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EDITORIAL

Nigerbiblios is a long standing professional journal with a large and wide subscription base. It brings currency, authority, and accessibility to the reporting of current research, issues and debates in the broad area of library and information science.

It is my pleasure to present to our teeming subscribers this current edition, Vol. 21 , Nos. 1 & 2 (Jan – Dec. 2010) which is the Seventh edition since the resuscitation of the journal in 2004.

A cream of professional librarians undertook the editing and selection of very stimulating and unique articles submitted by experienced practicing librarians as well as seasoned educationists in library schools in Nigeria.

The articles in this edition address various aspects of library and information practice in today's library management system among which are:

- Collection Management
- Information Utilization/Socio Economic Variables
- Effect of Information Literacy
- Reading Culture
- Influence of University Librarians
- Information/Record Management

I wish to urge fellow librarians and information professionals both within and outside Nigeria to promote the consistent production of this journal by carrying out empirical research on burning issues in global information practices and the way forward for practitioners in Nigeria, and to submit their findings, reports, book reviews to the editor-in-chief for publication. I assure you that your efforts in this regard will go a long way in sustaining the tempo of research activity among library and information practitioners as well as impact positively on library development in the country.

It is my sincere prayer that this journal continues to provide a cherished avenue for authors to publish their works and that subscribers would find this issue, challenging and enlightening. Wishing you happy reading!!!

Mal. Habib Abba Jato
Editor-In-Chief

COLLECTION MANAGEMENT IN SOME SELECTED ACADEMIC LIBRARIES IN LAGOS STATE, NIGERIA.

BY

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ABSTRACT

Library is regarded as a nerve centre of educational institution, especially universities, polytechnics and college of education. Due to the vast array of publications that are issued from time to time, there must be proper selection of library collections in different format for user's need. It reveals the principles of book selection which is to supply the right type of book towards the development and enrichment of life. Thus, any kind of library service that is designed to bring people and book must be based on intelligent book selection. The procedure of book selection varies from library to library depending on the types of library and its sizes. The book selection policy was based on the criteria for allotment of fund to different area and every library has a clear cut selection policy written or unwritten in the book selection policy. The findings revealed the evidence of budget for acquisition in the library and stated the sources of fund for acquisitions. It finally specified the summary, conclusion and adequate recommendations, needed for future expansion.

INTRODUCTION

Collection management can be defined as a process of identifying the strengths and weaknesses of a library's resources and attempting to correct existing weaknesses and maintaining the strengths Spiller, 2001. Due to vast array of publications that are issued from time to time, no library can acquire every published item relevant to its mission. Therefore, selection criteria have to be evolved and applied. Book selection, principle of book selection, book selection

policy, book acquisition policy, procedure, library budget and fund allocation and book selection tools or aids were to be considered.

The establishment and development of academic libraries in all part of the world is in complete agreement with the development of their parent institutions: the universities, polytechnics and colleges of education. The major function of the university library is made clear by Clapp (2004) when she tried to define the university library thus: to enable inquirers to identify library materials relevant to their inquiries and to supply them with copies of these materials for their use. Colleges of education and Polytechnics are set up to train teachers and to provide professional and academics in the educational institution. The libraries acquire materials that reflect the various programmes being run in the institution.

The specific functions of academic libraries are:

- To provide comprehensive and balance information resources from a formats relevant to the activities of its parent organization.
- To organize knowledge, acquired for easy storage and retrieval.
- To store and preserve knowledge for use of posterity.
- To retrieve and disseminate information on demand to those that need them at the correct time.

LITERATURE REVIEW

During the 17th and 18th centuries, some of the most knowledgeable writers librarianship were men of letters whose energies were primarily devoted to recovery of classical culture in its pristine state. By the end of the 18th century many of the key issues in the collection management and selection which occupy our attention today had been identified and were being discussed. Petrus librarian at the University of Leyden added a criterion for those libraries that serve the students, the teachers and the researchers; that their collections should include only the works of solid learning.

However, the first half of the 19th century witnessed the era of librarians who were more concerned with protecting their treasures from the eyes of inquisitive readers than book collection. The second half of the century was marked by a great improvement in the conditions of libraries. Things have changed drastically to the extent that books come to be regarded as tools rather than treasures. The library was playing a crucial role in the pursuance of research and the librarians felt it be their duty both to identify themselves with new movement and to acquaint

everything as long as the literature of law, commerce, medicine and theology were the only literature as pertaining to what man think and do for a living then.

According to Ifidon (1997). no library can acquire every published item relevant to its mission. Therefore, certain collection must be managed in academic libraries which are reference collection, quick service or core collections, open access collection, special collection, research collection and document collection.

Ghikas (1989) cited in Opeke (2006) noted: collection management for book selection explicitly conveyed the idea that librarians should not just add book upon to build library. But rather they should turn their attention from the individual new titles to the existing collections and see them together: They were not to build but to manage the collection.

Book selection is a common terminology even though library collections include non-book materials. Material selection is a very important aspect of collection management; it involves making a choice from a diverse number of volumes for inclusion in the library. The building and shaping of a collection is the heart of librarianship, involving the essential philosophy of the profession. Book selection is the most importance, most interesting of librarian's responsibilities. Since every library has to select for its different clienteles, and there is a problem of selecting the best materials that will meet the needs of such clienteles. This has to be carried out by expert who settles the problem of "demand" and "value" of the materials to be selected knowing fully that "selection is a sub-function of collection building and is the first step towards providing an adequate service"

Alokun (2003) held the same view by pointing out the inadequacy of a library budget, whether "large or meagre" in providing everything needed by everybody. The emphasis on selection, he is of opinion that emphasis should be placed on securing the best materials to serve the broad objectives of the organization. Book selection however, in special libraries is more organized and standardized, because the libraries are distinct, their functions and significance are closely associated with the objectives of paramount importance to libraries. According to Olanlokun(2000), to select title from current imprints, he further stressed that the essential problem is to identify what is needed (not necessarily what is wanted) by readers and the most expeditions and economic ways at getting it on shelves, fully identified principle of book selection.

Aina (2004), a well known educator in librarianship suggests that, one of the evidence that point out librarian as a professional is his ability to develop collections and also to decide the merit of individual book which can be added to the bulk of library holdings. As a result of this, librarian builds according to

purpose and the management of such collection must be very flexible as much as possible, constant attention must be paid to make sure that a just proportion is maintained, else certain classes will be emphasized, and others neglected. Collection management must meet the needs of both the library and its users. Book selection is a professional work and therefore has to be done by professional. The question of who should decide the selection policy has often been raised. Some people have argued accordingly that this task should rest in the hands of some professional librarians, the literature specialists of the departments all working in a library board.

Generally, a book selection policy must be concerned with what the specific objectives of the collection are, who should set up and carry out the book selection policy, who should select the materials and who should be the final authority for the approval of the selected items. It should also include the criteria for allotment of fund to different areas. The final authority regarding the allotment of fund should be clearly stated in the policy and criteria for selection, acceptance of gift must also be included.

Every library must have a clear cut selection policy written or unwritten. A library operating on a clearly defined written policy is making the library's objectives not only more concrete and meaningful but also points to the relationship between the library's objectives and the collections. A library's book collection task stands the risk of uneven development if it has no guiding principles. Hazen (2005) observed that "Book selection is an art in which the decision to buy or not is a personal judgement, with a clearly laid down objective and guiding principle. The problems of book selection are always exposed and simplified and in some cases completely solved if there is a written policy.

Spiller (2001) viewed selection policies as a framework within which decisions are made. He cited the United Kingdom as an example that, despite the three importance functions of selection policies, a planning tool, a communication device for users and staff and declaration intent, they are not made available as documents. He further emphasized that selection policies encourage stability and consistency in the library's operations and facilities evaluation of performance. He believed that no single individual should be allowed to exercise undue control over the activities of managing a library collection. He argued that in any selection process where departmental head or individual librarian selects, other members of the institution must be given the opportunity to make their own contributions. According to him, good libraries are the result of a careful day to day selection in response to the institution that such libraries serve. Spiller believed that the

librarians should use his or her leadership position to co-ordinate and inform rather than to always dominate book selection process. To him a more positive approach to a good book development is to have a working combination of administrators and library staff. He is of the opinion that collection development must be acquisition librarians' major concern despite his responsibilities with budgets, building and staffing. He urged the librarians to make sure that they formulate clear cut policies and procedures for selection and ensure that the formulation is known to the various units. They reserve the right to approve or disapprove book orders which seem grossly out of line with the library policy. The possession of acquisition policy gives a library a sense of direction. Having a written acquisition policy is an important guide to librarians in the acquisition process. Apart from giving the library a sense of direction in attaining its objectives, it constitutes one of the means of evaluating the attainment of these objectives as the collection would be related to the policy.

Futas (2001) was of the opinion that many librarians are yet to understand the value of collection development policy or an acquisition policy to a library. A very important reason for adopting a written acquisition policy is that, the library as well as the librarian is protected by it, from outside groups, patrons or outside political forces. She further indicates certain matters which should be considered when policies are being laid down by the authorities, she writes: "The administration following consultation with the advice from appropriate academic groups, should provide the library with an official statement or policy in some details as to the institution's present and probable future programme of teaching and research. The statement should indicate the level of the institution in relation to specific areas of learning and the extent to which they will be supported and prosecuted".

The procedures for book selection vary from library to library depending on the types of library to the size of the library, even the staffing of the library. Notable among the procedures are: the one man procedure (usually the chief librarians, where such procedure is adopted). A book selection committee which may consists of head of division or departments of the library, the use of specialist in different subject areas and of course, actual visit to the bookshops usually towards the end of the fiscal year when the vote for the library is due to lapse. The danger of leaving the book selection and acquisition solely in the hands of the professionals is that of building up a collection in their narrow field of specialization , as a result of which collecting will become incomplete. Experience have also revealed that due to pressure of teaching commitments, the librarians

and department heads have not often been very good selectors. The task of book selection should be aided by subject specialists; however the former has the final decision to make. In areas like reference works the library staff is better recognized to select.

Libraries are repositories of recorded knowledge. Acquisition itself is one aspect of collection development which as well covers user assessment, policies selection, weeding and evaluation. Acquisition work is concerned with making additions to the library's information resources. As a name of library operational unit or section, acquisition has replaced the term "order" in most libraries. This is because of the broadened responsibility of the unit in the addition to orders; it obtains materials for the library through purchase, exchange, gift or donation and legal deposit etc.

Hazen (2005) writing on "selection and acquisition procedure of medium sized and larger libraries" commented" on the abdication of responsibility of book selection for the department by the library staff. He noted that the library staff would be able to rely on the various department for the book selection in as much as academic careers are being built increasingly next merely upon teaching, but upon research and publication on area where the departmental members who are specialist would fit in. A library cannot possibly acquire the entire book it needs in a particular discipline hence there is need to go into co-operation with other libraries.

Speaking on inter library co-operation Cargill (2003) explains that interdependence in library collection building implies that the following conditions exists, that what are In stock in library can be known immediately in another Sister library, that users of a particular library can have easy access to the holding in other libraries. Discussing about gifts, Harry (2005) is of opinion that libraries should adopt an old rule which allows libraries to accept all gifts, provided no strings are attached.

Libraries can add to their stock by positively taking part in exchange of information materials., This involve an arrangement where by a library exchange its duplicate or specially purchase items for those of another library or a group of libraries. Usually exchange of materials is based on formal and written agreement. The agreement will spell out the nature of document to be exchange, the extent of financial involvement and related matters.

Besides, some libraries are authorized by law to receive educational materials free of charge from publishers or print some specified number of copies of all new publications or edition within and outside the country. This arrangement is known

as legal deposit. Harrrod librarian's glossary (1987) defined the term legal deposit as:

A method whereby certain libraries are entitled by law to retain one or more copies of every book or other publication, which is printed or published in the country. It is also called "copyright deposit".

There are various selection aids which make the selectors aware of what is available in the market either currently or retrospectively. Some of those aids give advance notice of forthcoming titles. The book selectors have to be aware of these aids to keep themselves up to date and to cover the publishing world to know what is available and get expert opinion about some of the items. Notable among this are, advance notices, radio and television, circulars, bibliographies, publishers' stock list and book reviews. Common among the selection tools are the British Book News, America Publication, British National Bibliography, British Books in Print, National Bibliography of Nigeria etc.

STATEMENT OF THE PROBLEM

This study holds the opinion that collections are not properly arranged and management in academic libraries. Most libraries do not have proper records of the books borrowed and not returned but reflecting in the catalogue card in the box. They lack relevant materials due to poor funding and rely mostly on the donation which does not allow the library materials to be rich and professional librarians are not employed to manage the resources effectively. The researchers are trying to propose fundamental solutions to the research questions raised and how to get quality materials for our today's libraries.

OBJECTIVES OF THE STUDY

This research work is aimed at the following:

i. To examine the types of collection managed in those academic libraries studied for this research work.
ii. To find out if there is any selection and acquisition policy in these academic libraries and the extent they are adhered to.
iii. To determine the processes of book selection and acquisition in these libraries
iv. To find out the weakness in the selection and acquisition process of these libraries.
v. To examine the extent at which the selection and acquisition process has affected the quality of collections of these libraries.

vi. To determine the best selection and acquisition process to build quali collection in these libraries.

RESEARCH QUESTIONS

1. What types of collections are being managed by the academic librari which this research work is investigating?
2. Is there any selection and acquisition policy in these libraries?
3. What is the process of selection and acquisition being used in the libraries?
4. What are the weaknesses in the selection and acquisition process these libraries?
5. What is the extent at which the selection and acquisition process H affected the quality of collections in these libraries?
6. What is the best selection and acquisition to build up quality collectio in these libraries?

SIGNIFICANCE OF THE STUDY

The library is the nerve-centre of educational institutions, especially Universiti Polytechnics and Colleges of education. It is also a crucial centre in educational development of man at any level and more particularly so in a academic pursuit. Therefore, the library must acquire viable resources to meet needs of its users.

Another significant is that the librarians need to provide access to knowledge in increasing variety of formats and at the same time, continue to preserve, man and make available scholarly information in the traditional printed formats w appropriate links between all formats. The importance of this research w cannot be over emphasized; if the findings are carried out it will make collect management easier for the librarians.

SCOPE AND LIMITAION OF THE STUDY

This study is mainly concerned with the collection management in acade libraries- Yaba College of Technology, University of Lagos and Federal Coll of Education (Technical), Lagos, while the weakness associated with collection management will be identified. The study will only cover the use of the collections in the three academic libraries in Lagos State.

METHODOLOGY

For the purpose of this study, fact finding visits were paid to the three academic libraries used for this research work, the state and their staff, particularly librarians and library officers in the Technical department of these libraries was interviewed. Questionnaire was designed to deduce information relating to the mode and method of collection development in those libraries used for this study. The descriptive statistical technique made up of tables and cross tabulation was used in analyzing the data collected and also to show the respondent's response rate and their responses to questions.

DATA ANALYSIS AND DISCUSSION

Data collected were analyzed using Statistical Package for Social Science (SPSS), simple percentage, frequencies, tables and figures of categorical variables in the study. The research questions in the study were analyzed and the result attested to the mutual relationship that exists among the variables in the study.

A total of thee hundred (300) copies of the questionnaire were administered to the staff of the three selected academic libraries in Lagos. {Yaba College of Technology Yaba-Lagos, University of Lagos, Akoka-Yaba and Federal College of Education Yaba}. The entire questionnaire administered were duly filled and returned. This represented 100% response rate. The analysis and interpretation of the data collected are presented below:

Research Question 1: What types of collections are being managed by Yaba College of Technology, University of Lagos and Federal College of Education Akoka-Lagos?

Table 1: Frequency Distribution based on the types of Collection

Library Resources	UNILAG	YABATECH	FCE	TOTAL
Books	25 (8.3%)	35 (11.7%)	37 (12.3%)	97 (32.3%)
Journals	30 (10%)	15 (5%)	23 (7.7%)	38 (22.7%)
Diskettes	5 (1.7%)	8 (2.7%)	10 (3.3%)	23 (7.7%)
CDs	5 (1.7%)	5 (1.7%)	5 (1.7%)	15 (5%)
Preference Materials	30 (10%)	32 (10.7%)	20 (6.7%)	82 (27.3%)
Manuscripts	5 (1.7%)	5 (1.7%)	5 (1.7%)	15 (5%)
Total	100 (33.3%)	100 (33.3%)	100 (33.3%)	300 (100%)

From table 1 above it showed various collections which are made up of books, journals, reference materials, diskettes, CDs and manuscripts. Books is the highest with a response rate of 97(32.3%), followed by performance materials with a response rate of 82(27.3%) next to it is journals, with a response rate of 68(22.7%), then diskettes had 23(7.7%) of the respondents while the least goes to CDs and manuscripts with the same response rate of 15(5%). According to Ifidon (2001), stated that no library can acquire every published item relevant to our mission but the little acquired must be well managed in academic libraries.

Table 2: Frequency Distribution on the types of Books library acquired

Variables	UNILAG	YABATECH	FCE	TOTAL
Textbooks	40 (13.3%)	38 (12.7%)	30 (10.0%)	108(36.0%
Fictions	10 (3.3%)	22 (7.3%)	20 (6.7%)	52(17.3%)
Non-Fictions	20 (6.7%)	5 (1.7%)	15 (5.0%)	40 (13.3%)
Reference books	30 (10.0%)	35 (11.7%)	35 (11.7%)	100(33.3%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	100(33.3%)

The table above revealed the types of books they acquired. About 108(36.0%) of the respondents were of the view that library acquired textbooks, reference book was the second to the highest with a response rate of 100(33.3%), 52(17.3%) of them agreed that library acquired fictions and the least goes to non-fictions with response rate of 40(13.3%).

Research Question 2: Is there any selection and acquisition policy in these libraries?

Table 2: Frequency Distribution based on selection or acquisition policy.

	UNILAG	YABATECH	FCE	TOTAL
Do you have selection/acquisition policy?				
YES	98(32.6%)	100(33.3%)	100(33.3%)	298(99.3%)
NO	2(0.7%)	-	-	2(0.7%)
TOTAL	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

Table 2 revealed clearly that the selected policy with the highest response rate of 298(99.3%). This confirms the assertion of Spiller (2001) that all libraries must adopt selection policy when acquiring library materials. He went further that book selection is a professional work and therefore has to be done by professionals. Table 4 confirmed this as well.

Research Question 3: What is the process of selection and acquisition being used in those libraries?

Table 3: Frequency Distribution the respondents based on the types of Selection Criteria

Types of selection	UNILAG	YABATECH	FCE	TOTAL
Content of Materials	12(4%)	20(6.7%)	10(3.3%)	42(14%)
Reputation of the author	8(2.7%)	10(3.3%)	25(8.3%)	43(14.3%)
Reputation of Publisher	6(2%)	7(2.3%)	5(1.7%)	18(6%)
Presentation	4(1.3%)	3(1%)	10(3.3%)	17(5.7%)
Special Features	2(0.7%)	5(1.7%)	10(3.3%)	17(5.7%)

Physical features of the book	8(2.7%)	5(1.7%)	12(4%)	25(8.3%)
Existing library collection in relation to the new books	10(3.3%)	5(1.7%)	8(2.7%)	23(7.7%)
Availability of funds	20(6.7%)	10(3.3%)	8(2.7%)	38(12.7%
Price of the book	5(1.7%)	5(1.7%)	2(0.7%)	12(4%)
Curriculum	25(8.3%)	30(10%)	10(3.3%)	65(21.7%
Total	100(33.3%)	100(33.3%)	100(33.3%)	3000(100

Respondents were asked to state the type of selection criteria used in selecting their collections; therefore, table 3 shows the response rate for each criterion. It was discovered that curriculum was the highest with response rate of 65(21.7%) while the least goes to the price of the book with the response rate of 12(4%). It is the duty of acquisition librarians to take note of the above criteria when acquiring materials.

Acquisition Methods	UNILAG	YABATECH	FCE	TOTAL
Gift	30(10%)	20(6.7%)	10(3.3%)	60(20%)
Purchase	45(15%)	65(21.7%)	85(28.3%)	195(65%)
Exchange	25(8.3%)	15(5%)	5(1.7%)	45(15%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

Types of Acquisition Method

From table 16, it was noted that purchase is the highest with the response rate of 195(65%), followed by gift with the response rate of 60(20%) and the least goes to exchange with the response rate of 45(15%). Spiller (2001) asserts that acquisition involves purchase, gifts or exchange.

Method	UNILAG	YABATECH	FCE	TOTAL
Yes	75(25%)	65(21.7%)	80(26.6%)	220(73.3%)
No	25(8.34%)	35(11.7%)	20(6.7%)	70(27.7%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

The above table showed that the entire academic library selected for the study have the selection policy, majority of them were of the opinion that they have selection policy while few of them were not aware. This may be due to level of their education or they may be ignorant of it.

Research Question 4: What are the weaknesses in the selection and acquisition process in those libraries?

Table 4: Selection and acquisition process in the library.

Weaknesses/Problems	UNILAG	YABATECH	FCE	TOTAL
Inadequate funding	60(20%)	45(15%)	70(23.3%)	175(58.3%)
Biasness in book selection	10(3.3%)	10(3.3%)	5(1.7%)	25(8.3%)
Lack of written coll. Development policy	5(1.7%)	5(1.7%)	5(1.7%)	15(5%)
Faculty delay	10(3.3%)	10(3.3%)	10(3.3%)	30(10%)
Gift & donation are not usually relevant	10(3.3%)	10(3.3%)	10(3.3%)	30(10%)
Late delivery of materials	5(1.7%)	20(6.7%)	10(3.3%)	35(11.7%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

Table 4 above showed the general weaknesses in the selection process in the libraries, that is 175(58.3%) of the respondents were of the view that inadequate funding weaken the selection process, 35(11.7%) followed that late delivery of library materials weaken the effective building of the library collection, while equal number goes for the faculty delay and gift donation may not usually relevant with the response rate of 30(10%). And the least are 25(8.3%) and 15(5%) response rate for the biasness in book selection and lack of written collection development policy.

Research Question 5: What is the extent at which the solution and acquisition process has affected the quality of collections in these libraries?

Table 5: Effect of Acquisition Method

EFFECTS	UNILAG	YABATECH	FCE	TOTAL
It helps in preserving and good maintenance of library materials	15(5%)	20(6.7%)	5(1.7%)	40(13.3%)
Up to date Coll.	20(6.7%)	10(3.3%)	15(5%)	45(15%)
Increase in Coll.	25(8.3%)	20(6.7%)	50(16.7%)	95(31.6%)
It assist school curriculum	15(5%)	15(5%)	5(1.7%)	35(11.7%)
It enhances budget allocation	5(1.7%)	5(1.7%)	5(1.7%)	15(5%)
Users' demand were met	10(3.3%)	10(3.3%)	10(3.3%)	30(10%)
Low turn-out and library is handicap to work	10(3.3%)	20(6.7%)	10(3.3%)	40(13.3%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

Once a collection development policy is available, it is easy to do a selection of information materials. This is because the policy would have stated some guidelines as to the selections of materials.

Research Question 6: What is the best selection and acquisition method to build up quality collections in those libraries?

Table 6: The best selection and acquisition quality collections method

Variables	UNILAG	YABATECH	FCE	TOTAL
Purchase	95(31.7%)	100(33.3%)	100(33.3%)	295(98.3%)
Gift & Exchange	-	-	-	-
Separate subject budget	5(1.6%)	-	-	5(1.7%)
Total	100(33.3%)	100(33.3%)	100(33.3%)	300(100%)

Table 20 showed that purchase is the best selection and acquisition way to build up quality collections in the libraries. The response rate is 295(98.3%) while the least goes to separate subject budgeting with the response rate of 5(1.7%).

CONCLUSION

Collection development is an important function of the library and information profession. Collection development in academic libraries involves collection building and collection maintenance which is often carried out by the collection development librarian, acquisitions librarian, faculty (academic staff), and the book selection committee. In this process, quite a large percentage of the University libraries were acquired through purchase from the book Vendors/suppliers. This practise is often guided by a written document known as the collection development policy which was always adopted in the selected libraries.

Inadequate funding is a major problem to collection development in the selected institutions' libraries. Other problems includes the delay in processing, selected tittles, overall cost of selected of selected titles, duplication of titles, inadequate staff/manpower, uncooperative attitude of members of the faculty. Collection assessment should be always carried out regularly and take the necessary action to correct and maintain a balanced collection for the benefit of the users. Collection development has also stagnated largely due to poor financing of institutions and their libraries. Also use of new technologies in the studied institutions libraries has been very low largely due to paucity of funding.

