - University of Lagos Institutional Repository is an online store for collecting, preserving and disseminating in digital form the intellectual output of the University of Lagos. Documents are uploaded unto the repository portal and are accessible to users through the University of Lagos website.
- **Visually impaired resource centre** – Braille and other study materials for visually impaired students are produced here.

### First Floor

- **Main entrance** – All readers should enter and leave by this door. When leaving, readers should show all books in their possession at the control point (porters post). Bags and umbrellas are not permitted beyond the control point and should be left in the cloakroom.
- **Light reading Area** - it also has a television viewing section for relaxation of library users.
- **Library Catalogue** – The card Catalogue is located in the wooden cabinet on this floor. The Online Public Access Catalogue (OPAC) is also located here.



- **Circulation Desk** – Registration, issuance of library tickets, clearance and loans (except Reserved Book loans) are handled at this desk. The Readers' Services Librarian's office is also on this floor.
- **Reference Section** – General reference books such as subject and general Encyclopaedia, subject and general dictionaries, handbooks and manuals are now housed in this section located on the first floor of the library. A Reference Librarian is normally available at the desk to assist with any inquiries or difficulties in using the reference collection and library in general.
- **Reserved Book Collection** – Heavily used course materials and rare books for student use are kept in the Reserved Book Room (RBR) located also on the first floor of the library.
- **1<sup>st</sup> Floor reading area** – A reading area for students is located beside the reserved book room.
- **Technical Services Department** – All the technical services sections (work room) except Serials are domiciled on this floor. They are Cataloguing, Acquisitions and Gifts and Exchange.

## Second Floor

- **General reading Area (Open Shelf)** - Houses the entire Library's collection except those in Law, Education and Medicine. They are arranged in line with the Library of Congress Classification Scheme.
- **The Boulos Engineering Library** - Houses research materials in Engineering and related courses.
- **Offices** – The Office of the University Librarian and Administrative Office, are also located on this floor.

## Third floor

- **Serials Section** - All journals and periodicals subscribed to by the library are kept at the serials section. It is a

closed access area as patrons have to collect materials they need from the library staff on duty. Circulation of the materials are done at the reading (journals) area.

- **Automation Unit** - This is the nerve centre of the information technology department in the library. Various electronic library services are handled by this Unit. The University of Lagos is one of the institutions selected by the Federal Government for the Virtual Digital Library Programme.
- **Writers' Resort** - A room designated to assist lecturers' research and study without distraction.
- **Museum Section** - Houses artifacts and other important educational relics.
- **Music Library** - Houses all musical CDs and records including very old and rare ones

### University Library Administration

The University Librarian is a principal officer of the University who is responsible to the Vice-Chancellor for the day-to-day administration of the University Library and the coordination of all library services in the University.

### Library Staff

The library has over 140 members of staff and is currently divided into 3 main departments:

- **Technical Services Department** consisting of the following sections:
  - Acquisitions
  - Cataloguing
  - Serials
  - Gifts and Exchange
  - Bindery
- **Reader's Services Department** consisting of the following sections:
  - Circulation



- Reference
  - Law Library
  - Faculty Libraries
  - Satellite Library (Education)
  - Visually Impaired Resource Centre
- 
- **Research and Bibliographic Department** consisting of the following sections:
    - Government Publications
    - Archives
    - Newspaper Collections
    - Private Collections
    - Museum

The University Librarian directly oversees the activities of the **Library Administrative office** and the **Automation unit**.

### **Admission to Use the Library**

All those wishing to become regular library users should be registered at the circulation desk. The following persons are eligible to use the library for research, borrowing and reference purposes:

- (a) Members of the University Council
- (b) Members of the University Senate
- (c) Members of the Academic Staff, senior members of the Administrative and Technical Staff
- (d) Postgraduate and Research Students of the University
- (e) Full time students of the University of Lagos
- (f) Any other persons whose application has been approved by the University Librarian.

The following may use the library for reference only:

- (a) Graduates of the University of Lagos
- (b) Students of Distance Learning Institute, School of Foundation Studies and other Sandwich programmes.

- (c) Persons granted permission in special circumstances, or requiring quick reference service.
- (d) External users who pay fees for using the library.

