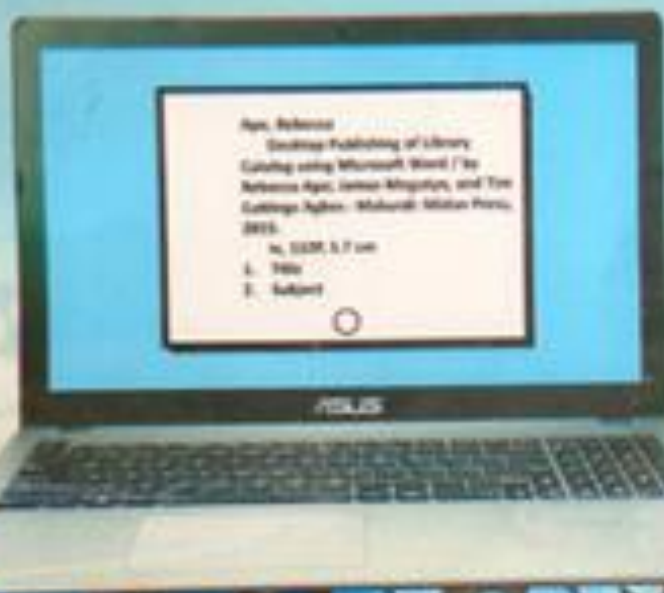


DESKTOP PUBLISHING OF **LIBRARY CARD CATALOG**



USING MICROSOFT WORD IN CREATING CATALOG CARDS FOR LIBRARIES

REBECCA APE PhD
JAMES MNGUTYO
TIM CUTTINGS AGBER

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**Rebecca APE PhD
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Desktop Publishing of Library Card Catalog: Using Microsoft Word in Creating Catalog Cards for Libraries

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Preface

Today, despite the advent of ICT and its application in most fields of human endeavors, manual system of information management still persist side by side with ICT. In libraries too, the story has not changed. It is against this background that concerted efforts are being made to ensure that computers are used in typing and printing of catalog cards as against the practice of using a typist and a typewriter or an electric typewriter in producing catalog cards by these authors. Moreover this attempt is aimed at making the work of the librarian and or information officer easier and cost effective. It is above all, limited to the production and printing of catalog cards of documents. It will be of immense benefit to all types of libraries using card catalog especially their catalogers who are in charge of cataloging and producing the card catalog.

Foreword

The main objective of acquiring library materials is for dissemination of information to library patrons. For easy accessibility and use of the library, different forms of catalogs including card catalog, book catalog, and sheaf catalog were introduced into the library operations. But due to variations in human handwritings and manual typewriters font, it became difficult for library users to understand exactly what was printed on these catalogs. In order to find solution to this problem, Rebecca Ape, James Mngutyô and Tim Cuttings have painstakingly produced this wonderful manual titled “Desktop Publishing of Library Card Catalogs Using Microsoft Word in Creating Catalog Cards for Libraries.” The manual has no doubt brought to us the concise method of printing the library catalog using desktop publishing. This is first of its kind in Librarianship in Nigeria. I sincerely recommend this cataloging manual to all library staffs and users and students of library and information science.

D.T. KUEGH

Former Director, Benue State Library Services

11th November, 2015

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We wish to appreciate the almighty God first for the life and then the health and strength to accomplish a task that started as choke but has become a reality that will go a long way in benefitting many libraries. Our appreciation equally goes to all the authors whose works are cited in producing this piece. We would also want to appreciate D.T. Kuegh for the foreword and constructive criticism offered that enable the work to come out in this way. God alone will bless you all.

Dedication

We would like to dedicate this work to Aôndo (God) first and then all catalogers who work tirelessly to see that their catalog is up-to-date irrespective of challenges of maintaining the catalog of their libraries.

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CHAPTER ONE

Introduction

Libraries have been identified as one of the key elements for open access to information, which is crucial to democratic information society development. Essentially, in all societies, every human activity is organized through institutions. Particularly, every major social task whether economic performance or health care, education or research and business or industry are institutionalized. The protection of the environment or defense is today customarily assigned to institutions and organizations.

Therefore, libraries – and other similar types of institutions – are those that collect, stock, process, organize, disseminate and distribute information or knowledge recorded in documents. Moreover, knowledge and information are so vital for the entire human development in so much that libraries and other institutions that handle and manage knowledge and information are indeed irreplaceable.

Assoh (2012) observed that the more complex the society becomes in its bureaucratic and educational requirements, the greater its dependence upon the library for information services or otherwise. Though, library plays a role in people's lives as a source of information, it is observed that its important role appeared to be as a place for knowledge creation. People studied to create knowledge about their school subjects, and people created information documents to help them find employment. The library provided a quiet space to think and the tools, photocopier and computer, to make employment documents.

Importantly, ancient record rooms or archives may be said to have existed for almost as long as records have been kept in history. Consequently, such record rooms or archives included a temple in the Babylonian town of Nippur, from the first half of the 3rd millennium BC, which had a collection of clay tablets. Also included were the Assyrian clay tablets of the 2nd

millennium BC at Tell el-Amarna in Egypt and the Ashurbanipal's archive of about 25,000 tablets comprising transcripts and texts systematically collected from temples throughout his exalted Kingdom.

Moreover, earlier library systems of library services were basically collection or acquisition of writings that were done on stones, papyrus, scrolls and parchments. The collections were meant for students, rich men but mostly for the bourgeois in the society wherein the libraries were sited and throughout recorded history, the phenomenon or concept of library affiliated its talons in stages through different countries of the world meandering through Greece and Alexandria, Pergamum, Rome, Byzantium and the Islamic World, (Agber, 2013a).

Incidentally, the concept or phenomenon of library and its practice all over the world culminated into librarianship, a noble profession that progressively gave rise to library associations as we have in the

contemporary world today such as the Nigerian Library Association.

The Library

The word library has passed through various conceptual changes over the years, (Umebali & Nwafor, 2010). Libraries are social institutions, created to conserve knowledge; preserve the cultural heritage; provide information; undergird and underpin education and research; and to serve as fountains of recreation, (Aguolu &Aguolu, 2002).

A library is a collection of information, sources, resources, and services: it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books, (Wikipedia, 2012).

Library is a collection of information resources in print or in other forms that is organized and made accessible for reading or study. The word is derived from the Latin word *liber* "book", (Britannica, 2013).

Library naturally identifies itself with science because it has theories that its practice is dependent on, and requires skilled training and ethics to practice. In the eyes of vendors of literati of antiquity, the concept of library and librarians was seen as “a house of books” and “a man who keeps books in a house”; but apparently, libraries have strove in scenes and science to extend beyond the physical monastic walls of buildings and librarians who are mere caretakers of books.

Olanlokun and Salisu (1993) define a library as an agency, which engages in the collection, processing, preservation and dissemination of recorded information in the various formats most convenient to its target users. It can also be defined as a building established for the purpose of collecting and storing books and related materials for reading and research.

Adelaja (1977) is of the assertion that library is a media resource, information and cultural center. It constitutes a social institution which exists for the

collection, preservation and transmission of human intellectual experience and culture. Libraries are information banks. The word “information” connotes different things to different people in different situations and at different times.

Aguolu and Aguolu (2002) observed that libraries are social institutions, created to conserve knowledge; preserve the cultural heritage; provide information; undergird and underpin education and research; and to serve as fountains of recreation.

Wikipedia (2012) defines library as a collection of information, sources, resources, and services: it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books. Similarly, Britannica (2013) holds that library is a collection of information resources in print or in other forms that is organized and made accessible for reading or study.

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Libraries have been identified as one of the key elements for open access to information, which is crucial to democratic information society development.

Essentially, in all societies, every human activity is organized through institutions. Particularly, every major social task whether economic performance or health care, education or research and business or industry are institutionalized. The protection of the environment or defense is today customarily assigned to institutions and organizations. Therefore, Libraries are those that collect, stock, process, organize, disseminate and distribute information or knowledge recorded in

documents. Moreover, knowledge and information are so vital for the entire human development in so much that libraries and other institutions that handle and manage knowledge and information are indeed irreplaceable.

Libraries have been grouped into various types depending on the purpose for which they are built and to whom they should serve. There are therefore, five basic types of libraries and Ugbagir (2013) enumerates these as academic, school, public, national and special or research libraries.

Invariably, the term system may be viewed as a regularly interacting or interdependent group of items forming a unified whole. Early system of library services is therefore ancient way of organization of library services for library users of the antiquity.

Earlier Systems of Library Services

Libraries are important. A good library service provides a positive experience for local people, and demonstrates the value a local authority places on its

community. Libraries provide a popular and heavily-used service for everyone, allowing unbiased and unparalleled access to the world's knowledge. Libraries benefit everyone, whether they use their local library or not. They stand for intellectual freedom, democratic engagement, community cohesion, social justice and equality of opportunity, (CILIP, 2010).

Estabrook (2010) observed that in earliest times there was no distinction between a record room (or archive) and a library, and in this sense libraries can be said to have existed for almost as long as records have been kept. A temple in the Babylonian town of Nippur, dating from the first half of the 3rd millennium BC, was found to have a number of rooms filled with clay tablets, suggesting a well-stocked archive or library. Similar collections of Assyrian clay tablets of the 2nd millennium BC were found at Tell el-Amarna in Egypt. Ashurbanipal (reigned 668–c. 627 BC), the last of the great kings of Assyria, maintained an archive of some 25,000 tablets, comprising transcripts and texts

systematically collected from temples throughout his kingdom.

Library services available throughout the world vary so much in detail from country to country that it is difficult to present anything but the most general picture of their activities. Nevertheless, they follow a broad but discernible pattern that has evolved over the years.

Buckland (1975) noted that considering library services in the absence of consideration of the people who use them would seem to have little meaning and less benefit. He further observed that from this perspective, it is meaningful to consider library services (and their users) as a system of interacting parts.

In consonance with the assertion of Buckland (1975), though, in the earlier systems of library services, there were no conventional libraries, the storage rooms for books had librarians, then book keepers who looked after the rooms and information materials kept in them

such as clay tablets, stone, papyrus, parchments, palm leaves, or bamboo strips.

Essentially, libraries are said to be collections of books, manuscripts, journals, and other sources of recorded information. Britannica (2010) notes that these information sources commonly include reference works, such as encyclopedias that provide factual information and indexes that help users find information in other sources; creative works, including poetry, novels, short stories, music scores, and photographs; nonfiction, such as biographies, histories, and other factual reports; and periodical publications, including magazines, scholarly journals, and books published as part of a series. As home use of records, CD-ROMs, and audiotapes and videotapes has increased, library collections have begun to include these and other forms of media, too.

Earlier library systems of library services were basically collection or acquisition of writings that were done on stones, papyrus, scrolls and parchments. The

collections were meant for students, rich men but mostly for the bourgeois in the society wherein the libraries were sited.