RECOMMENDATIONS

Based on the findings of this study, to ameliorate this situation, the following recommendations are proffered;

1. Adequate funds should be made available to the institutional libraries by the government to ensure even collection building and collection development in the libraries, which covers all the areas in the institutions curriculum.
2. Students and other members of the institutions community should be allowed to make input in the selection of library materials as they are the direct users of these materials and they lay on better what information they needed to enable them meet their daily needs.
3. Adequate provision should be made for a periodic collection assessment and evaluation in the collection development policy of the libraries in order to ensure collection development.
4. Gift and donations (most especially the unsolicited ones) should be well defined to avoid junks in the collection which most times ended up occupying the precious spaces on the library shelves.
5. Collection development libraries should ensure that selected titles are processed within the shortest possible time to ensure assess to recent publications by the users.
6. Training and retraining of library staff to effectively meet the challenges posed by the new technologies should be intensified.
7. Finally, there should be a change of emphases from collection management to accessibility through the virtual library phenomenon.

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CORRELATIONAL ANALYSIS OF INFORMATION UTILIZATION, SOCIO-ECONOMIC VARIABLES AND QUALITY OF LIFE OF RURAL WOMEN IN NIGERIA

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ABSTRACT

The study sought to find out the correlational analysis of information utilization, socio-economic variables and quality of life of rural women in Nigeria. To achieve the above, descriptive research design of the *expost-facto* type was adopted. A questionnaire titled "Information and Quality of Life Questionnaire (IQOL) was the main instrument used to collect data. The instrument was administered to 5,000 rural women in 10 Local Government Areas in Ekiti state, Nigeria using multistage sampling procedure. Three research questions were raised and two hypotheses were tested at 0.05 level of significant. Data collected were analyzed using descriptive statistics, Pearson Product Moment Correlation and multiple regression analysis. The findings

Keywords: Information utilization, Socio-economic variables, Quality of life, Rural women in Nigeria

INTRODUCTION

It appears that the concept of quality of life is fast becoming a popular concept worldwide including Nigeria. Though, there is lack of general definition of the term "quality of life" but majority of individuals have a reasonably clear idea of what sorts of things would enhance their quality of life. There is an adage that says, "he who wear the shoe knows where it pinches". The concept embodies new ideas about the state of the environment, housing, people's state of happiness,

work and marital satisfaction and the total well being of the populace Odumosu (1990). The quality of life of a person is what he/she perceives it to be. For example, higher pay, higher income from farming products, farming land, longer holidays in urban areas, more satisfaction in working lives, time to pursue enjoyable and satisfying leisure pursuits, emotional fulfillment in relationships, blissful married life, self-actualization, provision of education of children and having a long healthy and happy life – all lived within a safe, caring and supportive local community could be what a rural woman would call a good quality of life. Several studies on quality of life has been carried out in the field of sociology, psychology, medicine, economics but it appears there is lack of emphasis on the manner in which the concept is related to the circumstances of rural women's socio-economic expectations.

People living in rural areas are growing rapidly all over the world especially in developing countries. Worldwide, at least 1 billion people are estimated to live in rural communities and experts projected that the number will rise to 1.6 billion by the year 2020 and to 2 billion by 2030 Kraemer (2008). Nigeria is a developing country where majority of the people live in rural areas. The 2008 World Population Data Sheet shows that only 47% of Nigerian populations live in the urban areas while 53% resides in the rural parts of the country (Population Reference Bureau 2008). Poverty, poor housing, high population densities and inadequate living conditions combined with environmental conditions that readily promote the spread of communicable diseases are prevalent in Nigerian rural communities.

The need to improve the quality of life of rural women in Nigeria can be seen in the concern to alleviate the socio-economic status of the rural poor household. Many programmes sponsored by either the national government or international agencies were designed to improve quality of life of rural women. Worthy to mention is the introduction of the Better life for Rural Women (BLW) established in 1987 under late Mariam Babangida, (the wife of the former military head of state of Nigeria 1985 – 1993) and the Family Economic Advancement Programme (FEAP) under Mariam Abacha (the wife of the former military head of state of Nigeria 1993 – 1997) These programmes were planned to play critical role in alleviating the status of rural women in Nigeria, socially and economically. In recognition of the failure of the past government efforts, some non-governmental organizations also stepped up efforts to improve the quality of life among the women folks living in the rural areas. An Example is the Country Women Association of Nigeria (COWAN) which started in Ondo State, Nigeria in 1982.

Regrettably, women in rural areas for which such programmes were meant lagged behind in terms of socio-economic advancement. Camble (1994) says that the success of any rural development programme rests squarely on the availability, accessibility and utilization of information. The author concluded that many rural development programmes failed in developing countries because the programmes were planned with insufficient relevant information. On the other hand, Park (2007) claimed that the programmes have been hindered by family and work situation as well as lack of infrastructure for contact with urban-based information sources. This has obstructed the rural women from accessing information sources that could boost their economic opportunities thereby limiting their access to good quality of life. Jiyane and Ocholla (2004) corroborate this opinion when they observed in their study that rural women are overworked and so have no time to seek appropriate information or locate the right information sources or even learn to read even if education programmes were accessible. Mooko (2002) opined that rural women have been socially and economically isolated because they have no time to travel to urban areas or socialize because conditions of rural life such as lack of good roads, water supply, electricity, lack of information and communication technologies, etc, are major constraints that have prevented their representation and increased their low quality of life Okiy 2003; Onyenuchie 2002 Lawanson, 2005, Ibeanu, 1998; Ijatuyi, 2005 and Olamigoke, 2004). Information has been accepted and recognized as a survival input of man. Popoola (2006) defined information as facts, news, opinions, messages, symbols, signals and processed data that are capable of improving the knowledge state of a user on a random phenomenon. It is a prerequisite to raising education standards, advancing democracy, participation in decision making, developing the economy and enhancing the quality of life of the populace. Information equips a person with power; the power to choose and to act in an informed manner. Mchombu (2000), With the abundance of information that now floods the universe, it is expected that people should know how to access, evaluate and utilize information effectively to solve a problem and improve their quality of life.

At the Millennium Summit in September 2000, world leaders adopted the UN Millennium Development Goals (MDGs) which are the world's time-bound and quantified targets for addressing extreme poverty in its many dimensions – income, poverty, hunger, disease, lack of adequate shelter, etc UN Millennium Project, (2005). Many countries including developing countries like Nigeria are on track to achieve at least some of the goals at the appointed deadline of 2015. To achieve the Millennium Development Goals by 2015, many countries need to

quickly improve their economic growth, education and health systems, their management of environmental resources and infrastructure for water, sanitation, telecommunication and transportation – all these in place will improve the quality of life of the people The World Bank (2007).The role which information could play in achieving these goals cannot be ignored. Information about the Millennium Development Goals will enable stakeholders to plan, control, manage and implement actions that could further enhance the quality of life of these rural women.

PROBLEM STATEMENT

The quality of life of rural women who are mostly poor, uninformed and neglected with low socio-economic status in the society has been a source of concern to stakeholders in Nigeria. The Nigerian government has plans and policies targeted at improving the quality of life of the rural populace. The government and some non-governmental organizations such as Oil Mineral Producing Development Commission (OMPADEC) and National Poverty Eradication Programme (NAPEP) introduced some intervention programmes but the condition of the rural women is degenerating instead of advancing. What could be responsible for these unwanted, unbearable, uncomfortable and unhealthy conditions? Answers to these questions could be lack of information management input which could help translate the programmes to good qualitative life for rural women. It was in the light of this that this study investigated the correlation analysis of information utilization, socio-economic factors and quality of life of rural women in Nigeria.

SCOPE OF STUDY

This study covers rural women from ten local government areas in Ekiti state who are 25 years and above. The rural women comprise women who are single, married, widowed, separated or divorced. The study is focused on information accessibility, utilization and socio-economic variables as they affect the quality of life of the rural women in Ekiti State.

The choice of the state was informed for two reasons. Firstly, the state is one of those with the largest concentration of mainly rural and semi-rural towns. Secondly, collaborative report of the Centre for Development and Action Research and Nigerian Institute of Social and Economic Research shows that the World Bank once selected Ekiti State for pilot activities of its Ekiti State Community Based Poverty Reduction Agency (ESCOBPRA) and reported the state as having

the highest poverty level in the Southwest Region of Nigeria. Badly affected by this state of affairs are rural women living in the state (CEDAR, 2002).

THE STUDY AREA:

Ekiti State was one of the states created on the 1st of October 1996 alongside five other states in an exercise that brought the number of states in Nigeria to thirty six. The state was carved out of the old Ondo state and covers the former Ekiti zone of the state. The state has its capital at Ado-Ekiti. There are sixteen Local Government Areas in the state. The state is bound in the northwest by Kwara state, in the northeast by Kogi state and in the south by Ondo state. By the 2006 census, the population of Ekiti state was two million, three hundred and eighty four thousand, two hundred and twelve (2,384,212) National Population Commission (2006). The women constituted 49% of the state population. The people speak the Yoruba language known as Ekiti dialect.

RESEARCH QUESTIONS

(1) What is the socio-economic status of rural women in Ekiti state, Nigeria?
(2) What are the sources of information mostly utilized by rural women in Ekiti State?
(3) What is the level of quality of life of rural women in Ekiti state, Nigeria?

HYPOTHESES

1) There is no significant relationship between information utilization and quality of life of rural women.
2) Information utilization and socio-economic factors will not significantly predict quality of life of the rural women.

LITERATURE REVIEW

Socio-Economic Status of Rural Women in Nigeria

The 2006 National Census puts Nigeria's population close to 150 million. Fifty two percent of which are women and about 45% of them live in the rural areas. As a developing country, the features that characterized the rural population in Nigeria include illiteracy, poverty, hunger, disease, and general absence of basic infrastructure such as roads, schools, electricity, etc. These, coupled with peculiar

problems of rural women such as early marriages, lack of income, withdrawal of girls from school, Vesico Vaginal Fistula (VVF), and pregnancy related deaths, has affected the quality of life of the rural women. These women carry out activities that are unpaid (informal non market activities) such as domestic work care giving day care, preparation of meals, working on husbands' farm and family farm apart from own farm, disposing of garbage, market and shopping etc. (National Bureau of Statistics, 2008). These informal and non -market activities that women perform is not officially accounted for in the Systems of National Accounts (SNA) thereby undervaluing their contribution and overlooking the impact of these activities on the overall development of the economy. This is due to the social constructs and cultural inclinations of the society in which they belong as well as those functions imposed on them by virtue of the fact that they are female Okwoche and Obinne (2010).

The socio-economic activities of Nigerian rural women could vary across regions and it reflects different aspects of social stratification. The indicators at the individual level have been: age, geographical location, gender, marital status, income, education, occupation, household size, employment status, political participation, religious involvement and so on Witwer (1997). These variables are often used interchangeably even though they are moderately correlated with one another. There has been a marked increase in research on socio-economic status (Kewachi, Kennedy, Grupta and Prothrow-Stitu, 1999) observed that the level of use of information was higher for people with educational qualifications. Corbedro and Williams (2002), Keizer and Maesen (2003), Rapley (2003) and Gabriel and Bowling (2004) further emphasized that the location of one's residence as well the household income affect the use of information. The authors posited that people with low socio-economic households have less access to information. There are number of factors influencing the socio-economic status and quality of life of people in developed and developing countries. Axellson, (2004) Lawanson 2005 and Banmeke, (2005), categorized the factors as it affects women into two

(1) Demographic characteristics

(2) Attitudinal and situational factors

The demographic characteristics include age, education, marital status, occupation, race as well as personality factors. According to FAO reports of 2003 women fit in ages 16 to 39 are economically active. Age no doubt will determine whether one is

rural women have good quality of life and whether they are economically active or not.

Education also plays an important role in the socio-economic status of rural women. Oyekanmi (1990) opined that education would give women personal growth, knowledge and skill. The 2003 National Demographic Health Survey (NDHS) reported that majority of Nigeria women have had some level of formal education but 42% have never attended school. This is almost twice 22% of men who have never attended school.

Despite the fact that more women are joining the league of the literate, there are still more women than men who are without education, especially in the rural areas. Basically, one's level of education influences one's personality. Wathen, Nadine and Harris (2006) noted that women generally are active information seekers especially in the context of managing themselves and their families. However, rural women with low level of education neither have time to seek appropriate information nor know how to access the right information sources. They do not learn to read even if education programmes are accessible. The reason for this, according to Jiyane and Ocholla (2004), is because the rural women have been overworked. They have been compelled to run the household and provide food and income for the family in addition to their child-care responsibilities while the men usually migrate to urban areas in search of employment. This, Burky (1993) said, is one reason for the rural women to enjoy good quality of life.

Attitudinal and situational factors according to Lawanson (2003) have several clusters of situation that can be delineated. For example, one cluster concerns the rural woman's husband, his income and his general attitude to life. Some husbands are satisfied with the kind of life they are living and do not see the need to seek information on how it could be better. Some are satisfied with the information they receive from friends, newspapers and radio and will prevent their wives from going the extra mile to seek various information sources that could boost their own quality of life. Another cluster has to do with the rural women's attitude towards large family size. Rural women of privilege want to have large family size to help on the farm. This is done at the expense of formal education and good occupation which could improve the quality of life of the entire household.

Ability to understand the status and position of the rural women in developing countries like Nigeria must begin with an appreciation of the multiple effects of the disadvantaged socio-economic status they have endured over the course of

their lives. Mona-Liza (1995): Okiy (2003); Taylor and Lockery (2007) identified some of the problems associated with the rural women which have affected their socio-economic status. These problems are:

1. lack of access to financial services'
2. lack of access to land and other productive resources;
3. poor market infrastructure
4. lack of access to quality information
5. lack of appropriate technologies; and
6. lack of training

From the author's observation of the identified problems, it shows that persons with the above problems have poorer socio-economic status and are less likely have adequate access to good quality living if the definition of World Health Organisaiton of quality of life is anything to go by. These authors advocate positives changes in the socioeconomic status of the rural women by means of pooling resources together and working for the mutual interest of all through cooperative and women's societies.

SOCIO-ECONOMIC VARIABLES AND QUALITY OF LIFE OF RURAL WOMEN

The number of people living in rural areas is growing rapidly all over the world especially in developing countries. Worldwide, at least 1 billion people are estimated to live in rural communities and experts project that the number will rise to 1.6 billion by the year 2020 and to 2 billion by 2030 Kraemer (2008). Poverty, poor housing, high population densities and inadequate living conditions combined with environmental conditions that readily promote the spread of communicable diseases are prevalent in rural communities in Nigeria.

In Nigeria society as in other African societies, rural women play a variety of roles in the family. They are responsible for child rearing, providing for labour in the field, education of the children and generating income for the family. MM (2005) listed the number of reasons why women find themselves involved in informal work which includes: low level of education, child rearing, and lack of access to information on opportunities that are available for them. According to George and Domi (2002), the living conditions, facilities and basic infrastructures play an important role in the quality of life of women living in rural areas. Availability of latrine, rural dwelling status, type of roof and walls of home

well as domestic source of water were the variables which the authors used in their study to determine the quality of life of the sample populations.

As a result of the rural women level of literacy, the lives of majority of the rural women had become difficult to sustain Momodu, (2002) and Okiy (2004). Their source of income and employment status was the most important factors contributing to their disillusionment (George, Dineshi and Balakrishnan, 2009).

The effects of selected socioeconomic factors on health related variables among rural women in Bangladesh were studied by Khan and Kraemer (2008). Age, residence of the rural women, level of education and economic status of the household were found to be important determinants of their quality of life. In the context of Bangladesh, factors such as education, household characteristics, and access to mass media can be taken as indicators of poverty because poverty causes high illiteracy, is associated with less access to mass media, and increases the likelihood of living in a poor household condition. Their results indicate that increasing access to mass media has potentials for effectively improving disease prevention and health promotion.

Choe and Kwon (2004) in their study of health-related quality of life by socioeconomic factors and health-related behaviors of the elderly in rural areas showed health related quality of life to be significantly associated with education, job, and family type. The author concluded that health related quality of life for the older adults in rural areas was dependent on socioeconomic characteristics, health-related behaviours and self-rated health status and recommended that a better understanding of socio-economic factors would help to improve the older adults' quality of life.

Wachenfeldt, Brandberg and Hemming (2009) examines the socioeconomic status of women with a family history of breast cancer using three indicators: marital status, level of education and household income. Socio-economic factors consistently made significant and independent contribution to health outcomes when included in multivariate analysis. The result of the study shows that women with the highest level of education and household income appear to have higher socioeconomic status and quality of life. The authors recommended that efforts to reach women in lower socioeconomic groups should be elaborated.

In traditional society, women were supposed to do housework, take care of children, and give the family emotional stability. However, with the social and economic changes that affect our urban and rural society, the traditional values also change. More women are engaged in full-time jobs. No longer are they only women and mothers; they are also business women, politicians, and contributors

to society. Rural women, who in most cases do not have full time jobs, have also exposed themselves on various fields of financial acquisitions including commerce, service and agriculture. These require them to know how to perform these economic activities in order for them to get more return on their effort. They need to know the way to grow vegetables, how to produce a marketable product and how to advertise the services provided. Women staying at home also can run business through application of adequate information. It is pertinent to note here that in Nigerian rural setting, there is a strong kinship relationship that existed among the villagers, especially among the community of women in the villages. It is believed that women roles have an impact on families and societies. If they perform accordingly their roles and duties, a quality generation will be produced. Of course in order to achieve that, a sufficient amount of information is a necessity. Okiy (2003) reported that rural library services exist in many parts of the world such as Thailand, Malaysia, Singapore, the Phlippines, South Korea, india and Russia where the use of information serve as an agent for accelerating the quality of life of the rural population.

UTILIZATION OF INFORMATION AND QUALITY OF LIFE OF RURAL WOMEN

The potentials of information in giving new knowledge, raising consciousness, strengthening links and achieving integration of social groups have made the use of information by rural women a matter of importance. Tiamiyu (1990) ascertained that certain objective characteristics of the source of information themselves can be used to explain the use or non-use of the various information sources. Firstly, the subject content of the information recorded by a source relative to the subject content of the information required by users in a specific problem situation is very vital. Secondly, the structural linguistic format in which the information is presented is also important since some information sources may be used more often than others because of the brevity with which they provide accurate information. Grudnitski (1986) and Aiyepeku (1984) have stressed that timeliness; availability and accuracy of information were by far the most important factors enhancing utilization of information in performing various functions.

If access to information can improve the quality of life of rural women, then it is important to know how utilization of information can improve quality of life. The Nigerian government has plans and policies targeted at improving the quality of

life of the rural populace but the condition of the rural women is degenerating instead of advancing. What could be responsible? Issak (2000) answered the question when he concluded that the success of any government programme depends on effective utilization of information in daily activities.

Rural women have considerable experience at wrestling a living, no matter how meager, from the land and other resources available to them. According to Okello (2007), accurate, adequate and timely utilization of required information would result in enhancing the economic and social development of the rural women. The author reported that because The Women of Uganda Network (WOUGNET), a non- governmental organization established in Uganda in 2000 discovered that achieving good quality of life is increasingly dependent on the acquisition of information and knowledge. The organization is committed to directing all efforts to supporting women and women organizations to access and utilize information in their development activities.

Uhegbu (2004) and Okiy (2004) in different studies noted that information that could be utilized to improve individuals' lives varies depending on their information needs and socio-economic dictates. Uhegbu (2004) surveyed how political information as provided by information agencies were utilized for enhancing women's' involvement in politics. He found that a positive relationship existed between political activity and utilization of political information. Okiy (2004) findings also show that occupational information availability and utilization when taken together were effective in predicting the occupational income of the rural women in the South senatorial district of Delta state.

According to Harande (2009), Nigeria has been an independent nation for the past 49 years churning out policies on development of rural communities, but the rural areas are still not developed. The quality of life of the people continues to deteriorate under both civilian and and military regimes. Could the absence of effective ue of information be a cause? The author agrees with Diso (2006) that the rural communities have the potential to enjoy good quality of life if information services are fully enhanced in rural communities throughout the country.

One example of information service provision that the rural populace easily utilized was reported by Ngulube (2000) in the Mudzi District, a remote rural area in North Eastern Zimbabwe. According to the author, the Mudzi library is responding and contributing to social change and economic development in the district through the creation of access to information that the rural community found easy to utilize. The aim of the library is to provide materials and services to

help the rural community obtain information to improve their quality of life. The library stock comprised books, pamphlets, magazines, newspapers and audio-visual materials such as films, tapes, posters and photographs. The library also mounted exhibition for daily living and decision making. Aspect covered by the displays include the importance of information, career guidance, scholarship opportunities, health issues, local service organizations, government gazettes, newspaper cuttings, current affairs and calendar of community event. The library also circulates tape recordings of radio news and national events in local languages. The displays are both in English and local languages. This approach ensures that the rural dwellers felt that they are part of the information society which has an impact on their socio-economic status. Ngulube (2000) concludes that provision and utilization of information are essential factors for improving the quality of life of rural dwellers.

THEORETICAL FRAMEWORK FOR THE STUDY

THE INFORMATION UTILIZATION CAPACITY THEORY

This theory was propounded by Curras in 1986. It explains information utilization in terms of access (both physical and intellectual) to information. Information utilization is dependent on the capacity of the user to access information and later utilize it. The capacity to utilize available information is dependent on certain cultural, socio-economic, political and geographical variables. It also includes the appropriateness of the information, the information channel and the information provider's characteristics.

Neelemaghan (1981) reported that one of the prerequisites for information utilization is accessibility. Information may be physically accessible but may not be intellectually so. Some users who possess the intellectual capacity may suffer from lack of the financial capacity necessary for physical accessibility. This introduces the factors of illiteracy and poverty as indicators of socio-economic status and as inhibiting factors in information utilization. Exposure to education permits the ability to store and retrieve information for later use (Sheba, 1997). For certain important information such as that dealing with information needs of rural women, this retrieval ability i.e. information sources, may be quite important. Education enables the individual to know how to seek for and apply information to explore the various information sources for day-to-day problem solving. This is because as an individual gains the ability to read, he/she is able to extend the scope of his/her experience through the print media.

Leach (2001) and Jiyane and Ocholla (2004) say that since messages in the print media tend largely to promote change, the rural women who can engage in adult literacy and vocational training is exposed to a generally favourable attitude toward new ideas, as well as to various information sources that she may consider and use to attain good quality of life. Education thus increases the individual's capacity not only to access information but to use it.

The information capacity theorists believe that various aspects of inequality in access to, and utilization of its availability geographically, individual's awareness of it, its availability in a form suitable to their needs Aboyade (1990) and Okiy (2003); and their capacity to put it to use, are contributory factors to social, economic and political inequality.

Income, another indicator of socio-economic variable is assumed to be a determinant in the rural women's capacity to utilize information sources. This is because the higher the income the women realized, the more likely they will seek and obtain information for use. Limited access to information and its various sources incapacitates the rural women's quality of life and hinders her capacity to participate in development programmes.

RESEARCH METHODOLOGY

The research design adopted for this study is the descriptive survey research design. The multistage sampling procedure was used to select 5,866 out of a population size of 819, 545 rural women from 12 Local Governments Areas categorized as pure rural areas by the State Ministry of Agriculture and Rural Development. From these 12 local government areas, 10 local government areas were randomly selected by balloting. The 237 existing communities in the 10 local governments areas selected were covered. The total number of housing units in the 237 communities covered was 8,199 out of which 820 were randomly selected. A total sample size of 5,866 women was obtained from the 820 housing units selected given a sampling fraction of 10 percent based on probability proportionate size.

This is shown in table 1.

TABLE 1: FEMALE POPULATION IN EACH LGAS AND SAMPLE SELECTED

LGA	Female Population	Number of rural communities	Number of housing units	Sample Selected (10%) from population
1.Efon Alaaye	42022	29	669	420
2.Ilereje	20918	22	57	210
3.Oye	69634	26	283	700
4.Ekiti East	66058	20	537	660
5.Gbonyin	70958	27	1,143	710
6.Irepodun/Ifelodun	67257	16	636	670
7.Ido/Osi	75913	22	143	760
8.Ikere	74559	22	400	746
9.Ise/Orun	54428	28	3,166	540
10.Emure	45037	25	1,155	450
Total	**586,856**	**237**	**8,199**	**5,866**

DATA COLLECTION INSTRUMENTS AND PROCEDURE FOR DATA COLLECTION

Questionnaire was the research instrument used to collect data. Copies of the questionnaire were personally administered with the assistance of trained research assistants. The questionnaire which was translated in local language were administered through heads of department in offices, principals of schools, village heads, community and youth leaders, farm associations, mosques and churches. In all, five thousand, eight hundred and sixty six (5,866) copies of the questionnaires were administered. Out of this number, five thousand, two hundred and fifteen (5,215) copies were retrieved out of which two hundred and fifteen (215) were found not usable leaving a total of five thousand (5,000) copies which was considered useable for data analysis. This represents a response rate of 85.2%. Data gathered were analyzed using descriptive statistics (percentages, mean and standard deviation), Pearson Product Moment Correlation and multiple regression analysis.

