Mohammed Khider University of Biskra

Faculty of Letters and Foreign Languages

Department of English Language

Course: Study skills   **Level:** First year LMD

Instructor: Dr. Chahira Nasri   **Academic year:** 2023/2024

Using library

Objectives of the Lesson: By the end of this lesson, students will be able to:

- ➤ Identify the accurate meaning of a library
- ➤ Determine some helpful usages of a library
- ➤ Make a clear distinction between the different types of libraries.
- ➤ Examine briefly each of these libraries in terms of their objective and services
- ➤ Highlight the importance of using library

Prerequisite

-Students should have a good command of English

-Students should be at least at a lower-intermediate level in English.

Introduction

Knowledge is the ingredient that propels development and success. It is the key to successful living and development of a nation. It is indispensible in any field of human endeavour as it determines its success or otherwise whether in formal education or in other informal ways. Generally, there are two ways of seeking for knowledge. The first way is seeking for knowledge in a formal way. This simply means seeking for formal education. Formal education is the knowledge one acquires in classroom setting or in an environment close to the classroom situation. Informal education is said to be received through daily activities, practice and experience. However, the library is indispensible in both ways of seeking for knowledge. The library can be of assistance to those in schools or colleges by providing information already written by others. The library can also be of assistance to those who are not necessarily in school to answer some of their questions. In this situation, the library serves as an organ or the process of studying or acquiring knowledge.

1.Definition of the library

A library (derived from the Latin word liber meaning books) is a collection of written, printed, or other graphic and visual materials including films, photographs, phonographs,

tapes, records video cassette, disc, microforms and computer programmes (software) organized and maintained for reading, study and interpreted to meet broad and varying need of people for information, knowledge, recreation and aesthetic enjoyment. In other words, A library is a collection of resources in a variety of formats that is organized by information professionals or other experts who provide convenient physical, digital, bibliographic, or intellectual access and offer targeted services and programs with the mission of educating, informing, or entertaining a variety of audiences (5) and the goal of stimulating individual learning and advancing society as a whole."

It is important for the users to know that libraries have passed through a series of historical

developmental processes. During these processes, various kinds of definitions have been given tothe library with respect of its original aims. The main aim was the preservation of records (not original books) which were made up of the written history, culture, knowledge of humanity atvarious times.

2.Objectives and purposes of the library

The main objective of any library is

- To ensure that its user's needs are meet within the shortest possible time. This mean that, the usefulness of any library collection depend upon the ease and speed with which books and other library materials can be located and use when required. To this end, books are shelved according to some pre-determined classification and relation. The library also arranges its collection in such a way that they can be located as easily as possible. Usually, the library has a special place where information on its collection can be found. This is the catalogue. Libraries now use computers to produces and store the catalogue of their resources.

- Libraries provide sitting facilities for readers who want to take note. Library staff are

also readily available to help users make efficient use of the library; attend to users' problems and reshelf consulted books in their proper positions. There are other staff who work behind the scene that the readers may not see. These staff is mostly in the technical services where they arrange for library materials to be acquired and processed, classified and catalogued for use.

3.Purposes of the library

There are many types or categories of library users some users read to pursue a designed course. Others need the library to broaden or enlarge their knowledge and horizon, while other need information for trade and commerce. And yet others need the library for recreational purposes.

From these various needs of the users, one can then say that the purpose of a library is

- To accelerate the possibility of the students studying individually on their own most of the time in order to enrich what has been taught.

- On the other hand, the library meets the recreational needs of its users by providing materials to occupy their leisure times or to while always the times.

- Another purpose of the library is to serve the needs of the business men who may require information on trade or commerce to promote their business.

- Yet other purpose the library is to meet the research needs of its users such as in any

academic library.

In general, therefore, the purpose of library is to meet the varying, specific, imagined or define needs of their users, that is to satisfy the information needs of its users.

4.Types of libraries

Generally, libraries provide information services to their users. How this is achieved depends mainly on the purpose of such a library. In other words, the type of services a library offers to its clientele depends on the objectives for the establishment of such a library. This is the main reason why libraries are classified according to the types of services they render and the types of clientele they serve. In general term, libraries are categorized as **Academic, Public, National**, **School, Special** and **Private Libraries**.