Students **MUST** present valid University of Lagos identification cards to enter the library and **MUST** have a library card to check out library materials. Loss of ID and Library cards must be reported immediately at the Office of the Dean of Student Affairs in the case of ID cards and the Readers' Services Librarian in the case of Library cards. Members of congregation and council, Academic Staff, Senior Members of the Administrative and Technical Staff are to present their letters of appointment at the Circulation Desk for registration.

A letter of introduction, valid identification card and registration fee are required for an external user who may wish to apply for a library card to gain access to use the library for a period of one year.

External users who are not registered library users but desire to make occasional references or trace information not easily obtainable elsewhere may obtain day passes from the Readers' Services Librarian. Visitors who may wish to look round the library building and examine its collections are required to seek permission from the Head of the Readers' Services Department.

## Types of Library Resources

### Print Items:

- Reference Books - these books are only consulted within the library. Examples include: dictionaries, encyclopaedias, almanacs, etc.
- Circulating Books - these are books that can be borrowed.

- Print Periodicals - journals, magazines, newspapers. All of these CAN ONLY BE USED WITHIN THE LIBRARY.
- Reserved Materials - Reserved Books can be used for **two hours at one time** and are only consulted **WITHIN THE LIBRARY**. The Library also permits Lecturers to place resources/articles, especially books on reserve.
- Special Collections - These materials are for use within the Library. Examples are rare books on African History, Government publications, Gazettes, Maps, Private papers, etc.

### Media and Electronic Items:

- CDs/DVDs - The Library has a collection of instructional CDs and DVDs. Users are required to ask for any media item at the Automation Unit.
- Laptops
- Books on Tape/CD/DVD
- E-Databases
- E-books
- E-journals

### Accessing Library Print Collection

The library operates a hybrid environment and as such, books may be located through the Traditional Manual Catalogue or Online Public Access Catalogue (OPAC).



- **The Traditional Manual Card Catalogue**



The Manual Catalogue which contains the **Author/Title** and **Subject** catalogues may be used to find out if a known book is in the library. This is done by checking under the author's surname in the Author/Title Catalogue, or by searching under the title if the author is not known. To find out what books the library has on a particular subject, the Subject Catalogue provides the information and should be consulted. The library provides assistance at all times to assist through its personnel in the use of the Catalogues.

- **Author/Title Catalogue:** This contains in one alphabetical sequence entries for authors, editors, series, and some distinctive titles. Each book has at least one entry in this catalogue. It also contains cards referring from variant forms of names to the form actually used. Authors are usually individuals but may be companies, institutions, government departments or societies, e.g.:

Oluwole, Ezekiel Olufemi (Individual),  
Nigerian Field Society (Society)  
Council of Legal Education (Institution)  
Nigeria Federal Department of Statistics  
(Government Department)

The following general rules should help in finding required books in the Author/Title Catalogue:

- (1) Books by personal authors are usually entered under the surname of the first person mentioned on the title page, e.g.:  
Alagoa, Ebieghari Joe  
Du Maurier, Daphne  
La Fontaine, Jean de  
Musset, Alfred de
- (2) Serials are usually entered under their title, e.g.:  
American Journal of Sociology  
Current law  
Economist  
Nigeria trade summary  
Science abstracts, series A  
Yearbook of world affair
- (3) Government publications are usually entered under the name of the country, state, etc. with sub-heading for the responsible Ministry, e.g.:  
Western Nigeria, Ministry of Economic Planning  
Gt. Brit. Home Office, Research Unit  
U.S. Congress Senate Committee on Commerce  
Nigeria Federal Department of Statistics.
- (4) Legislation, constitutions and treaties are entered under name of the jurisdiction, with sub-heading as follows:  
Nigeria. Law Statutes, Etc.  
Ghana. Constitution  
Gt. Brit. Treaties.
- (5) Law reports are entered as follows:

