

COURSE GUIDE

LIS 319 MANAGEMENT OF SERIAL PUBLICATION

Course Team

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CONTENTS	PAGE
Introduction.....	iv
Course Aims.....	iv
Course Objectives.....	iv
Working through the Course.....	iv
Assessment.....	v
Study Units.....	v
Getting the best from the Course.....	vi
Summary.....	vi

INTRODUCTION

Welcome to LIS 319: Management of Serial Publications. It is a 2 credit course to be offered by third year students and will last for one semester. The course will expose students in the Department of Library and Information Science to what serials publications are, their importance and how they can be managed in libraries and information centres. The essence of this course is to provide the theoretical and practical skills on how serials publications can be selected, acquired, organized and managed with Information and Communication Technology (ICT) tools for ease of retrieval to users when required.

COURSE AIMS

The general aim of this course is to provide general knowledge about serials and how they can be managed effectively to meet the needs of the users. The course comprises of five modules with sixteen units for clear understanding of the activities of a serials librarian.

COURSE OBJECTIVES

It is expected that at the end of this course, students will be able to:

- define serials and serials management
- identify the types of serials
- list and discuss the relevance of serials to users
- identify and explain the components of serials management
- identify the composition of an acquisition policy for serials
- identify and explain how to source for and acquire serials
- Describe how serials are processed in libraries
- Discuss how serials are organized in libraries
- Describe how ICTs are applied for serials management
- Identify and discuss how to finance serials
- Explain how to evaluate them
- Discuss the legal issues in serials management.
- discuss serials infrastructure

WORKING THROUGH THE COURSE

The completion of this course is based on the participation of the theoretical and practical aspects of this course by thoroughly going through the modules, answering the questions at the end of each module, reading the recommended reading materials, active participation in the practical exercises and attendance to the online facilitation.

Each unit of study has an introduction, intending learning outcomes, the main content, summary, conclusion and recommended information

materials for further reading. The courseware can be downloaded into your mobile device for access and study while offline.

ASSESSMENT

There are two types of assessment: continuous assessment and final examination. The continuous assessment is Computer-Based Test (CBT) which will be done three times for the duration of the course and it carries a maximum mark of 10 marks each. Therefore, a student has a maximum score of 30 marks for continuous assessment marks and 70 marks for the final examination that will be taken at the end of the course. A student is expected to take the three CBT and the final examination.

STUDY UNITS

There are 16 study units in the five modules for this course. The modules and units are as follows:

Module 1 Concept of Serials

- Unit 1 Definition of serials, serials management and their relevance to users
- Unit 2 Types, characteristics and examples of serials
- Unit 3 Responsibilities and qualities of a serials librarian

Module 2 Components of Serials Management

- Unit 1 Collection Development Policy (serials)
- Unit 2 Selection of serials
- Unit 3 Acquisition of serials

Module 3 Organization of Serials

- Unit 1 Receipt, cataloguing and classification of serials
- Unit 2 Shelving, shelf-reading, preservation and conservation of serials
- Unit 3 Evaluation, cancellation and weeding of serials
- Unit 4 Serial use policy

Module 4 Application of ICT for Serials Management

- Unit 1 ICT facilities required for serials management
- Unit 2 Deployment of ICT for serials activities
- Unit 3 ICT skills required by personnel in serials unit

Module 5 Finance, Legal issues and Serials Infrastructure

- Unit 1 Budgeting and financing of serials
- Unit 2 Legal issues in serials management
- Unit 3 Serials infrastructure

GETTING THE BEST FROM THE COURSE

For you to succeed in this course, a personal laptop and internet access is compulsory to access the materials and lectures at anytime and anywhere. You are expected to use the intended learning outcomes to evaluate yourself to know if you were able to comprehend the knowledge expected to be gained in each unit and module. You should make out time to attend all the facilitations for this course to get a better understanding of the course. To make good grades, you should read the study guide very well and create a study schedule which you should adhere to. It is also important that you read the introduction and objectives of any unit and at the end, examine how many you were able to fulfill and do the self-assignment exercise to know your level of knowledge acquisition of the lecture.

SUMMARY

Management of serial publications is a course that will enlighten you to know the types of serials available and how to manage them effectively for users to have access to them whenever they need them. At the end of the course, you will have acquired the knowledge and met the objectives of the course if you adhere to the instructions given. I wish you good success.

MAIN COURSE

CONTENTS		PAGE
Module 1	Concept of Serials.....	1
Unit 1	Definition of serials, serials management and their relevance to users.....	1
Unit 2	Types, characteristics and examples of serials.....	6
Unit 3	Responsibilities and qualities of a serials librarian	20
Module 2	Components of Serials Management.....	26
Unit 1	Collection Development Policy (serials).....	26
Unit 2	Selection of serials.....	33
Unit 3	Acquisition of serials.....	42
Module 3	Organization of Serials.....	49
Unit 1	Receipt, cataloguing and classification of serials.....	49
Unit 2	Shelving, shelf-reading, preservation and conservation of serials.....	57
Unit 3	Evaluation, cancellation and weeding of serials.....	66
Unit 4	Serial use policy.....	76
Module 4	Application of ICT for Serials Management.....	81
Unit 1	ICT facilities required for serials management.....	81
Unit 2	Deployment of ICT for serials activities	93
Unit 3	ICT skills required by personnel in serials unit.....	102
Module 5	Finance, Legal issues and Serials Infrastructure...	105
Unit 1	Budgeting and financing of serials.....	105
Unit 2	Legal issues in serials management.....	114
Unit 3	Serials infrastructure.....	121

MODULE 1

This module introduces you to the concept of serials by defining serials and serials management, characteristics of serials and its relevance to users. The responsibilities and qualities of a serials librarian will also be discussed.

Unit 1	Definition of serials, serials management and their relevance to users
Unit 2	Types and Characteristics of serials
Unit 3	Responsibilities and qualities of a serials librarian

UNIT 1 DEFINITION OF SERIALS, SERIALS MANAGEMENT AND THEIR RELEVANCE TO USERS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition of serials
 - 3.2 Definition of serials management
 - 3.3 Components of serials management
 - 3.4 Relevance of serials and serials management to users
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

This unit will introduce you to what serials are and the definition of serials management. This unit will provide the background information for the understanding of the other modules for this course. The relevance of serials and serials management will also be discussed.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- define serials
- identify and the process of serials management
- list and describe the components of serials management
- highlight the importance of serials and serials management

3.0 MAIN CONTENT

3.1 Definition of Serials

Serials are publications with distinctive titles that are published periodically at regular intervals and are different information material from books. It can be in any format that is print or electronic and are expected to continue indefinitely. Serials can be defined as “publications in any medium issued in successive parts at regular or irregular intervals, usually having numerical or chronological designation and intended to continue indefinitely” (Rogers, 2011, pg. 57).