This differs from the modern day library services and Ada (2008) affirmed that library services have been considered necessary for the educational needs of the users who could be students, researchers, scholars and casual leisure readers; further highlighting such services to include awareness services, dissemination of information, documentation, indexing and abstracting, online services, e-mail, computer networks, record management, reproductive services, user education services and translation services.

Library Services in Greece and Alexandria

In Greece, Athens, the first important institutional libraries arose during the 4th century BC at the advent of great schools of philosophy with the schools of Plato and of the Epicureans having libraries. Aristotle founded the Peripatetic school, with the most famous collections, which were systematically

organized with the objective of aiding in scientific researches.

Francis and Foskett (2010) affirmed that a full edition of Aristotle's library was prepared from surviving texts by Andronicus of Rhodes and Tyrannion in Rome about 60 BC. The texts had reached Rome as war booty carried off by Sulla when he sacked Athens in 86 BC. Aristotle's library formed the basis, mainly by means of copies, of the library established at Alexandria, which became the greatest in antiquity. It was planned by Ptolemy I Soter in the 3rd century BC and brought into being by his son Ptolemy II Philadelphus with the collaboration of Demetrius of Phaleron, their adviser.

Library Services in Pergamum

In Asia Minor a library rivaling that of Alexandria was set up at Pergamum during the reigns of Attalus I Soter (d. 197 BC) and Eumenes II (d. 160/159 BC). Parchment (*charta pergamena*) was said to have been developed there after the copying of books was

impeded by Ptolemy Philadelphus' ban on the export of papyrus from Egypt. (Parchment proved to be more durable than papyrus and so marks a significant development in the history of technical advances in the dissemination of knowledge.) The library was bequeathed with the whole of the kingdom of Pergamum to the Roman people in 133 BC, and Plutarch records an allegation that Mark Antony gave its 200,000 volumes to Cleopatra, to become part of the Alexandrian library, (Francis & Foskett, 2010).

Library Services in Rome

In Rome also, there were many private libraries, including the Cicero library. Lucius Licinius Lucullus, a Roman statesman and general, who was figured as one of the richest men in the Roman ecosphere at that time and was famous for his luxurious way of life, acquired as part of his war booty an enormous library, which he generously put at the disposal of those who were interested. According to Francis and Foskett (2010), his biographer, Plutarch, speaks appreciatively of the

quality of his book collection, and Cicero tells of visiting the library to borrow a book and finding his friend Cato ensconced there surrounded by books of the Stoic philosophy.

Emperors like Tiberius, Vespasian, Trajan and many other later emperors also set up libraries. The Bibliotheca Ulpia, which was established by Trajan about AD 100 and continued until the 5th century, was one of the Public Record Offices in the Roman world.

Library Services in Byzantium

Francis and Foskett (2010) observed that in the East the library tradition was picked up at Constantinople. It was probably at Caesarea that Constantine I the Great's order for 50 copies of the Christian scriptures was carried out. Under Constantine himself, Julian, and Justinian, the imperial, patriarchal (in the religious sense), and scholarly libraries at Constantinople amassed large collections; their real significance is that for a thousand years they preserved, through generations of uncritical teachers, copyists,

and editors, the treasures of the schools and libraries of Athens, Alexandria, and Asia Minor. Losses occurred, but these were mostly due to the habit, noticeable especially in the 9th century, of replacing original texts with epitomes, or summaries. By far the greater part of the Greek classics, however, was faithfully preserved and handed on to the schools and universities of Western Europe, and for this a debt is owed to the great libraries and the rich private collections of Constantinople.

Library Services in the Islamic World

In the Islamic world, after the death of the Prophet Muhammad in the 7th century, following his followers transcription of his teachings into the Qur'an, a papyrus codex that quickly became the sacred scripture of the Muslim religion, libraries of sacred texts especially in mosques such as al-Aquā in Jerusalem (c. 634) and the Great Mosque (Umayyad Mosque) of Damascus (c. 721)—were established. During the Caliph al-Walīd reign (705–715) the Umayyad collection

included hundreds of works on astrology, alchemy, medicine, and military science.

In essence, earlier systems of library services included:

1. *Acquisition of information*

Early systems of library services – as far as there were no conventional libraries, only store rooms for books – were strictly involved in acquisition of information materials such as clay tablets, scrolls, and vellums and the users of these collections were mostly the rich class.

2. *Preservation*

In the olden days, having acquired information materials in libraries, whether they were royal, private or government collections, the library preserved them by keeping them in the store rooms (library).

3. *Reader Services*

The readers (users), whether they were students, kings or researchers, they were all noble men. This implies that the common poor intending readers could not afford to pay and access these collections to read and get knowledge therefore, the collections served – to the poor – as entertainment rather than serving them in the light of advancing frontiers of knowledge.

Essentially, the subject of earlier systems of library services seems to be degenerating into obsolescence and attention is no more given to it though it has a significant connection or relationship with the modern day systems of library services. Information materials on this important subject matter seems to be very scarce both online and onsite. Therefore, scholars should give a little more attention to it by writing books or scholarly articles that will give students and other

researchers a good glimpse into the histories of earlier systems of library services.

Library Services in Nigeria

Olden (1985) believed that library services were introduced into Nigeria in 1946. The main constraints of library development in Nigeria have been the irrelevance of the service offered to the illiterate, who compose up to two-thirds of the adult population, and the fact that those who are literate and have access to libraries rarely use them for other than educational purposes and stop using them when their educational goals are achieved or given up. Other constraints include the re-division of Nigeria into smaller internal units; lack of professional leadership, government legislation, backing, and financial support in certain states; staffing problems; and the difficulty of extending service outside the urban areas.

John (1962) opined that writers on the history of Nigerian libraries generally take the year 1948 as the beginning of modern libraries, not because they are

unaware of the existence of libraries before the historic date, but because it was with the establishment of the University Library at Ibadan that Nigeria acquired a library in the fullest sense, equipped for reference and research, permanently established, professionally directed and staffed, and provided with an assured budget and an appropriate building.

This point is clarified by Ogunsheye (1970) that it would be wrong to assume that libraries were introduced into Nigeria in 1948. He further affirmed that the history of libraries in Nigeria can be traced back to the Arab collections that had existed in various parts of the North for centuries, as extensions of the Timbuktu (sic) center of learning. The inhabitants of Lagos had had some form of library service in Tom Jones Library founded between 1910 and 1920. This library by 1932 had become an established subscription library. In the year, the Lagos Club established another subscription library at Moloney. The 20 years 1948 – 1968 period marked the tenure of office of Mr. John

Harris as Librarian of the University of Ibadan. The period of proper library history can be said to start with the establishment of the University College Library in 1948. This Library has been the pivot of library development for Nigeria ever since.

Importantly, there are numerous factors that impeded or hindered library development in Nigeria. Moreover, it is quite significant to note that the factors that contributed to the development of libraries in Nigeria are entwined to the factors hindering development of libraries in Nigeria at different points in time (Agber, 2013b).

The Nigerian Library Association

The Nigerian Library Association (NLA), founded in 1962, grew out of the earlier West African Library Association (WALA) established during the Colonial period. The Nigerian Library Association is governed by a council and operates state chapters, (Dosunmu, 1986).

Edoka (2000) noted that a modern trend that has a furthering effect on libraries and library education requires a mention. Library and information associations exist at national, regional and international levels. These promote every aspect of librarianship and library education by formulating standards, providing training facilities, organizing conferences and so on. Typical examples of these associations include the Nigerian Library Association (NLA), American Library Association (ALA) and International Federation of Library Associations and Institutions (IFLA).

The Nigerian Library Association is a member of the Commonwealth Library Association, which held its inaugural conference in Lagos, 20-24 November, 1972, the International Federation of Library Associations and International Federation for Documentation, (Aguolu & Aguolu, 2002).

In addition, according to NLA (2012), the Nigerian Library Association (NLA) started as a Division of the West African Library Association (WALA). WALA itself

was established in 1954 as an offshoot of a UNESCO seminar on the development of Public Libraries in Africa held at Ibadan in 1953. With the political independence from colonial rule of Anglophone West African countries in the late 1950s and early 1960s, WALA national Divisions transformed in National Library Association (NLA) in 1962.

Essentially, Chimeze and Nnamdi (2011) reported that recognizing that information is the wealth for every nation, the United Nations Educational, Scientific and Cultural Organization (UNESCO) organized a seminar on the development of public libraries of Africa held at Ibadan in 1953. The seminar resulted in the establishment of the West African Library Association (WALA) in 1954, with one of its divisions sited in Lagos, Nigeria. Thus, following the independence of Nigeria in 1960, WALA division in Nigeria was transformed to the country's national library in 1962. However, Oyinloye (1992) records that the national library began operation in 1964. They further noted that the establishment of a

national library for the country brought about the establishment of the Nigerian Library Association (NLA) as a professional association, a forum for library professionals in Nigeria.

Formation of Nigerian Library Association

Significantly, there are many factors that led to the formation of the Nigerian Library Association and Aguolu and Aguolu (2002), Chimeze and Mnamdi (2011) and NLA (2012) both identified the factors as follows:

- To unite persons interested in libraries, librarianship and information services
- To safeguard and promote the professional interest of librarians
- To promote the establishment and development of libraries and to assist in the promotion of such legislation as may be considered necessary for the establishment, regulation and management of libraries in Nigeria

- To watch legislation affecting and to assist in the promotion of such legislation as may be
- considered necessary for the establishment of libraries in Nigeria
- To promote and encourage bibliographic study, research and library co-operation
- To do all lawful things as are incidental or conducive to the attainment of the above objectives

It is important to note that the factors, which led to the formation of the Nigerian Library Association (NLA) that consequently metamorphosed into the association's aims and objectives, have come to be seen in great achievements.

The Achievements of the Nigerian Library Association

According to NLA (2012), prior to its independence, the Nigeria Division within WALA had laid the foundation for a professional association, which

worked actively to influence the Nigerian Government to promote Library development in the country. NLA further reiterated that to date, it has to its credit the following notable achievements:

- The Nigeria Division successfully made a proposal for a National Library Policy, which became the blueprint for early library development and led to the inauguration of the Library Advisory Committee in 1958. This committee became the forum for the discussion of library development at the national level and advice on library matters and conditions of service for Librarians in the Federal Civil Service.
- The Nigerian Library Association made representation to Government for the establishment of the National Library of Nigeria and the National Library Act of 1962.

- The Association was also instrumental in securing Government support for the professional education and training of library personnel leading to the establishment of the Institute of Librarianship at the University of Ibadan.
- The promulgation of the Librarians' Registration Council of Nigeria (LRCN) Decree in June 1995 and the subsequent inauguration of the Council by the Honorable Minister of Education, Professor Boris Ige on 28th May, 2002.
- The Association has successfully influenced the Government in inaugurating the Council in May 2002 to enable it perform its stipulated functions of regulating the practice of the Library and Information profession in the country.
- Today, the NLA has 37 chapters with each State and the Federal Capital Territory

having its own chairman and local administration.

- Similarly, the Association has twelve registered subject and professional sections, each after its own interest group.
- The NLA has successfully mobilized its members to be aware of the wind of change blowing around the world of information by encouraging training and re-training on Information and Communication Technology (ICT).

