



BABCOCK UNIVERSITY

SCHOOL: SCHOOL OF MANAGEMENT SCIENCES

DEPARTMENT: INFORMATION RESOURCES MANAGEMENT

SEMESTER /SESSION: 2017/2018

COURSE CODE AND TITLE: GEDS 105: USE OF LIBRARY AND STUDY SKILLS

DAY OF CLASS: TUESDAY [4 – 6 PM]

NO OF UNITS: 2

TEACHER'S: NAME: DR. (MRS.) O.D. SOYEMI, CLN

VENUE FOR CLASS: WRA

OFFICE ADDRESS: ROOM A228, BBS BUILDING

OFFICE HOURS: 8AM- 5PM

TELEPHONE NO: 08028609071

EMAIL ADDRESS: SOYEMIO@babcock.edu.ng

OUR VISION STATEMENT

A first-class Seventh-day Adventist institution, building servant leaders for a better world

OUR MISSION STATEMENT

Building leadership through Christian education; transforming lives, impacting society for positive change

To achieve our mission, we are committed to:

- Achieving excellence in our teaching, research program, and service delivery
- Imparting quality Christian education
- Instilling Christ-like character to the members of our Community

OUR CORE VALUES

- | | |
|-------------------------------|-----------------|
| • Excellence | -Our Culture |
| • Integrity | -Our Promise |
| • Accountability | -Our Moral |
| • Servant Leadership | -Our Strength |
| • Team Spirit | -Our Dignity |
| • Autonomy and Responsibility | -Our Passion |
| • Adventist Heritage | -Our Commitment |

OUR PHILOSOPHY

Babcock University's philosophy is anchored on the harmonious development of the intellectual, physical, social, and spiritual potentials of our students, inspiring stable and noble character needed for effective leadership and service in the society.

CORPORATE IMAGE STATEMENT: A center of excellence for character development and scholarship; a socially responsive, responsible, and accountable institution in matters of commitment and action.

COURSE DESCRIPTION: This course is designed to introduce the students to the functions and resources of a library. It will survey library organizations, services, processing of materials fundamentals of classification and cataloging, basic reference materials general print and non-print materials.

COURSE CONTENT: The course will expose students to the following concepts: library and its types, section and services in the library, how to study, library information resources, and organization of library resources, retrieval tools, referencing styles, and library automation system.

COURSE OBJECTIVES: By the end of this course students would have learnt to:

1. acquaint themselves with the parts of a book and the different types of libraries resources including the use of media resources
2. understand the purpose of the University Library, the kind of materials it acquires and their physical arrangement and organization.
3. have a general idea of classification systems used in libraries
4. know or have knowledge of how to select books on their subject areas as well as spiritual growth
5. know how to use the card catalogue and ability to search for information beyond the catalogue e.g. internet search, and
6. Familiarize them with the major reference books both general and specialized, what they are and how to use them.

REQUIRED TEXTBOOKS

Aina, R.F. (2011). Foundation of information studies. Lagos: Emaphine Reprographic Ltd.

Odiase, J. O. U., Unegbu, V.E., and Haliso, Y.L. (2001). Introduction to the Use of Library Information Sources. Benin City: Nation Wide Publications.

Onuoha, U.D. and Unegbu, V.E. (2015). Lagos: Emaphine Reprographic

Unegbu V.E. (2013) How to Study for Success. Ilishan-Remo: Eze & Bros.

Unegbu, V.E. and Otuzo, C.E. (2015) ed. Use of library and information resources: Library use Education. Lagos: Emaphine Reprographic Ltd. 105 – 114.

The Bible: The Bible is the perfect embodiment of knowledge in all disciplines for the salvation of man.

COURSE REQUIREMENTS:

CLASS ATTENDANCE: - “Every student is required to attend classes regularly and punctually, unless ill or prevented by some recognized emergency. Students who absent themselves from class for more than three weeks during the semester shall merit an F grade. Authorized leave of absence

from campus does not excuse the student from classes, or relieve the student of the required course work' (*BU Academic Bulletin 2012-2015 p.13*).

PARTICIPATION: -Students are to actively engage in topic discussion and sharing of ideas in class.