3.2 Definition of Serials Management

Serials management is explained as “activities concerned with the availability, accessibility, acquisition and organization of serials in the library” (Aghadiuno, Agbo & Onyekweodiri, 2015 pg. 57). However, selection of serials is carried out before acquisition. Serials management involves harnessing serials into the library through selection of new publications that will be relevant to users. The addition of serials to the library is done through selection and acquisitions which would be organized by cataloguing, classification and indexing. Serials that have been catalogued, classified and indexed would be arranged on the shelves for users to have access to them and retrieve information embedded in them.

Serials needs to be assessed periodically to determine if they are still relevant to the users through evaluation and the serials that are physically damaged or old will be removed through the process of weeding. Serial management also involves the preservation of serials to prolong their lifespan. Therefore, the overall goal of serials management is to ensure a balanced serial collection that is organized and can be easily retrieved whenever users need them.

3.3 Components of Serials Management

The components of serials management are selection, acquisition, processing, organization (cataloguing, classification and indexing), shelving, preservation, evaluation and weeding. Akindele and Nwalo (2017) ascertained the elements of serials management as “serials acquisition which involves selection, deselection and subscription; organization which involves processing and display on shelves or racks for users; maintenance which involves updating, filling the gap, preservation, binding of back issues and repair of damaged ones” (p. 216).

3.4 Relevance of serials and serials management to users

Serials are publications that occur in volumes and numbers and this means serials contain current information because of their occurrence. Therefore, serials publications are important information materials to individuals interested in knowing the current situation of an issue. For instance, an individual that wants to know the current situation of the state of the economy of a nation can get such from a national newspaper of that country. Likewise a researcher interested in current researches and outcome of such can consult conference proceedings or journal articles where recent and current researches and their result can be found. This was emphasized by Idhalama and Obi (2019) who stated that serials are important publications in academic and special libraries due to the currency of information they contain.

Serials are important to students and researchers because they contain the most current and relevant information that can be used for academic and research purposes. Komolafe, Gbotosho and Odewole (2020) stated that serials publication could be used by the general public for leisure and entertainment, so serials are vital information resources to people in the society.

Serials management is important in libraries and information centers because users need current information and this can only be retrieved and used by them when the serials are managed effectively for users to have access to the information contained in them. Management of serials becomes imperative with the escalating costs of serials and the dwindling available library budgets which necessitates the judicious use of available financial resources and invariably manage the acquired information resources including serials. This is affirmed by Ogunnuga (2013) who reported that there is an increase in the relevance of serials management by libraries due to reduction in library budget and the need to provide current library information materials such as serials and this has made serials management to be among the most challenging routines in the library.

The management of serials publication is important to keep track on renewal, frequency of serials, special issues and new serials. Serials management is important to the library personnel as it enables them know what serials to choose from the enormous series published based on the information needs of users, how to acquire or subscribe to serials and how to organize serials. These different activities if not properly done will negatively affect the serials collection in terms of wrong choice of serials selection and invariably, poor service delivery to users. Serials management therefore, must be taken seriously by the library personnel

for improved service delivery to users. This will consequently, improve the image of the library.

SELF-ASSESSMENT EXERCISE

Define the concept of serial

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.....
.....

4.0 CONCLUSION

Serials are important information bearing materials in a library and information centre and so libraries have to acquire or provide access to them in order to satisfy the information needs of users. It is important to manage serials so that they can be accessible to users for ease of retrieval and use. The management of serials going through the different components is done systematically to allow for effective service delivery to users.

5.0 SUMMARY

In this unit, serial has been defined as a publication that is published at regular interval and is stored in a separate unit of a library. The concept of serials management has been explained. Serials management involves the activities about availability, accessibility, processing and organization of serials in a library. The components of serials management were also highlighted as the activities that need to be carried out by the librarians to make the serials readily accessible and easily retrieval to users. The components are: selection, acquisition, receipt, cataloguing and classification, shelving, evaluation and weeding. The importance of serials and the management of serials to both users and library personnel have been explained.

6.0 TUTOR-MARKED ASSIGNMENT

1. Define a serial
2. Briefly explain the concept serials management
3. List the components of serials management
4. Enumerate the importance of serials to users.
5. Explain the relevance of serials management to a library

7.0 REFERENCES/FURTHER READING

- Aghadiuno, C. P., Agbo, A. D. and Onyekweodiri, N. E. (2015). Availability and Management Challenges of Serials and other Continuing Resources in two selected University Libraries in North-Central Zone of Nigeria. *Journal of Applied Information Science and Technology*, 8(1): 55-61.
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- Rogers, E. M. (2011). Diffusion of Innovations. London, New York: The Free Press.

UNIT 2 TYPES, CHARACTERISTICS AND EXAMPLES OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Types of serials
 - 3.2 Characteristics of serials
 - 3.3 Examples of serials
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The definition of serials, explanation of serials management and the components of serials management were discussed in unit 1. The previous unit provided the background to what the course is all about. In this unit, the features of serials will be explained and types and examples of serials will be highlighted.

2.0 OBJECTIVES

By the end of this unit, you should be able:

- Identify the types of serials
- Describe the characteristics of serials and differentiate them from other library information resources
- Examples of serials

3.0 MAIN CONTENT

3.1 Types of serials

Serials can be classified as periodicals and non-periodicals. Idhalama and Obi (2019) citing (Nwalo, 2003) explained a periodical as a serial that has a specific title and frequency of issue, while a non-periodical is a serial that does not have a regular frequency, that is, it is published at irregular interval. Examples of a periodical serial are: journals, newspapers and magazines. Examples of a non-periodical serial are yearbooks and monographic series.

Serials can be classified based on the frequency of publications such as daily, weekly, monthly, bi-monthly, quarterly, annually, bi-annually. Serials can also be categorized based on the type of publisher such as academic society, a research institution, university, a learned society, a reputable publishing organization, or a professional body. The categorization of serials can also be done on subject basis such as general topics, science, engineering, humanities, medicine, health, education, fashion, food, current affairs and so on.

Serials especially journals can be print or electronic. Print journals are those that are available in hard copies that can be accessed without any device, while electronic journals (e-journals) are those that are accessed using an electronic device such as computers, phones. Journals can also be classified as open and subscription based. Open access journals are journals that are online and available free to the general public without any legal or technical challenge. The goal of open access journals is to provide increased access to journals for free so that more people who may not be able to afford the cost of access subscribed journals can have access to such journals. Bankole (2019) explained that the aim of authors of open access journals is to make available their findings and discoveries from studies carried out to a large population who may not be able to access subscribed journals because of the cost of subscription.