RESULTS AND DISCUSSION OF FINDING

Socio-economic variables data

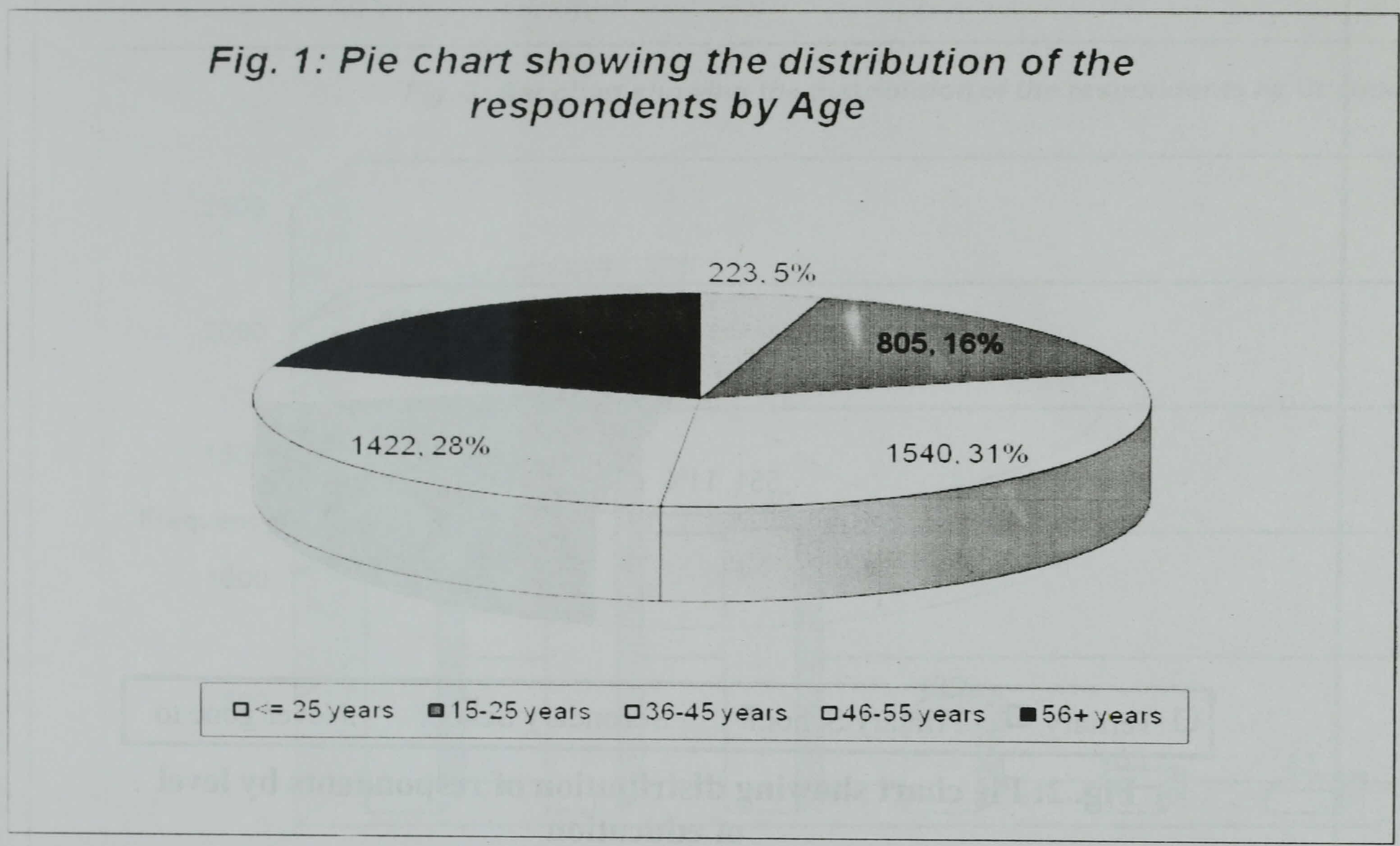

Figure1 shows that the respondents whose ages are less than or equal to 25 years are 223 (4.5%). Those between 26-35 years are 805 (16.1%). Those between 36-45 years were 1540 (30.8%). The respondents between 46-55 years were 1,422 (28.4%). T hose from 56years and above are 1,010 (20.2%). It therefore goes to show that the majority of those who took part in this study are mainly older adults who are still active economically.

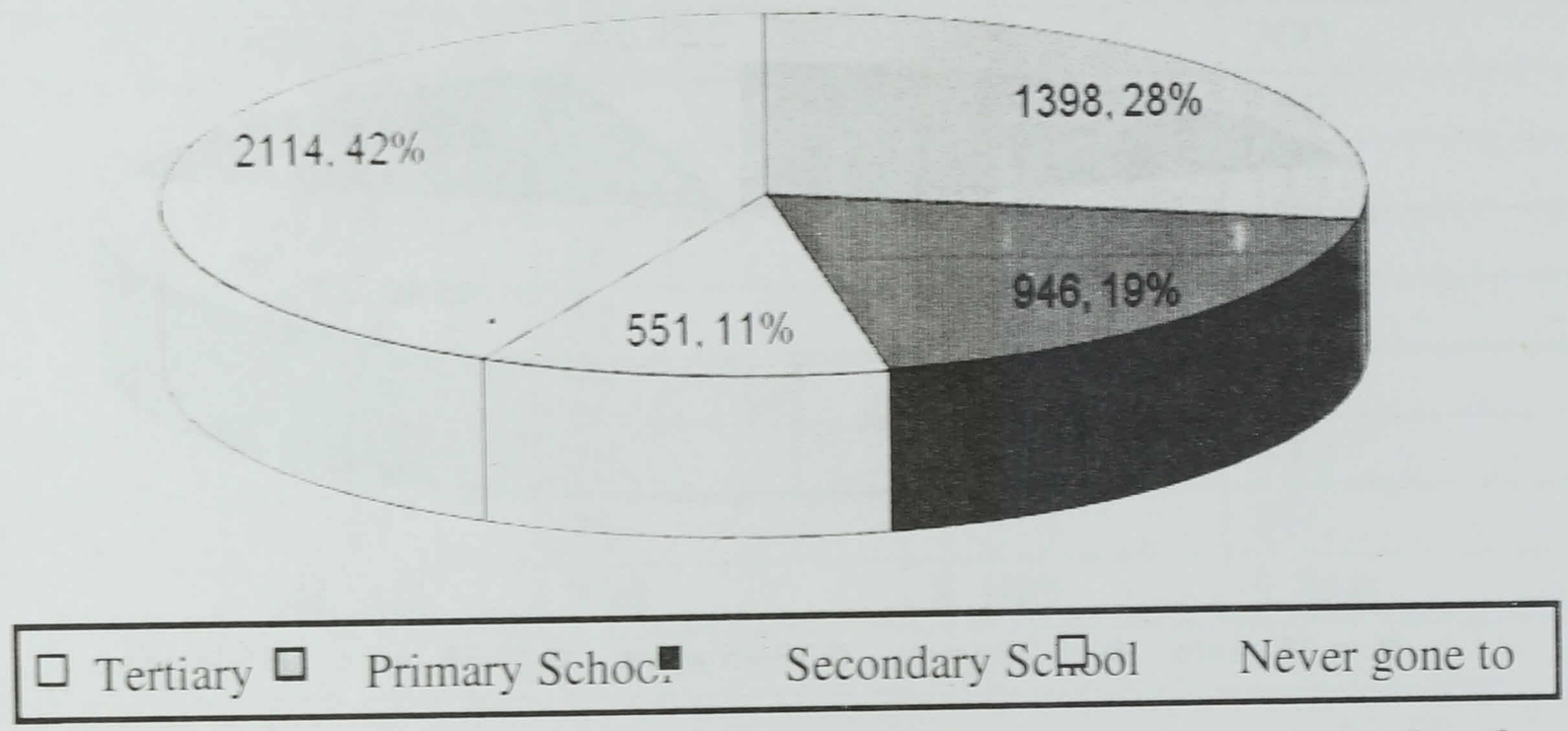

Fig..2: Pie chart showing distribution of respondents by level of education

Figure 2 shows that majority of the respondents 2,114 (42.3%) had never gone to school, while 1,398 (27.8%) and 446 (18.9%) had primary and secondary education respectively. The study shows that 515 (11%) of the respondents had tertiary education

The result shows that the percentage of women who had tertiary education is small compared with those who attended primary and secondary education. This implies that there has not any improvement in the educational status of women living in rural areas in Ekiti State as shown in the core welfare indicators of the National Bureau of Statistics which shows that 35.5% never attended school, 18.1% have primary education, 16.6 have secondary education and only 20.7 have tertiary education.(National Bureau of Statistics, 2008). The distribution of the level of

education of the respondents may likely have negative impact on their quality of life because the productive sector needs skilled and trained labour force.

Fig..3: Bar chart showing distribution of respondents by occupation

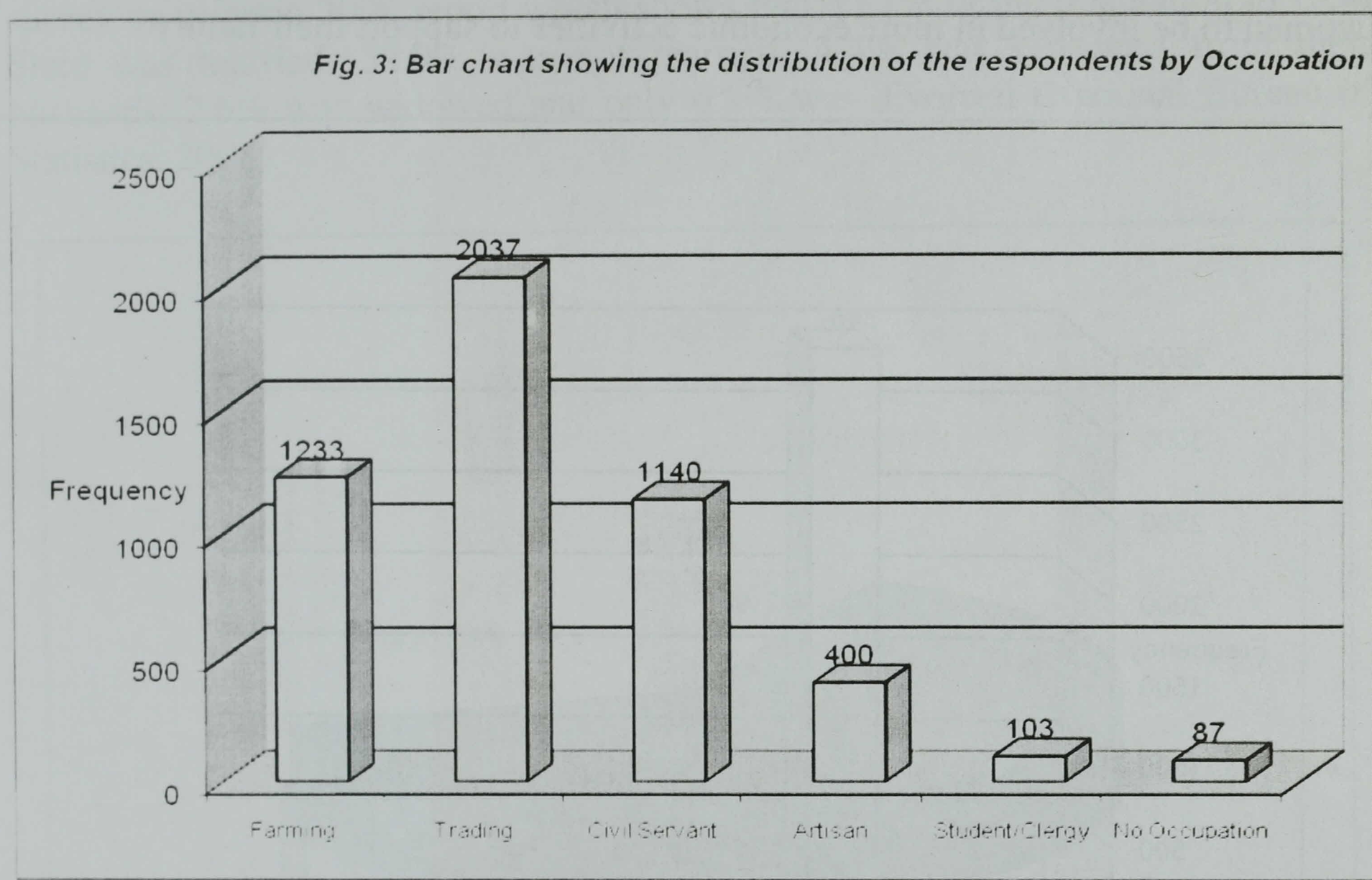

Figure .3 shows the Occupation Status of the respondents. The finding shows that 1,233 (24.7%) were farmers who engaged in subsistent farming. This corroborates the research findings of Aboyade (1990), Idisi (1996), Kisamba-Mugerwa (2001) and Okiy (2003) that large number of rural women in Africa engaged in direct food and agro-economic productive. This underscores why most rural women are trapped in the poverty circle as the do not permanent and regular source of income. The agricultural sector is faced with seasonal fluctuations which renders farm income insecure and irregular.

Trading was also identified as one of the major occupations of the rural women in this study. 2,037(40.7%) of the respondents were traders, 1,140(22.8%) were civil

servants, 400 (8.0%) were artisans, 103(10.1%) were student, 87 (1.7%) reported they had no occupation.

This finding is a reflection of the educational background of the women. It is pertinent among Yoruba women, majority of whom had become head of households, to be economically active. The need to survive often prompts rural women to be involved in more economic activities to support their family.

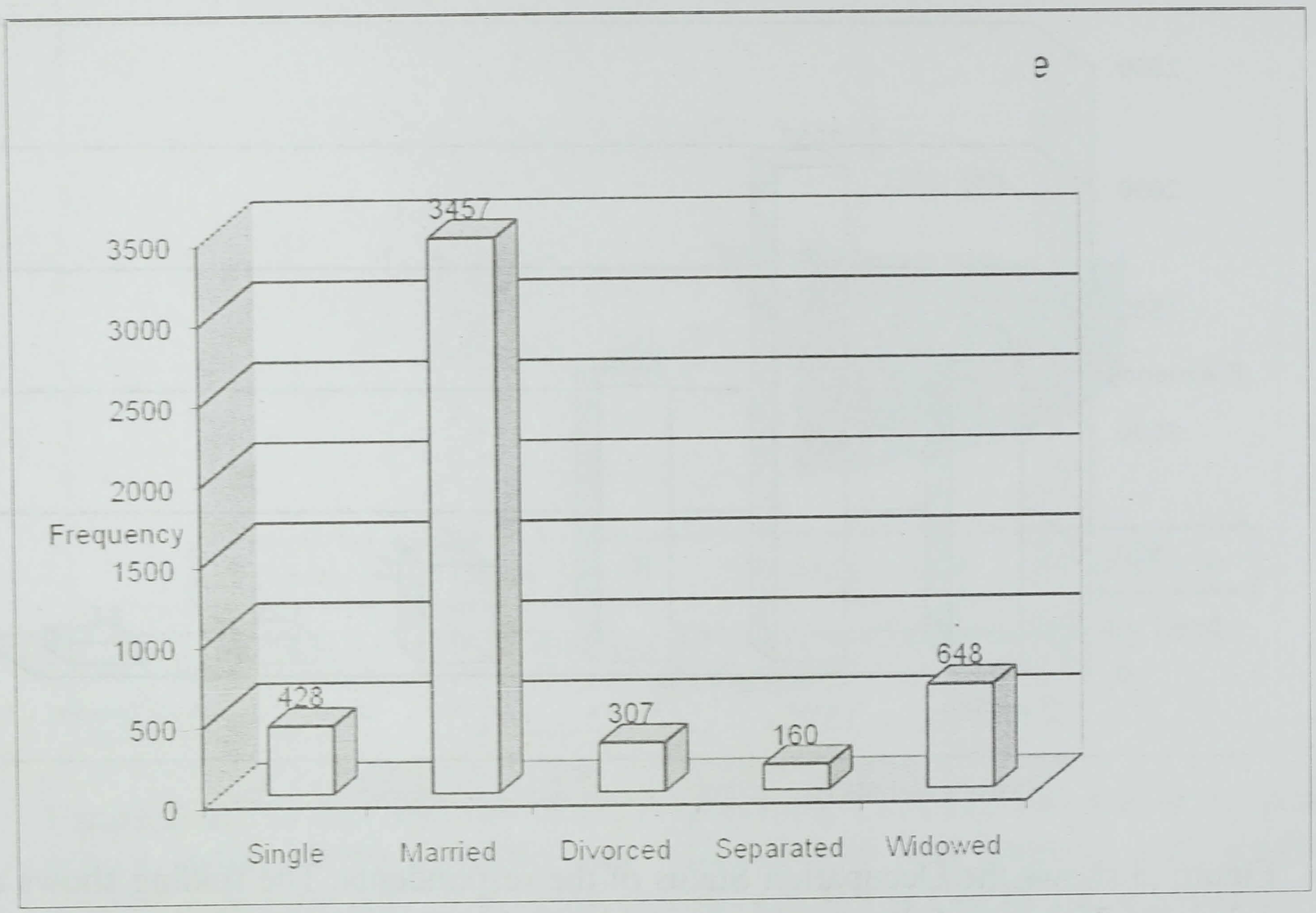

Fig. 4: Bar chart showing the distribution of respondents by marital status

From figure 4, it is evident that 3,457 or (69.1%) of the rural women are married, 428 or (8.6%) are single, 307 or (6.1%) are divorced, 160 or (3.2%) are separated from their husbands and 648 or (13%) are widowed.On the whole, more respondents (3,457 or (69.1%) are married compared to the of those who are single, separated, divorced and widowed. It therefore goes to show by implication that, the incidence of divorce is alien to the rural women in Ekiti State. It was

observed that, rather than divorce, men are encouraged to marry as many wives as they can possibly cater for. And, where the marriage broke down, separation rather than outright divorce was preferred. This was confirmed in the social economic survey on Nigeria 2008 report which shows that 55.7% of the population in Ekiti State was married, 32.0% was not married, 4.4% was separated from their husbands, 7.6% was widowed and only 0.3% was divorced (National Bureau of Statistics, 2008).

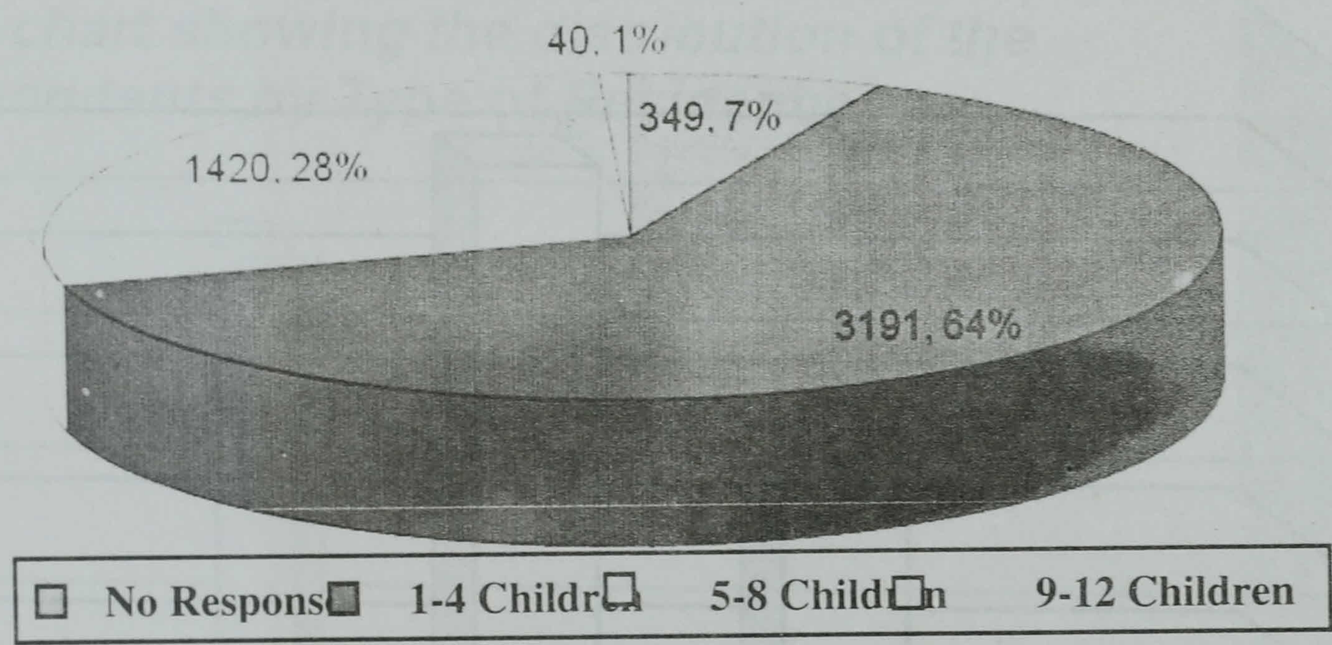

Fig. 5: Pie chart showing distribution of respondents by number of children

The result in figure 5 shows that 349 or (7.0%) of the respondents refused to state the number of the children they had. The belief of these categories of respondents is that it is a taboo to count the number of children that a person has. However, 3,191or (63.8%) indicated they had between 1-4 children, 1,420 or (28.4%) reported they had between 5-8 children while 40 (0.8%) had between 9-12 children respectively.

One can therefore deduce that majority of the rural women had between 1 – 4 children. It was observed that in rural areas, the decision of how many children to have is a private decision of the household. This was so because within a rural household, the number of children has a major role to play in farming, trading and other wage labour activities because the children combine efforts to generate food and income for the family's survival (Devarajan, 2010). What the result on rural women who had more than four children suggests is the fear of survival prospects for the children. It was observed that children died in rural areas mostly from preventable causes.