Seeing that the Nigerian Library Association since its formation has flourished in its aims and objectives, it is no doubt that in the nearest future, it will do more to revitalize the information state of the entire country. Moreover, it may also be proper to suggest the formation of Nigerian Library Paraprofessionals Association (NLPA), which may well support the course of the Nigerian Library Association.

Factors that Hindered the Development of Libraries in Nigeria

British Lack of Interest in Library Matters

Invariably, the British lack of interest in library matters in the country is or was one of the factors that impeded the development of libraries in Nigeria.

Though, it may be argued that the British council contributed to the development of libraries in Nigeria as observed by Aguolu and Aguolu (2002) and Abdul (2013) that the British Council arrived Nigeria in 1943 and established an experimental library. In 1946 they opened door for public library in Lagos which they jointly run with the Lagos city government, i.e. Town Council in 1952, it is also very true that at first, they lacked interest in library matters.

This is supported by Aguolu and Aguolu (1997) who posited that in 1939, the Carnegie Corporation sponsored a survey of library needs of British West Africa, undertaken by Margaret Wrong and Hans

Vischer, two years after the return of Dr. Azikiwe to Nigeria. Moreover, Wrong and Hans (1939) reported that the survey indicated the British lack of interest in library matters in Nigeria, noting that in 1939, of the 152 subscribers to the Lagos Library, only seven were Africans and 145 were Europeans.

Illiteracy

Essentially, illiteracy was another factor that impeded or hindered the development of libraries in Nigeria. Due to the fact that Nigerian had not yet developed their indigenous languages into written form or had not invented their indigenous writing, they were no literates who could read and write and as a result there were no avenues for the collections of works or writings, which would have generated into libraries in that local setting. The Nigerians or Africans who had western education were very few in numbers.

Olden and Alan (1987) avow that the few Africans who could use the library were those with

sufficient Western education, social standing, and connections not to feel out of place in such a milieu it provided valued recreation for the British administrative and professional class and for their wives, and for an even tinier group of Nigerians of similar background and mind.

Religion

Abdul (2013) noted that religion has made very important contribution to library development in Nigeria, no matter the type of religion; every religion has an “activity base”.

However, it can be argued that the same religion has also impeded or hindered the development of libraries in Nigeria in one way or the other. Religious conflicts between the Christians and Islamist resulting to the destruction or vandalism of Churches and Mosques, which housed a significant collection of religious literature pertaining to the religions that could have grown into full-fledged libraries, attest to this fact.

To Aguolu and Aguolu (2002) assuming that libraries in Nigeria followed the advent of Christianity in the 1840s and Western education is as fallacious as to say the libraries did not exist in Western Europe before the invention of printing with movable type in the fifteen century.

Economy

The economy instability of the country also affected or hindered the development of libraries in Nigeria. Obviously, when there is no stable economy in any given nation, development of everything is retarded or impeded and hence Nigeria was being colonized, her finances also were managed by the colonial masters who were more comfortable carrying our resources to go and develop their nation. Because of this, the development of libraries was hindered significantly in Nigeria.

Politics

Politics is another strong factor that hindered the development of libraries in Nigeria. Generally, political factors are grave to affecting issues in any country. This is where policies are made and in most cases politicians are not professionals in crucial areas thereby, their policies are out of joint in relation to what will be helpful and in the case of libraries in Nigeria retardation in development has been experienced.

Funds budgeted for library developments are cornered or diverted to building luxurious hotels and other irrelevant foreign investments; hindering the development of libraries. Apparently, for there to be rapid development of libraries in Nigeria, government must budget specific funds for the development of libraries and set up a committee to ensure that the funds are not diverted whatsoever.

CHAPTER TWO

Cataloging

Introduction

Ordinarily, the word catalog means a list or enumeration (Edoka, 2002). Cataloging therefore mean the process of producing a list or listing. Quite so, a library catalog is a systematic and complete record or listing of books, maps and other information items in a specific library (Edoka, 2002). Generally, library catalog is the list of the holding of a particular library at any point in time. This in reality usually includes books to the exclusion of periodicals which is normally listed separately on the kardex and placed in the serial section of the library and in some libraries not at all. Where it is a group of libraries it is known as union catalog. Amaakaven (2011) explaining further stated that a library catalog records all materials by the library which include books, serials and non-print media.

Library cataloging is therefore seen as a process of describing a work (Amaakaven, 2011). Ode,(2014)

sees it as not only a process of describing but a process of describing a book for the card catalog. Both authors further agreed that it includes determining the main entry, describing the work which means identifying the author, title and other publishing information as well as determining added entries and subject headings. To sum it, Tijani, (1994) described it as the various processes adopted in preparing the entries of reading materials in a catalog and its maintenance. This involves the process of determining main entry heading and describing the bibliographical details of a document as well as determining the subject headings, assigning class number to documents as well as determining other added entries. By so doing the library catalog is updated and maintained to be current. It is a continuous process as long as libraries exist and information bearing materials are being acquired. Cataloging process can therefore be divided into descriptive and subject cataloging.

Descriptive cataloging involves the process of determining heading of main entry, describing the bibliographic details of information sources and determining other added entries.

Subject cataloging on the other hand is the process of determining the subject heading(s) of information sources and assigning class numbers to them. This is otherwise known as library classification.

The processes in a large library may be undertaken by two different officers. The descriptive cataloging is most often handled by a library officer, while the subject cataloging by a librarian. This is because subject cataloging is more intellectually demanding and requires one with verse subject knowledge to undertake than the former which involves mere description of information source(s) by a definite order as stipulated by Anglo American Cataloging Rule (AACR) 2 of 1978 or any other acceptable cataloging code.

In a small library like the school library and some public libraries, the processes can be undertaken by one person. This may be because of lack of staff and in some cases absence of work in the library or in some others; they may wholly be undertaken by a librarian only.

Purpose of Library Cataloging

Library cataloging is an ongoing process that attempts to communicate whatever the library acquires at any point in time to be integrated in the library. It tries to update the collection of a library. The cataloging is rendered in a definite systematic way known by users so that they can determine what a library has (Edoka, 2002). This could be in terms of author, title or subject or even editions and where they can be located in the library and on the shelf.

Components of Catalog Entry

This can be understood to mean the kind of information about a document communicated. A

typical catalog entry contained some or all of the bibliographical information about an information source especially if it is a book. In school libraries for instance, the information on the card may be as scanty as having the name of author, title of the work, and classification number and or accession number only. This of course cannot be the case if it were a public library or an academic library or even a special library. This refers to the level of cataloging. In a school library, level one as contained in AACR2 usually has the least information elements and should be preferred than level two and three that may carry too much information which may not be relevant to the users (pupils and students) by reason of their intellectual level and educational requirement. Information found on a typical catalog entry may include some or all of the following:

- Heading
- Title statement

- Author statement or statement of responsibility
- Edition statement
- Imprint statement
- Collation
- Series statement
- Note(s)
- ISBN

Other information includes accession number(s) and classification number.

Heading

This is usually determined by the cataloger based on the authorship of the information source. This could be the name of a person, a title, organization or a corporate body. Where a work is authored by an individual, the surname which automatically forms the heading is rendered first in capital letters, followed by any other name or initials. Where it is joint authorship, the first named author on the title page is taken and rendered as indicated above while the second author

forms the added entry or is included in the added entry. Where it is three authors the same is applicable, as the first named author is considered while the rest forms the added entry. Where there are four authors and above, the title of the work is used as the heading and the first word is rendered in capital letters. In case of edited works, the title forms the heading of entry. While in the case of corporate works the corporate body forms the heading. Examples:

1. NATIONAL Council of social work in Nigeria
2. ANAMBRA state ministry of education and information
3. AGBER, Tim Cuttings
4. MNGUTYÔ, J.N.
5. NIGERIA Supreme Court

Title statement

This follows immediately under the third or fourth letter indentation of the capitalized heading. Whatever indentation letter under which it is chosen to be indented, be it the third or fourth letter under the

heading, it should be consistently followed. If there is a subtitle, it should be given immediately after the main title separated by a sign of colon. Alternative titles are rarely given by authors but when they do, it is separated by the word or, or its equivalents. In cataloging, the alternative title is separated from the title first by a comma then the word or followed by a comma. The first word of the alternative title should start with a capital letter. Example Twelfth Night or what you will.

Author Statement

This is the statement about the full responsibility of a literary work. In full cataloging the author's name follows the title (or the alternative title or subtitle if there is one) provided the information appears prominently in the book. This should be separated from it by a line, and then is followed by the authors name as it appears on the title page.

Authors' statement, in case of joint or shared authorship, should be named up to a maximum of

three(3).When they are more than three ,the first named author on the title page should be mentioned first followed by the mark of omission(-----) followed by the word 'et al' in parentheses. The name of the other authors should be mentioned in the annotation or tracing. But when authors share equal responsibility the first named on the title page is the one to be shown in the heading. When they are more than one collaborators sharing equal responsibility for the work, then the heading should be under the title.

Edition Statement

The edition is always stated if given in the book. This is a statement indicating that a literary work has been reviewed and updated. In practice, this means that the edition is stated if it is second or later edition. For example 2nd ed. and Revised edition among others. When subsequent edition of an author's work has been edited or revised by someone else, the name of the editor should be given in the edition statement by capitalizing the surname of the person.

Imprint Statement

This is the publication and distribution area in cataloging which shows the place of publication, name of publisher and date of publication. For example London: Harrap, 1993. This is given in brief so that it can easily be recognized by the user. For example Pitman and not sir Isaac Pitman and sons limited. The date that should be given should be that of the edition in question at that particular time and should always be given in Arabic numerals even if given in romance numerals in the book. Where no date of publication is given in the book it should be ascertain with a question mark.

Collation Statement

This is a statement about the physical make up of a book, its preliminary pages and total pages (pagination) and its illustrative materials. For example: X, 321p.ill., 23cm.

Series Statement

This is a statement given in a book when a book is one of a series of publication. This should be given or rendered under a collective series title. A series statement is given in parentheses after the physical description of the book. It consists of the title of the series, the number within the series of the book being cataloged. It may also include the name of the editor of the series, when his name is not that of an individual work.

Notes

This should be stated if given. They are usually found at the end of the document. They may include bibliography, references, index, glossary, appendix etc.

ISBN

This stands for international standard book number. It is found at the imprint page or verso of the title page as well as at the back of the cover book.

Tracing or Annotation

This area on the catalog entry states other headings by which the document is listed in the library. They usually consist of subject, title, second or third authors other than the main entry heading made in the name of the first named author of the document.

Accession Number

This is a number given to a document as it arrives or is added to the collection of the library. The number is either continuous in some libraries or broken yearly depending on the librarian and what he has in mind for the library as a policy.

Class Number

This is pure numbers or alphabets and or combination of both representing a subject of a book derived from a classification scheme the library adopts. It is the product of subject cataloging.