Subscription based serials especially journals are those that an individual has to pay before one can access such journal electronically. This is done mostly by well recognized established publishers whom articles published with them are of high standards. Therefore, for anyone to have access to their articles, payment is necessary either by the individual or by the library of an institution. The disadvantage of subscription based access journals is it limits the number of people that can gain access to such articles due to the payment before access. This may occur more in developing countries such as Nigeria where the poverty level is high. The consequence of this to students and researchers is the reduction in the number of articles that they may have access to.

3.2 Characteristics of serials

One major characteristic of serials is the frequency of the publication of the materials and this has to be known to librarians and users for them to acquire them. Serials are information materials that are published at regular intervals or periods. Serials contain current and vital information as some types are published regularly and this endears them to users especially researchers who need current information for their research.

Serials are housed in a separate section from other information materials in a library (Fig. 1). Large libraries like academic libraries usually have

an entire section dedicated to serials publication and this is manned by a librarian and other library personnel. Another characteristic of serials is that they are usually not loaned out in most libraries. However, in some libraries such as special libraries, they are loaned out to users on short term basis, usually 24 hours. Serials can be found in both print and electronic format, so users have a choice to decide which format best suits them.

Serials have volumes, numbers or issues to show their continuity since they are expected to be published for a long time. This helps in keeping track of the serials to the publishers, library personnel and users. This differentiates serials from other information materials like textbooks which normally do not have numbers, volumes or issues as they are not published in successive parts. Serials could contain a number of articles written by different authors in a single volume, issue or number and coordinated by a group of people called editors or editorial members, unlike most books that are written by one or two authors on a single subject area.



Fig. 1 Serials section of a library

Source:https://mrlibrarydude.files.wordpress.com/2011/03/374878155_8bb8f8c87a.jpg?w=640

3.3 Examples of serials

Examples of serials include newspapers, magazines, journals, conference proceedings, annual reports, newsletters (Fig. 2). Examples of serials as listed by Komolafe, Gbotosho and Odewole (2020) could include: newspapers, magazines, newsletters, accessions, journals, indexes,

abstracts, reports, memos, proceedings and transactions of societies. Aghadiuno, Agbo & Onyekweodiri (2015) listed journals, newspapers, magazines, annuals, memoirs, proceedings, transactions of societies and monographic series as examples of serials found in two university libraries in North-central, Nigeria. These serials could come in print, electronic or both. Therefore, examples of serials from various literature can be highlighted as:

1. Magazines: are periodicals that contain articles written by different authors on general or specific topics based on the targeted audience and organized by an editor. A magazine can be published weekly or monthly and are available on newsstands, bookstores or subscribed to (Figure 4).
2. Newspapers: are serials that contain news, regular columns, advertisements, editorial comment, local and foreign interest that are published daily or weekly to meet the general public. Newspapers could be locally or nationally based due to the people it sets out to meet their information needs (Figure 5).
3. Journals: are the compilation of scholarly articles written by different authors based on research findings and submitted for publication. The articles submitted are reviewed by editors and could undergo peer review to ensure the aims and quality of the journal. A journal usually has an editorial committee that oversees the quality of the journal. The frequency of journals could be monthly, quarterly, biannually or annually (Figure 6).
4. Conference proceedings: are the compilation of papers presented by different authors at a conference which reveals recent research findings or on-going researches carried out based on the themes and subthemes of the conference. Conferences could be held by professional groups or a group of individuals in a particular professional (Figures 7 & 8).
5. Newsletters: are serials that contain news, current information and announcement to individuals in a specific profession with common interests. Newsletters are sent to members of an association or organization as part of their membership and are not readily available to non-members (Figure 9).
6. Indexes: are guides to the contents of a document or collection of documents with the same format arranged in a searchable order such as alphabetical, classified, chronological or numerical. There is an index at the back of a good book and also indexes for journals (Figure 10).
7. Abstracts: are short summaries of journal articles, books and chapter in books that provide information about the intellectual content of the publication. The length of an abstract depends on the type of the document and the purpose which is usually specified by the editor of the publication (Figure 11).

8. Bibliographies: are compilations of articles written by the same author or on a specific subject or country and the frequency of publication could be annual. The person that compiles a bibliography is referred to as a bibliographer. Bibliographies could be general, subjects or countries. An electronic subject bibliography compiled by a librarian could be updated more frequently based on the addition of new articles as they are published (Figures 12 & 13).
9. Almanacs: are compilation of dates, facts and statistics that indicate information about important events, festivals, holidays, meetings etc and are usually arranged in tables. Almanacs could be general or specific, that is related to a particular discipline or organization.
10. Gazette: is a government publication that contains current events, legal decisions, and public appointments and are published on a regular basis.
11. Yearbooks: are annual publications that contain information such as historical, memorial of facts, photographs, and statistics about events that took place in the preceding year of an institution, profession and country. Yearbooks could be general or subject based.
12. Reports and memos: Reports are publications that are collected over a period of time and it could be on the progress of an organization and on a particular situation or occurrence based on fact finding. Examples include annual reports, progress report and committee report. A memorandum usually referred to as a memo is a letter that is written and distributed internally within an organization to one or more people and it has a header stating the logo of the organization, date it was sent and who is sending it and to whom it is sent to.
13. Biographical sources: provide information such as birth, death dates and accomplishment about famous people in different areas such as politics, education, industry, professional fields, sports, entertainment. Biographical sources could be general, subject, national or international. An example of an international biographical source is Who is who.
14. Geographical sources: are publications that provide information about places such as cities, towns, forests, mountains and countries in connection with their description and location. Examples include atlas, maps, globes and travel guides.
15. Manuals: are books or pamphlets that contain practical instructions, steps, procedure and rules to carry out an activity or perform a task in an organization.
16. Transactions of societies: are publications that contain the duties and activities performed by a society or association