- (a) Report of a single court are entered under the name of the Court, e.g.:  
Gt. Brit. High Court of Justice, Chancery Division  
Hague, International Court of Justice  
U.S. Supreme Court.
  - (b) Reports of Several Courts in a single country are entered under the name of the country with sub-heading "Courts". E.g.: Nigeria. Courts.
  - (c) Collections of cases on a single subject are entered under the editor or compiler.
  - (d) Digests of reports are entered under the editor, or if anonymous under the title, e.g.:  
Halsbury, Harding  
Stanley Giffard, Laws of England  
English and Empire digest.
- (6) Publications of an institution with a permanent location are usually entered under the two, with the name as sub-heading, e.g.:  
Lagos, University  
London Science Museum
- (7) Publications of society or an institution whose names begin with a proper noun are usually entered under the name of the society or institution, e.g.:  
Harvard University  
Nigerian Field Society.
- **Subject Catalogue:** The subject catalogue provides information on what books the library has on a particular subject. This contains subject entries arranged in alphabetical order for most books and serials in the Library. The most notable exceptions are volumes of legislation and literature, which should be looked for in the Author/Title/Catalogue.

The entry word(s) will usually be the name of a subject, e.g.

## CONTRACTS - ENGLAND ECONOMIC DEVELOPMENT - NIGERIA

Several entries may be made for a book if it covers different subjects, e.g. a book on Algebra and Geometry would be entered under each subject. But a book on five or six branches of mathematics would be entered under Mathematics.

If a book on a particular subject is required such as "School Attendance in Nigeria," the heading School Attendance – Nigeria should be checked first. Other related subjects, should also be checked, e.g., Education, Compulsory – Nigeria; Schools – Nigeria; Education – Statistics – Nigeria. The more general headings of which these are all sub-divisions, i.e., Education – Nigeria or Education – West Africa, or even Education – Africa, could also be checked, if further materials are needed.

**Catalogue Cards:** The catalogue cards are 3 by 5 cards made of hard paper for durability. Samples of the various catalogue cards described above are highlighted below.

1. (a.) Author /Title card (1<sup>st</sup> Author - main entry) -  
 Author Card (i)

Call Mark →

Main Entry (Author)  
 (Surname First)

Title →

2<sup>nd</sup> Author's Name  
 (Surname First)

Place/Publisher/Date  
 of Publication

International  
 Standard Book no.

Subject (tracing)  
 (Added entries)

Accession number

QA

303

.S17

**SALAS, Saturnino L.**

Calculus: One and several variables  
 / by S. L. Salas [and]

Einar Hille, 1894 - .-6<sup>th</sup> ed.-

New York : John Wiley and Sons,  
 1971

1094p.: ill.; 26cm

ISBN 0-471 -61195-6

1. Calculus I. Hille, Einar

II. Title

287986



2. (a.) Author/Title card (2<sup>nd</sup> Author) – Author Card (ii)

QA

303

.S17

**HILLE, Einar**

Calculus: One and several variables / by S.  
L. Salas [and] Einar Hille, 1894 - .-6<sup>th</sup> ed.-  
New York : John Wiley and Sons, 1971

1094p.: ill.; 26cm

ISBN 0-471 -61195-6

1. Calculus I. Hille, Einar II. Title



287986

3. (a.) Author/Title card - Title Card

QA

303

.S17

**Calculus: One and several variables**

Calculus: One and several variables / by S.  
L. Salas [and] Einar Hille, 1894 - .-6<sup>th</sup> ed.-  
New York : John Wiley and Sons, 1971

1094p.: ill.; 26cm

ISBN 0-471 -61195-6

1. Calculus I. Hille, Einar II. Title



287986

#### 4. (a.) Subject Card

QA

303

.S17

**Calculus.**

Calculus: One and several variables / by S.  
L. Salas[and] Einar Hille, 1894 - .-6<sup>th</sup> ed.-  
New York : John Wiley and Sons, 1971