Fig. 6: Bar chart showing the distribution of the respondents by Household Size

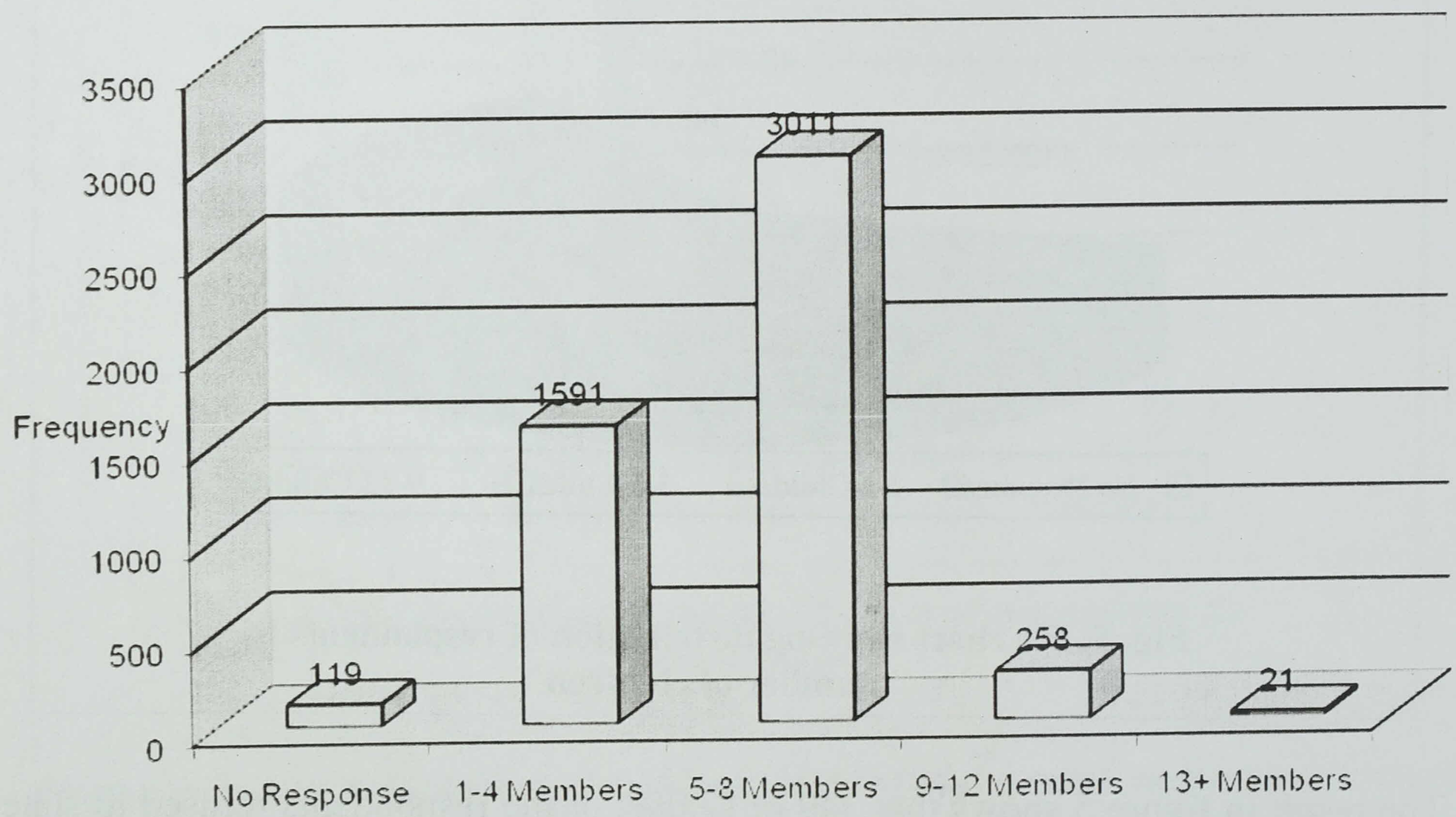

Figure.6 shows that 119 or (2.4%) of the respondents did not give their household size, 1,591 (31.8%) indicated 1-4, 3,011 or (60.2%) had between 5-8 household size and 21 or (0.4%) reported they had above 13 members in their household. This shows that majority of the women in the study had a small household size while large household sizes are among the small percentages. As the household size increases, the distribution of respondents decreases. From distribution in figure 4.1.6, the mean household size is (6.4). This confirms the general household size report of the National Bureau of Statistics which reported that Ekiti State recorded the mean household size of 3.0 which was the least compared to other states in Nigeria (National Bureau of Statistics, 2008).

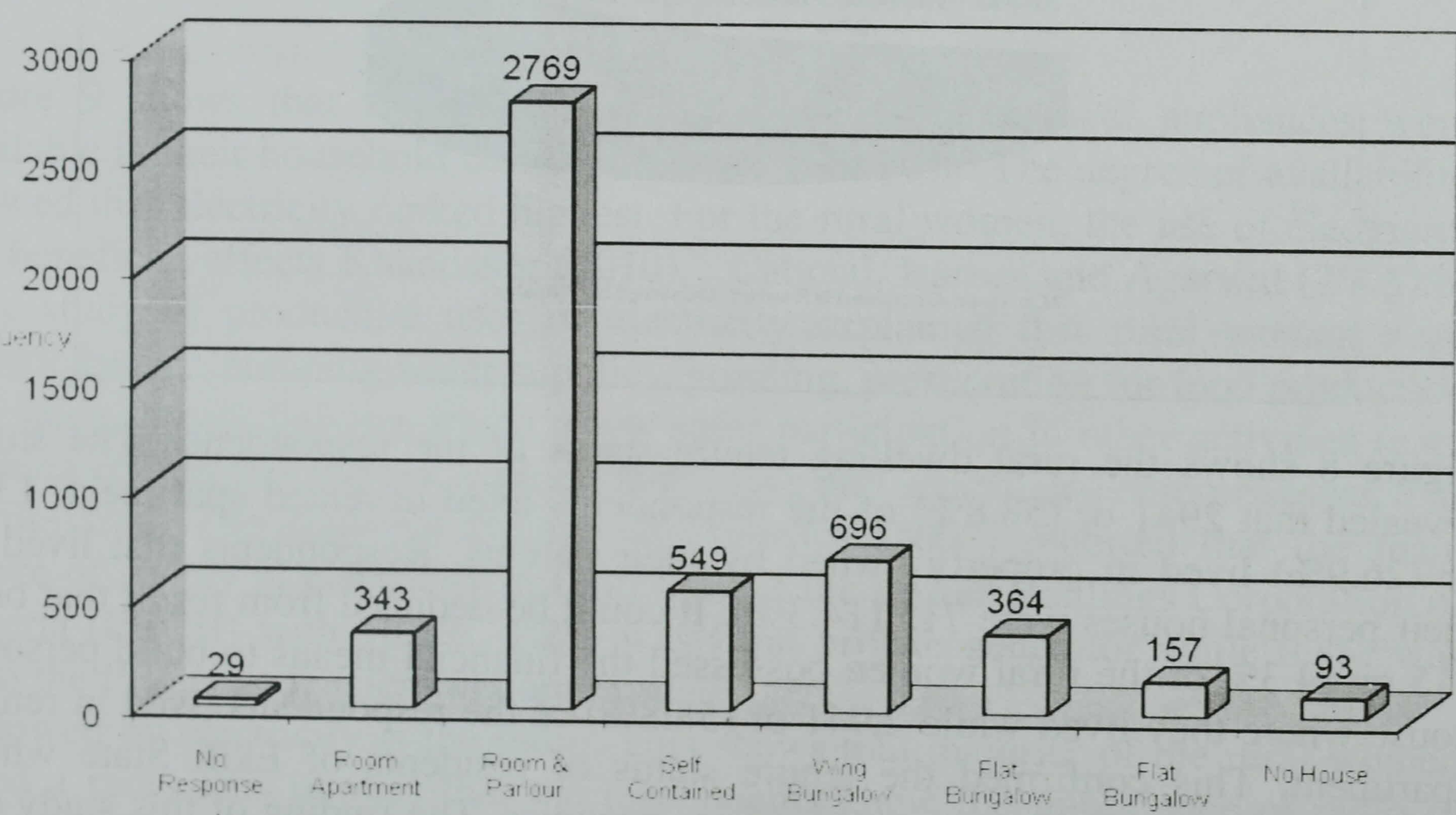

Fig. 7: Bar chart showing distribution of respondents by type of residence

Figure 7 shows the types of residence inhabited by the respondents. The study revealed that 2,769 or (55.4%) of the respondents lived in room and parlour, 696

or (13.9%) indicated wing bungalow, 549 or (11.0%) indicated self-contained, 343 or (6.9%) said they lived in a room apartment, 364 or (7.3%) indicated flat bungalow, 157 or (3.1%) indicated flat while 93 or (1.8%) reported that they had no house, 29 (0.6%) of the respondents did not respond to the question. This result shows that majority of the respondents did not respond to the question. This result shows that majority of the respondents lived in room and parlour. Similarly, the National Bureau of Statistics show the distribution of residents of Ekiti States by type of housing unit and reported that 81% lived in single room, 6.9% lived in flat, 0.4 lived in duplex and only 11.6% lived in whole building (National Bureau of Statistics, 2008)

Fig. 8: Pie chart showing the distribution of the respondents by Rural Dwelling Tenure Status

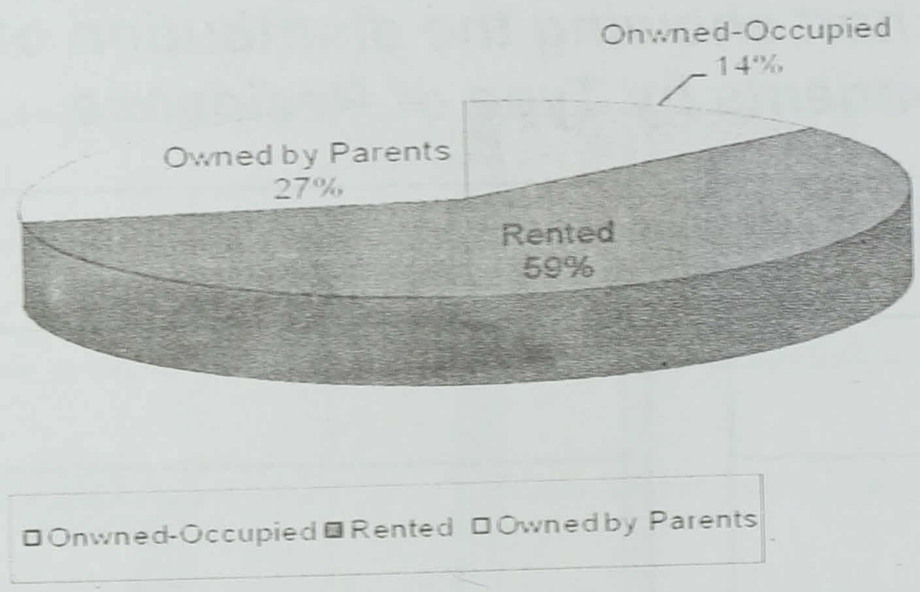

Figure 8 shows the rural dwelling tenure status of the respondents. The study revealed that 2941 or (58.8%) of the respondents lived in rented apartment, 1344 or (26.9%) lived in property owned by their parents. Respondents that lived in their personal houses were 715 (14.3%). It could be deduced from result that only 715 or 14.3% of the rural women possessed the financial means to build personal house where they lived while 2,941 or (58.8%) of the respondents lived in rented apartment. This confirmed the tenure status of residents of Ekiti State which reported only 38.4% of residents as owner occupier. The finding of this study did not agreed with Fasoranti (2008) who reported that the number of house owners have increased in Ekiti State because of the loan facilities facilitated by the Country Women Association of Nigeria (COWA

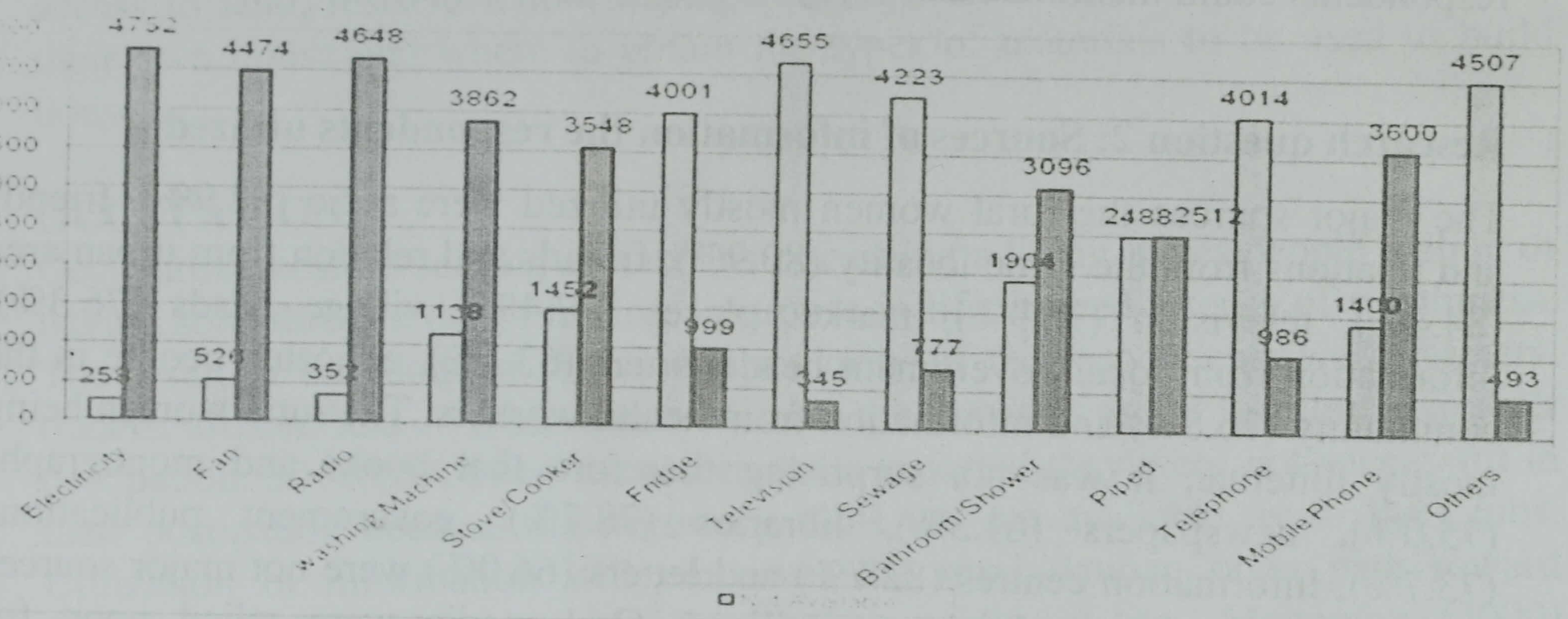

Fig. 9: Multiple bar charts showing distribution of respondents by electrical appliances owned

Figure 9 shows that respondent who claimed that electrical appliances were available in their household constituted more than 50%. The degree of availability showed that electricity ranked highest. For the rural women, the use of electricity has beneficial effects Khandaker (2010). Cabraal, Barnes and Agarwal (2005) in their study of productive uses of electricity explained that rural women need electricity for: pumping water supplies, grinding, preservation for food production and sales, streets lighting which allow safer participation in other activities (e.g., evening classes and women's group meetings), and specialised enterprises such as hairdressing. The National Bureau of Statistics (2008) reported that the main source of supply of electricity in Ekiti State is the Power Holdings Corporation of Nigeria (PHCH) with 56.7%, 1.2% was from private generator while 0.8% was from the PHCN and generator combined

Followed by electricity is the radio. This shows that majority of the rural women owed a radio.This implies that the respondents knew the importance of radio to their daily living. It was observed that the radio can be used to reach practically everybody in the societies in a variety of languages. It has the ability to overcome literacy because programmes can be prepared and presented in vernacular. In

addition, it has a large audience. This is enhanced by the use of transistor radio which could be used in rural areas. Other appliances the rural women have are televisions, fans, mobile telephones, stove and so on. This shows that the respondents could maximize and enjoy the use of these appliances.

Research question 2: Sources of information the respondents utilized

The major sources the rural women mostly utilized were radio (92.9%), friends and relations from the same locality (80.9%), friends and relation from urban area (84.4%), television (76.9%), market places (77.4%), village heads (76.3%), information from local government headquarters (63.1%), educated people in the community (76.8%) and information from health workers. The rural women being mostly illiterate, it was not surprising therefore that books and monographs (75.0%), newspapers (61.3%), libraries (78.7%), government publications (73.7%), Information centres (82.7%) and letters (66.0%) were not major sources of information the rural women utilized. Oral media were relied upon for information but unfortunately, greater proportion of useful information including those originating from government is disseminated through printed media and this kept the rural women in the dark. It is unfortunate therefore that the oral medium which could be transmitted to reach the rural women from sources such as telecenters/community viewing centers, workshops and demonstrations, film shows, information centres and video tapes are less frequently used.

Research question 3: Level of quality of life of respondents

Housing

Housing, a basic necessity of life is one of the most important indicators for measuring people's quality of life. Rural women in Ekiti state, Nigeria have the lowest sense of fulfillment in the housing domain. Only 1,471 (29.4%) of the rural women admitted that they have adequately and comfortable place to live in, 431 (8.6%) of the women reported they have their personal house and other houses where they collect rent. However, only 167 (3.3%) reported that their houses and properties are not safe from armed robbers due to insecurity of life and properties. This result does not corroborate the Universal Declaration of Human Rights Article 25(1) which stated that:

'Women share the right to a decent housing and standard of living. That housing fulfils physical need by providing security and shelter from weather and climate. It fulfills psychological needs by providing a sense of personal space and privacy. It

fulfills social needs by providing a gathering area and communal space for the family which is the basic unit of the society'. (2009).

With adequate utilization of information, rural women can be mobilized to gain access to land, resist eviction, manage savings and credit or raise fund to build their own house and where to obtain the types of materials to be used to build houses.

OCCUPATION

Occupation, besides serving as a means of earning a living, gives people feeling of having something to do, of having a purpose in life, indeed a sense of worthiness. The result in this domain shows that majority of the respondents were farmers, traders, artisans and civil servants who have the lowest sense of fulfillment in their occupation. 3018(60.4%) of the respondents reported they were not successful in their occupation because the necessary tools are not available to do their jobs. Utilization of information will empower the rural women on a path toward financial stability which would improve their quality of life. Mchombu, (2000) agrees that a small and affordable loan unleashes the entrepreneurial power of the rural poor but ask how the rural women could benefit from such opportunities if they do not utilize information such opportunity provides.

INCOME

The result in the income domain shows a decline in spite of the minimum wage increase of ₦7, 500.00 introduced in Nigeria since 1999. This may be due to the inability of the new wages to cope with the country inflation rate. Only 1,077 (21.5%) of the rural women reported that they live above the national minimum wage. 2,541 (50.8%) reported they could not afford to send their children to good school. 2,059 (50.2%) said their financial strength has made them not live a good life. 3,599 (72.0%) of the women reported that their inability to operate a bank account has not improved their comfortability and standard of living. Only 1,422 (28.4%) can conveniently acquire essential and necessary household materials for their convenience and that of their family. Due to their financial situation, only 660 (13.2%) could operate a life assurance policy. Adequate utilization of information could help the rural women find viable livelihood alternatives either within the rural settings or urban cities.

HEALTH

There is a popular saying that health is wealth. The individual's state of health and the expectation for a healthy life affect the individual's sense of well-being and productivity Mabawonku (1998). Health status of people has been used as an

indicator of development by many International Conferences, some of which include the International Conference on Population and Development (ICPD) and the Fourth World Conference on Women and World Bank. In the health domain, 1,184 (23.7%) and 1,395 (27.9%) reported they maintain a very good health because they enjoy good nourishment. 1,747 (34.9%) said that they occasionally maintain good health. 674 (13.5%) reported they do not maintain good health. This shows that the rural women in Ekiti State, Nigeria maintain good health because of the fresh and richness of their food intake. 1,070 (21.4%) claimed they have access to good medical care in their community while 1,188 (23.8%) said they cannot afford to pay for medical bills whenever the need arises. Adequate utilization of information may prevent the rural women from indiscriminate use of drug. Besides, the spread of incurable and terminal disease could be avoided if information about the risk gets to the grassroots. Recently, there was a wake-up call for actions to prevent breast cancer, a killer disease among women. Information about this disease is mostly in the formats (books, newspapers, handbills, internet etc) that rural women cannot utilize. Observational information about the disease to the rural women may stop the spread.

EDUCATION

Under the education domain, 3,147 (62.9%) of the respondents do not have best education. 3,226 (64.5%) said that they feel so little because they did not go to school, colleges or adult literacy centers. Odumosu and Omisakin (1998) opined that the higher the level of education an individual attains, the higher the likelihood that such an individual will be in a position to reach out to other family members. The Federal Government in her vision for Nigerian Citizens (Vision 2020) encourages education (formal and informal) for all at all levels. This vision is achievable even among rural dwellers. The ADB (2000) stressed that the main reason for lack of improved quality of life is the general lack of supportive institutions particularly (health, information and education services) and the inadequate attention to the improvements of rural infrastructure.

NEIGHBOURHOOD

The neighbourhood and the entire community where people live exert certain influence on them as well as determine the level of their quality of life, Blokland (2000). Neighbourhoods are not restricted to houses rather they are surroundings, areas and space dimensions within which people interact informally. According to Berman and Phillips (2000), the consideration of whether a neighbourhood is

desirous or fulfilling is dependent on some factors, namely, how clean and pleasant it is, how safe it is from violent crime, how cordial is the overall human relationship and how democratic and participatory is the community. These conditions may be negatively or positively perceived by individuals in the neighbourhood based on their level of satisfaction and expectations. The result of the quality of life of the rural women in Ekiti State with reference to their neighbourhood shows that there is instability which affected the respondent's aspirations. Majority of the respondents reported they do not feel safe in their neighbourhood because it is not safe from corruption and violent crime. The political instability and numerous cases of attempted murder and murder of many people in the state during the May 2009 governorship re-run election could be responsible for this opinion. Okello (2007) reported that utilization of information has enhanced the quality of life of the rural women in Uganda because of the prompt access to information about water supply, refuse disposal and poverty eradication action plan in their neighbourhood. In Ekiti state, the presence of Global Systems of Mobile Communication of major networks like ZAIN, MTN, GlobaCom, and Visafone are easily felt in the local areas which had made communication easy. The use of this device to access prompt information from urban and their neighbourhood has greatly enhanced the quality of life of the rural women in Ekiti state as thousands earn a living from the use of mobile telephone daily.

FAMILY LIFE

The family constitutes a basic unit of the society. In Nigerian society, family relationship is held in high esteem. In reality, whatever affects these relationships are of utmost importance. The response in the family life domain shows that rural women in Ekiti State enjoy family relationships. 1,949 (39.0%) reported that they enjoy happy family life, closeness and safety of loved ones. 1,737 (34.7%) claimed they have peace of mind because of the good relationship they have with members of their extended family. However, 1,360 (27.2%) of the respondents said they were not in a position to assist members of their extended family financially even in spite of the family ties. According to Diso (2006), information about how problems in marriages, childcare and juvenile delinquency could be handle would improve the quality of life of rural dwellers under this domain.

GOVERNMENT

The government exercises power on behalf of her citizens and exists to promote their welfare. The result in the government domain shows that the respondents have not really felt the impact of the government as it affects their quality of life.1,386 (27.7%) of the respondents claimed that they do not enjoy living in their community because the state government does not provide needed infrastructure. According to 2,010 (40.2%) of the respondents, the state government does not have projects and programmes tailored towards improving quality of life of the rural women. 1,998 (40.0%) of the rural women reported that the state government does not listen to the complaints of her citizens and this does not make them happy. As a result of bad policies and progarmmes in Ekiti State, the women in the rural areas were worst off as claimed by 1,724 (34.5%) of the respondents. Omotoso and Owolabi (2007) claimed that the quality of life of the people in Ekiti state is evidently low because the people are unable to have three meals, unable to afford a decent home, unable to have portable water at home for safe drinking unable to afford children fees and even unable to afford medical expenses of the family because government did not provide the adequate infrastructure required. Ultimate use of adequate information could be a powerful tool when implemented as part of larger development plans to improve the quality of life of the rural populace (Harande, 2009).

SOCIAL STATUS

The extreme between poverty and affluence is represented with the socio-economic status classification. From the result on socio-status domain, 2,843 (58.9%) of the respondents reported that their quality of life has improved in the socio-status domain because mobile telephone has made communication easy. 1,291 (25.8%) reported that they have children who are doing well in their chosen careers and this gives them joy. 2,326 (46.5%) of the respondents feel fulfilled in their social domain because they are well represented in their community. The result shows that the rural women with good socio-status are contented with the quality of their lives.

SPIRITUAL LIFE

The entire human race is descriptively religious, especially Africans. Spiritual life gives meaning to why people aspire to be good and do well within their own powers. The consideration of whether one's spiritual life is fulfilling depends on a number of factors, which include how free is one in choosing and believing in

what he/she thinks is worthy of worship, and how relaxed and the peace of mind the person has internally. The rural women in Ekiti State have fulfillment in their spiritual life. 4,115 (82.3%) of the respondents, reported they have spiritual values and religious faith. 2,283 (45.7%) claimed they have full freedom to practice their religion in the state. 2,334 (46.7%) reported they have something they believe in because there is freedom to their religion. The result shows that the rural women in Ekiti State enjoy inner harmony and peace of mind in the spiritual life domain.

TESTING OF HYPOTHESES

HYPOTHESIS 1: There is no significant relationship between Information Utilization and Quality of Life of the rural women in Ekiti State.

Table 2: Pearson Correlation of Information Utilization and Quality of Life of the Rural Women in Ekiti State

Variable	Mean	Std. Dev.	N	Df	r	P	Remark
Information Utilization	94.01	27.05	5000	4999	.645**	.000*	Significant.
Quality of Life	120.82	21.41					

Significant at p< .05

The result in this table shows that there is a strong, positive relationship between information utilization and quality of life of the rural women in Ekiti state, Nigeria (r = .645; df4999; p<.05). This means that as information are more utilized by the rural women, their quality of life improve tremendously. Since this relationship is significant, (p<.05), the relationship cannot be ascribed to dunce. Therefore, the null hypothesis is rejected

HYPOTHESIS 2:

There is no significant relationship among socio-economic factors (age, marital status, education, household size, number of children, type of house, rural dwelling tenure status, employment status, occupation, estimated income, average spending on food and nature of standard of living) and quality of life of the rural women in Ekiti State.

