

The Circulation Unit:

For the purpose of this course, more emphases will also be given to this unit since the unit deals more often with the users in their day to day use of the materials in the library.

The Circulation unit of the library is the integral part of the library. It is a division or an arm of the reader's service section of the library which also include the reference and the reserve units.

Thus the unit carries out the following function;

- Registration of all new library users
- Keeping records of books borrowed and those returned
- Taking note of when the materials borrowed are due back the library
- Keeping the statistics of the units activities
- Sending over-due notice to defaulting library users who failed to return the borrowed library books after stipulated time.
- Checking users on their way out of the library to make sure that library books are not taken out unlawfully.

THE CHARGING SYSTEM

For registered user to borrow a book successfully from the library, the following process

N: Visual Arts

NA: Architecture

NB: Sculpture

NC: Drawing, Design and Illustration

ND: Painting

NE: Printing Media

NK: Decorative Arts, Applied Arts etc.

NX: Arts in General

Class S is divided into the following subclasses:

S: Agriculture (General)

SB: Plant Culture

SD: Forestry

SF: Animal Culture

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Page 16 of 40

page and usually in two columns. They are printed and bound in a book form. Some special libraries use book catalogue. It is not suitable for rapidly changing collection, but it can be updated by producing new editions.

FUNCTIONS OF CATALOGUE

- It records each work that is received in the library
- It arranges all entries by the same author in the same place
- It provides call numbers that are used in retrieving information materials
- It arranges subject entries in such a way that all related topics are brought together.
- It provides cross-reference to guide the users
- It describes each book or reading materials in the library by a given author title and subject.

AUTHOR

This is the person responsible for the intellectual as well as artistic production of the contents of a document.

TITLE

This is a word or phrase appearing in publication, naming the production or work contained in it.

This refers to a brief description of the book and it comes after collection and series

ISBN

This stands for International Standard Book Number. It is important for ordering books

TRACING

There are added entry readings e.g. Joint author, subject, title etc.

There are three types of catalogue namely;

Author/Title Catalogue

The Classified Catalogue

The Subject Catalogue

AUTHOR/TITLE CATALOGUE

This catalogue exercise is applicable on the materials where the author's name or title is known. It is alphabetically arranged.

CLASSIFIED CATALOGUE

This is the type of catalogue where the entries are arranged using the notation of the library materials.

Preview from Notesale.co.uk
Page 22 of 40

course or way along which information travels. Oral channels include letters, memos, report, telex etc.

THE IMPORTANT OF COMMUNICATION

The importance of communication both to individual and organization are obvious. For business purposes of every kind and for every level of performance and writing. In some profession as in religion, law, politics, communication is the essence of their activity. Communication is useful in establishing and keeping relationships (formal or informal)

In mass communication, some of the functions of communication are education, information and entertainment. Through organized and systematic dissemination of information these purposes are achieved.

In business, effective communication not only create awareness of goods and services available but also uses appropriate language of campaign to draw the appetite of the audience to the services.

Effective communication brings harmony and understanding

between human beings and societies because individuals and communities understand each other better and express mutual trust on each other.

In written communication, information can be stored and preserved since its form is very durable.

FORMS OF COMMUNICATION

Generally, communication falls into two basic categories, namely, verbal and non-verbal.

This involves the use of gesture, paralanguage and distance to convey ideas, thought and feelings as we discuss them below;

Gesture: This represents the way or manner we move some parts of the body or even the whole of it. This phenomenon is also called

body language. Sometimes, such gestures are understood without any words going with them. If for instance, one gives a handshake to a visitor, that visitor will understand that he is welcome. Supposing one motion to another with bare hand to come, the person so motioned can understand even when no words accompany the gesture. Some gesture have well developed sign language with which they communicate.

Paralanguage: Information, attitude and feelings can be convey by the manner a thing is said rather than what is said. A hiss at someone is a sign of scorn or dissatisfaction to that one. Similarly, things like volume or tone of voice may say a lot about the speaker's feelings, attitude or his status. In paralanguage, information is conveyed by tone of voice of the speaker and his countenance rather than any specifically word used.

Distance: This is the gap maintained between people. Keeping a distance from a person can say a number of things. It may be that the person distance is unwanted or that the source wants to remove himself from a particular situation. Distance totally cuts off possibility; In most cases, periodicals are not borrowed out of the library like books unless in exceptional cases. They are used or referred to in the library. This is because of their fragile nature."ility of communication. However, distance can be broken by friends and colleagues but strangers cannot penetrate it.

ADVANTAGES OF NON-VERBAL COMMUNICATION

It can give additional information to communication. They provide important quotation by the use of gestures, action, and tone of the voice. It gives visible actions. It enhances oral communication by the provision of visible movement.

DISADVANTAGES OF NON-VERBAL COMMUNICATION