TARDINESS/CONDUCT OF STUDENTS IN CLASS: - Lateness to class is unacceptable; students are not allowed to operate their cell phones, iPods and other electronic mobile gadgets during classes, except with the permission of the teacher. Eating and chewing off bubble gums and drinking (water exempted) is also not allowed except with the permission of the teacher. Very importantly, students are required to dress in compliance with the university dress code and wear their identity cards while in class.

SHORT DEVOTIONALS/PRAYER: - Spiritual nurture is a part of whole person development, and team spirit is our strength; thus, every student is required to participate in the devotional exercise and prayer in class.

SUBMISSION OF ASSIGNMENT: students are expected to correctly complete and submit assignments on schedule. But in case of genuine unanticipated circumstances [to be determined by the teacher] such student will be given a maximum of 1 week grace period for submission.

GUIDELINE FOR WRITTEN WORK: guideline for each written work will be given in class.

ACADEMIC INTEGRITY/HONESTY: “Babcock University has a zero tolerance for any form of academic dishonesty. Morally and spiritually, the institution is committed to scholastic integrity. Consequently, both students and staff are to maintain high, ethical Christian levels of honesty. Transparent honest behavior is expected of every student in all spheres of life. Academic dishonesty include such things as plagiarism, unauthorized use of notes or textbooks on quizzes and examinations, copying or spying the test or paper of another student (formal or take-home), talking to another student during examinations. Academic matter would automatically result in a failing grade for the examination, and suspension, or outright dismissal from the university. Academic dishonesty issues are referred to SPEAM (Senate Panel on Examination and Academic Misconduct) who investigates and makes recommendations to Senate. Penalties for examination and academic misconduct are spelt out in the *student's handbook* and in other regulations as published from time to time” (*BU Academic Bulletin 2012-2015 p.18*).

GRIEVANCEPROCEDURE

“Students who believe that their academic rights have been infringed upon or that they have been unjustly treated with respect to their academic program are entitled to a fair and impartial consideration of their cases. They should do the following to effect a solution:

1. Present their case to the teacher(s) concerned

2. If necessary, discuss the problem with the Head of Department
3. If agreement is not reached at this level, submit the matter to the School Dean
4. Finally, ask for a review of the case by the Grievance Committee
5. A fee is charged for remarking of scripts. If a student's grievance is upheld after an external examiner has remarked the script, the grade would be credited to the student. The lecturer will be given a letter of reprimand and will be asked to refund the fees to the student. If the student's grievance is not sustained, the student will be given a letter of reprimand and the original grade retained" (*BU Academic Bulletin 2012-2015 p.18*).

TEACHING/LEARNING METHODOLOGIES: Lectures, Discussion and hands on practical.

COURSE ASSESSMENT/EVALUATION

Continuous Assessment:

Class Attendance:	5% }	} = 40%
Quizzes & Tests:	10% }	
Assignments:	10% }	
Mid-Semester Exam:	15% }	
Final Semester Exam:	60%	

GRADE SCALE

Currently, the 5-point grading system adopted by the University Senate translates as follows:

Grades	Marks- Quality	Range Points	Definition
A	80-100	5.00	Superior
B	60-79	4.00	Above Average
C	50-59	3.00	Average
D	45-49	2.00	Below Average
E	40-44	1.00	Pass
F	0-39	0.00	Fail

INCOMPLETE GRADE: An incomplete grade may only be assigned to a student upon request, due to an emergency situation that occurred within that semester, which prevented completion of an/some assignments, quizzes, or examination. Such a student would complete a contract form, obtainable from the Registrar, after agreement with the teacher. The form must be signed by the teacher, the student, the HOD, the dean, the Registrar, and the Senior Vice President (SVP) before contract begins. The original copy of the incomplete form will be sent to the Registrar with copies to the teacher, the student, the HOD, the dean, and the SVP. An incomplete grade (I) reverts to the existing grade if contract is not completed by the end of the following semester (including summer semester, except for examinations), (*BU Academic Bulletin 2012-2015 p. 20*).