1094p.: ill.; 26cm

ISBN 0-471 -61195-6

1. Calculus I. Hille, Einar II. Title

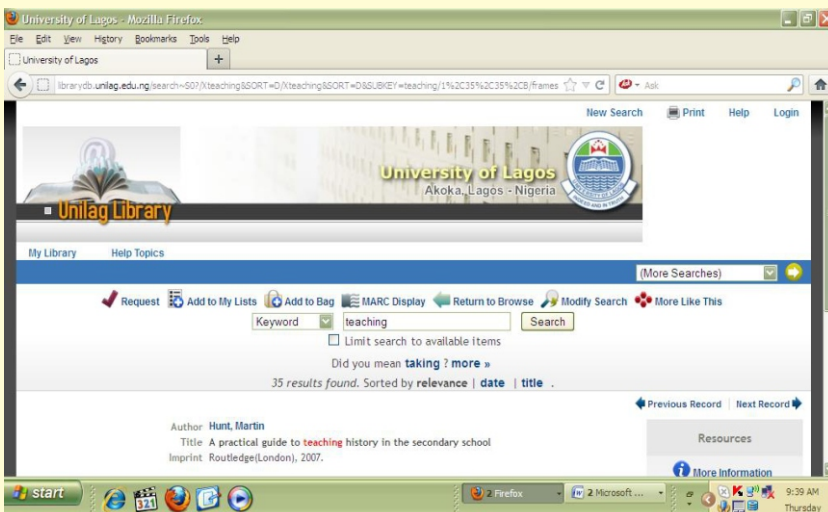


287986

#### Online Public Access Catalogue (OPAC)

The online catalogue will help you find any materials in the library collection. A search for an item is conducted using Author, Title, Subject or keyword. Keyword searches will search all fields describing a book including title, subject headings and any description that may be in the record. Once a book is located, click on the title to view more information about the book including the call number and location. A user, who is unsure of a search term for a topic, may ask the Reference Staff for assistance.

## A Pictorial Representation of OPAC Search



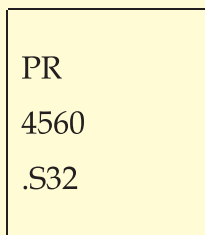
➤ Copy down the call number of the book and go to the shelf to retrieve it. There are guide cards on the sides of every shelf. Items are arranged according to the Library of Congress Classification System. A call number indicates where an item is located on the shelf. It contains several parts: A letter (or set of letters) and a series of numbers followed by a decimal and “Cutter” number (Author identification number that is professionally determined by librarians) The Letters tell you on what shelf the item is, while the Numbers tell you where the item is located in relation to others around it. The alpha-numeric combination reflects the subject of the item.

### How to Read a Call Number:

For example: PR 4560.S32

- The “PR” tells you that the item is located on the “PR” shelf.
- Read the letters in an alphabetical order. “PR” will always come before “PS”.

- The numbers and Cutter entry “4560.S32” tells you where the item is on the shelf.
- Read the numbers before the decimal point in numerical order.
- Read the Cutter number in an alpha-numerical order. For example, .S32 will come before T2



Call numbers are usually found on spine of books and journals. They are read line by line, top to bottom. Think of S32 as S 0.32. The examples below are in the correct order:

BD	BD	BD	BD	BD	BD	BD	BD	BD
143	161	161	161	161	161	161	161	235
.S95	.A8	.B45	.B5	.L38	.L6	.32	.5	
	.M17						.L6	.L6

If you are not sure about which number is first, i.e. does S32 come before S4; simply add a zero to the end of the decimal place. As you know, the number 32 is before 40. Thus, S32 comes before S4.

### Where to Find Books, Journals and CDs in the Library:

Books can be found at different locations within the Library:

- Print and online access to a wide range of national and international legal resources are housed in the **Law Library** located on the Ground floor of the Library
- Rare works (books) of African History and Anthropology, Nigerian and British Government Publications, Maps, Theses and dissertations, Private papers of important Nigerian personalities such as that of

Chief Ladipo Solanke, Newspapers and University Publications are housed in the **Research and Bibliographic Department (Gandhi Memorial Library)** located on the Ground floor.

- General books for loan can be borrowed by users and brought out at the **Circulation Counter**. The Circulation Unit is on the First Floor of the Library.
- All Library books except those relating to Law and Education are arranged on the **Open Shelf Area** on the Second Floor of the Library.
- Books relating to Engineering can be found at the **Boulos Engineering unit** and the open shelf on the Second Floor. Admission to use of the collection in Boulos is limited to engineering faculty members, final year and postgraduate engineering students.
- Current and latest issues of journals and magazines are to be used only within the library. Journals can be accessed at the **Serials Section** on the third floor of the library.
- Books which are in high demand due to course requirements are placed in a designated location called the **Reserved Book Room Unit**. The unit is located on the first floor of the University Library.
- CDs can be accessed at the Automation Section on the third floor
- General reference materials available in the Reference unit on the first floor are to be used only within the Reference library.