Table 3: Summary of relationship among Socio-economic Factors and Quality of Life of the Rural Women in Ekiti State

Source of variation	SS	DF	MS	F-Ratio	Sig. of P	R	R-Square	S.E. of estimate
Regression	377107.26	12	31425.605	81.885	.000*	.406	.165	.163
Residual	1913907.2	4987	383.779					
Total	2291014.5	4999						

Significant at p< .05

Table 3 shows that the socio-economic factors such as: age, marital status, education, household size, number of children, type of House, rural dwelling tenure status, employment status, occupation, estimated income, average spending on food and nature of standard of living taken together have a positive multiple relationship with the quality of life of rural women in Ekiti State (R = .406). To this end, the twelve socio-economic variables are quite relevant and could effectively determine quality of life. The table further shows the R-square value of .165 which implies that 16.5% of the total variance in the quality of life of life of the rural women is accounted for by the 12 factors. The remaining 83.5% is due to other factors and residuals. The R value of .406 is also significant (F = 81.885; p < .05). Hence, the relationship among the socio-economic variables and quality of life of the rural women is positive, strong and significant. Hypothesis 2 is therefore rejected.

CONCLUSION

There seems to be some fundamental misconceptions about the role accesss to and utilization of information could play in developing programmes that could improve the quality of life of rural women. A study of the various programmes the federal, state and local governments introduced to improve the quality of life of rural women shows a seeming lack of concern for information. As it is the need for a clear-cut and coherent information policy seems not to seriously agitate the minds of these arms of government planning progress for women living in rural areas. However, the recent questioning and re-thinking of programmes developed has brought information to the fore front of planning and practice. It is now clear that without meeting the information needs of the women, and without identifying the sources of information to be harnessed to fulfil the information needs of the women, most of these programmes will fail.

In Nigeria, evidences abound as to where straight-jacket programmes for rural women have failed. The Better life for rural women, the Family Economic Advancement Programme (FEAP) and the poverty eradication programmes are a few examples of failed attempts at improving the quality of life of rural women in Nigeria due to less consideration for information management input. Realizing therefore that without information which can translate the benefits of any programmes that can improve the quality of life of rural women has led to the emphasis in this study.

5.4 RECOMMENDATIONS

Based on the findings of this study, the following recommendations were suggested.

1. Informational inputs should be made part and parcel of any programmes aimed at improving the quality of life of rural women.
2. Mechanisms should be put in place for effective information services based on an analysis of the needs of the rural women. The different factors which determine the design of the services must be perfectly understood. For instance, the hour at which the rural women would have to use the services and means of communication.
3. Information centres should be set up in each local government to provide quick information for the rural women. This is to enable the women to be better informed.
4. The information centers should provide adequate information materials such as audio visual material, handbills, posters, exhibitions and so on to meet the wide range of information needs already identified in this study.
5. Public libraries in the state should see provision of information to rural women as an important aspect of their services. They should identity and coordinate information services best suitable in meeting the information needs of the rural women so as to improve their quality of life.

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EFFECT OF INFORMATION LITERACY ON USE OF LIBRARY BY UNDERGRADUATE STUDENTS IN FEDERAL UNIVERSITIES IN NIGERIA

BY

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ABSTRACT

The paper highlights the results of the study of effect of information literacy level of Nigerian undergraduate students on the use of federal university libraries. The study population was 800 undergraduate students' selected from first, second and third generation universities in Nigeria and the survey research method was used for the study. Questionnaire, interview and observation were the instruments used for collecting data. Descriptive statistics such as frequency and percentage tabulation were used in analyzing the data. Results showed that the information literacy level of Nigerian undergraduate students is generally low and they mainly use library catalogue in searching for information in the university libraries. The study equally revealed that computer terminals in the Nigerian university libraries are not enough for users and they are also not accessible to users for their academic work. Nigerian university libraries need to acquire more computers that are connected to Internet services for users as well as embark on effective teaching of library use instruction course to all categories of students especially the undergraduates as this could improve the information literacy level of the undergraduates.

INTRODUCTION

Information is a vital ingredient for success by every student in all tertiary institutions. This is because it is mainly through information access and use that true knowledge can be acquired in a teaching and learning situation. University libraries are known for acquisition, preservation and dissemination of relevant information resources in order to support the teaching and learning processes in

the parent institutions. The information resources available in most university libraries today are usually in print and electronic formats. These include books, journals, encyclopaedia and other information sources. With the advent of modern information and communication technologies, more and more information resources are made available in electronic form. This is why Fidel et al (1999) argued that many electronic resources are available in the library. The increased information available on the web has affected information seeking behaviour. Innumerable types of information, in a large variety of containers and in many different locations, are all available in one place. In the modern society, the types of information and the media which present them have become manifold and multifarious, offering men and women a vast selection. Therefore, for users of university libraries, especially the undergraduate students to retrieve desired information from the university libraries there is need for them to be information and computer literate.

Information literacy is one important variable that motivates the students' use of libraries in academic institutions. The American Library Association (1989) stressed that, the instructional programmes have been given different names and various definitions. The programme as at 1970s was referred to as "user education" or "user instructions" and "library orientation." By 1980s it was referred to as "library-use-instructions," "library skills and bibliographic instructions" and as at 1990s it was referred to as "information literacy." Lwehabura (1999) argued that in spite of the fact that these terms may be different, they are all emphasizing on teaching the users especially the undergraduates how to acquire techniques of information searching in various libraries in order to enable them use the library resources effectively and become information literate.

The Association of College and Research Libraries (ACRL) (2000) refers to information literacy as the ability to 'find, retrieve, analyze, and use information'. One cannot become information literate without first acquiring the skills and competencies traditionally associated with general education- critical thinking and reasoning abilities, written and oral communication skills, and so forth (Lindauer, 1996). Akinyode (1985) observed that in Nigerian universities, students' ability to locate, retrieve, evaluate or interpret and use information need is generally poor and this definitely will affect their life long learning.

Bruce(1998) posits that information literacy does not only enhance students' ability to manage, locate and evaluate information but it also assists them to use information for problem solving, research, decision making and continued professional development. This ability is a vital component of life long learning. By ensuring that individuals have the opportunity to develop the intellectual abilities of reasoning and critical thinking, and by helping them construct a framework for learning how to learn, universities provide the foundation for continued personal and career growth.

Computer literacy as an aspect of information literacy is the ability to achieve computer knowledge for the purpose of problem solving (Okwoche, 2005). In the library, a computer can be of tremendous assistance either in easing the arduous task of manual processing or in time saving in the retrieval of information (Saadi, 2002). These processes enhance the manipulation of resources, provide services to patrons and allow for easy retrieval of vital information. With Information and Communication Technology (ICT) facilities available in most university libraries all over the world, students who are computer literate now find it easy to search for their information needs in the libraries. Computer literacy could also be referred to as effectiveness in searching for needed information by using electronic sources. That is, the extent to which students are capable of conducting electronic information searches or use computer facilities such as Internet and other on-line services to locate relevant sources and information for academic or research purposes.

International network (Internet) according to Kumar and Kaur (2005) has become the biggest global digital information library, which provides the fastest access to the right kind of information in nano- seconds of time to end – users at any time and at any place in the world. The Internet has become the most extensively used information source that empowers the average person to get in roaming with the latest information. It can also provide access to essentially unlimited resources of information not conventionally obtained through other means. Today's information users such as the undergraduates can no longer depend on conventional information sources to cope with the latest developments in their respective fields. To successfully achieve the objective of their university education, undergraduate students are expected to effectively use information technology facilities available in their university libraries for any meaningful information searching. With the concept of global village, graduates are expected

to compete for jobs globally and this could only be achieved with already acquired information searching skills (Agbonlahor, 2005). Thus, for effective information searching to be achieved among the Nigerian undergraduate students information and computer literacy skills are highly essential.

However, in spite of the fact that information literacy is essential for any meaningful information searching in the university libraries, to what extent does information literacy level of the Nigerian undergraduate students influence the use of their university libraries? "Use," in relation to journals was defined as physical selection of a journal and the act of leafing through the pages (Kent, 1981). Thus, the use of university library could be described as the physical selection of library resources and the act of leafing through the pages.

In Nigeria, Bello (2000) and Amkpa (2000) discovered in their studies that majority of the students did not use the university libraries effectively. In a similar study, Idiodi and Igbinosa (2003) revealed that library patronage was low because only 20% of the readers used the library the way the library was expected to be used. About 5.36% of the readers did not use the resources of the library at all. These findings corroborate with that of Emerole and Ogugua (2007) who revealed that there is low patronage of library services as many users have not fully realized the potentials of the library in a technology oriented university in this information revolution age.

Today, information is stored in both electronic and print devices and these could easily be used by mainly information literate persons who would always appreciate learning and regard it as an easy task. In other words, without adequate information literacy skills, students would always find learning difficult. Probably, this is why The American Library Association (1996) defines information literacy as a term "applied to the skills of information problem-solving", and adds that an information-literate person is one who "must be able to recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information". The importance of high information literacy level skills among the Nigerian undergraduate students can never be over-emphasized. This is because it is mainly an information literate undergraduate student that would effectively use the library and its information storage devices in this present information age. Unfortunately, in Nigerian universities, studies such as that of Akinyode (1985) had revealed that students' ability to locate, retrieve, evaluate or

interpret and use information need is generally poor and this definitely will affect their life long learning. However, considering the importance of information literacy skills for effective use of university libraries of today, it is therefore necessary for one to investigate the level of information literacy skills of the Nigerian undergraduate students as well as know the extent to which it influences their use of the university libraries.

LITERATURE REVIEW

ALA (1989) posited that "to be information literate, a person must be able to recognize when information is needed and have the ability to locate, evaluate, and use efficiently the information needed..." Ultimately information literate people are those who have learned how to learn. They know how to learn because they know how to find, organize an information in such a way that others can learn from them. They are people prepared for life-long learning; because they can always find the information needed for any task or decision at hand. Brendan, (2002) believes that information literacy is an intellectual framework for understanding, finding, evaluating and using information- activities which may be accomplished in part by fluency with information technology, in part by sound investigative methods, but most importantly, through critical discernment and reasoning.

Library use instruction programme is an aspect of information literacy and this could come in mainly two forms: Library orientation and bibliographic instruction or user education. The library orientation normally takes place within the first week of arrival of the new students and introduces library users to usage and services in the library while bibliographic instruction introduces the use of various reference and retrieval mechanism in the library (Mews, 1972). The aim of the programme is to teach the library users the techniques of searching for information in order to satisfy their information needs within a limited time in the library.

For effective information literacy to be achieved, computer literacy is very necessary. Computers are a well established feature in many modern libraries. Since the 1960s, computers have been used, to good effect, to perform many library functions from clerical housekeeping activities, such as ordering, cataloguing, serials control, and circulation of books and journals to reference and information services (Artandi 1972; Kimber 1974 and Rowley 1988). Other services include: indexing and abstracting services; inter – library loan services,

current awareness services, selective dissemination of information services, networking for on – line interactive searching and resource – sharing services. Aguolu and Aguolu (2002) noted that the possibility of integrating book theft devices into computerized circulation system in order to check book pilfering, a major problem for libraries is yet another advantage of computerization.

Rowley (1988) has indicated that libraries in developed countries started computerization of some of their services in the 1960s and big libraries with large loan transactions, such as university and large research libraries, were targets of early computerization. In Nigeria, however, most university libraries are striving to be automated or still in the process of automation as this would enable them to have their resources available in Compact Disc Read Only memory (CD – ROM), database for on line searching, Online public Access Catalogue (OPAC) and at the same time have these libraries connected to the Internet.

OBJECTIVES

The objectives of the study are to:

i. Find out the students' level of information literacy and its effect on their use of Federal University Libraries in Nigeria and
ii. Identify better ways of improving level of information literacy among the Nigerian undergraduate students.

RESEARCH QUESTIONS

The study has the following research questions:

i. What is the undergraduate students' level of information literacy in the Nigerian Federal Universities?
ii. Is your university library automated?
iii. Do you normally have access to your university library computers for your academic work?
iv. Did you participate in library use instruction course in your university?
v. How do you search for information materials in your library?
vi. What should be done to improve information literacy level of the Nigerian undergraduate students?

METHODOLOGY

The descriptive survey research was adopted to collect data for the study. Purposive sampling technique was adopted to select universities to be studied.

Therefore, three federal universities were selected for the study based on the first, second and third generation universities in Nigeria. These universities are University of Ibadan (UI), University of Jos (UNIJOS) and University of Uyo (UNIUYO). Six faculties were selected for the study in each of the universities and a department was selected from each of the faculties. Students were proportionately selected from the universities while their areas of specialization and levels of study were considered in order to select adequate representation of the population for the study. The sample size for the three universities was: UI - 200, UNIJOS – 350 and UNIUYO- 250 giving a total of 800 respondents. Questionnaire, interview and observation instruments were used to collect data for the study. Questions were asked to obtain information on the level of the information literacy of the respondents. The university librarians of the universities selected for the study were interviewed to find out the ICT facilities available in their libraries and how accessible they are to students. Observation technique was also adopted in the study in order to see the available ICT facilities in the libraries studied.

Data analysis and discussion

Table 1: Undergraduates' information literacy level in Nigerian universities

S/N	Statements	Yes	%	No	%
1	Your computer literacy level is high.	365	45.6	353	44.1
2	Your university library is automated.	88	11.0	382	47.8
3	You normally use your university library computers for academic work.	143	17.9	337	42.1
4	You participated in library use instruction course as a fresh student of the university.	385	48.1	90	11.3

Table 11: Reasons for not using university library computers for academic work

S/N	Reasons	Frequency	%
1	There are not enough computers in the library.	207	25..9
2	The computers in the library are not accessible to users.	253	31.6
3	The computers in the library often break down.	121	15.1
4	I do not know how to use computer for information searching.	129	16.1

Table 111: Reasons for non-participation in library use instruction in the university

S/N	Reasons	Frequency	%
1	I had late admission into the university.	41	5.1
2	The library use instruction course period clashed with my other lectures.	51	6.4
3	The course was not taught in my university.	55	6.9
4	The lecturer on library use did not teach the course well.	53	6.6
5	It is because the course was optional in my university.	30	3.8

In responding to the comments on the level of information literacy of the undergraduate students in Nigerian federal universities, Table 1 revealed that 365 (45.6%) of the respondents indicated that their computer literacy level is high, while 353 (44.1%) stated that their computer literacy level is low. Similarly, 88 (11.0%) of the respondents indicated that their university libraries are automated, while 382 (47.8%) responded negatively. Table 1 further revealed that 143 (17.9%) of the respondents stated that they use their university libraries' computers for academic work, while 337(42.1%) disagreed with the statement.

Also, 385 (48.1%) of the respondents reported they participated in use of library instruction course in their universities, while 90 (11.3%) indicated they did not. From these findings it is clear that information literacy level of the respondents is generally low as the percentages revealed for all the items ("yes and no" items) on the students' level of information literacy in Table 1 are below average score of 50.0%. This result is not surprising since majority of the respondents claimed their university libraries are not automated and many of them also revealed that they do not use their university library computers for any academic work. This according to them as revealed in Table 11 is because there are not enough computers in the libraries and the few available ones are not accessible to users. Some of them also indicated that the computers in the libraries often break down and some stated they do not know how to use computers for information searching. The inaccessibility of the computers to users could be because the population of the students who have the need to use the library computers at a time are always more than the number of the computers available in these university libraries as many of the respondents even pointed out. This result is contrary to the findings of Kuh and Gonyea (2003) who revealed that students who do not have a computer where they live or work use the library more because the library computers are accessible to them.

As for those who participated in the library use instruction course, only 48.1% of the respondents which is below (50.0%) average score indicated they participated in doing the course. Response to the question which further inquired to know why many of them do not participate in library use instruction course 41 (5.1%) as revealed in Table 111 indicated they got late admission into the universities, 51(6.4%) reported the library use instruction course clashed with their other lectures. Another 55 (6.9%) indicated that the course was not taught in their universities, 53(6.6%) stated that the lecturer on library use did not teach the course well, while 30(3.8%) indicated that the course was optional in their universities. This is contrary to the discovery of Holland and Powell (1995) which showed that years after graduation the Engineers surveyed were united in thinking that instruction on how to access information should be incorporated into courses taught in the colleges.

Table iv: How to search for information materials in the library

S/N	Statements	Frequency	%
1	By consulting the library catalogue.	551	68.9
2	By consulting the library computers (OPAC).	166	21.0
3	By consulting the library staff.	425	53.1
4	By consulting online database.	138	17.3
5	By browsing through the bookshelves.	495	61.9

The questionnaire further investigated how the respondents search for information materials in their university libraries. From Table iv, 551 (68.9%) indicated they consult the library catalogue, 166(21.0%) stated they consult the library computers (OPAC), 425(53.1%) revealed they consult the library staff, 138(17.3%) reported they consult online database while 495(61.9%) indicated they browse through the bookshelves. Perhaps many of the respondents consult the library catalogue for their information because of low level of services obtained from the OPACs of these federal university libraries as was observed during the investigation. This finding is similar to that of Whitmire (2001) which disclosed that undergraduates used the card catalogue or online more than any other library facilities in their information searching.

From the findings it is obvious that the level of information literacy of the Nigerian undergraduate students is generally low and this would always have adverse effect on their use of university libraries. Since an information literate person should be able to locate, evaluate and retrieve information materials needed to satisfy his/her information needs from any information centre, it is necessary that the Nigerian undergraduate students should be information literate individuals. Unfortunately, the study has revealed that the information literacy level of the undergraduate students in Nigerian universities is low and this, no doubt, would always influence not only their use of libraries but would generally influence their academic performances in the universities. This belief is corroborated by Akinyode (1985) who revealed that in Nigerian universities, students' abilities to locate, retrieve, evaluate or interpret and use information need is generally poor and this will affect their life long learning.

Table v: Suggested ways of improving information literacy level of Nigerian undergraduates

S/N	Recommendations	Frequency	%
1	Provision of enough library computers.	713	89.1
2	Accessibility of library computers to users.	709	88.6
3	Improved method of teaching library use instruction course.	702	87.8

The last of the research questions demanded that the respondents should suggest ways of improving their information literacy level. A total of 713 (89.1%) indicated that there should be need for provision of enough library computers, 709(88.6%) suggested accessibility of library computers to users, while 702(87.8%) of them indicated improved method of teaching library use instruction course. This shows that majority of the respondents are interested to observe some improvements in their information literacy levels.

CONCLUSION

From the outcome of the findings, it could be concluded that the undergraduate students in Nigerian federal universities generally have low level of information literacy and this in no small measure would always affect their information searching in their university libraries. It would not only affect the retrieving of their information needs but would also affect their general performances in achieving their educational objectives.

One would, therefore, conclude that to improve information literacy level of the undergraduates in Nigerian federal universities, there is that need for provision of accessible ICT facilities in these federal university libraries as well as continuous impart of library use instruction course to the students to boost their information literacy skills. There is no doubt that once these measures are properly considered the information literacy level of Nigerian undergraduate students in federal universities will certainly improve.

RECOMMENDATIONS

The following recommendations are provided based on the findings of the study:

i. Federal university librarians and some other qualified library staff should participate in teaching of library use instruction course in order to effectively impart information literacy skills to undergraduates.

ii. There is need for Nigerian federal university library managements to provide enough and adequate Internet connected computers and other ICT facilities for users in the university libraries. This could be achieved through the assistance of the library stakeholders, federal/state governments and private organizations in Nigeria

iii. Computers in the university libraries should always be made accessible to users for their academic work.

iv. In preparing the students' timetable care should be taken to avoid clashing of any other course with library use instruction course.

v. The information literacy courses such as basic computer training courses should be introduced at both primary and secondary school levels, so that the undergraduate students would not find it difficult to use computers and other ICT facilities in their information searching in the university libraries.

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HOSPITAL INFORMATION AND RECORDS MANAGEMENT: A CASE STUDY OF OUT PATIENT DEPARTMENT OF FEDERAL NEURO-PSYCHIATRIC HOSPITAL KADUNA

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ABSTRACT

This research addresses the way vital records of the Federal Neuro-Psychiatric hospital, Kaduna are handled, starting from the stage at which they are created through office use to their final disposition. Its methods of records creation and control, purposes of these records in health delivery, maintenance, accessibility, records security, staff qualification and training and finally problems encountered in handling records are identified and discussed. Recommendations capable of bringing improvements to some identified grey areas of records management in the hospital have also been provided.

INTRODUCTION

Proper management of records involves a logical and practical approach of records conservation, maintenance, preservation, description, security, use, and disposition and these take place in records offices, such as registries, records centres, archives etc. The prime resource of any civilized human society is the dissemination of information of daily interactions. In specialized settings like schools, financial institutions and hospitals, records generation and its proper dissemination on daily activities are very important. For efficient healthcare services, there is the need for the availability and accessibility of medical records to practitioners. This

would not only facilitate health services but would prevent undue hardship experienced by patients or even loss of lives.

Medical records can be conceptualized as an extension of doctors' memories. In order that information gained at any point in time may be accurately available, it must be recorded. The availability of such recorded information enhances a quicker, easier and much better diagnosis, treatment and even cure of a patient's ailment. In case of reoccurrence, if the details of the examination, finding and prescription on a patient are accurate and readily accessible, this helps to reveal the patient's medical history on that particular ailment. It also helps the health personnel to adequately plan and evaluate the previous treatment administered on a patient thereby allowing for an appropriate follow up. It is in this context that the proper management of this recorded information remains an integral part of the smooth running of the day to day operations of a hospital.

Preliminary investigation by the researcher reveals that there is no proper management of records in the General Out Patient Department (GOPD) of Federal Neuro-Psychiatric Hospital (FNPH) Kaduna due to lack of medical records professionals; lack of standard record office; lack of enough medical staff, etc and as a result, these problems have led to loss of patients files, misplacement, inaccessibility and waste of time in search of a patient's file or card and this we know is dangerous to life.

OBJECTIVES OF THE STUDY

The following objectives guided the conduct of the study:

1. To examine the process involved in the generation of medical records in OPD of FNPH, Kaduna.
2. To ascertain the purposes of the records in health delivery.
3. To critically appraise how records are organized and maintained in the OPD of FNPH, Kaduna.
4. To determine how these records are made accessible to users.
5. To examine how secured medical records are in OPD of FNPH, Kaduna.
6. To find out the qualification of records management staff in OPD of FNPH, Kaduna.
7. To identify the problems encountered in handling records in OPD of FNPH, Kaduna.

LITERATURE REVIEW

Information is a critical resource that enables an organization to function and flourish. Opara (2004) It is a cornerstone for long term organizational survival. Davis (1976) stressed that because of the sensitive nature of their work, medical personnel cannot afford to toy with gathering accurate information. Information is very crucial for effective running of all organizations including Federal Neuro-Psychiatric Hospital. In the word of Ayeni (2000) information, whether on paper, magnetic tape, in computer or human brain is a fundamental requisite for ensuring rational and coherent decision–making. Records are important in all societies. Any society that has no recorded materials ultimately suffers from lack of information. Afolabi (1991) also emphasized that records are necessary because they contain all the information vital to the daily operation of organizations, institutions and even persons. He further observed that an organization cannot function smoothly and efficiently in the absence of documented information.

Elisha (2000) defined records as official documents of an organization, which furnish information on such organization's functions, policies, procedures, operations and other related activities. This definition shows records as the documentary accounts of daily operations of an organization like FNPH, which can enhance the effective discharge of its operational services. Ayeni (2000) defined records as statements, facts, figures, recorded in form of impression and expression, purposely established for remembrance and reference. This shows that records can be evidence of events, activities, programmes, facts etc in any form or medium like signed copies of annual reports, laboratory reports, patient's folders, etc. These records are created in the course of conducting business activities in private or public organizations. Tiamiyu (2000) shared the same opinion when he defines records as valuable data or information recorded in a medium for purpose of storage, conveyance or transmission over time and space. Uwaifo (2004) regarded records as indispensable tools for planning, decision-making and implementation. To Ibrahim (2005) records are means of accounting as well as evidence of events.

Records and information are the "memory" and "life blood" of any organization. It is therefore very important to be meticulous in their management without which chaotic situations may arise. Hence, records and

information must be systematically and scientifically managed. Kanter (1987) defined records and information Management as the scientific and systematic control of record information, the control of which is over its creation, maintenance, utilization, storage, retrieval and disposition.