Subject Cataloging

Library classification is of three perspectives. They include the making or developing of a classification scheme, assigning of class numbers to documents and sorting out of already classified library materials into the various sections and departments of the library not as it is found in the catalog (Mngutyô, 2014).

Of all the three perspectives above, the assigning of class mark or number to document is what is known and popularly referred to as subject cataloging or library classification in part. This is what result into assigning class number to document.

Principle of Subject Cataloging

Materials should be considered based on their subject matter and not on assumption.

Materials should be classified where they can most be useful. This means, where they can best be found and utilized.

Classification of materials should not stop at the broad classes of knowledge. But it should proceed to specific subject subdivision.

Where three subjects are involved, material should be classified by the first subject treated within the main subject. Example, “Encyclopedia of Organizations of Applied psychology” Using Dewey Decimal Classification Scheme (DDCS), the first subject treated in the title above is “Organizations”. It is represented by number 06 from the table of standard subdivision whereas the main subject is “Applied psychology”; it is represented with the number 158. By this principle, Encyclopedia is ignored while Organizations is considered. The class number for the book will be 158.06.

Steps Involved in Subject Cataloging

1. Get familiarized with the classification scheme to be used.
2. Determine subject content of material. This involves examining title of work, going through

preface, table of contents, examining the text, bibliographic citations and reference sources and subject expert or specialist. Any one of these should help in determining subject content of documents. While at it, note reoccurring words or terms.

3. Form appropriate subject heading. This is based on the reoccurring words or terms noted in the subject content of document being determined. Subject heading is another title or similar name giving to a document by classifiers as actually contained in the document. It could be a name, a word, name of a place or thing, a phrase etc. It could be rendered in different ways considering the anticipated approaches of users. It normally consist of a subject and it treatment or point of view. Example, "Sociology of marriage". This can be rendered as follows: Marriage – Sociological. The desired term or word should be confirmed in the list of subject headings available for

- preferred term. Presently we have sears' list of subject heading, library of congress subject heading, thesaurus etc to assist in this regard.
4. Consult subject index of classification scheme used. Where the term cannot be found, look for its corresponding term.
 5. Note number against desired word or term or its corresponding word or term and confirmed in schedule.
 6. Once satisfied that word or term and number in schedule agrees and there is no further instruction in the schedule that ends the classification.
 7. But where it is otherwise, start afresh. The problem may be at the formation of term.

Today however classification has assumed different meanings such as online classification. This is a situation, where class numbers are adopted from the net especially from library of congress online. This however cannot be said to be classification in the true

sense of it. This is because there is no interaction of the classifier with the document to ascertain its class of knowledge in the scheme in order to assign it appropriate class number.

From the foregoing, a catalog entry consists of three parts. First, the description of the document in sufficient details in order to be identified and differentiated from other items; Secondly, there is a heading by which the entry is filed in the catalog and used for searching. Usually the main entry heading and added entry headings are differentiated. Thirdly, a number or call mark which shows where document recorded in the entry can be located in the library.

CHAPTER THREE

Punctuation Marks Used in Cataloging

Aside the information in a communication process to be passed across, another element of significance in the process, is the application of punctuation marks during cataloging. This is what gives meaning in the communication process. The following are the punctuation marks used during cataloging of documents.

Punctuation Marks and How They Are Used

Colon :

Is used as follows:

- a. Before other title information.
Example: Group: theory and experience.
- b. Before a publisher's name.
Example: Boston: Houghton Mifflin, 1981.
- c. Before illustration statement
Example: 214p.: Ill.
- d. Before a subseries statement.

Example: World history series: section 3, Europe)

e. Before the price.

Example: ISBN 2-214-30608-0:N100.00

Parentheses ()

Are used as follows:

a. To enclose any information in the body of the entry that is not found on the title page.

Example: Groups: Theory and experience/by Rodney W. Napier (and) Matti K Gershenfeld.

b. To enclose the series statement.

Example: 417p.:ill.-(Library and information science series)

c. To enclose reprint date.

Example: Harmon Swath, Middlesex: Penguin Books, 1975(1977 repr.).

Diagonal Slash /

Is used as follows:

a. Before the first statement of authorship following any title.

Example: Basic statistics for librarians/ by I.S. Simpson.

- b. Before the first of authorship relating to the edition.

Example: -4th ed./ (edited by) W.E. Batten.

Equals =

Is used as follows:

- a. Parallel title

Example: Hans Brinker = the silver Skates

- b. Parallel series title.

Commas ,

Are used as follows:

- c. Before date of publication

Example: Makurdi: Midan, 2000

- d. Before word or phrase in apposition with a name or term in a title.

Example: EKWENSI, Cyprian.

Semicolon ;

Is used as follows

- a. Before the second and each subsequent statement of authorship
Example: The eternal smile and other stories /by Par Lagerkvist; translated from the ...
- b. To separate titles proper from separate works by the same author contained in the publication.
Example: The double –dealer; Love for love; the ...of the world; the mourning bride/by William Congreve.
- c. Before a second or subsequent place of publication
Example: Makurdi; Benue
- d. Before the size of the publication
Example: 271p. : ill; 21cm.

Full Stop.

Is used as follows:

- a. To separate titles proper from separate works by different authors, unless they are joined by a linking word or phrase.

Example: The home coming /by Harold Pinter.
Chips with everything /by Arnold Wicker.
Marching song /by John Whiting.

- b. After date of publication.

Example: New York: Harper, 1968.

- c. Before a second and each subsequent ISBN,
binding and price statement.

Example: ISBN 3-16-132561-3 Brasch: DM
13. ISBN 3-161325661-1 Hlw: ~~4~~700.00

Point Space Dash Space

Are used as follows:

- a. Before edition statement.

Example: .- 2nd ed.

- b. Before the imprint statement

Example: .- Oxford : Clarendon Press, 1972.

- c. Before the series statement

Example: .-(studies in African literature)

- d. To separate each note from the next one

Example: Bibliography : P.291 .- Includes index

- e. These are omitted or replaced by a point when each note is given on a separate line

Example : Bibliography: P. 291.

Includes index.

Omissions of Statement ...

From the title page such as an unimportant part of a long title are indicated by three dots ...

Capitalization

- a. First letter of the word of the title
- b. First letter of any personal names both surnames and forenames.
- c. Surnames should be written in capital letters, followed by the forenames, if known in lower case letters
- d. First letter of any geographical names
- e. First letter of the title of a person e .g. Emir, Chief, Oba etc.
- f. First letter of the first word of a sentence

- g. First letter of the names forming a department, government ministry, e.g. Economic Planning, Ministry of.

CHAPTER FOUR

Sources of Information for Cataloging

In library cataloging, there are basically two sources of obtaining information from documents. These are from internal sources and external sources.

The internal sources involves where they can be obtained from the document being catalogd. The places in the document are the title page and the verso or back of the title page. Others include preface, forward, text jacket and spine and last page of the document.

External sources involve obtaining information of documents being catalogd from other documents. This includes documents published in Nigeria as bibliographies. They are Nigeria periodicals and newspapers 1950 -1970 published in Ibadan by Ibadan university library in 1970 and Nigerian publications 1950-1970 published by Ibadan university press in 1977. There is also national bibliography of Nigeria. This is issued monthly, it lists books, pamphlets and government publications published in Nigeria, new

serials titles and also books written by Nigerians elsewhere as well as items on Nigeria published abroad. Other documents include British National bibliography published weekly and United State library of congress, for documents published elsewhere.

These sources are mostly used when books are involved during cataloging. Because of share absence of external sources, many libraries rely on internal sources. This however depends on the catalogr's intellectual level of understanding of AACR2 and it application. Though AACR2 is present in some libraries it has been discovered that many library officers who are responsible for descriptive cataloging, cannot interpret and apply these rules hence the writing of this book. Today however, with information and communication technology (ICT) online cataloging is possible with internet facilities. This, however, is limited to only books acquired by library of congress or any other. Moreover this act is more or less adopting

information rather than cataloging as it is erroneously called.

Information processing and retrieval being the core of librarianship, warrants adequate coverage at all levels of education in library and information science (LIS). Library schools therefore used to include detailed study of the tools and techniques of information processing and retrieval, including classification, cataloging, indexing, information system design in the syllabi of the various courses in LIS. In fact library classification and cataloging together accounted for almost half of the syllabi during the early days of library education (Varghese, 2010).

Beaulieu and Borgman (1996) noted that the card catalog has been dominating in libraries for more than two centuries, since the French Government for the first time in 1791 issued formal instructions to their libraries to prepare and maintain catalog in the card form. The mid 1970s witnessed the introduction of online catalogs, which originally were similar to the

card catalog, with additional details from the circulation system files.

A card catalog is a collection of entries, each one prepared in a standard size card, arranged in the desired sequence. Every entry is a unit record and an entry other than the reference entries, acts as a surrogate of the document to which it relates. An entry has basically three components, namely a unique description of the document, a heading which the users are likely to choose as access points while searching for it and a symbol or mark that enables to retrieve it from the collection once it is found to be present. The description comprises a set of attributes presented in a predefined format. There would be sufficient number of entries, more or less of uniform pattern so as to facilitate searching the same document through various attributes as well as related entities. Reference entries direct a user searching the catalog using a heading of his preference to another one that is preferred by the

library. It may be the one meant for a single document or a group of documents (Varghese, 2010).

Forms of Catalog

There are many forms or media of passing information about documents such as book bound, sheaf, computer and microfiche. The choice of any form adopted by any library depends on a number of several factors such as:

1. Easiness of production
2. Convenience of use
3. Allowance to be updated by the addition of new entries
4. Cost of production
5. Cost of material and labor
6. Space to be taken
7. Portability
8. Durability

But for most libraries in this part of the world (Nigeria) card catalog is still mostly used.

Card Catalog

This is the commonest type of catalog used in Nigeria today. This is because of the advantages it possesses. Entries for all documents in the library are either printed, typed or neatly handwritten on cards. The cards are of 12.5x7.5 cm or 3 x 5 inches in size. Each entry is entered on a different card. The cards are file in a tray in cabinets. A tray usually contains between 800 – 1,500 cards depending on the thickness of the cards. The cards are filed alphabetically using the heading of the entries. Each card contains the description of a book. It is the description of the book and the card that is called an entry. The cards are perforated at the mid bottom through which an iron rod passes through in the tray to hold them securely firm into adjustable block- fitted at the end. Guides are systematically placed to ease use. These guide cards with tabs protruding above the entries are inserted for internal guide.

Advantages

1. It is user friendly in terms of speed and ease of use.
2. It can be consulted by several users at the same time.
3. It is flexible. New entries and withdrawals of old ones can easily be done.
4. Easy to reproduce multi copies
5. Facilitate stock taking as drawers or tray can be taken to shelves.
6. Durable

Disadvantage

1. Initial cost of expenditure is prohibitive

Book Catalog or Book Bound Catalog

This form of catalog used to be common. The catalog lists entries on pages of books, which are bound in volumes. The stock is first catalogd and then listed. In any case, the catalog is a byproduct of the card catalog. It is however rare today.