### **The Library Databases and Online / Electronic Resources**

To provide the users greater access to library resources, the library has enhanced its electronic resources. These resources allow students free web searching, access to electronic sites, and e-book collections.

The library also has among its collections a number of electronic resources which could be accessed by users. The University fee-based databases include -EBSCOHOST, Science Direct, JSTOR etc.

E-Resources are easily accessible at the various e-library workstations and library wireless environment.

## Library Services

### Circulation Services

The Circulation Desk is located on the first floor of the Library. A staff member is available during all hours of operation to offer directions and instructions regarding the location of library materials and to provide circulation services. A librarian will help you to locate the materials you are searching for, while check-out status of the material shall be available by an inquiry including the due date.

### Items that can be borrowed:

Circulating Books:	2 Weeks/One Month
Reserved Books:	2 Hours (Within the Library)
Laptop:	1 Day (Within the Library)

### Loan Policies

Borrowing privileges for circulating books for the various categories of user are as follows:

S/N	User Category	Loan Duration	Renewal	Maximum Limit
1	University Council Members	30 days	2 times (60 days)	10
2	Academic Staff Members of the University	30 days	2 times (60 days)	10

3	Senior members of Administration and Technical staff of the University	30 days	2 times (60 days)	10
4	Postgraduate students of the University	30 days	2 times (60 days)	10
5	Undergraduate students of the University	14 days	2 times (28 days)	4
6	Alumni of the University of Lagos	N/A	N/A	N/A
7	Members of Senate who are not members of the Academic staff	30 days	2 times (60 days)	10
8	Students enrolled for Foundation Programmes	N/A	N/A	N/A
9	Students of the Distance Learning Institute	N/A	N/A	N/A
10	Students from other Institutions	N/A	N/A	N/A
11	Freelance Researchers (External Users)	N/A	N/A	N/A

**Check Out:** To check out materials, a student or staff must show an ID to the staff at the Circulation Desk.

**Check In:** Items are to be returned to the Circulation Desk on or before the due date.

**Renewal:** Items can be renewed unless someone has placed a hold on the item. Renewals may be made either online or in person at the circulation desk.

**Overdue Materials:** Overdue notices are sent to individuals as courtesy reminders via SMS and Emails. All overdue materials are subject to payment at prevailing charges. Failure to return library materials will result in a “block” being placed on their record. If a record is “blocked” such a user cannot check out additional books.

**Lost or Damaged Materials:** Patrons are responsible for the safety, proper use and return of all the library materials charged on their card. In the event that materials are damaged, destroyed or lost, the user will need to pay the book’s purchase cost in addition to prevailing processing fee.

**Holds:** Patrons may request that books (which are on high demands) and are already checked out be placed on hold. The book will not be renewable for earlier borrower when it is returned to the library. The librarian will then attempt to contact the patron requesting the hold.

**Clearance:** Adequate clearance from fines and return of loans materials are necessary before graduation/retirement from service to avoid non-signing of certificate/retirement clearance forms.

### **Reference Services**

The Reference unit provides quick assistance upon request to help students meet their research, informational and directional needs. The Library staff in this unit can help users define and organise their research, find the most appropriate sources, use and cite materials, and receive technical support to complete their coursework. Library users may also request reference assistance via telephone, by contacting the Reference



Desk or Readers Services Librarian at 01-7347162 or University Intercom: 1041/1456

### **Interlibrary Loan Service**

The mission of the Interlibrary Loan (ILL) service at the University of Lagos is to support the efforts of instruction and research of the University by fostering resource sharing with other libraries, for the benefit of its patrons. Interlibrary Loan is a free service through which students, staff, faculty and administration may request materials not owned by University of Lagos Library. The success and timeliness of delivery depend on the response of the lending library, availability and type of material ordered. Please contact the Circulation Desk or Reference Desk to inquire about this service.