Fig. 2 Examples of some serials in a library

Source: <https://www.google.com/Flnulibraryoperations.wordpress.com>



Fig. 3. Serial section in a Nigerian Tertiary Institution Library

Source: <https://www.google.com/laspotechlibrary.net>



Fig. 4. A magazine

Source: <https://melanmag.com>



Fig. 5. Samples of Nigerian Newspapers

Source: <https://www.google.com/topnaijaplus.com>

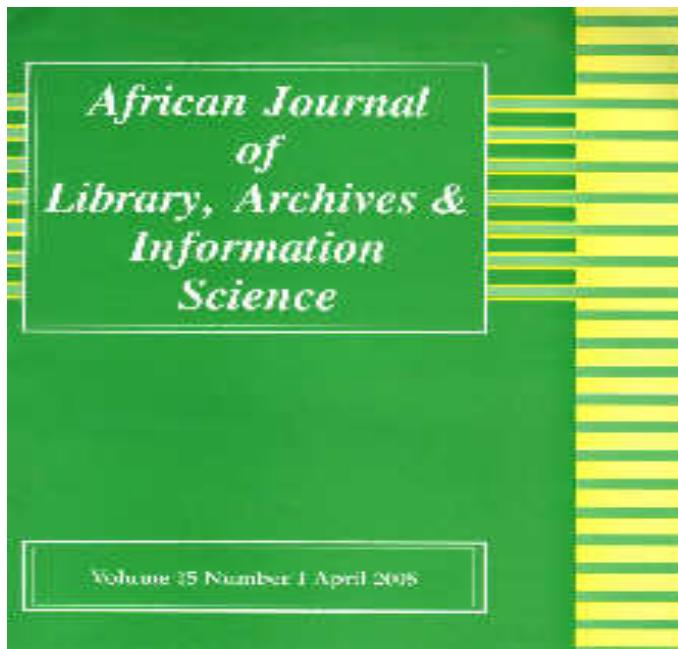


Fig. 6. An image of a Journal

Source:

<https://www.ajol.info/public/journals/158/homepageImage.gif>



Fig. 7. Proceeding of a virtual conference

https://encryptedtbn0.gstatic.com/images?q=tbn:ANd9GcRnQ_3nAd1bUVNIYc23ohYYcPvgmPAYVGGTYA&usqp=CAU

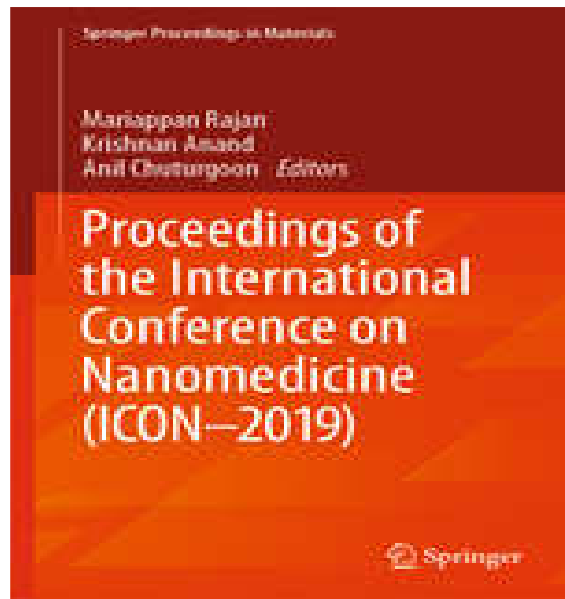



Fig.8. An example of a conference proceedings


<https://images.springer.com/sgw/books/medium/9783030251345.jpg>



IFLA ASIA OCEANIA REGIONAL QUARTERLY NEWS

November 2020 issue

RSCAO Chair's Message




Dear Colleagues,


The global fight against the COVID-19 pandemic has not ceased. The pandemic has caused much severe damage to human lives and disruptions to our daily life and work. It also brought about unprecedented changes that are reshaping the library communities in Asia and Oceania and the global library world. A lot of sharing and discussions have taken place about the current situations affecting libraries. Let's work together to survive and thrive! [\[Link\]](#)

Sincerely,
Tina Yang


Leaders' Conversations: Libraries in the Post-COVID-19 World



"What Libraries would stop, continue and start?" Learn more from the interesting answers from Leaders of Public Libraries from Australia, China, Jordan, Malaysia, The Philippines and Singapore. [\[Link\]](#)




"Would Libraries collaborate and forge partnerships to strengthen and grow in the Post-COVID-19 World?" Be inspired by the discussion among Leaders of Academic Libraries from Australia, Hong Kong, Indonesia, Kazakhstan, Lebanon, Sri Lanka and Singapore. [\[Link\]](#)



"Would Libraries get bigger or smaller in the Post-COVID-19 World?" Read what Leaders of National Libraries from China, Indonesia, Malaysia, New Zealand, The Philippines, Britain and Singapore have to say. [\[Link\]](#)

Organized by:



In support of IFLA Global Vision


Regional Manager's Message

Dear Friends,

Libraries around the world are still affected by the COVID-19 pandemic. In the spotlight, we have the inaugural series of the Leaders' Conversations, which focused on Libraries in the Post-COVID-19 World. This series was jointly organised by the IFLA Regional Office for Asia and Oceania and the National Library Board, Singapore (NLB), in support of the IFLA Global Vision.


Stay safe and healthy! [\[Link\]](#)

Sincerely,
Soh Lin Li



IFLA News

IFLA reviews its Governance to increase efficiency, collaboration, stronger regional representation, greater financial and organizational sustainability, more varied opportunities for participation and better support for volunteers. [\[Link\]](#)




Foshan Library (China) wins the coveted IFLA Press Reader International Marketing Award for 2020. [\[Link\]](#)


Stephen Wyber, discusses the association's position on the role of libraries in supporting the achievement of the United Nations Sustainable Development Goals. [\[Link\]](#)

What is trending in the region?


Public Libraries in New South Wales, Australia adapted and innovated in response to the challenges that arose from the COVID-19 pandemic. [\[Link\]](#)




Indonesian Library Association celebrated its 47th Anniversary and officially announced its Anniversary day as Indonesian Librarian Day. [\[Link\]](#)



Library and Information Science Professional in Bangladesh worked to provide authentic information as well as fast and innovative services to their patrons. [\[Link\]](#)



Myanmar Library Association provided online training and discussions for its para-professionals and disseminated information about COVID-19 and how libraries elsewhere are responding. [\[Link\]](#)



National Library Board, Singapore launched a children's book subscription service that allows library users to get a monthly doorstep delivery of eight curated books. [\[Link\]](#)

Persatuan Pustakawan Malaysia envisions to be a leader of excellence in development, promotion and support of Malaysian libraries and information professionals and institutions in the global knowledge industry. [\[Link\]](#)

Fig.9. Newsletter

Source: https://www.ifla.org/files/assets/asia-and-oceania/news/ifla_ro_newsletter_nov_2020_issue-1.jpg



Fig. 10. Example of an Index

http://www.stlawu.edu/library/sites/default/files/2020-04/sci_cit_ind_web-of-science_cr.png