Advantages

- It is portable
- It is easy to reproduce

Disadvantages

- Cost of production is high
- Difficult in updating
- Can be stolen or misplaced

Sheaf Catalog

In this type of catalog, entries of materials are done on slip of papers and inserted in a loose leaf binder with a lock and loose mechanism for adding and removing entries. As such, several copies can be reproduced using type writer and carbons. This type of catalog is rare if not found in this part of the world.

Advantages

- It is durable
- It is portable
- It is cheap to produce and maintain
- It takes up minimum space

Disadvantages

- Lifespan is shorter than card catalog

Computerized Catalog (Automated)

This form of catalog is found or stored in computer files in a computer. In this catalog, users are allowed to interact with the computer central processing unit. Entries are made on all books, periodicals, and non-print media in the library's collection.

Today, this catalog is popular in developed countries and other special or research and academic libraries in Nigeria. In this catalog, bibliographic details are fed into the computer as input and processed as required and supply result in the manner specified.

Functions of Catalogs

- a To record each work in a library by author, translator, editor, compiler, illustrator, and commentator or by any other person, body or name under which a reader might look.

- b To arrange author entries in such a way that all works of a particular author or writer would be found together under the same name. The aim is to enable a reader to have a survey of what a particular writer or the literary output of an author is represented in the library.
- c To record each work in the library under the subject of which it treats.
- d To employ cross-references by which a reader may be guided from one entry in the catalog to another.
- e To provide a description of each book by a given title, physical description, collation and other necessary information such as notes.
- f To list the call numbers by which the book may be located or obtained.

Practical Cataloging

The concept, library cataloging is of two operations as earlier noted, descriptive cataloging and subject cataloging.

Descriptive cataloging involves determining the heading of the entry by looking at the authorship of document to decide which is appropriate by the rule. This involves lifting or extracting information from library material to be cataloged onto the form of catalog adopted by the library. The commonest however, is the card catalog. Each entry is done on 5 by 3 inches card (5"x3"). And for each book to be cataloged, three of such entries have to be made on three cards. The first entry that is commonly made is known as main entry. Subsequent entries thereafter are referred to as added entries.

Main Entry

This is the first entry made for a book. It is usually made in the name of the person or body responsible for the intellectual content of the work. Reitz (2004) also notes that main entry is the entry in a library catalog that provides the fullest description of a bibliographic item, by which the work is to be uniformly identified and cited.

The main entry card contains full bibliographic information about the material including accession numbers, added entries, etc.

Added Entry or Entries

These are other entries made in addition to the main entry. They are other access points by which library materials can be accessed. They are other headings by which a document is listed in the catalog. This could be by the second or third author of a work, title of the work and or subject of the work. When made under any of these headings they are referred to as either second author or third author added entry, title added entry or subject added entry respectively. In some situations only the second author, third author, title are referred to as added entries to the exclusion of subject entry. This is usually captured or indicated in the annotation or tracing area among other added entries. Details of books that each entry contains include heading, this could be author or title or subject or a corporate body. The others include title of work,

author statement, edition, place of publication, publisher, date of publication, physical description of material which include number of pages and illustrative materials, accession number, ISBN, notes and classification number as noted earlier on.

Before now added entries were differentiated from the main entry by virtue of information content of entries. Main entry usually contains full bibliographic information including other added entries whereas this was not the case with added entries. Today however added and main entries have the same content of information except that added entries are known by the superimposed heading.

How to Determine Entry

Main entry can be made either under a personal or corporate author or under a title.

Main Entry under Author (Personal or Corporate)

1. When a book has one author, the main entry is made under the heading of the author.

2. When a book has two or three authors, the main entry is made under the first named author or principal author as found on the title page of the book.

Main Entry under Title

When a book has no author (Corporate or Personal) the main entry is made under the title. When the book is written by more than 3 authors, the main entry heading is made under title.

When a book consists of collection of articles or chapters written by different writers, but with a compiler or editor named on the title page, the book is listed under the title.

Examples of Main and Added Entries

Class Mark Main entry heading under Author's Surname Edition Statement

GH
1034
AGB

AGBER, Tim Cuttings

The mystery of Christ: story of a freshening breeze that struck the world's brow with a cooling hand of salvation/Tim Cuttings Agber and James Mgnutyó.-1st.-ed.- Abuja: TimeXperts Publishing, 2013
xxxiii, 333 P. illustrations
Includes index, preface, bibliography
ISBN 978-978-50581-8-5

031133 Ref
031134 Res
031135 SSL

1 Christology
I Theology
II Religion
III Mngutyó, James
IV Title

Abuja: TimeXperts Publishing, 2013

Statement of Responsibility

Accession Number

Tracing

Same card with second author added entry

MNGUTYÓ, James
AGBER, Tim Cuttings

The mystery of Christ: story of a freshening breeze that struck the world's brow with a cooling hand of salvation/Tim Cuttings Agber and James Mgnutyó.-1st.-ed.- Abuja: TimeXperts Publishing, 2013
xxxiii, 333 P. illustrations
Includes index, preface, bibliography
ISBN 978-978-50581-8-5

GH
1034
AGB

031133 Ref
031134 Res
031135 SSL

1 Christology
I Theology
II Religion
III Mngutyó, James
IV Title

CHAPTER FIVE

Using Microsoft Word in Creating Catalog Cards

Desktop Publishing

Britannica (2010) observed that a typical desktop publishing system comprises a personal computer, a video monitor, a high-resolution printer, and various input devices, such as a keyboard, mouse, or digital scanner. Text and graphic elements are commonly created or manipulated with several separate software programs and then combined with, or copied into, a page-makeup program that allows the user to arrange them into a final composite. More powerful desktop publishing software programs offer full-featured word processing and graphics capabilities.

Adesina (2006) describes desktop publishing saying that high quality documents appearing as if produced by high caliber printing organization can now be produced in a typical office setting. He further noted that desktop publishing software, which are commonly

available on most personal computers are the height of computer support for document presentation.

Desktop publishing is a system that processes the text and graphics and, by means of page layout software and a laser printer, produces high-quality pages suitable for printing or in-house reproduction in a spectacular manner (Sabin, 2011).

In essence, desktop publishing is the use of personal computers to perform publishing tasks that in the olden times required complicated equipment and human efforts. Moreover, desktop publishing quite comfortably allows an individual to syndicate text, numerical data, photographs, charts, and other visual elements in a document that can be printed on a laser printer or plotting machine.

The dramatic changing trend in science and technology especially in the area of computer has eased man's burdens in so many ways. In the area of printing and publishing, the major advantages of computer through desktop publishing are low cost and

easy usage much unlike the conventional publishing apparatus that were costly and needed highly experienced personnel.

Significantly, desktop publishing as an essential tool in modern day printing and publishing needs some software programs to serve its purpose. Such software programs include Microsoft Word, Microsoft Picture It!, CorelDraw and PowerPoint just to mention a few. In this publication however, we shall look just at Microsoft Word.

Microsoft Word

The idea of Microsoft Word is grounded in a multitrillion earning company known as Microsoft Corporation based in the United States of America and it will do us good to come to terms with what Microsoft is before getting to know the product that is made by it, which is popularly known as MS-Word.

Bill Gates with Paul G. Allen his hometown friend from Seattle in 1975, converted BASIC (Beginner's All-purpose Symbolic Instruction Code), which is a

renowned computer programming language that was developed by John G. Kemeny and Thomas E. Kurtz at Dartmouth College in the mid-1960s for use on an early personal computer (PC) then called the Altair and sooner or later Microsoft was founded.

Zachary (2010) who admits that shortly afterward Gates and Allen founded Microsoft, deriving the name from the words microcomputer and software also explained that during the next few years, they refined BASIC and developed other programming languages. In 1980 International Business Machines Corporation (IBM) asked Microsoft to produce the essential software, or operating system, for its first personal computer, the IBM PC. Microsoft purchased an operating system from another company, modified it, and renamed it MS-DOS (Microsoft Disk Operating System). MS-DOS was released with the IBM PC in 1981. Thereafter, most manufacturers of personal computers licensed MS-DOS as their operating system, generating vast revenues for Microsoft; by the early

1990s it had sold more than 100 million copies of the program and defeated rival operating systems such as CP/M, which it displaced in the early 1980s, and later OS/2. Microsoft deepened its position in operating systems with Windows, a graphical user interface whose third version, released in 1990, gained a wide following. He further noted that by 1993, Windows 3.0 and its subsequent versions were selling at a rate of one million copies per month, and nearly 90 percent of the world's PCs ran on a Microsoft operating system. In 1995 the company released Windows 95, which for the first time fully integrated MS-DOS with Windows and effectively matched in ease of use Apple Computer's Macintosh OS. It also became the leader in productivity software such as word-processing and spreadsheet programs, outdistancing long-time rivals Lotus and WordPerfect in the process.

History has it that following a 30 months trial in 1999; Microsoft Corporation was found in violation of the Sherman Antitrust Act and ordered the breakup of

the company due to its monopolism. Zachary (2010) affirms that in 2001 an appeals court overturned the breakup order but still found the company guilty of illegally trying to maintain a monopoly. The company's legal woes continued in 2004 with the European Union levying the largest fine, €497.2 million (\$611 million), in the organization's history in retaliation for what were described as Microsoft's near-monopoly practices.

Sherman Antitrust Act is the first legislation enacted by the United States Congress in 1890 to curb concentrations of power that interfered with trade and reduced economic competition. The Act was named for United States of America's Senator John Sherman from Ohio, who was an expert on the regulation of commerce.

On the other hand, Microsoft Word, according to Roy (2001) and Britannica (2010) is a word processor designed by Microsoft. Roy further noted that it was first released in 1983 under the name *Multi-Tool Word* for Xenix systems.

Microsoft Word, shortly known as MS Word is one of the most popular Windows word processing program because of its power and ease of use to efficiently create, modify and manage many kinds of documents for professional and personal use, (Sudharsan & Jeyabalan, 2005).

Adedele (2010) broadly views Microsoft Word as one of the Microsoft's prewritten software used mainly for word processing and Reitz (2004) defines word processing as a method of converting information into readable text in which personnel, procedure, and equipment are organized for maximum efficiency and effectiveness.

Microsoft Word is desktop publishing word-processor software developed by Richard Brodie and Charles Simonyi that was launched in 1983 by the Microsoft Corporation. Significantly, Microsoft Word enables you to create various documents ranging from letters, drawings, labels, handbills, tables and envelopes to other professional documents and allows you to

format such documents using the available tools like automatic formatting, paragraph alignments, borders, shadings and much more. One of the most efficient features of Microsoft Word is the spellchecker and grammar checker, which enable one to check for wrong spellings and grammatical errors in the document.

Britannica (2010) reveals that software developers Richard Brodie and Charles Simonyi joined the Microsoft team in 1981, and in 1983 they released Multi-Tool Word for computers that ran a version of the UNIX operating system (OS). Later that year, the program was rewritten to run on personal computers (PCs), such as the IBM PC, under Microsoft's version of DOS (disk operating system), or MS-DOS, and was renamed Microsoft Word. The product was in direct competition with WordPerfect and WordStar, both of which were introduced for PCs in 1982.