A well organized and well managed information system will respond to all the diverse information and records needs of an organization in such a manner that will allow for easy recording, storing, processing, retrieval and transmitting or channeling to end users the desired records or information. An effectively managed information will help top hospital's management have insight into the strengths and weaknesses of the hospital which could also help the top management come up with a view to addressing the problems in order to realize the stated goals and objectives. Records and information management involves the development and maintenance of every necessary systems and infrastructures that will make it possible. Trevor (1990) observed that through effective information management, information and record managers will be able to control information explosion within the system and its effect on decision-making by improving the flow, the control, the analysis and the synthesis of information for decision making.

Smith (2002) defined record management as the systematic control of all records from creation through their processing, distribution, organization, storage and retrieval to the ultimate disposition. Taylor(1996) and Ibrahim (1991) stressed the need for organizations to manage their records in order to facilitate decision-making. No organization can rely on memory of its transactions, not even a special hospital like FNPH. Evborokhai (1990) was of the view that organizations will face serious problems if they allow their records to be mismanaged. He stated further that organizations should let their records staff know that their success depends on how well the information resources are managed. Benjamin (1977) Stressed the need to manage medical records well as it is important in the lives of individual patients and portends dangers ahead if these records are not managed well.

Medical records are different from other records we have because they are concerned with patients health – care needs, therefore they must be treated differently. The recorded information are not to be destroyed because they are created to serve current and historical purposes.

METHODOLOGY

The researcher adopted the survey research method. This is because the survey method is the most suitable for this research. Data were collected by using structured interview questions and personal observation. The interview was chosen because of the size of the sample. It enabled a close personal interaction with the Doctors, Consultants and records staff who are directly involved in records generation and management.

POPULATION OF THE STUDY

The population of this study include six (6) Medical Consultants, Fourteen (14) medical doctors, sixteen (16) Medical records staff and twenty-three thousand, nine hundred and eighty (23,980) active medical records in the Unit.

DATA ANALYSIS

Data Collection through personal interview was analyzed using statistical package of tables, information observation were recorded in the integer number known as frequency and simple percentages.

GENERATION OF RECORDS AT OUT PATIENT DEPARTMENT (OPD)

Table 1 provides information on the category of staff involved in the generation of records at the Out patient Department of the Federal Neuro-Psychiatric Hospital, Kaduna

Table I: RECORD GENERATION AT OPD

Variable	Frequency	%
Preparing of reference card	16	44.4
Prescription	14	38.9
Laboratory	4	11.1
X-ray	2	5.6
Other, Specify	-	-
Total	**36**	**100**

The data from table 1 indicate that records staff were involved in records generation as far as preparing reference cards are concerned. Sixteen records staff (44.4%) indicated that they prepared reference cards for patients, 14 (38.9%) representing doctors and consultants generated records through prescription, 4 (11.1%) and 2 (5.6%) respondents generated records through laboratory and X-ray results respectively. In summary, the doctors, consultants and records Staff were all involved in records creation and they created a lot of medical records each day.

Table II: PURPOSE OF MEDICAL RECORDS

Purpose	Frequency	%
Monitoring curative Procedure of an ailment	16	44.4
For reference and information of Patients	14	38.9
For research and study on ailment successfully treated	6	16.7
Other, Specify	-	
Total	**36**	**100**

The data in table 11 indicates that 16 (44.4%) of the doctors and consultants saw the medical records as guides for monitoring curative procedures of an ailment, 14 (38.9%) respondents viewed them as reference and information on patients and 6 (16.7%) other respondents viewed them for research and study on ailment successfully treated. The data shows clearly that the doctors and consultants were in agreement that the medical records generated serve useful purposes

Table III: SYSTEM OF RECORD ORGANIZATION

This shows the system of records organization of the OPD of The Federal Neuro Psychiatric Hospital, Kaduna

System	Frequency	%
Bernard's	-	-
LC/DDC/LC	-	-
Simple Numerical Arrangement	16	100%
Others Specify		
Total	**16**	**100%**

The sixteen (16) records staff at the OPD were interviewed on the records organization procedures such as arrangement, storage, retrieval and appraisal of

medical records and they all maintained that the hospital had a method for records arrangement. They indicated that the medical records were arranged using straight numerical filling order. To confirm this position, a sample of one thousand (1000) records was randomly selected from the OPD. It was discovered that the arrangement of medical records are not uniform as the respondents claimed.

Records Management Practices of the OPD of FNPH, Kaduna.

The records management practices of the Out Patient Department of the Federal Neuro-Psychiatric Hospital, Kaduna are as summarized in Table IV

Table IV: MANAGEMENT PRACTICES ADOPTED IN RECORD KEEPING

Variable	Frequency	%
Daily filing / shelving	2	12.5%
Documentation of Withdrawals	-	-
Occasional Weeding	-	-
Assessing of Records	14	87.5%
Shelf reading	-	-
None of the above	-	-
Total:	16	100%

The analysis made in Table IV shows that the management practices adopted in the OPD of the FNPH were Daily Filing / Shelving as indicated by two (12.5%) respondents and Assessing of records as indicated by 14 (87.5%) respondents. That the management practices adopted were limited, to these two approaches could attributed to lack of knowledge and training on records management. It is alarming that no shelf reading, no appraisal of records, no weeding out of records, etc constituted parts of the management practices.

Table V: ACCESSIBILITY OF RECORDS TO USERS:

Method of Access	Frequency	%
Charging and Discharging using notebooks	1	6.25%
Giving out records without documentation	-	_
Allowing users to locate records sometimes	-	_
Through reference cards	15	93.75%
Total:-	**16**	**100%**

On how medical records are retrieved for use 15 (93.75%) respondents indicated that they gave out records to consultants, doctors, and privileged patients through reference cards while 1 (6.25%) respondents indicated that records were accessed through charging and discharging using notebooks.

SECURITY OF RECORDS

Table VI provides a summary of the different methods by which records were secured in the Out Patients Departments of the Federal Neuro-Psychiatric Hospital, Kadun

Table VI: SECURITY OF RECORDS IN RECORD OFFICES

Security Methods	Frequency	%
Fumigant / Insecticides	1	6.25%
Fire Extinguishers	15	93.75%
User Forms	-	–
Research Room Staff	-	-
Brushes	-	-
Others specify	-	-
Total:	**16**	**100%**

The observation of all the records offices revealed that there was provision of fire extinguishers, which 15 (93.75%) of the records staff attested to while only 1 (6.25%) respondent indicated the availability of fumigant / insecticides. The general fear during the interview was that records could be destroyed one day by fire, vermin, insects, water, worms, etc. if the security situation was not improved.

Table VII: QUALIFICATION OF RECORDS STAFF

Qualification	Frequency	%
HND	2	12.5%
NCE / OND / DIPLOMA	6	37.5%
WASE	8	50%
PRIMARY SCHOOL CERTIFICATE	-	-
TOTAL	**16**	**100%**

From table VIII, it can be seen that only 2 (12.5%) records staff possessed HND Certificate in Records Management, 6 (37.5%) had Diploma while 8 (50%)

possessed school certificate. This analysis shows that the Medical Records Unit of OPD did not have enough qualified and skilled staff.

Table VIII: INSERVICE TRAINING AND ORIENTATION OF RECORD STAFF

Orientation	Frequency	%
In-Service Training	-	-
Workshop	1	6.25%
Seminars	-	-
In-house orientation	-	-
None at all	15	93.75%
Total	**16**	**100%**

It is evident from Table VIII that only 1 (6.25%) records staff had attended workshop once on the best practices on record management and the remaining 15 (93.75%) had not had any at all. Further interaction with the Senior Records Officer revealed that although the Hospital Management had in-service training in its policy, it was hardly carried out. The complaint, according to the respondents had always been lack of fund.

Table IX: PROBLEMS ENCOUNTERED IN THE MANAGEMENT OF RECORD INFORMATION

Problems Encountered in handling records	Frequency	Response Yes/No	%
Do you have sufficient professional record manager?		16	100%
You have record retention and disposal policy?	16	16	100%
Do you have a standard record office?	16	16	100%
Do you have sufficient equipment for maintenance and security?	16	16	100%

From observation and interview held with the records staff, it was revealed that there were lots of problems hindering efficient and effective record management

in the OPD record offices such as indicated in Table IX. The problems encountered in the course of records/ information management as attested to by all the records staff were insufficient number of professional records managers, lack of records retention and disposal policy, lack of standard records office, and insufficient equipment for maintenance and security.

SUMMARY OF FINDINGS

From the analysis of the data gathered, the summary of the findings were presented as follows:

1. Medical records at the OPD of FNPH, Kaduna are generated mainly by doctors and records staff.
2. These medical records served useful purposes as indicated by the doctors and consultants as guides for monitoring curative procedure of an ailment; for reference and information to doctors and consultants on patients; for research and study on ailment that were successfully treated and those that defied medication.
3. These records were not properly organized which made access at times quite stressful. The management of records was extremely poor as records were retrieved and consulted without proper documentation, thereby leading to loss of records. Inadequate space and shortage of shelves constituted great setbacks and staffs were not trained on proper management of records, etc.
4. Due to poor management techniques for these records, their usefulness was compromised in the bibliographic chaos that existed in the records room.
5. Records generated were increasingly becoming difficult to manage properly using only manual means.
6. There was no provision of records security equipment.
7. There were no sufficient qualified and skilled record officers.
8. Retention and disposal schedule did not exist.

RECOMMENDATION

Based on the findings of this study, it is recommended that:

a). There is urgent need for a standard records office that will accommodate enough shelves for proper organization and storage of these records.

b). There is need for qualified and skilled record staff who would manage the affairs of records; They should from time to time be given refresher courses

on records management to acquaint them with up-to-date skills. They should attend workshops, conferences, in-service training, in-house orientation etc.

c). There should be proper system of organization for the records. Systems of classification and cataloguing suitable for the department should be adopted to ensure accessibility and security of the records.

d). There is urgent need to computerize the services of the medical records unit as this will take care of the number of records that are increasingly becoming difficult to handle manually. This will also help improve access, charging and discharging, reference services, etc.

e). There is need for proper funding of the records unit by the parent-organization.

f). It is important to have or draw up a record schedule and disposal policy.

g). Emphasis needs to be placed more on security measures. It is better to nip a problem in the bud than to start looking for control in an event of occurrence of disasters.

CONCLUSION

Undoubtedly, records become an essential tool of administration without which operational processes and functions cannot be performed in organizations. The importance of records under-scores the need for economy and efficiency in their creation, use, maintenance and disposition, which records management provides. The hospital is not unaware of the value of records and the need to manage them going by the findings of the study. The Federal Neuro-Psychiatric Hospital, Kaduna contributes in no small measure to the growth of health delivery service of the people, therefore, proper keeping of its records has a great role to play in this direction. To achieve this, necessary measures must be put in place to see that the recommendations advanced above are addressed through meaningful actions.

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INDEXING AND ABSTRACTING OF NEWSPAPERS: FORMAT, TECHNIQUES AND PRACTICAL APPROACH

By

GHANIY A. ADEBIMPE
NATIONAL LIBRARY OF NIGERIA- ABUJA.

ABSTRACT

Indexing which is usually arranged chronologically alphabetically, is a tool devised to point out important contents of a book, or a method contrived to arrange various subjects dealt with in a given document. Abstracting is a resume of the contents of a document which, at a glance will enable the user to assess its suitability or otherwise for what he wants to use it for. The paper discusses the modalities, the techniques, the fundamental principles and the practical approach that an indexer must adopt when he is doing the newspaper indexing and abstracting.

INTRODUCTION

The word "Indexing" is coined out of the Latin word "indicare" Which means, among other things, to show, to point out or to indicate the important contents of a book or in a Document. It could also mean an arrangement of subjects dealt with in a given text book.

It is conventionally arranged in alphabetical sequence, and it is usually located at the end of a book with page or folio references.

Indexing, according to Boon George (1971), is a detailed alphabetical list of names, terms, topics, places, formulae, numbers, or other significant items in a completed work (such as a book, set, or bound journal) with exact page references to the material discussed in the book.

The main purpose of indexing and abstracting services is to expedite information retrieval. They are vital components in the communication link between the originator of information and its ultimate consumer. They organize the literature in such a way that the users identify them more easily.

Furthermore, they enable the information seekers to retrieve whatever information they need as expeditiously as possible. They serve as surrogates or substitutes to the documents one wants. They represent the aspect of information retrieval system.

TYPES OF INDXING

There are from Librarianship point of view, different types of indexing, among which are book indexes, indexes on collections, periodical indexes, subject indexes, indexes to individual periodicals and newspaper indexes, to mention but few. While the indexes of books are usually at the end of the monographs or books, arranged in alphabetical order, the indexes on collections like poems, fictions, plays songs essays, stories, biographies et cetera, are usually under the author's name. This includes his works and the works written by others on him. It may be for a period of five, seven, ten or more years.

The periodical indexing is of three types: general indexing, subject indexing and single periodical indexing. General indexing, as the name depicts, covers many periodicals in a wide field of knowledge like pure sciences, technology, social sciences and humanities, e.g. Applied science and Technology Index (ASTI). Biological and Agricultural Index (BAI), British Technology Index (BTI) and British Humanities Index BHI).

The subject indexing is on new books, pamphlets, conference proceedings and reports, e.g. Library literature: An index to library and information science. It is published in New York, and it is done bi- monthly. In other words it is published six times in a year. Another example of subject indexing is Index Medical, published by the National Library of Medicine in Washington. It is divided into subject and author, and arranged alphabetically, with full citation under each entry. The indexing to individual periodicals is usually issued on annual basis.

THE NEWSPAPER INDEXING

The newspaper indexing is of two types: multi-newspaper indexing and single-newspaper indexing. While the multi- newspaper indexing is a situation where indexes are done on many newspapers, the single-newspaper indexing is a situation where indexing is done on only one newspaper, e.g. Guardian Newspaper indexing; New Nigerian newspaper indexing; Punch Newspaper indexing; Tribune Newspaper indexing or Daily Sun Newspaper indexing. The former is in practice in all the Libraries in the country, because they acquire many Newspapers for their clientele, while the letter may be adopted in the media houses where only one Newspaper is published.

ABSTRACTING

A abstract, according to Collision Robert (1971,is the terse presentation, as far as possible, in the author's own language, of all the points made in the same order as in the original piece of primary documentary information that could be a book , a research report, a periodical article, a speech, proceedings of a conference, an interview etc.

Maizet and others (1971) described abstract as a condensation that represents succinctly the objectives the scopes and the findings of a document, which is usually conveyed together with an indexing system that further helps to identify document content.

Simply defined, therefore, an abstract is a resume or summary of a document in which adequate bibliographic details are provided to enable the users trace it. It could also be defined as a concise condensation of the significant contents of a document, representing its objectives, scopes and major findings that would enable the user decide on its relevance, suitability and usefulness to his research work.

TYPES OF ABSTRACT

There are two types of abstract: indicative or descriptive abstracts; informative abstracts and critical or evaluative abstracts.

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The Indicative or Descriptive abstract is always short, and it summarizes the contents of a document in brief. It describes what a document is all about, and indicates its scopes so that the users could be able to decide for themselves whether or not to read the original document. It does not report on the actual findings.

The Informative abstracts are usually longer, and they present essential data and conclusions so that the user has no need to refer to the original document any longer. They serve as miniature versions of the documents. They usually contain scope, purpose, methods used, numerical data, formula, kind of treatment, results or findings, conclusion, interpretation of the results obtained by the author and recommendations. They are usually intended for experimental work, and they are meant for specific research reports.

The Critical or evaluative abstracts are usually done in Applied Mechanics review. In critical abstracts, the abstractors function as evaluators. Unlike the Indicative and Informative abstracts, where the abstractors normally function as objective reporters by excluding their personal opinions, the abstractors, in the critical/ evaluative abstracts, injects their personal opinions and analysis.

The characteristics of a good abstract are conciseness, clarity of expression, accuracy, comprehensiveness, intelligibility and non-criticalness.

DISPARITIES BETWEEN INDEXING AND ABSTRACTING AND THEIR ADVANTAGES.

Among the differences between indexing and abstracting is that, while the former points out the location of a given word, the latter describes the essential point[s] dealt with it.

The advantages of indexing and abstracting are legion. Among them are:

1. Abstracts and indexing help in keeping one up-to-date with new knowledge.]
2. They indicate whether the articles are of use to the researchers or not.
3. They avoid unnecessary search and waste of time.
4. They facilitate retrospective searches for literature in various fields.
5. They enhance the irretrievability of original document in a bibliographic record.

INDEXING AND ABSTRACTING MODALITIES.

The procedure for indexing and abstracting are familiarization, and conversion of concepts of concepts to index terms. The indexer/abstractor must become conversant with, and have through understanding of, the subject contents of the document he wants to work on. Having familiarized himself with the documents, the next stage is to decide, or analyze the document itself, whether it is worth indexing and abstracting or not. If it is worthy of doing, its correct bibliographical

data would be recorded, otherwise it would become inaccessible to the users as a result of inaccurate and inadequate recording.

Thereafter, the concept of the document would be written out, using the words of the author as much as possible, or using his own vocabulary in such a way that it would not do injustice to what the author meant, or using a combination of the author's word and his own.

The third and, of course, the last step has to do with the selection of index terms to match the concepts, either by using controlled vocabularies which are inform of a thesaurus or by using suitably free indexing languages.

Conventionally, the index entries are usually made on 3" by 5" cards. But nowadays, the computer has taken over, but not to the extent of eliminating the 3" by 5" cards system.

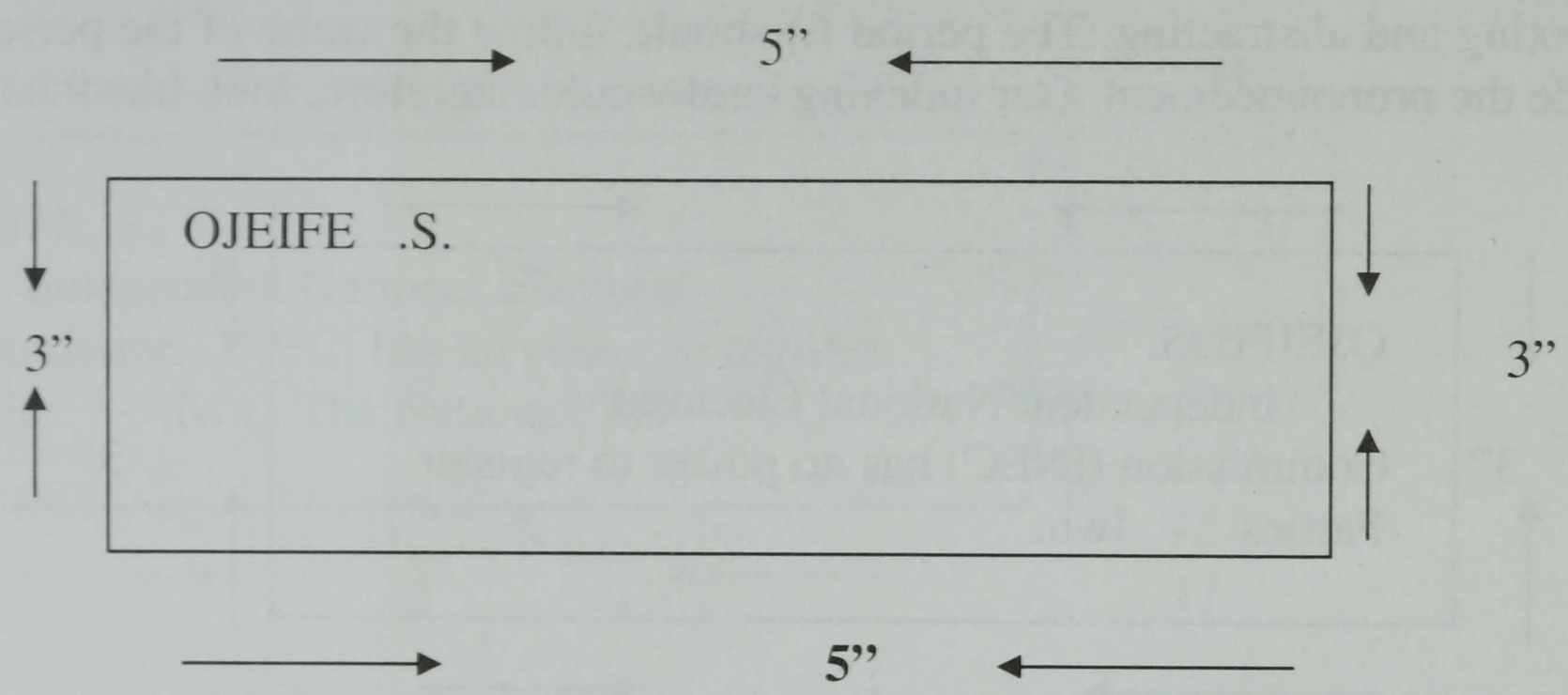
The indexer and abstractor must read whatever he wants to index and abstract thoroughly well, and understand the message (s) it wants to put across before he commences to index and abstract. He is as free as the air to use his own expressions as much as possible, especially where simplicity and clarity of expression are required, in as long as he does not deviate from, or tamper with, the original contents and messages of the document he is abstracting.