Fig. 11. Example of an Abstract

<https://covers.christchurchcitylibraries.com/covers/db-LISTA-CKEY685245.jpg>

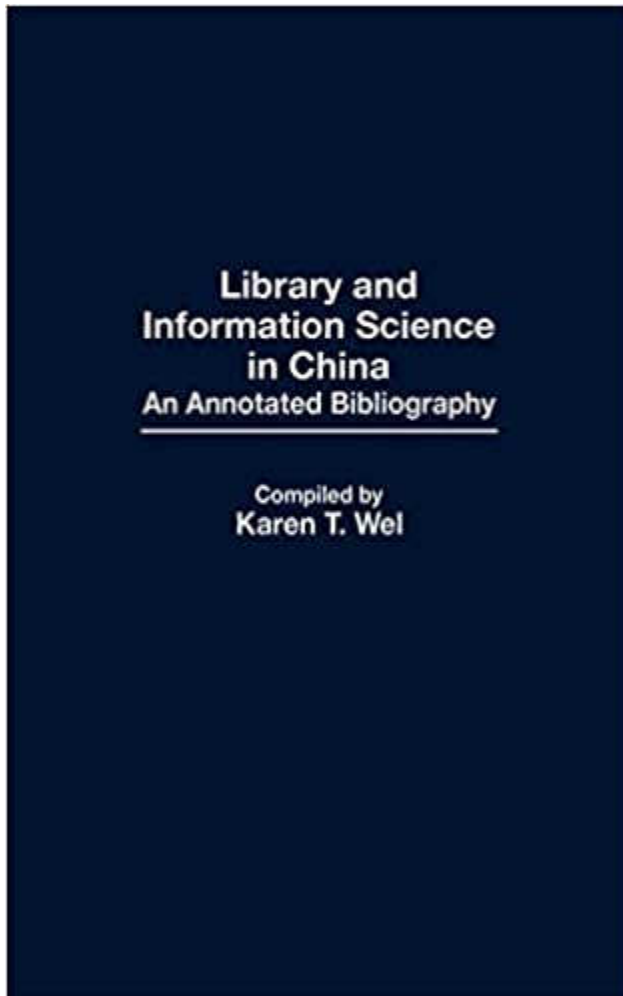


Fig. 12. Example of a Bibliography

https://images-na.ssl-images-amazon.com/images/I/316YZotIyBL._SX312_BO1,204,203,200_.jpg

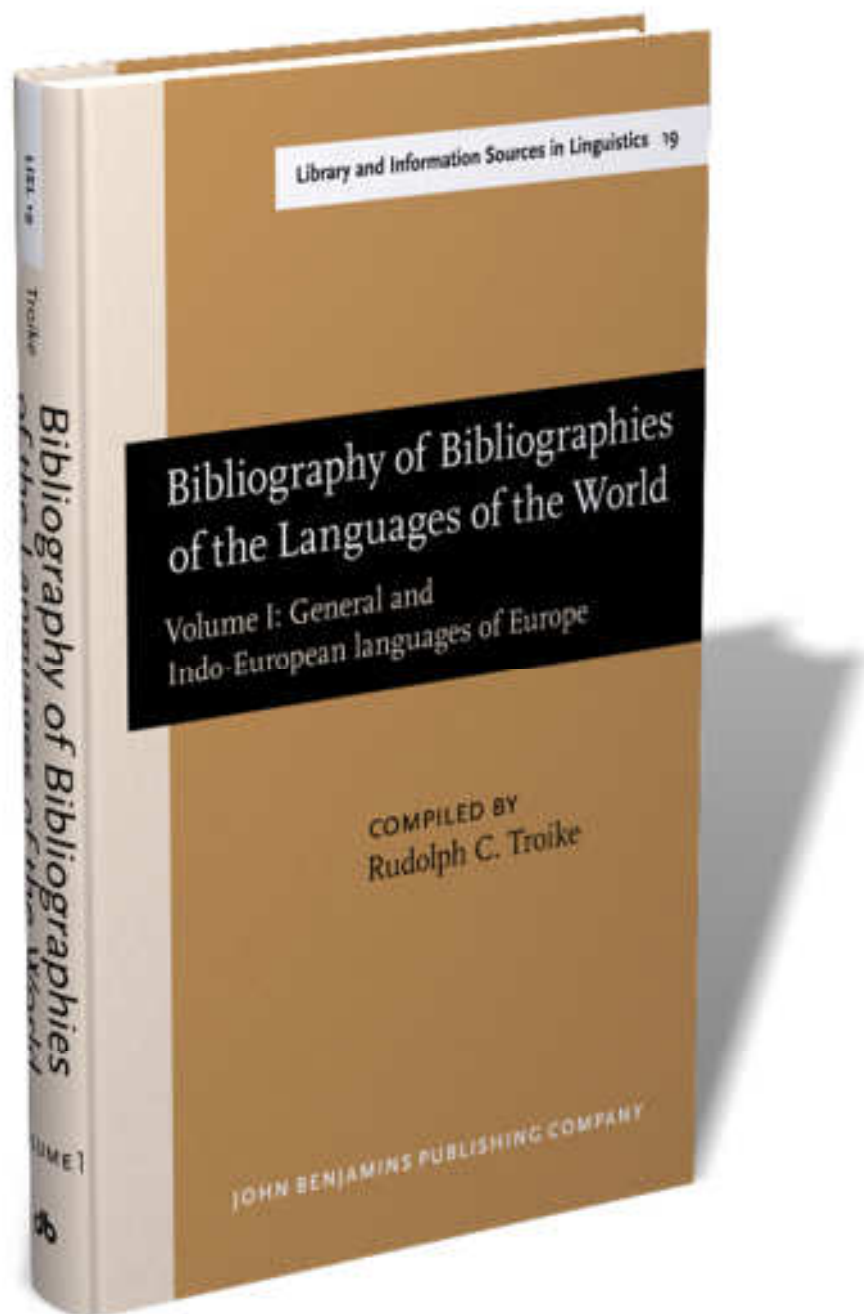


Fig. 13 Example of a type of Bibliography

https://benjamins.com/covers/3d_web/lisl.19.hb.png

SELF-ASSESSMENT EXERCISE

Mention some features of a serial?

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.....
.....

4.0 CONCLUSION

Serials are information materials that are published at regular intervals and they have distinct characteristics that differentiate them from other information resources in a library. There are different types of serials and this categorization can be based on regularity of publishing and frequency of publication. Some examples of common serials are also highlighted to provide a better understanding of a serial publication.

5.0 SUMMARY

In this unit, we have discussed the characteristics of serials, what makes them different from other library materials and also explained types of serials based on grouping. Examples of serials were also highlighted with pictures.