Notably, Sudharsan and Jeyabalan (2005) admitted that Microsoft Word typically refers to text

manipulation functions and highlighted the functions as:

- Create and edit documents and format them for maximum impact
- Consistently and quickly style and restyle entire documents
- Spelling and grammar checking
- Create drawings using flowcharts and various symbols
- Table conversion and formatting
- Table of contents and figures with section titles and their page numbers

Moreover, it is not in the least likely to admit that Microsoft Word can professionally be utilized beyond the imaginable expectations of its vendors. More specifically, MS Word can be used in creating and editing library catalog cards, graphics and designs of different types.

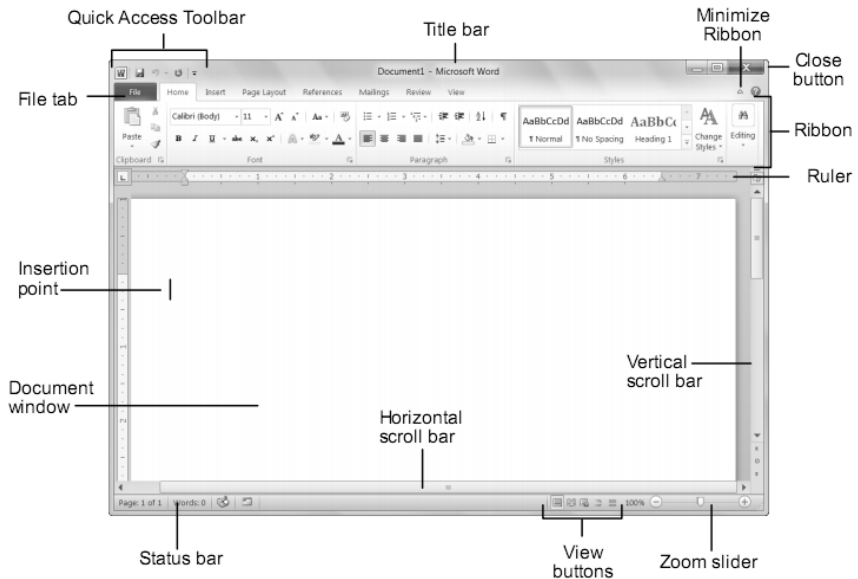
Creating catalog cards using Microsoft Word (Office 2010) is very simple. Microsoft Word 2010 is a

word-processing program that is designed for the creation of professional-quality documents. With the optimum document formatting tools, Word facilitates the organizing and writing of documents more efficiently. Significantly, Word correspondingly includes potent editing and revising tools in order to help one collaborate with others with notable ease.

Word 2010 is to some extent different from earlier versions of Word therefore, even if one has used Word before, it will be in the best interest for one to take some time to familiarize with the interface. GCF (2013) noted that though the toolbars are similar to those in Word 2007 and they include the Ribbon and the Quick Access Toolbar, commands such as Open and Print are housed in Backstage view, which replaces the Microsoft Office Button we used to know.

In addition, Word 2010 is a word processor that allows you to create various types of documents such as letters, papers, flyers, faxes and more. Word 2010 has features, which include quick access toolbar, title

bar, minimize ribbon, file tab, close button, ribbon, ruler bar (vertical and horizontal), insertion point or cursor, document window, horizontal scroll bar, vertical scroll bar, status bar, view buttons and zoom slider.



The application of desktop publishing in library and information science using Microsoft Word in creating catalog cards for academic libraries is a task that demands skills. To achieve this task, the librarian, lecturer or student is required to have a practical

oriented skills in using Microsoft Word especially Word 2010.


Significantly, to start creating your library catalog cards using Microsoft Word 2010, you need to launch the application, which is to start the program. It is important however, to note that starting Microsoft Word program depends reasonably on the operating system used and the configuration of the computer. Operating system is a computer software that controls the basic operation of a computer system and the exchange of data between the central processing unit (CPU) and peripherals especially input and output devices.

In essence, using Windows 95, Windows 98 and Windows NT looks a bit different from when it is Windows XP, Windows Vista, Windows 7 and Windows 8. To start the Microsoft Word 2010 program using the later versions of Windows operating system therefore, you need to first of all click on the start menu.



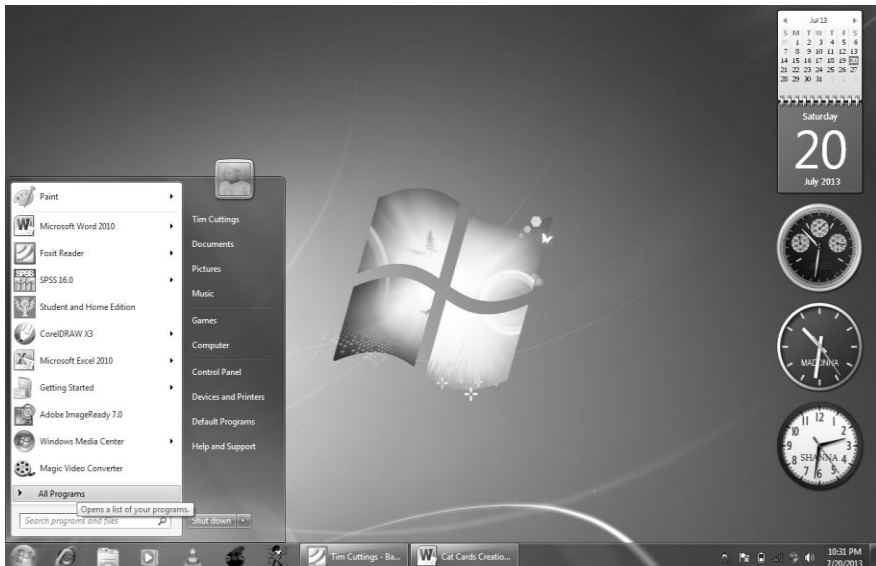
Starting Microsoft Word



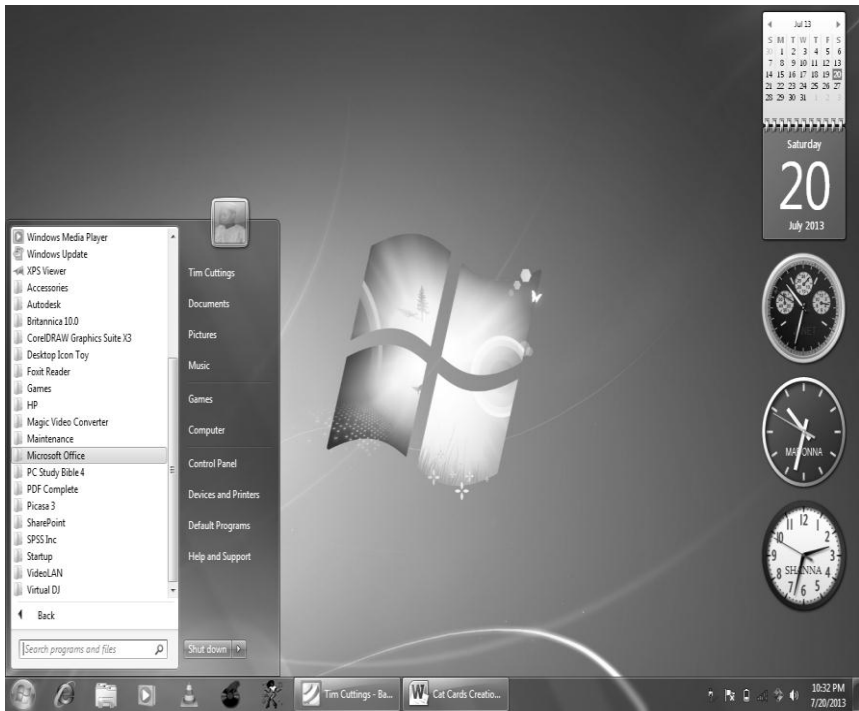
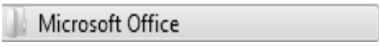
Having clicked on the Start Menu on the task bar, the menu will display then point at all  All Programs programs.

It is of paramount benefit for one to acquaint himself with the mouse and its use. Mouse is a hand-operated electronic device used to move a cursor or pointer on the display screen. The mouse has four basic functions: pointing, clicking, double-clicking and dragging. Pointing is the act of positioning the mouse

pointer over an object. Clicking is to quickly press and release a mouse button once while the cursor (mouse pointer) is positioned over a specific item on the screen. Double-clicking is to quickly press and release a mouse button twice in quick succession while the cursor (mouse pointer) is positioned over a specific item on the screen. Dragging is the act of positioning the mouse pointer over an object, click-holding it and moving to the desired destination.



When you point at all programs, click and the all programs tab will display, then click on Microsoft office to display.



The Microsoft Office tab expands when you click on it and now demands clicking on the Microsoft Word 2010 to select.



Having selected Microsoft Word 2010, allow the software program sometime to open before you continue.



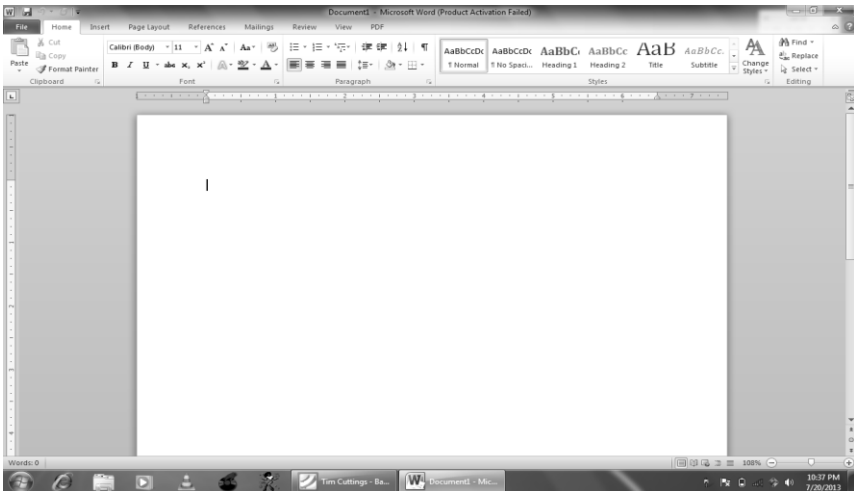
In addition, another easier way to start your Microsoft Word program is by locating its icon on the desktop and double-clicking on it to open. Note that depending on the configuration of the computer, some computers use single clicking to open icon while other use double clicking to open.