### **Research Assistance/Orientation/Instruction**

The Reference unit is often the best place to start your research. The Reference collection contains rich local and global reference resources. In addition, the Reference staff will help you formulate an effective research strategy, utilise print and electronic information tools, understand the scope and arrangement of the Library's collections, and locate desired materials. The reference section offers the dynamic directional services you may require in the library. Never hesitate to ask for help when you have difficulty finding the material or information you need.

The Reader's Services Librarian may schedule consultation sessions for individuals, groups and classes as instruction in accessing the best resources available for your research projects.

### **Reserved Materials**

Faculty members frequently place books, journal articles, photocopies of personal notes and past question papers on reserve. This is to support classroom instruction and ensure

equal access and wider circulation to all students. Library users will need Identification Card to check out reserve materials to use within the library only. Occasionally, there are exceptions.

### **Research Information System**

To provide the students greater access to library resources for research activities, the Library has enhanced its electronic resources. These resources allow users free web searching, access to electronic sites, databases and e-book collections. Where such searches could be conducted is at the Automation Unit, located on the third floor of the library.

### **Group Study Room**

Study room is available at the Education Library for groups of two or more who need to confer on group projects. The use of the Group Study Room at the Library is on a first-come, first-served basis. Authorization for use of the study room may be requested by students and faculty members. A separate study room referred to as "The Writers' Resort" is dedicated to faculty members for their private study. The room has Internet access facility and is located at the third floor of the University Library.

### **Internet Accessible PCs**

There are Internet accessible Laptops at the Circulation Desk located on the first floor of the library. The Library currently charges a token fee of N50 per day for the Laptop Loan Service for student and staff.

### **Bindery Service**

The Library renders bindery service to students, staff and the general public at a fee. The section is located on the ground floor of the Research and Innovation Department Building.

### **Photocopy Services**

There are photocopying machines on every floor of the Library. Users can make photocopies if necessary at the prevailing library moderated fees.

### **Distance Learning Services**

The University supports the learning needs of University of Lagos Distance Learning Students. The Library provides a number of services and resources for remote users:

1. Reference and Research assistance by Telephone or e-mail (library@unilag.edu.ng)
2. It is recommended that students call the University Librarian or the Reader's Services Librarian at 01-7347162 or University Intercom: 1041 /1456
3. Access to the wide range of e-books and other online resources via the library's website - library@unilag.edu.ng.

### **Library Liaisons**

Each faculty at the University of Lagos has an official library liaison. Although anyone can seek help from librarians or any library staff member, these Librarians are dedicated to meeting the research needs of their assigned faculty. Feel free to contact your liaison librarian with special research needs or questions. The names and contacts of faculty liaisons are obtainable from the Reference Desk of the library

### **Resource Recommendation**

Acquisition of relevant and needed books is a major process in library management. While the library does this, it also admits book recommendations from faculty members, students and the University community at large. Users are encouraged to communicate their suggestions either through the suggestion box by the library exit; through the reference librarian; or via the Suggestions form on the library website. Written requests and communications are also welcome from Deans of Faculties

and Heads of Department. The Acquisitions Librarian acknowledges suggestions and notifies the user whenever the item is added to the collection.

Donations of relevant library materials are also encouraged. For more information, consult the Acquisitions Librarian.

### **Library Conduct Policies**

The University Library is committed to ensuring a conducive learning environment for its user community and as such frowns on and discourages exhibition of unruly behaviour by individuals or any group of users. The University Library consequently has adopted a policy of zero-tolerance on any disruptive behaviour and it adheres to the university Student Code of Conduct.

### **Conduct of persons in the Library**

In general, users must:

1. abide by University Library regulations as may be put in place by the University Librarian which are contained in this handbook, or may be displayed in the Library or on the Library website from time to time.
2. not bring food or drink into the Library. However, drinks and snacks may be eaten in the Library Foyer outside the library. Please be considerate of other users and assist with keeping library environment tidy by placing all rubbish in waste bins, advising Library staff on any spills and leaving Library spaces free of litter.
3. use electronic devices (computers) in a responsible and non-disruptive manner. If you are being disturbed by other library users, please report this to the Head of Readers' Services Department or call Intercom Number 1456 or 2036.
4. use mobile phones outside the library.