6.0 TUTOR-MARKED ASSIGNMENT

1. List some features of a serial.
2. Distinguish a serial from a book.
3. What are the types of serials?
4. Search either print or virtual serials for the listed examples of serials.

7.0 REFERENCES/FURTHER READING

- Aghadiuno, C. P., Agbo, A. D. & Onyekweodiri, N. E. (2015). Availability and Management Challenges of Serials and other Continuing Resources in two selected University Libraries in North-Central Zone of Nigeria. *Journal of Applied Information Science and Technology*, 8(1): 55-61.
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UNIT 3 RESPONSIBILITIES AND QUALITIES OF A SERIALS LIBRARIAN

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Responsibilities of a serials librarian
 - 3.2 Qualities of a serials librarian
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

Serials unit of a library is an important unit as it contains current information that will be useful to users. Therefore, library personnel in the serials unit must know their role and functions to be able to provide good services to users. Therefore, a serials librarian must have some qualities to be able to function well in a serials unit. The functions and qualities of a serials librarian will be explained in this unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- Identify and explain the functions of a serials Librarian.
- Identify and describe the qualities of a serials Librarian.

3.0 MAIN CONTENT

3.1 Responsibilities of a Serials Librarian

The serials librarian is in charge of the serials unit of a librarian and basically expected to manage the collections in the unit so that users can have access to the collection and harness the information they need to satisfy their information needs. The responsibilities of the serials librarian include:

1. provision of relevant and current serials
2. organization of serials
3. provision of access to serials
4. provision of adequate infrastructure for the serials unit
5. record keeping
6. supervision of library personnel in the serials unit.

1. Provision of relevant and current serials

The primary goal of a serials unit of any library is the provision of relevant and current serials to users. Therefore, the serials librarian must ensure that this primary goal is fulfilled. The serials librarian must be aware of new serials published that could be selected and acquired based on users' needs. The new serials in the library have to be made known to users through displays on the shelf or putting up this information on the bulletin board or on the social media pages of the library website. This will promote the awareness of the new publications to users.

2. Organization of serials

Serials that are acquired have to be processed and organized by cataloguing and classification process, so that users can search for such series and easily retrieve them. The serials librarian organizes the serials using the bibliographic details and group similar serials together using a classification scheme so that it would make ease the process of retrieval for users.

3. Provision of access to serials

Serials that have been organized must be accessible to users for them to use. Therefore, the serials librarian would shelve serials based on class numbers gotten from the classification scheme and users can easily retrieve from the shelf. In an automated library, users can search the database for a serial and the class number is retrieved which is used to locate it on the shelf for their use. For e-serials, the serials librarian must provide the necessary information such as username and password, so that users can access such e-serials.

4. Provision of adequate infrastructure for the serials unit

The serials librarian should provide a conducive physical environment that has a reading area with adequate reading tables and chairs, good lighting and ventilation. Information and Communication Technology (ICT) equipment such as computers, printers, scanner, photocopiers, and Internet connectivity should be provided in the serials unit. The serials librarians must ensure these infrastructure is provided, adequate and functional to deliver efficient services to users.

5. Record keeping

Record keeping is an important activity in the library, so the serials librarian must endeavour to keep records very well for every activity that is carried out in the serials unit. Some records that should be kept are: materials selected, ordered, acquired, received, catalogued and classified, sent for binding, weeded, payment,

income, expenditure and users statistics. Good record keeping will facilitate good decision making.

6. Supervision of library personnel in the serials unit

The serials librarian as the head of the unit has the duty to supervise other library staff in the serials unit to ensure that they are carrying out their activities with diligence according to the goal of the library. The serials librarian should know the competencies of the staff working with him and assign duties based on their competencies. The essence of the supervision is to make sure that the services rendered are those that will satisfy users.

The functions of the serials unit can be summarized in Fig. 14

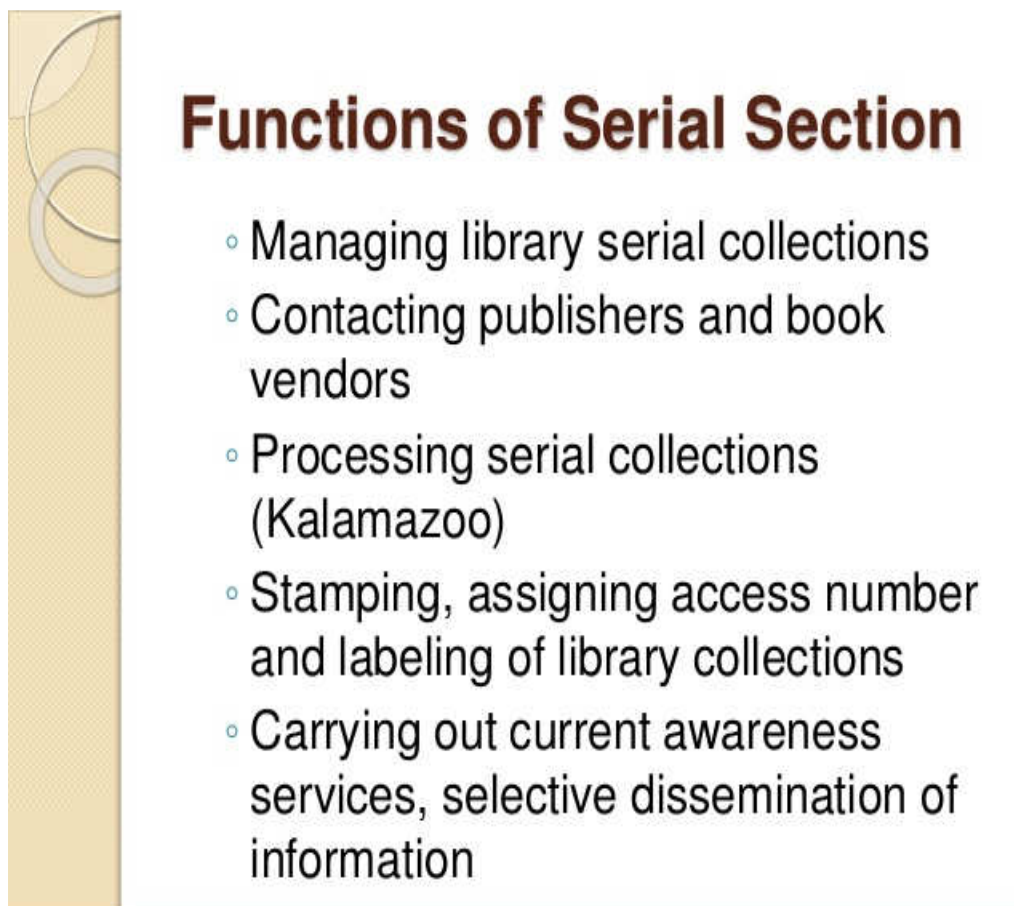


Fig. 14. Functions of the serials unit

<https://image.slidesharecdn.com/areasofautomationinlibrary-191002045110/95/areas-of-automation-in-library-13-638.jpg?cb=1569992228>

3.2 Qualities of a serials Librarian

1. Academic qualification

A serials librarian should possess at least a Bachelor degree in Library and Information Science from a reputable higher institution. An additional qualification of a Master in Library and Information Science will be an added advantage. This will ensure that the serials librarian has the professional skills and knowledge to manage the serials unit effectively.