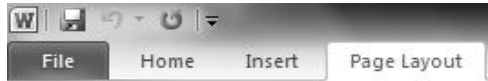
CHAPTER SIX

Creating the Catalog Card in Microsoft Word

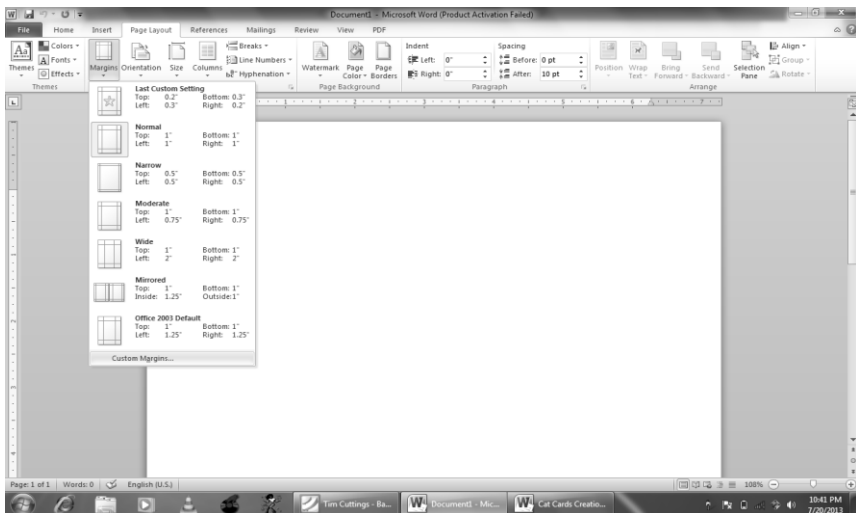
Essentially, when the Microsoft Word 2010 software program opens, document window displays, showing the insertion point or the cursor. This is an indication that the window is ready for typing in data however, the page layout must be determined to suite the desired purpose for which the document is created. Moreover, a conventional catalog card measures 3" X 5" (three by five inches), which is equivalent of 900px X 1500px (pixels) or 7.62cm X 12.7cm (centimeters) or 76.2mm X 127mm (millimeters).



Setting up a
three by five (3" X 5")
catalog card page



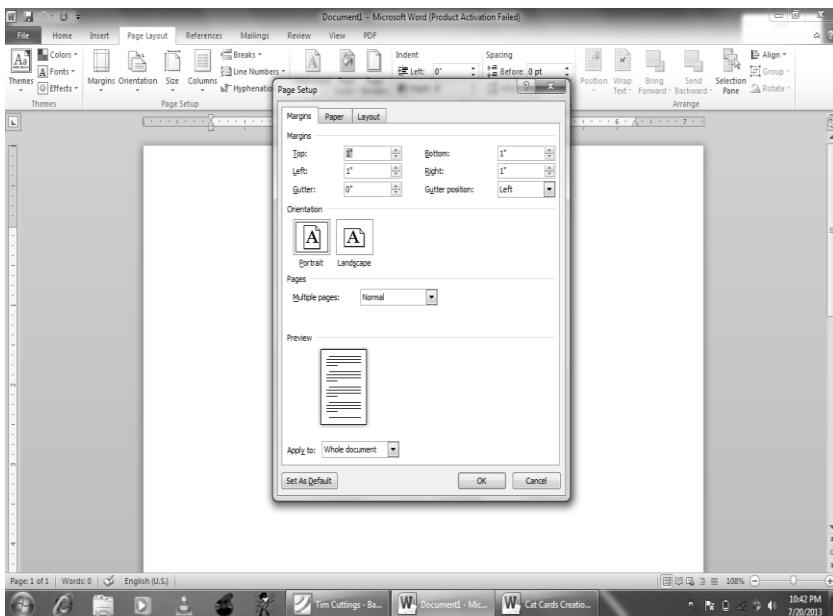
requires selecting the Page Layout Menu located on the Menu Bar directly below the Title Bar. Click on it to display. Progressively, when the Page Layout Menu displays, click on the Margins tab to open and then click on Custom Margins.



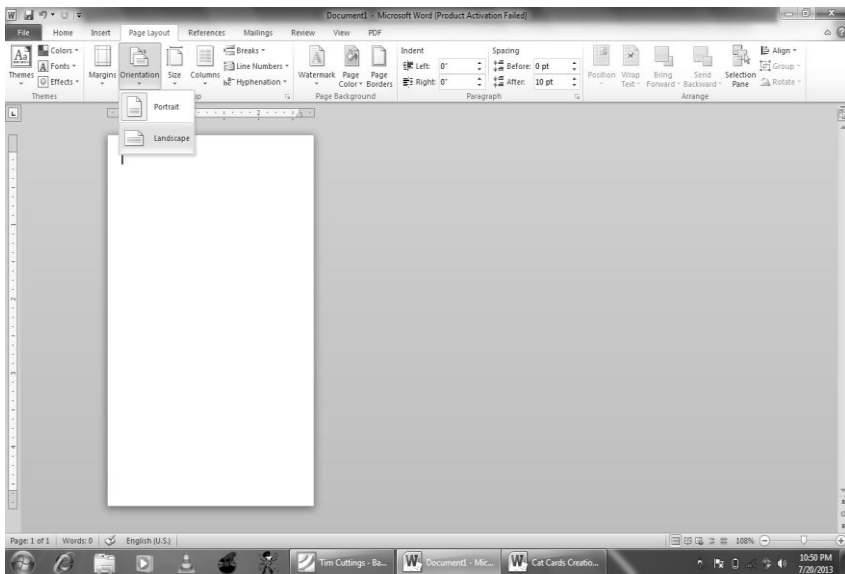
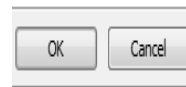
Having selected the Custom Margins by clicking on the tab, the Page Setup Popup Menu will display

giving you access to make your settings. The settings here include the following:

- Margins: Top, Left, Bottom, Right, Gutter and Gutter position
- Orientation: Portrait and Landscape and
- Pages: Multiple pages such as Normal, Mirror margins, 2 pages per sheet and Book fold



Enter your margins appropriately as top 0.2", bottom 0.3", left 0.3" and right 0.2" respectively and then click on the OK button to finish. Note that the Ok button is located on the same axis with Cancel button but you are to click on OK to finish or Cancel to exit the setting. Having finished, the page will appear in portrait.



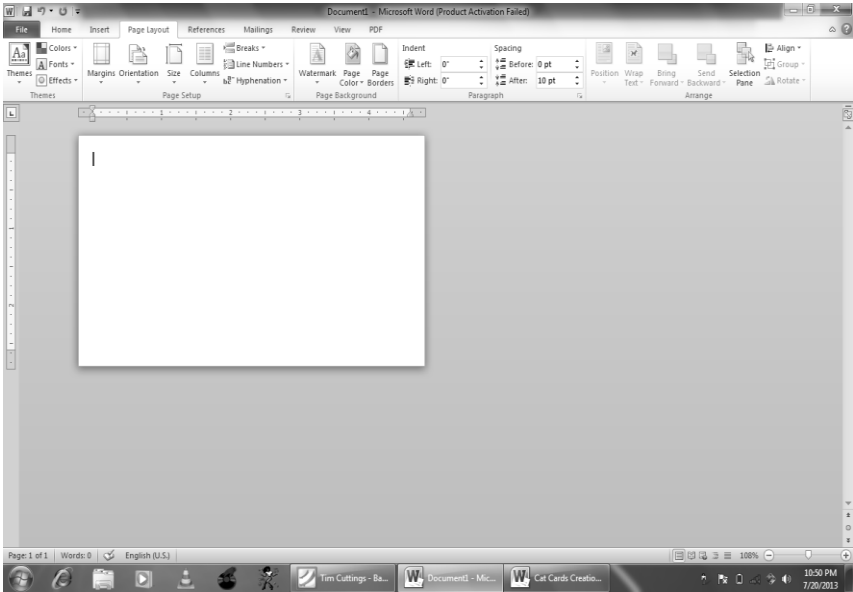
Conversely, the page appears in portrait however, on the Orientation tab of the Page Layout Menu, click to display and then select Landscape to

change the orientation of the page to make it ready for keying in the card information as approved by the cataloger or a professional.

Creating the Main Entry


To create the Main Entry, press the Tabulation key twice to set the main tab and then type in the author's name and make a line break by pressing the Enter key on the computer Keyboard. Type the Class Mark now and separate it from the title by using the Tabulation key. Note that you will need to do same when separating the Accession Number from Imprint or Tracing as the case may be and of course, the Spacebar may be helpful in some instances.





Consequently, in the case of added entries, highlight or select the Main Entry and copy it. To select, apply one of the following procedures or steps:

Step One

- Move your mouse pointer to the extreme end of your left gutter or margin, the mouse pointer will slant tilting rightward 

- Click-hold and drag downward to highlight until the entire text or document is selected

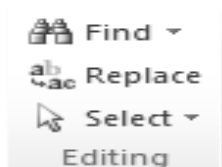
Step Two

- Move your insertion point to the beginning of text or move your mouse pointer to the beginning of the document text and click
- Press the Shift Key on the Keyboard
- Press the down or right Arrow Keys in conjunction with the Shift Key to highlight. It is important to note that pressing the Down Arrow Key in conjunction with the Shift Key allows you to highlight one line at a time while using the Right Arrow Key allows you to highlight only one letter at a time respectively

GV 2061 AGBER, Tim Cuttings
Fear: barrier to surviv

Step Three

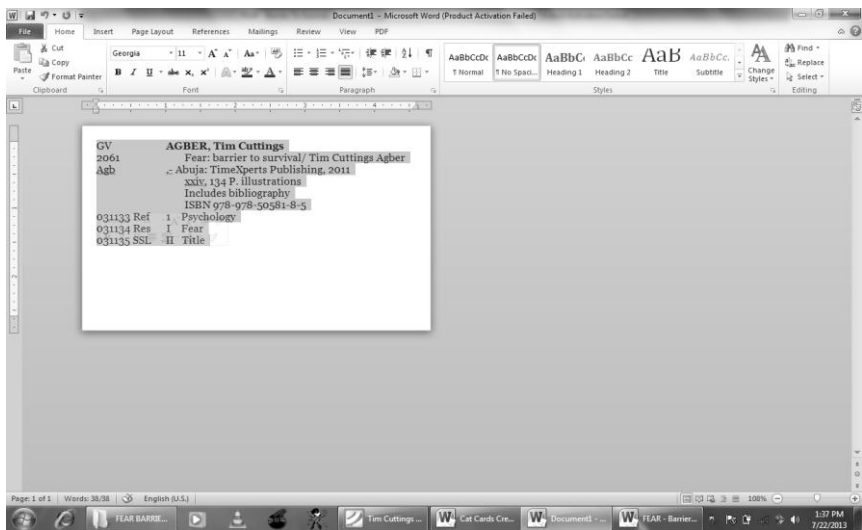
- On the Ribbon, click the Select Tab to display. This is located at the extreme right side of the Ribbon slightly below the Minimize Ribbon and Microsoft Word Help icon
- Click on the Select All option to highlight the entire document



Step Four

- Press the *Control Key (ctrl)*
- Press letter A in conjunction with the Control Key to highlight the entire document at once