FURTHER READINGS:

1. Aina, L.A. (2004). Library and information science text for Africa. Ibadan: Third World Services Limited.

2. Edeka, B. E. Introduction to Library Science
 3. Gate, J.K.: Guide to the Use of Libraries and Information Sources 5th ed.
 4. Olanlokun, S.O. and Salisu, T.M. (1993). Understanding the Library: A Handbook on Library Use. Lagos: University of Lagos Press.
- Search for more books on <http://library.babcock.edu.ng>**

STUDENTS WITH DISABILITY

“Babcock University seeks to provide a conducive environment for optimal living and learning experience. While the university is working towards facilities that accommodate persons with disabilities, provisions will be made for students with disabilities under the following conditions. Students with disabilities are to:

- a. Report to Student Support Services for assessment, and obtain a clearance/recommendation at the commencement of the semester or as soon as disabling incidence occurs
- b. Show the clearance/recommendations to relevant university officials at the commencement of the semester or as soon as disabling incidence occurs
- c. Maintain ongoing contact with Student Support Services” (*BU Academic Bulletin 2012-2015 p. 20*).

DAILY/WEEKLY OUTLINE OF SCHEDULE

DATE	TOPIC	CLASS ACTIVITIES	ASSIGNMENT DUE
Tuesday Sept. 5, 2017	Can we meet? Discussion of course outline/ Introduction: why study use of library Library concepts: definitions, types of library. Sections in the library.	Discussion	Read up on the Historical Development of Libraries (with particular emphasis on Nigeria – Chapter 2). Book title: “Use of library and information resources: Library use education” edited by Vincent E. Unegbu and Chima Evans Otuza 2015
Tuesday Sept. 12, 2017	Historical development of libraries, writing materials. Information carriers in the library. Parts of a book.	Group Reading & Discussion on writing materials. Lecture Students will be required to identify parts of these materials. Note: Samples of books and serial will be brought into the class	Read up assignment: Chapters 1,2, 3, &7 of the book “How to study for success by Unegbu V.E., 2013.” Due for discussion Tuesday Sept. 27, 2016
Tuesday Sept. 19, 2017	How to study.	Lecture Group Discussion	Read up assignment on chapters 7 & 8 of the book “Use of library and information resources: Library use education” edited by Vincent E.

			Unegbu and Chima Evans Otuza 2015.
Tuesday Sept. 26, 2017	Library Information Resources/Sources 1: Book Format/ Reference sources.	Lecture	Make a list of 3 materials in each category of Library resources relevant to your field, e.g., Accounting, etc.
Tuesday Oct. 3, 2017	Quiz 1		Read chapter 8, 9, & 10 Use of library and information resources: Library use education edited by Vincent E. Unegbu and Chima Evans Otuza 2015.
Tuesday Oct. 10, 2017	Library Information Resources 2: Electronic Information Resources/Sources.	Group Based Discussion of chapter 8 Students will be required to identify parts of these materials. Note: Samples of these information materials will be brought to class.	Read chapter 13 Use of library and information resources: Library use education edited by Vincent E. Unegbu and Chima Evans Otuza 2015.
Tuesday Oct. 17, 2017	MID SEMESTER EXAMINATION AND SUBMISSION OF ASSIGNMENT	MID SEMESTER EXAMINATION AND SUBMISSION OF ASSIGNMENT	MID SEMESTER EXAMINATION AND SUBMISSION OF ASSIGNMENT
Tuesday Oct. 24, 2017	Bibliographic entries/Referencing	Lecture Discussion of chapter 13	Using APA and Chicago referencing style, reference any 3 books, journals and online journal in your field. Submission date: November 7, 2017
Tuesday Oct.31, 2017	Organization of Library materials/ Bibliographic control Part One: Introduction Classification System/Scheme Library Catalogue I	Group based: Discussion of chapters 9	Read Chapters 9, 10 & 11 of the book “Use of library and information resources: Library use education” edited by Vincent E. Unegbu and Chima Evans Otuza 2015.
Tuesday Nov. 7, 2017	Organization of Library materials/ Bibliographic control Part Two: Library Catalogue II: Filling, Shelving and Shelve reading. Library automation Software: BU library as a case study	Lecture Group based: Discussion of chapters 9 & 10 Practical Exercise	Each student should identify what section of Babcock University library [Physical and shelves] you can locate 5 books in his/her area of study, the title, author and class number of these books. Submission date: November, 14, 2016 Read up assignment: Chapters 4, 5, &6 of the book “How to study for success by Unegbu V.E., 2013.”
Tuesday Nov. 14, 2017	Writing legibly; Factors that contribute to academic success and factors that contribute to academic failure	Class discussion	

		Quiz 2	
Tuesday Nov. 21, 2017	Revision	Revision	Revision
Tuesday Nov. 28, 2017	Final Examination		