2. Knowledge of serials collection

The serials librarian must be knowledgeable about the current serials collection and how to add to the current serials collection so that the users will always find the collection relevant and useful to them.

3. Possession of ICT literacy skills

In this information age with the adoption of Information and Communication Technology (ICT) in libraries, a serials librarian must possess high ICT literacy skills to use the available ICT for the activities in the serials unit. This is affirmed by Ajie (2019) who posit that library personnel in this digital era must possess high literacy skills. The ICT skills needed by the serials librarian should include computing skills, Internet and networking skills, digitization skills and communication skills. The computing skills comprise word processing presentation packages, printing, editing, scanning and uploading skills. The Internet and networking skills involve the ability to browse and retrieve information from the web and ability to use search engines. Scanning and uploading of materials are components of digitization skills, while data and text communication using different media are the component of communication skills.

4. Innovativeness and creativity

A serials librarian must be innovative and creative to think about new products and services that can be designed for users to improve the services delivered to them. This has to do with having a high sense of dedication and commitment to duty. The serials librarians with a high level of dedication would always want to make positive changes by designing new ways of carrying out some activities and products that will improve the quality of service provided to users.

5. Ability to work with other library personnel

In a serials unit of a library, especially large libraries, the serials librarian is not the only personnel in that unit. The unit will have other library personnel that will be assisting the serials librarian to perform the activities of the unit. Therefore, the serials librarian must be humble, patient and tolerant of the other library personnel to perform well as a team. The team spirit must be built among the staff in the serials unit for increased productivity. This is done by the serials librarian recognizing the areas of strengths and weaknesses of each library personnel and assigning appropriate tasks to them based on their competences and this allows for all staff to achieve good results.

SELF-ASSESSMENT EXERCISE

List the functions of a serials librarian.

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.....
.....

4.0 CONCLUSION

Serials are important information resources because they carry current information and are housed in a separate place in a library for ease of access. The serials librarian is the person who manages serials and ensures that the information in them can be harnessed easily by users. Therefore, a serials librarian should possess the required qualities to perform well in managing the serials unit.

5.0 SUMMARY

In this unit, the role of a serials librarian and the qualities necessary to function as a good serials librarian has been explained. These qualities are important to know as the possession of these qualities will lead to improved service delivery in the serials unit.

6.0 TUTOR-MARKED ASSIGNMENT

1. Enumerate the functions of a serials librarian
2. Explain four qualities of a serials librarian

7.0 REFERENCES/FURTHER READING

Ajie, I. (2019). Information Service Provision by Librarians in the era of globalization. *Library Philosophy and Practice*. Retrieved April 28, 2020 from <https://digitalcommons.unl.edu/libphilpract/2517>

Core competencies for Acquisitions Professionals
https://www.youtube.com/watch?v=-_MXXQUwhpU

http://downloads.alcts.ala.org/ce/20190925_Acquisitions_Competencies_oCompetence_Slides.pdf

http://downloads.alcts.ala.org/ce/20190925_Acquisitions_CoreCompetencies_AtAGlance_Slide.pdf

http://downloads.alcts.ala.org/ce/20190925_Acquisitions_Competencies_TrainingMap_Slide.pdf

MODULE 2

This module will discuss three components of serials management: collection development policy, selection and acquisition of serials. Each of these components of serials management will be clearly explained to show their relevance to the serials units and the library users. Collection development policy is a guideline to be followed by the librarian on which, what and how to choose and acquire information materials including serials to the library. Selection will highlight the criteria, tools and procedure to use to choose the most relevant serials for users. Acquisition deals with providing access or ownership to the library and the various methods of acquiring serials are discussed. This module will discuss collection development policy, selection and acquisition of serials extensively.

Unit 1	Collection Development Policy
Unit 2	Selection of Serials
Unit 3	Acquisition of Serials

UNIT 1 COLLECTION DEVELOPMENT POLICY

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition and relevance of a collection development policy
 - 3.2 Elements of a Collection Development Policy
 - 3.3 Formulating a Collection Development Policy
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The general discussion about serials and their management has been handled in Module 1. You have learnt that serials are information materials that are published at regular periods, kept in a separate unit in a library and contain current information. Serials can only be useful to the library users when there are guidelines to ensure balance in serial collection through a collection development policy which will also guide the library personnel on actions to be taken in the serials unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- What a collection development policy is and its relevance.
- Elements of a collection development policy.
- Design a collection development policy for a serials unit.

3.0 MAIN CONTENT

3.1 Definition of Collection Development Policy

A library should have a policy that will show the direction that library personnel should follow in carrying out all the activities in the library. A collection development policy is embedded in the library policy and it is a guideline for the management of the collection including serial publications. The collection development policy must be written so that every library personnel can have access to it and adhere to it to build a balanced collection in a library. The advantages of a written collection development are hereby listed:

1. Mandates staff to think through library goals and commit themselves to achieving them.
2. Helps them to identify the long-and-short-range needs of users, and to establish priorities for allocating funds
3. Helps to assure that the library will commit itself to serving all parts of the community, both present and future
4. Informs everyone about the nature and scope of the collection
5. Reduces the influence of a single person selecting materials based on personal biases
6. Contributes to operational efficiency in terms of routine decisions, which helps junior staff
7. Serves as a tool of complaint handling with regard to inclusions or exclusions
8. Aids in weeding and evaluating the collection
9. Provides a means of assessing overall performance of the collection development program

The drawback to having a written collection development policy is the time and effort needed to write a good one by the library personnel.

3.2 Elements of a Collection Development Policy

A collection development policy of a library should have some components such as overview, details and miscellaneous issues (Fig. 15). The overview is expected to contain the overall objectives of the library. This refers to the goals of establishing the particular library and it must

be clearly stated. The second component is the details of subject areas and formats to collect. This refers to the disciplines or subject areas that the institution focuses on. If it is an academic library, the various disciplines offered in the educational institution must be catered for by selecting and acquiring relevant materials in the discipline. This will provide information materials for the curriculum in the various disciplines in the educational institution.