4.1.Academic Libraries

The Libraries in this category include libraries in institutions of higher learning such as the Universities, Polytechnics, Colleges of Education, and Colleges of Technology etc. These Libraries are mainly established for research, teaching and study purposes. They are meant to serves communities of their respective institutions.

There are normally four types of users based on the level of education they cater to. These are:

a) Students

b) Teachers

c) Research scholars

d) Administrative, professional and other staff of the institution

The objectives of an Academic Library are to:

• serve the needs of the academic community;

• collect and store all kinds of reading and reference material;

• provide reading areas for users;

• provide an active reference and information service

4.2. *School libraries*

These are libraries in schools they include nursery, primary, secondary schools, teacher training colleges and technical schools. These are like academic libraries, but without any emphasis on research. This means, school libraries are established mainly for studies and learning. Also their book collections are mostly on the subjects taught in their respective schools. The services rendered by school libraries include reference services and lending. An important aspect of school libraries is that, time is usually allocated on the timetable for pupils and student to go to the library where the librarian and their teachers guide them in the use of the library. This practice helps pupils and students to get exposed to library services and also help to inculcate reading habits in them.

4.3. *Private libraries*

These refer to libraries that are established, by individuals for their private use. Some of these libraries are in particular area of interest of their owners, while others are on several or

general discipline. Libraries in this category are not common because of their patrons. They are more restricted than any other types of library. Therefore, the regulations guiding their use depend solely on their owners.

4.4. *National libraries*

This is a statutory government establishment, responsible for collection and preserving the printed output of a country. National Libraries are maintained by Federal Government bodies, academic institutions and the entire citizens of the nations. National Library builds its collection from books and other materials submitted by publishers in the process of registering their copyright. The principal function of a National Library is collect all foreign literature pertinent to the country.

4.5. *Public libraries*

These are libraries that are established with the main aim of serving the general public─ adults, children, handicapped, literate and non-literate, etc, for this reason, the public libraries; collections cover all areas of knowledge. In other words, their collections try as much as possible to satisfy information needs of every profession and infact all activities in the society where the library is established. It is because of their wide and comprehensive collections that they are often referred to as the "people" Universities. Public libraries are involved in direct and behind-the-scene services. The behind-the-scene activities are those library operations that do not directly concern the users. Such services include cataloging and classification, acquisition or collection development etc. On the other hand; the services that directly concern the patrons include lending and reference services.

Like other types of libraries, in the public libraries, users must be registered before they are allowed to enjoy borrowing facilities. It should also be noted that each public library has its own regulations governing the borrowing and returning materials. However, like an academic library, reference materials are not to be borrowed, users are free to come in and use the materials during the specified hour of opening.

5.SOURCES OF INFORMATION

Basically there are three main sources of information:

a. Primary sources

b. Secondary sources

c. Tertiary sources

A.Primary Sources

These sources are records of events or evidence as they are first described or actually happened without any interpretation or commentary. It is information that is shown for the first time or original materials on which other research is based. Primary sources display original thinking, report on new discoveries, or share fresh information.

Examples of primary sources: Theses, dissertations, scholarly journal articles (research based), some government reports, symposia and conference proceedings, original artwork, poems, photographs, speeches, letters, memos, personal narratives, diaries, interviews, autobiographies, and correspondence.

B.Secondary Sources

These sources offer an analysis or restatement of primary sources. They often try to describe or explain primary sources. They tend to be works which summarize, interpret, reorganize, or otherwise provide an added value to a primary source.

Examples of Secondary Sources: Textbooks, edited works, books and articles that interpret or review research works, histories, biographies, literary criticism and interpretation, reviews of law and legislation, political analyses and commentaries.

C.Tertiary Sources

These are sources that index, abstract, organize, compile, or digest other sources. Some reference materials and textbooks are considered tertiary sources when their chief purpose is to list, summarize or simply repackage ideas or other information. Tertiary sources are usually not credited to a particular author.

Examples of Tertiary Sources:

Dictionaries/encyclopedias (may also be secondary), almanacs, fact books, Wikipedia, bibliographies (may also be secondary), directories, guidebooks, manuals, handbooks, and textbooks (may be secondary), indexing and abstracting sources.

References

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