NEWSPAPER INDEXING

The newspaper indexing and abstracting must have an access point- the name of the writer of the article. It must have a subject heading or title under which the researcher could look for it. Assuming we wanted to do an indexing and abstracting of an article that was written by a journalist called S. Ojeifo; and the subject heading of his article was "Independent National Electoral Commission (INEC) has no Power to Register Political Parties in Nigeria". The person who was purported to have made this pronouncement was the Chairman of the Independent National Electoral Commission (INEC), Professor Iwu. The name of the Newspaper in which this article was printed was the Nation. The volume of the paper was 17. The year the article was published was 2008. The Serial number of the paper was 4838. The day the article was published was Thursday. The month it was published was September, and the date it was published was 20th. The article appeared on page 1and page 2, column 2. This article will be indexed and abstracted like this:

Step I

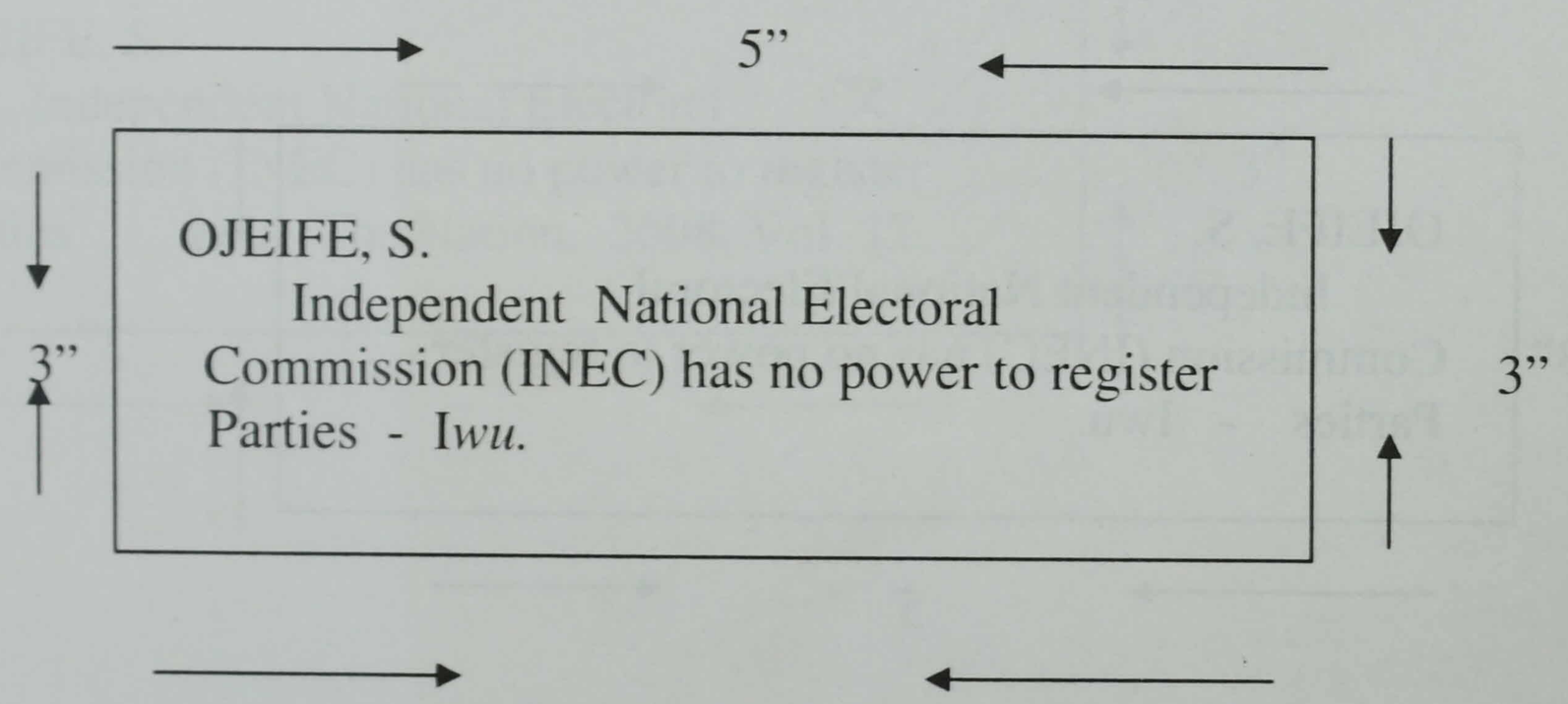
The Access point for the Article is S. Ojeife. The surname of the author should be written in capital letters, followed by a comma. Then his initial (s). Our indexing card outlook would be like this:



Step II

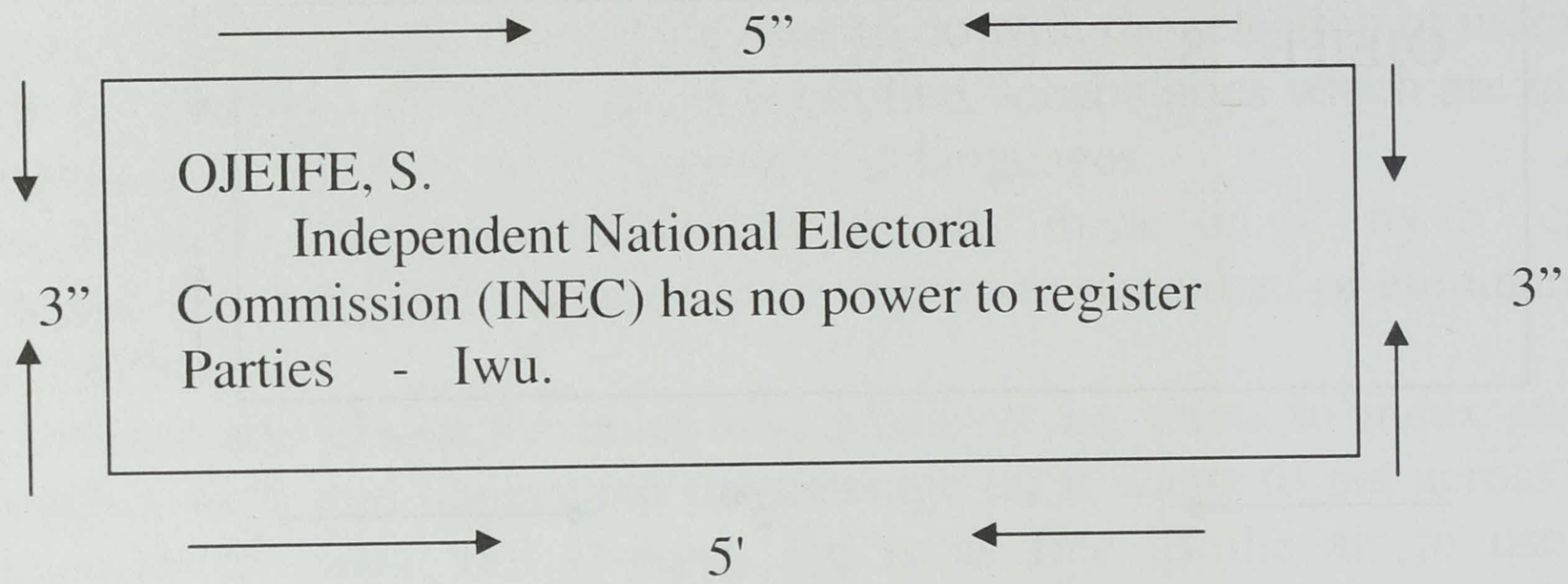
The title or the subject Heading of this Article is: "INEC has no power to register Parties". The title must be written on a separate line with indention, followed with hyphen (-)

The layout of our indexing card would be like this:



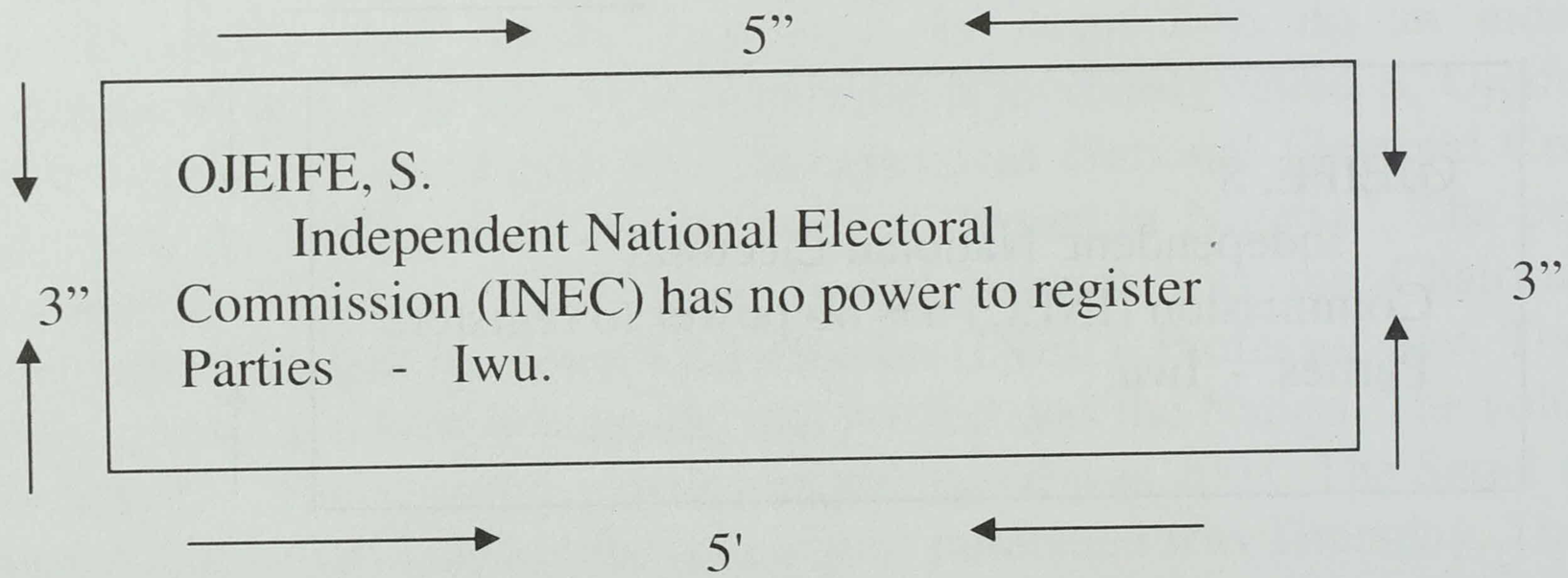
Step III

The person who made the declaration was Professor Iwu. His name has to be written. Please note that the titles like Professor, Dr. Mr. Alhaji, Alhaja, Pastor, Reverend or What have you, like in the cataloguing, would not feature in the indexing and abstracting. The period (.) should follow the name of the person that made the pronouncement. Our indexing card would, therefore, look like this:



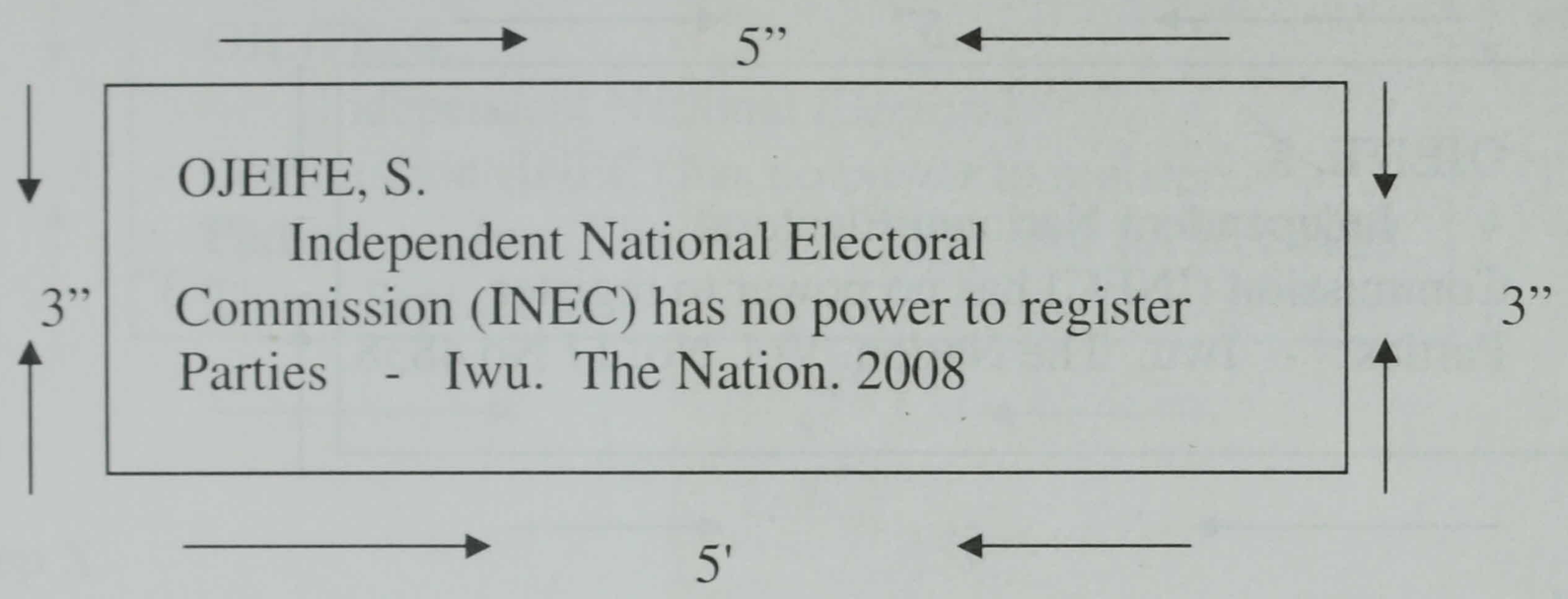
Step IV

The article was published in the Newspaper called "The Nation"'. The name of the paper shall follow the name of the person that made the pronouncement, and it will be followed with a period (.). Our indexing card would, therefore, look like this:



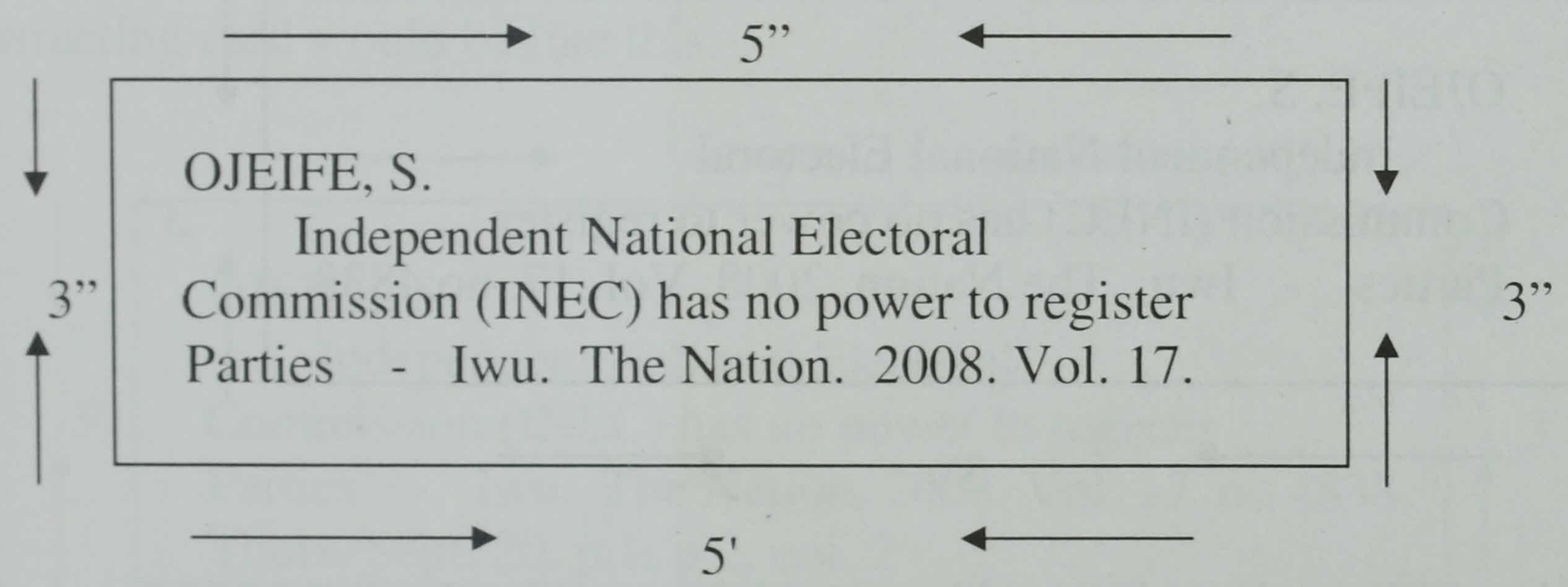
Step V

The year it was published was 2008. The year the paper was published should follow the name of the paper, with a full stop (.) in front of it. Our indexing card would, therefore, look like this:



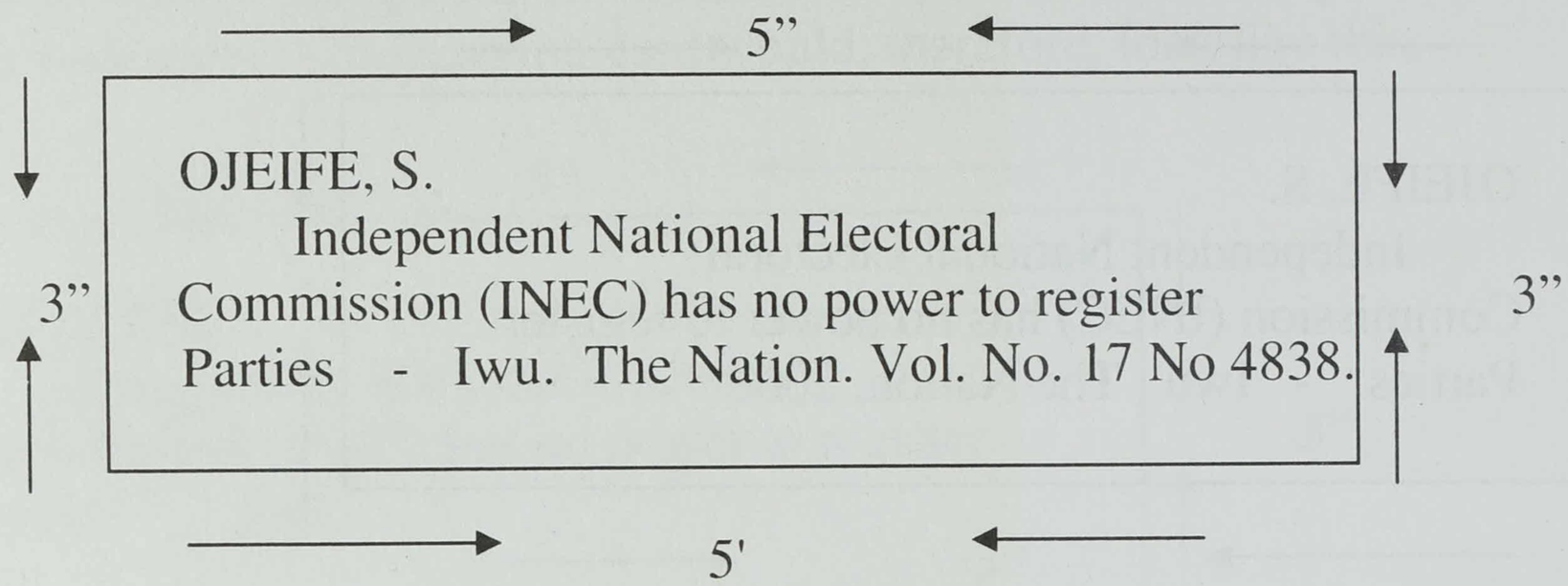
Step VI

The volume of the paper was 17. The word "volume" has to be abbreviated to "vol." and be followed with a period (.). e.g. "vol.". The number of the volume has to be written in Arabic numerals. Our indexing card would look like this:



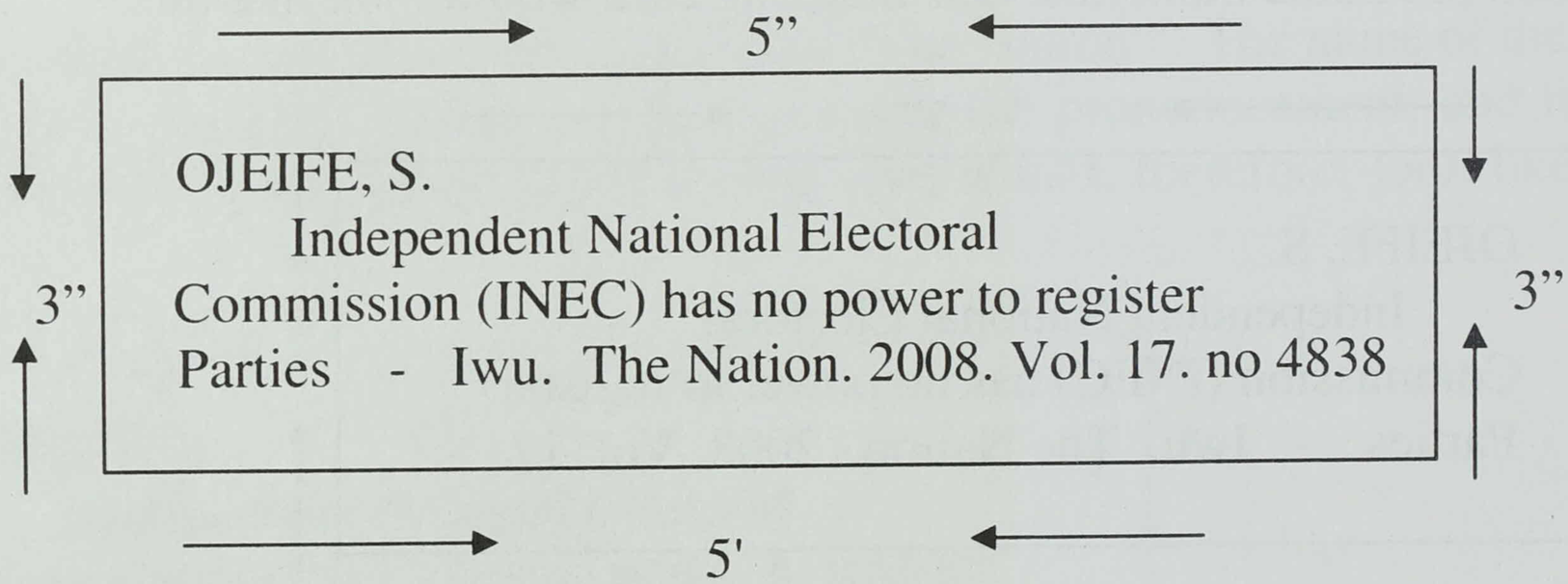
Step VII

The Serial number of the paper was 4838. The word "number" will be abbreviated to "No" with a period (.) in front of it e.g. "No." The Serial number will be written in Arabic numerals, followed with a comma (,). Our indexing card would therefore, look like this:



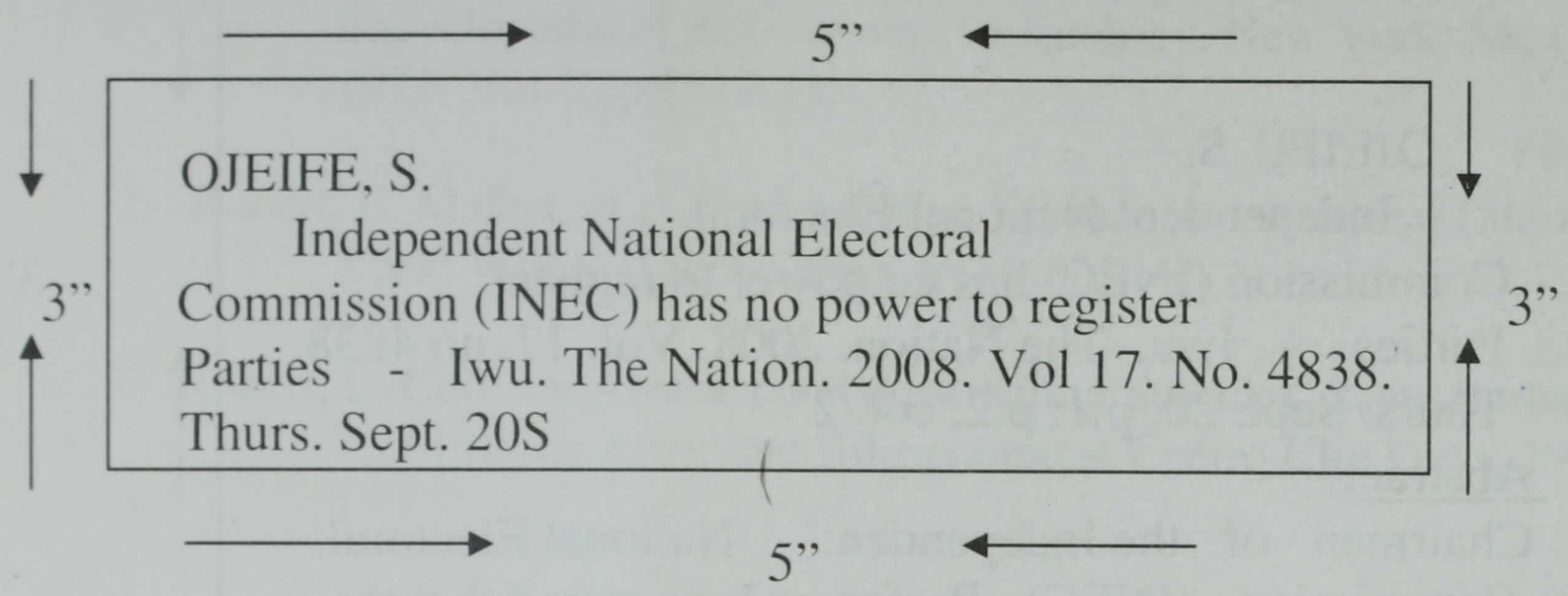
Step VIII

The day the Newspaper, in which the article we are abstracting appeared, was published would be indicated (usually in an abbreviated form), and it would be followed with a period (.). e.g.