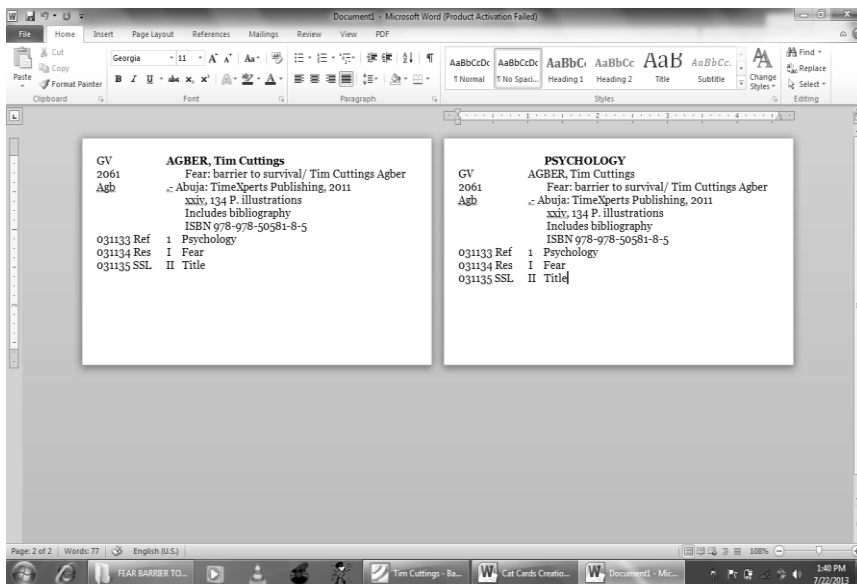




Creating the Added Entry

Having highlighted the Main Entry or the document, click on the Copy Tab located at the beginning of the Ribbon on the left side to copy the document. Moreover, on the same Ribbon below the Quick Access Toolbar, click on the Clipboard Content Icon designated as Paste to paste the document. Edit the pasted document as an Added Entry.





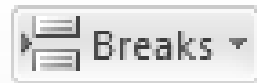
Consequently, continue to copy, paste and edit until you are able to create all the Added Entries as indicated by the cataloger, professional or paraprofessional. In addition, it is worth knowing that each page is a standalone page, which means that you must have to break every page from another.

Apparently, to break a page simply means separating that page from other pages to make it an independent page within that same document for purposes of customization or future editing such as

different page numbering and to achieve that, apply the following procedures:

Step One

- Click on the Page Layout Menu to display
- Click on the Breaks Tab to display. The page breaks tab will now display and you will see the Page Breaks with the Page



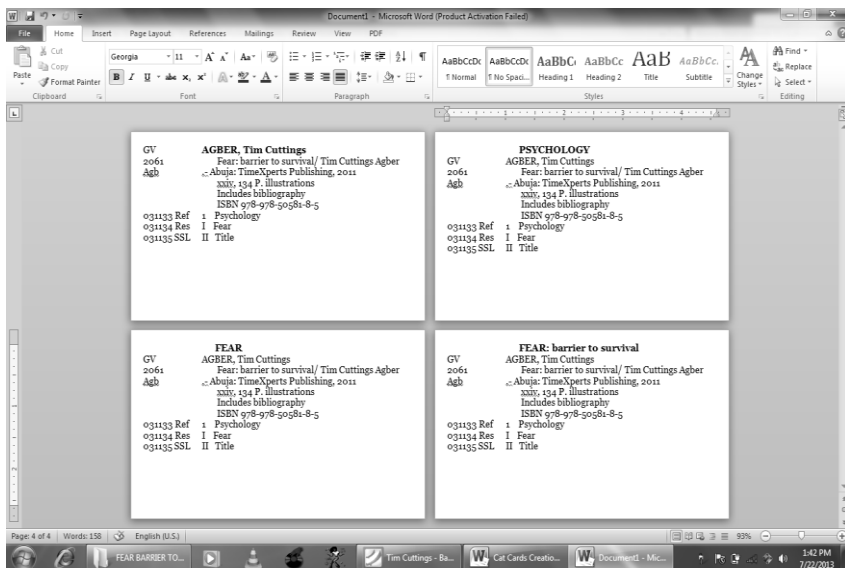
section, which marks the point at which one page ends and the next page begins; Column section, which indicates that the text following the column break will begin in the next column and Text Wrapping section, which separates text around objects on web pages such as caption text from body text. Moreover, you will also see in the Sections Breaks the Next Page section, Which inserts a section break and

starts the new section on the next page; Continuous section, which inserts a section break and starts the new section on the same page; Even Page section, which inserts a section break and starts the new section on the next even-numbered page and the Odd Page section, which inserts a section break and starts the new section on the odd-numbered page.

- In the Sections Break, click on the Next Page to break the page

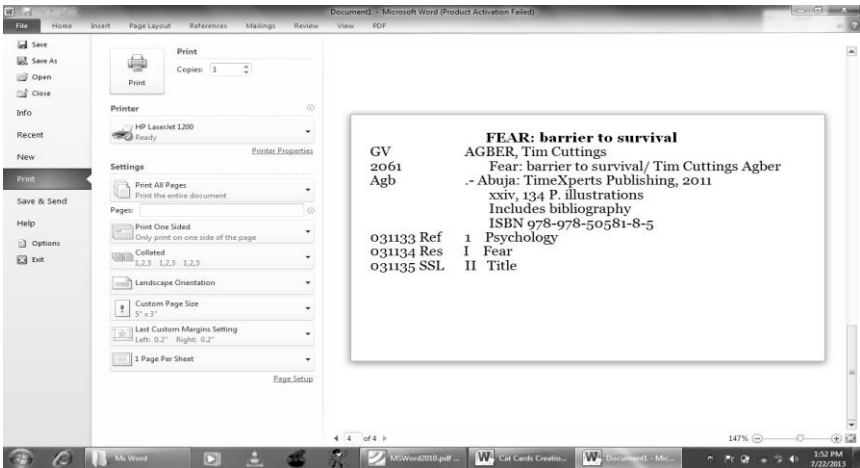
Step Two (Shortcut)

- Move your insertion point to the last character of the document
- Press the Control Key on the keyboard
- Press the Enter Key on the keyboard in conjunction with the Control key and the page will automatically break

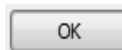


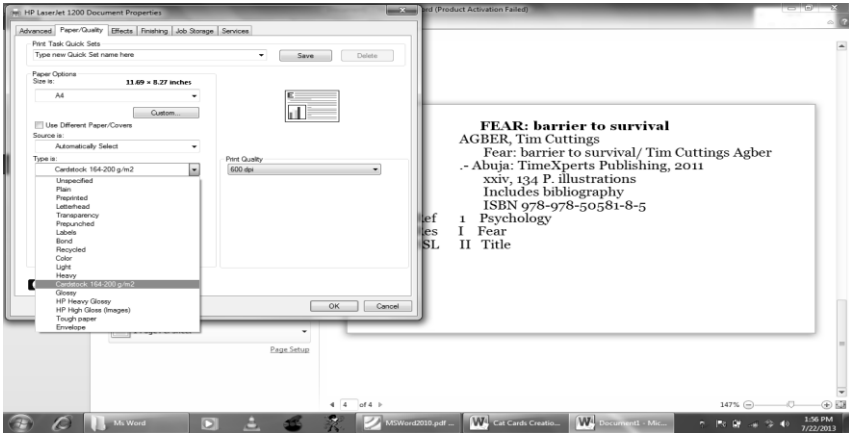
Printing the Catalog Card

The targeted result of creating the catalog card on the computer system is to print it out for use in the catalog cabinets or the necessary channels. To print the card therefore, click on the File Tab to display and then click on Print. Progressively, in the Printer field, click to select the applicable printer, then click on the Printer Properties to view and adjust.

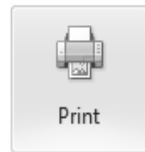


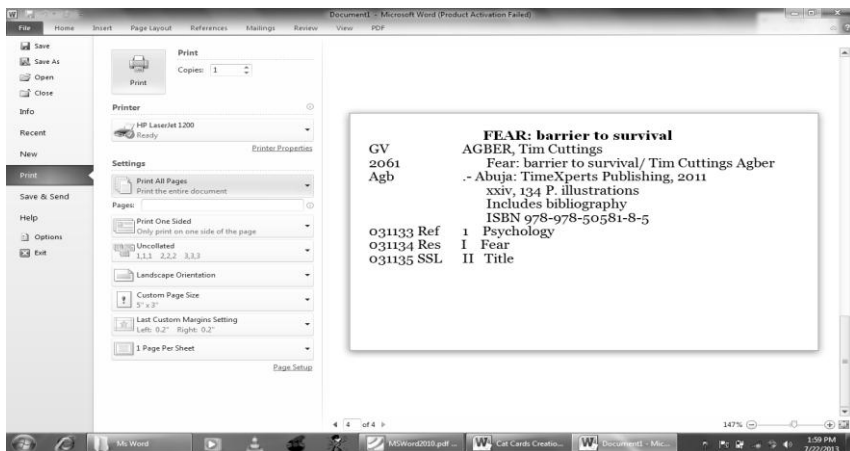
Apparently, in the printer Document Properties (e.g. HP LaserJet 1200 Document Properties), go to the Type is field and click. In the Unspecified field of the “Type is”, select Cardstock 164-200g/m2 and more so, in the Print Quality field, click to select 600dpi and then click on OK to finish the print settings.



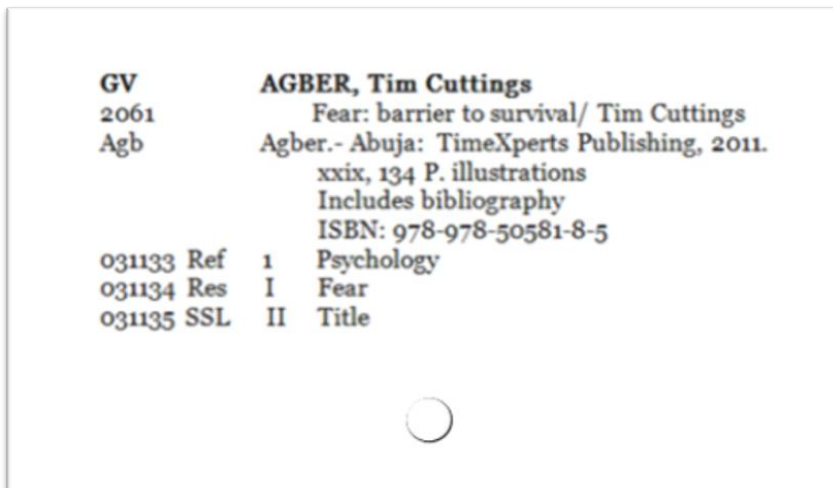


Significantly, to finish the print settings and print, in the Settings section, click to select Print All Pages and then click on the Print Icon to start printing the document. It is also essential to note that in the Copies field, if applicable number is not specified, the printer will print the document based on its default, which means only one copy of each page will be printed.





Finally, the printed copy of the catalog card will look like the one below.



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