5. use the Library's information technology facilities in accordance with the University's Information Technology user policy.
6. not undertake any photography or filming in the Library, except with the permission of the University Librarian/Management.
7. not post or display notices in the Library except as permitted by the University Librarian, or when such notices are from the University Authority and to which had been brought to the knowledge of the University Librarian/Management.
8. not change any computer settings belonging to the library.
9. not reserve seats. Library staff may remove such books and other articles left for prolonged time on chairs and tables.
10. maintain serenity required in the library. Note that the Lounge areas should be used as **quiet relaxation areas**. This means that quiet brief discussions are tolerated, but prolonged and/or loud discussions that disturb other users' ability to study are not. Users who are disturbing others will be asked to move out of the area.
11. not unreasonably interfere with the work or comfort of another person in the Library, by the creation of undue noise, physical or verbal harassment or by any other means.
12. not intentionally or recklessly misplace, misuse, damage or attempt to damage any book or other item, Library furniture or furnishing, Library record, or any Library facility, equipment or infrastructure whatsoever.
13. Not write on library furniture and walls
14. not smoke within the library.
15. dress decently as improper dressing may result in the user being asked to leave the library building.

## General Information

The following information will assist users when using the library:

- You are expected to use the designated entrance only.
- Users would not be permitted to remain in the library after closing hours. Users are alerted by activating the alarm thirty minutes prior to closing time and all users are expected to vacate the premise promptly. Please note that the bell may be activated other than the usual closing time to indicate/signal an emergency situation.
- Library items are protected with an electronic, anti-theft device that is located by the security gate. Items that have not been checked out or discharged properly will activate the alarm system.
- Lost but found items are kept in the library (at the circulation desk) for one week after which it will be taken to the security post. The Library is not responsible for the loss of personal items in the library.
- Conveniences are located outside the library building. You may ask the porters for direction.
- The Library Management may amend the Library Rules and Regulations as and when necessary.

## Library of the Future

In Year 2015, the University Council approved the construction of the new 9 storey library building. This project is aimed at capturing major trends, and identifying with emerging technologies shaping the future of academic libraries worldwide.

Like many of its peers, the University of Lagos Library current services, processes and structure have grown organically out of a past, based primarily on physical media. As reliance on these media has shifted, the Library has responded by expanding services to support electronic resources, but often as additional services with separate processes and different

teams. As a result, the culture of the Library currently reflects two worlds: one rooted in traditional library operations, while the other seeks to rapidly embrace dynamic new trends engendered by Information and Communication Technology (ICT).

The University of Lagos Library is poised to reinvent itself to be a *bold, vibrant and an essential contributor to the learning, teaching and research aspirations of the University*, as clearly articulated in the University's 25 Years Strategic Plan (2012-37). To this end, the Library will focus on four central targets which will include:

➤ **Development of Library Services**

Continual development and improvement of general library services with the ultimate goal of impacting learning, teaching and research.

➤ **Development of Library Collections**

Library collections which include strategic and continual development of hard/physical and electronic/online resources as well as online support presence.

➤ **Library Facilities**

Enlargement of Library Facilities at both central and faculty levels to facilitate a dynamic library system and operations.

This will be achieved through the adoption and deployment of appropriate technologies.

➤ **Development of a Viable Library Organisational Structure**

Commitment to the development of a viable and sustainable organisational structure that will enhance a rewarding information provision and use process.

## CURRENT LIBRARY MANAGEMENT

1. Dr. (Mrs.) Y.A Zaid – University Librarian
2. Dr. (Mrs.) S.N.I. Anasi – Head, Research and Bibliographic Services Department
3. Dr. (Mrs.) H.S. Egberongbe – Head, Readers' Services Department
4. Dr. (Mrs.) E .A Adekanye – Head, Technical Services Department



## UNIVERSITY LIBRARY NETWORK

### A. Faculty Libraries include:

Arts

Business Administration

Education

Engineering

Environmental Science

Law

Pharmacy

Social Sciences

Science

College of Medicine Library, Idi Araba,

The College Library serves the Faculties of

Basic Medical Sciences;

Clinical Sciences; and

Dental Sciences.

### B. Other Libraries:

MBA Programme Library; UNILAG Yaba Campus.

Distance Learning Institute (DLI) Library, UNILAG Campus.

J. P. Clark Library

Other department libraries and reading rooms under the auspices of respective departments