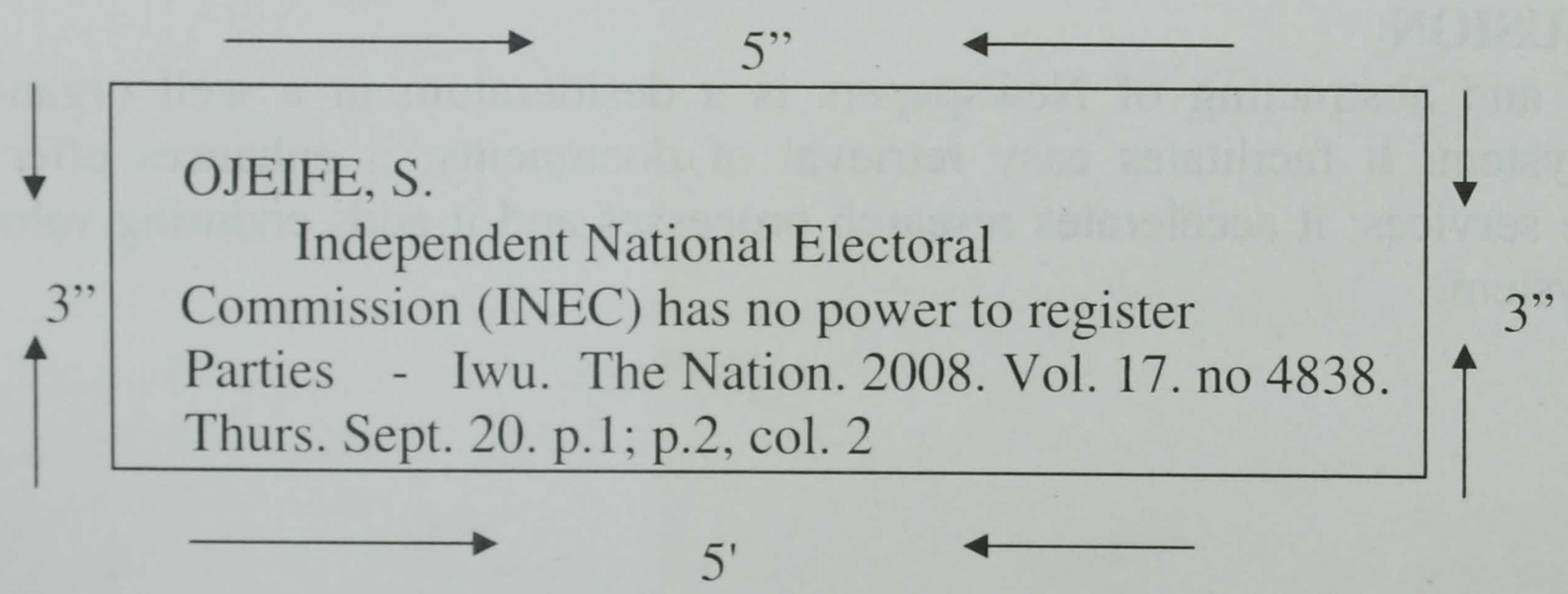
Step IX

The month will be written in an abbreviated form with a period (.) in front of it and the date which the newspaper was published shall be written in Arabic numerals. It will be followed with a full stop (.). Our indexing and abstracting card would look like this:



Step X

The page(s) and the column(s) where the article appeared in the newspaper shall be indicated. The "page" shall be abbreviated to "P". The page will be written in Arabic numerals, followed with semi-column. The second page where the article Appears will be written likewise, followed by a comma. The column will be abbreviated to "col" with a period (.) in front of it e.g. "col." And the number of the number of the column will be written in Arabic numerals. Our indexing and abstracting card would be like this:



NEWSPAPER ABSTRACTING

Having recorded all the bibliographical data of the paper, the indexer will now do the abstract or the summary of the article in a lucid, standard and clear expression. Our indexing and abstracting card would look this:

5"

3"

OJEIFE, S.
Independent National Electoral Commission (INEC) has no power to register Parties - Iwu. The Nation. 2008. Vol. 17. no 4838. Thurs. Sept. 20. p.1; p.2, col. 2

Abstract

Chairman of the Independent National Electoral Commission (INEC). Professor Iwu, stated that the Constitution did not empower his Commission to Register political parties. This was mentioned when he he was speaking at a meeting with the representatives the States Independent Electoral Commission (SIEC)

3"

5'

CONCLUSION

Indexing and abstracting of Newspapers is a desideratum in a well organized library system. It facilitates easy retrieval of documents; it enhances effective reference services; it accelerates research processes and it adds enduring value to library system.

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INFLUENCE OF UNIVERSITY LIBRARIANS; LEADERSHIP QUALITIES ON THE PRODUCTIVITY OF PROFESSIONAL LIBRARIANS IN NIGER STATE

BY

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ABSTRACT:
The major purpose of this study was t determine the influence of University librarians' leadership qualities on the productivity of professional librarians in Niger State. In carrying out this study three (3) research questions were posed. The entire population which consisted of all the twenty-two (22) professional in the two University libraries were used. These University libraries are: IBB Library Complex of Federal University of Technology Minna and Abubakar Gimba Library of Ibrahim Badamasi Babangida University Lapai respectively. The Instrument used for this study was questionnaire, Descriptive statistics (mean and standard deviation) was used to analyze data) The major findings of the study showed that for the University Librarians to promote productivity among professional librarians, they need to be intelligent, calculative, benevolent, physically fit, democratic and compassionate. The study also revealed that University librarians in Niger State should be made to go for in-service training in library administration. That decision that will affect staff directly should be taken after joint deliberations with them.

INTRODUCTION

Leadership qualities with reference to the university libraries if the way a university librarian uses his authority, power and position to influence the

behaviour of staff in order to achieve the libraries objectives. The method the university librarian uses to provide direction, guide group activities, inspire others, obtain compliance and ensure that the group activities are attained is tamed leadership qualities.

According to Hills (2006) a leader has power and authority over others and the way and manner he or she exercises if for the purpose of influencing others behaviour is termed leadership qualities. In each of the two university libraries, the University librarian is the one designated as the apex leader. In agreement with this statement. Mullins (2007) stated that the University Librarian is the one who leads the professional librarians in the various libraries activities, all geared toward the achievement of the goals of the library.

As a leader, the university librarian is concerned with the supervision of staff and the improvement of the productivity of librarians. Others process of giving, directing, advising and helping the professional librarians to grow professionally and to be more productive.

As the University Librarian performs the duties of directing and supervising the professional librarians he or she exhibits leadership qualities on them. Mullins (2007) defined leadership qualities as those behaviour the university librarian exhibits as he leads his staff. The perception by the professional librarians' leadership qualities could affect the professional librarians' productivity negatively or positively. The Author further concluded that the success or failure of the professional librarians in carrying out their duties is dependent on the university librarians' leadership qualities. The term leadership qualities and leadership styles are closely related and are sometimes used interchangeably. Shatle and stodgily (2005) pointed out that in each leadership style there are leadership qualities peculiar to it. Examples of these qualities are:- intelligence, physical appearance, knowledge judgment and so many others. Newell, (2004) slated that in the past three leadership styles were identified thus: the autocratic or authoritarian, the democratic or participative and the laissez – faire or free rein. Current conceptions of leadership in educational organizations attempt to pattern leadership styles along the lines of consideration (autocratic) and initiating structure (autocratic). In consideration (democratic) leadership styles, the leader exhibits qualities such as encouraging professional librarians. Encourages initiative, emphasizes cooperation equal rights, justice, group activist, understanding, feeling for one another and consideration for each others needs. In consideration democratic leadership style, the university librarians and professional librarians work together cooperatively as a team towards achieving

the desired goals. It encourages positive leadership among staff, promotes creative innovations in solving problems, friendliness and freedom of expression. According to Newell (2004), the University Librarian who employs the initiation structure (autocratic), uses such qualities as dictating to the professional librarians of what ought to be done or avoided. He commands and expects compliance. He or she is dogmatic and positive, leads by the ability to give and also withhold rewards as well as punishment. In addition to the above attributes, pertomode, (1998) further stated that the university librarian who employees the initiating structure (autocratic) sees himself or herself as possessing all knowledge and also having all answers to all problems. He uses fiat approach, where the subordinates can neither ask questions nor seek clarification or endeavour to counter opinion or orders given. He or she is a "produce or perish" – type of leader. This type of leadership is seen by Fielder (2006) as undesirable because it leads to dictatorship. It discourages initiative, experimentation, leads to low productivity of professional librarians; and generally creates a great social distance between professional librarians and the university librarians. Thus, fostering an unconducive environment for the improvement and achievement of set goals.

In the two University Libraries in Niger State, one should reasonably assume that the leadership qualities of university librarians will have a direct impact on the productivity of professional librarians under them. Thus, the aim of this research is to conduct a critical study of the relationship between the leadership qualities of the university librarians as they affect the productivity of professional librarians in the two university libraries in Niger State of Nigeria.

OBJECTIVES OF THE STUDY

The general purpose of this study was to find out the influence of university librarians' leadership qualities on the productivity of professional librarians, in the two university libraries in Niger State. Specifically, the study was designed to:

1. Find out the relationships that exist between university librarians' leadership qualities and the productivity of professional librarians in the two university libraries.
2. Find out factors that hinder positive leadership qualities among the two university librarians in Niger State
3. Find out strategies for promoting good leadership qualities among the two university librarians in Niger State.

RESEARCH QUESTIONS

1. What relationships exist between university librarians' leadership qualities and the productivity of professional librarians?
2. What factors hinder positive leadership qualities among university librarians in Niger State?
3. What strategies could be employed for promoting good leadership qualities among university librarians in Niger State?

REVIEW OF RELATED LITERATURE

Koont, et al., (1999) pointed out that the earliest studies of leadership were based on attempt to identify the trait qualities of leaders. These studies were based in parts on the assumption that human beings could be divided into two groups: the leaders an d the followers. Therefore, leaders must possess certain qualities not possessed by followers.

Nwachukwu (2002) assumes that, if a set of traits or qualities could be identified, people could be trained to develop these qualities. Some of the traits considered important are intelligence, appearance, knowledge, judgment, initiative, honesty , truthfulness, open mindedness, courage, perseverance, social skill, age, socio-economic background, etc.

Ominyi (2009) stated that qualities of a good leadership include: sincerity tolerance, self-control proficiency and trendiness.

This list of qualities of a good leader is by no means exhaustive, it is however shown that quality traits are important in leadership electiveness but are not the only factors that accounts for leadership effectiveness.

In the University Library setting, the professional librarian's productivity is affected by the leadership style of University Librarian Ukeji (1991)

According to Denga, (1999) university librarian could vary his style to suit the situation he finds himself in the nature of the group he or she is leading and his or her own personality will to a large extent, determine the productivity of is professional librarians.

Ukeji (1991) is of the view that, more important perhaps, is toe over all satisfaction of the organizational participants, for it is said that, the end of any government is the governed; of course, the level of achievement of any organization or even a nation is a significant measure of its' leadership effectiveness.

Autocratic leadership style is one of the leadership styles that impede positive leadership qualities because it is generally characterized by excessive use of power and dominion by the leader. He is the only one that should give orders and such orders should be obeyed with least resistance. The tone of the university library is full of pretence, fear and strictness to law and order. In the view of Enoh (2002), an autocratic leader emphasizes the achievement of task at the expense of human considerations.

Mullins (2007) asserts that the university Librarian who subscribes to this style determines library policy alone and assigns duties to professional librarians without consulting them. Directives are issued out and must be carried out without questions and in the prescribed manner. The disadvantages of this style of leadership lies in the fact that, where people are coerced, controlled, directed and threatened individual initiative may be stifled and self-motivation may be discouraged. The leader is not accountable to anyone in the University Library, he or she does what he or she likes, this could lead to low moral among both professional librarians which in the long run becomes the root cause of strikes, riots, disaffection, brain drain and staff turn over. Overall productivity will be at low ebb.

Laissez-faire leadership style is another factor impending leadership quality in academic libraries. Laissez-faire is a French expression which literally means, "Let people do what they wish". It is noted for carelessness and look warm attitude on the part of the leader. It is popularly named "I don't care attitude of leadership". The leader seems not to care nor is concerned with what goes on in the University Library. Every body is allowed to do what pleased him or her, Library activities are left to go on at the mercy and conscience of the subordinates. In this situation, order may hardly be achieved (Ede, 2000).

Democratic leadership style will be used as a strategy for improving good leadership qualities. It is a style of leadership in which there is high consideration of human factors in an organization as being important in the achievement of

organizational goals. Mullins (1996) and Edem (1998) in their contributions explained that, democratic style of leadership involves friendship, mutual trust, respect, warmth and rapport between leadership and subordinates. They further explained that democratic rule supports their employees' ideas and frequently allow them to participate in decision making.

According to Mgbodile (1995) libraries under democratic leadership are more related and committed to the achievement of the objectives of the organization since the style is built on the belief that individuals will give their support and cooperation to the decision, which they took active part.

Research Method

Survey research method was used to carry out this study hence it involves population of professional librarians in two (2) Universities in Niger State. Aina (2002) asserted that survey research involves a systematic and comprehensive collection of opinion, attitudes, feelings, beliefs and behaviours of a part or all of a population and described the feelings.

Federal University of Technology, Minna and Ibrahim Badamasi Babangida University Lapai in Niger State was settled as the study area. The target population for this study consist of the twenty-two (22) professional librarians in the two (2) University Libraries in Niger State. According to Nworgu (2006) for some studies, the group of items to which the study relates (i.e. the population) may be too small to warrant the inclusion of all of them in the study. Based on this no sampling of this population was carried out. The entire population was therefore adopted and used because of the smallness of the population size. The instrument before use was face – validated by presenting it to three senior colleagues in the field of library and information science. These experts were requested to examine the clarity of expression used as well as the appropriateness of language. The researchers administered and collected the questionnaire from the respondents. Thus there was a 100% rate of returns of the questionnaires distributed. The date for the study was presented in tables and analyzed using mean and standard deviation.

PRESENTATION AND ANALYSIS OF DATA

All the 22 copies of the questionnaire that were administered to the professional librarians were retrieved and so there was 100% success. The data from all the

retrieved copies of questionnaire are hereby presented using simple descriptive statistics like mean and standard deviation.

Table 1: Relationship that exist between university librarians' leadership qualities and the professional librarians' productivity

Table 1: Relationships that exist between university librarians' leadership qualities and the professional librarians' productivity

		X	SD	Decision
1.	Accommodating, that is, ready to change easily to deal with & easy to be contacted	4.12	0.85	Agreed
2	Well adjusted, socially, psychologically, mentally and emotionally	4.0	0.75	Agreed
3	Flexible and easily adoptable to new changes or conditions	3.86	0.64	Agreed
4	Attentive and alert to the library situation or issues	4.04	0.76	Agreed
5	Caring and considerate to staff issues	4.21	0.77	Agreed
6	Very cooperative and helpful to subordinates	3.99	0.69	Agreed
7	Democratic, that is allows the opinion of the majority to prevail over his	3.66	0.89	Agreed
8	Dependable in handling crucial issues and has self control	3.90	0.83	Agreed
9	Willing to bear things with subordinates (patience)	4.07	0.70	Agreed
10	Changes his opinion easily to suit new needs or conditions (flexibility)	4.17	0.89	Agreed
11	Deals fairly with subordinates (impartial)	4.13	0.72	Agreed
12	Freely interacts socially with others to achieve a goal	3.96	0.88	Agreed
13	Takes first initiatives when the situation demands	3.38	0.96	Disagreed
14	Has good knowledge about the leadership of university libraries	4.14	0.72	Agreed
15	Has good behaviour, character & character	4.12	0.85	Agreed

	& usually acts right (immorality)			
16	Could wait patiently or calmly for something over time	4.12	0.85	Agreed
17	Has ability to continue firmly in a course of action despite opposition	3.86	0.64	Agreed
18	Generally popular or favoured among his subordinates	4.3	0.59	Agreed
19	Avoids risks taking, so thinks wisely before taking any action	3.86	0.64	Agreed
20	Uses very simply and clear language to communicate with staff	4.04	0.76	Agreed
21	Has self confidence when doing things	3.66	0.89	Agreed
22	Sensitive to teachers problems	4.17	0.72	Agreed

Note: Cut –off point =3.5, N + 128,, X = Mean; SD = Standard Deviation

An analysis of the responses presented in table 1 about shows that both university librarians and professional librarians have agreed that the productivity of professional librarians will be highest when the university librarians adopts and uses the above qualities as contained in items 1 to 27. All the items have received a mean score of above 3.50 which is the cut off point.

The analysis has shown that there is significant relationship between the leadership qualities of university librarians and the overall productivity of professional librarians. Productivity of professional librarians' will be highest when these qualities are adopted by university librarians.

Table 2: Factors that impede positive leadership qualities among university librarians in Niger state

		X	SD	Decision
1.	Inability to command respect for his office	4.12	0.85	Agreed
2	Inability to inspire professional librarians action	4.0	0.75	Agreed
3	Inability to organize and coordinate professional librarians activities	3.86	0.64	Agreed
4	Inability to appraise and get along with others	4.04	0.76	Agreed
5	Inability to get things done	4.21	0.77	Agreed

6	Inability to motive subordinates	3.99	0.69	Agreed
7	Inability to solve complex problems of staff	3.66	0.89	Agreed
8	Reluctance to reward hard work	3.90	0.83	Agreed
9	Inability to communicate clearly and simply	4.07	0.70	Agreed
10	Inability to delegate duties based on competencies	4.17	0.89	Agreed
11	Inability to forgive wrong doing	4.13	0.72	Agreed
12	Absenteeism from office by university librarians	3.96	0.88	Agreed
13	Aggressive use of power and authority	3.38	0.96	Agreed
14	Poor enumeration as well as denial of certain rights and privileges of professional librarians	4.14	0.72	Agreed
15	Application of strict rules for use library of equipment and materials	4.12	0.85	Agreed
16	Sub-charging staff members for accidental damages in the library equipment	4.12	0.85	Agreed
17	Insisting on meeting deadlines on task performance at all cost	3.86	0.64	Agreed

Cut-off point = 3.5, N = 128, X = Mean of responses, SD = Standard Deviation.

Analysis of the mean responses of respondents in respect of the factors that could impede positive leadership qualities among university librarians in Niger State shows that: all the respondents have agreed that the factors listed above in table 2 from number 1 to 17 could impede positive leadership qualities amount university librarians, since all the items have a mean response greater than 3.5 cut off point in responses.

Table 3: Strategies that could be employed for promoting leadership qualities among University Librarians in Niger State

		X	SD	Decision
1.	The University Librarians should use simple, clear & precise language for communication	4.49	0.69	Agreed
2	University Librarians should give equal opportunities to every professional librarians	4.21	0.83	Agreed

3	University Librarians should hold regular meeting with staff before decisions are made	4.72	0.57	Agreed
4	University Librarians should give rewards to encourage productivity	4.604.53	0.56	Agreed
5	University Librarians should show concern to the needs and welfare of professional librarians	4.52	0.70	Agreed
6	The University Librarians should listen and accept other professional librarians opinion instead f imposing task and methods on subordinates	4.51	0.70	Agreed
7	The University Librarians should strife to obtain the cooperative of his subordinate without coercion	4.10	0.69	Agreed
8	The university librarians should avoid taking actions based on rumours	4.34	0.87	Agreed
9	The university librarians should lead by showing good examples.	4.34	0.85	Agreed

Cut-off point – 3.5, N = 128, X = Mean of responses, SD = Standard Deviation.

An analysis of the responses presented in table 3 above shows that all the respondents have agreed that all the strategies listed in table 3 from number 1 to 9, are necessary for promoting good leadership qualities among university librarians.

Respondents have strongly agreed with the strategies as listed in number 3,4,5,6 & 7 respectively.

DISCUSSION OF RESULT

The findings of the study showed that on the relationship between leadership qualities and productivity of professional librarians, the study has shown that professional librarians in Niger State university librarians will be more productive when the 22 leadership qualities listed in table 1 are inherent in the university librarians. This is so because all the items have a Yeas response above 80%, except items 13 with No response (60%) as to the university librarians taking the

first initiative when the situation demand. On the other hand, all the factors listed in table 2 have been agreed upon as factors that will inhibit positive leadership qualities in the university librarians. All the items have Yes response above 90%. As it is seen, these factors are in contrast with the good qualities listed by Ominyi (2009) which include: Sincerity, Tolerance, Self control Proficiency, friendliness and so on.

The responses of professional librarians on those strategies necessary for promoting good leadership qualities among university librarians shows that: all the items listed in table 3 are good strategies for promoting leadership qualities. Some of these strategies include: the use of simple and clear languages of communication, giving equal opportunities to professional librarians, holding regular meetings and so on.
The strategies are in line with those listed by Denga (2000).

From the above analysis, it could be deduced that leadership in university libraries is a very complex and dedicated exercise. For the university librarians to promote productivity among professional librarians, they need to be intelligent, calculative, benevolent, physically fit, democratic and compassionate just to mention few. However, this study agrees with Danga (2000) who explains that professional librarians' productivity is affected by the leadership qualities of university librarians. Professional librarians who serve under university librarians that have good leadership qualities are likely to be more productive than those who serve under university librarians who lacked as in the factors listed in table 1. So the fact remains that there are no hard and fast rules as to the best thing to do as a leader in particular circumstances but the ability of the leader to vary his methods, characteristics and qualities to suit the prevailing situations, s an assets for the leader. What may be right at a point in time may be wrong under the same conditions at another. Thus, leadership is largely influenced by situational factors such as economic, technology, social political, ethical, cultural, environmental and physical conditions. Consequently it is true that leaders are born and also made (Bennis, 1999)

CONCLUSION AND RECOMMENDATIONS

It can be concluded that university librarians have the responsibility of managing the activities of the university libraries to increase productivity. To achieve these objectives, the professional librarians who are responsible for actualizing these

objectives need leadership that is rich in good qualities. University librarians in university libraries of Niger State have low leadership qualities needed for effective leadership of their libraries. This has accounted for the poor productivity of the professional libraries in recent years. However, if university librarians learn and acquire positive leadership qualities like being democratic, considerate, compassionate, objective relational, caring and fair, their quality of leadership will greatly improve and as a reciprocal, the productivity of professional librarians under them will also improve.

Factors such as inability to command respect, inspire, organize, appraise, and get things done, motivate, reward, forgive others, in an organization like university libraries have adverse effect on the productivity of professional librarians and tend to impede positive leadership qualities among university librarians. If university libraries strive to improve on these factors, then their leadership qualities will also improve greatly.

The strategies that could be employed by university librarians towards promoting good leadership qualities include the use of simple and clear language for communication, giving rewards showing concern, showing good example, listing and accepting other people's opinions. These strategies if adopted will greatly promote good leadership.

Based on the findings of this study, the following recommendations have been presented.

1. University librarians in Niger State should be made to go for in-service training in leadership of library administration or should be retrained using resources persons through seminars, conferences and symposia.
2. University librarian should be friendly, approachable, considerate and democratic, have self-control, inspire, reward and deal fairly with their professional librarians to improve productivity.
3. Decisions that will affect staff directly should be taken after joint deliberations with them. Realizing that decisions jointly taken will be happily implemented by staff since they were part of it. Imposition of decisions should be avoided by university librarians.

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PERCEPTION OF EDUCATIONAL NEEDS OF LIBRARIANS IN THE 21ST CENTURY DIGITAL ENVIRONMENT: CASE STUDIES OF SELECTED ACADEMIC LIBRARIES IN LAGOS STATE, NIGERIA

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ABSTRACT

This paper reported the findings of study on the perception of educational needs of librarians in the 21st century digital environment in selected academic libraries in Lagos State, Nigeria. The libraries cut across universities, polytechnics and college of education. The objectives of this study were to identify the level of digital application in the critical operations of the libraries; the educational needs of the librarians in the digital environment and the librarians perception of the need for digital education. The study adopted the case study method; the sampling size and procedure were based on the total enumerative technique (census) of all practicing librarians of the five selected academic libraries. The major tool of data collection was a self-developed questionnaire, which was complemented with personal observation. The findings of this survey revealed that there was inadequate or total lack of skills/education in digital information provision by the librarians investigated. All the librarians needed digital education to move with the 21st century digital environment. Lack of fund was a major obstacle for the acquisition and application of digital education in Nigeria. The paper recommended among others advocacy for digital education in libraries, restructuring of the library education curriculum, adequate funding of digital education programs and provision of necessary infrastructure to facilitate the

provisions of digital information services in academic libraries in Lagos State in particular, and Nigeria in general.

Keywords: Educational needs, Librarians, Digital Environment, Academic Libraries, Lagos State, Nigeria.

1. INTRODUCTION

The 21st century has witnessed an unprecedented paradigm shift in the rendering of library and information services worldwide. The ripple effect of the influence of Information and Communication Technology (ICT) on every aspect of human endeavour remains colossal and its impact on library and information services has not been exclusive.

Literature (Sridhar, 1999; Igun, (2006) as well as general observation of worldwide trends confirm this assertion.

A major consequence of this development has been the concept of the emergence of electronic services in libraries or betters still, the concept of digital libraries Youngok, (2006). Library services are assuming a different dimension in philosophy, model and information delivery. The trend worldwide has proved that information provision and delivery had shifted from the traditional models to electronic and web-based formats. Traditional collections are giving way to if not total but at least hybrid collections. This change in structure is not without its attendant challenges as electronic and digital libraries come along with their peculiar characteristics despite sharing the same purpose of preserving, organizing and distributing information resources as in the case of traditional libraries Youngok, (2006)

In the light of change in orientation of the 21st century libraries, Hayes (1998) opined that libraries must "move from resource centered, institutionalized and physically bound to network based". Becoming a network based library however, has a lot of technological implications; the single prominent factor being information technology (Sridhar 1989, 1995, 1997, 1999). Furthermore, literature affirmed that the change in the nature and roles of libraries vis-à-vis the digital environment has equally brought about the need for the development and acquisitions of new skills and competencies Youngok (2006). This development again has been greeted by dearth of experienced library staff that could meet the new demands Oduwole, (2005) Adedoyin, (2005) Igun, (2006). This latter view