The collection development policy must also specify the types of materials to collect (what type of serials), the format to be collected and the primary users. The specific type of serials to be collected must be indicated, for example, journals, newspapers, magazines and the format of these materials to collect. It is expedient that the composition of the users must be indicated to avoid misrepresentation or not catering for the appropriate users.

The third element of a collection development policy is miscellaneous issues. These comprise decisions to take on gifts, selection, weeding, evaluation, complaints and censorship. The collection development policy must be clear about what to do with gifts, what type of gift to receive and from whom. The aspect of selection and weeding will involve what to select and weed, how to select and weed, who does the selection and weeding and when to select and weed serials.

Evaluation is an important activity that needs to be carried out in the library to assess if the serials in the library are meeting the needs of the users. The collection development policy should state the criteria for evaluation, who does the evaluation and how often it should be carried out in the serials unit. The collection development policy must also include how to manage complaints, who are those to manage complaints and what are criteria to use in censorship of serials, who will be involved in censorship and how will it be done.



Elements of the Collection Development Policy

- Community Profile
- Community Needs Assessment
- Collection Goals
- Selection Responsibility
- Selection Criteria
- Acquisitions
- Collection Evaluation and Assessment
- Weeding
- Reconsideration of Library Materials
- Policy Review and Revision






January 29, 2012 Policies and Procedures 12

Fig. 15. Elements of a Collection development policy

Source: <https://image.slidesharecdn.com/policiesprocedures-120129223011-phpapp02/95/policies-procedures-developing-library-collection-policies-12-728.jpg?cb=1327876368>

3.3 Formulating a Collection Development Policy

To formulate a collection development policy that will be efficient in balancing the collection of the library without bias, the following steps should be taken:

1. Set the guidelines

The librarian in charge of collection development must determine what should be included in the policy, who is to be consulted and how are decisions to be made. In setting these guidelines, the goals of the institution must be taken into consideration as whatever guideline must not be in variance with the organizational goals. For maximum achievement of a good collection development policy, it is advisable to use a committee system, where librarians from different units of the library are members and decisions taken are expected to be in the best interest of the library.

2. Analyze community needs

A library is established to meet the information needs of the users that it will be serving. Therefore, the librarian must carry out a community analysis of the needs of the present and future users. The determination of the needs of the users can be done through surveys or interviews. The result from the survey or interview will be analysed and inferences can be made on the needs of the users.

3. Prepare the draft document

A draft document can be prepared from the information that was collected in writing and suggestions from members of the committee.

4. Circulate the draft document

The draft document should be circulated to selected members of the community to have their impact and feedback given with a stipulated deadline. Comments received can be used to improve the draft document.

5. Adopt the revised document

The document having been revised by including the comments from members of the committee can now be adopted and published as the collection development policy for the library.

6. Provide for ongoing review

A collection development policy is not a one-time static document as changes may need to be made based on change in focus, subject area and user groups. However, a thorough review process must be ensured to produce a good collection development policy that will benefit the library.

Note: Guide to developing a collection policy is discussed in these slides (<https://www.slideshare.net/joh5700/policies-procedures-developing-library-collection-policies>)

Examples of collection development policy in different types of libraries:

1. University library

- a. Washington University in St. Louis, USA
<https://library.wustl.edu/about/policies/collection-development-policy/>
- b. Covenant University, Ota, Ogun State, Nigeria
http://m.covenantuniversity.edu.ng/content/download/4529/33490/file/CLR_COLLECTION_DEVELOPMENT_POLICY.pdf

2. Public Library

- a. New Orleans Public library, USA
<http://www.nolalibrary.org/page/134/library-policies/41/collection-development-policy>
- b. Halifax Public library, Nova Scotia, Canada
<https://www.halifaxpubliclibraries.ca/about/library-policies/collection-development-policy/>
- c. State Library, New South Wales, Australia
https://www.sl.nsw.gov.au/sites/default/files/collection_acquisition_policy_v2.0_april_2016.pdf
- d. Public library in Johannesburg
https://www.sols.org/files/docs/develop/publications/current/librarydevelopmentguidesguide6_Developingacollectionplan_fullversion.pdf

3. School Library

- a. University Laboratory High School library in Urbana, Illinois, USA
<https://www.library.illinois.edu/uni/policies/collectiondevelopment/>
- b. School libraries in Kwazu Natal, South Africa
<https://www.library.illinois.edu/uni/policies/collectiondevelopment/>

SELF-ASSESSMENT EXERCISE

What are the importance of collection development policy?

.....

4.0 CONCLUSION

A collection development policy is a guideline on what, how, when and how library information materials are acquired to ensure a balance in the library collection. The collection development policy must be written and accessible to library personnel to ensure that those guidelines are followed. The elements of a collection development policy indicate what should be in and the steps in formulating a collection development policy are provided. All these are to ensure that activities are professionally done without any bias to provide efficient services to users.

5.0 SUMMARY

The definition of a collection development policy and its advantages to a library were discussed. . The three major components of a collection development policy (overview, subject area and format and miscellaneous issues) were explained and steps to take in formulation a collection development policy were also highlighted.

6.0 TUTOR-MARKED ASSIGNMENT

1. Define a collection development policy.
2. What is the importance of a collection development policy to a library?
3. Design a collection development policy for a university library.

7.0 REFERENCES/FURTHER READING

Southern Ontario Public Library (2009). *A guide to Developing a Collection Plan: Library Development Guide 6*.

Avondale Libraries Collection Management Policy (2011).
<https://www.avondale.edu.au/Departments/Library/Collection-Management-Policy-2011.pdf>

https://www.sols.org/files/docs/develop/publications/current/librarydevelopmentguidesguide6_Developingacollectionplan_fullversion.pdf

UNIT 2 SELECTION OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition of serials selection and its relevance in a library
 - 3.2 Criteria for serials selection
 - 3.3 Tools and procedure for serials selection
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

Selection of serials is an important activity in the library that has to be taken with every sense of seriousness and professionalism. Selection involves the choosing of relevant serials from the numerous ones that are being published regularly. The steps and how to carry out the selection activity will be explained in this unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- Explain what selection of serials means and its importance.
- Mention and explain criteria for selection of serials.
- Identify and describe selection tools and procedure for selecting serials.

3.0 MAIN CONTENT

3.1 Definition of serials selection and its relevance in a library

Selection is the process of choosing which serials that will be added to the serials collection in a library. This depends on the collection development policy which specifies the area of coverage, types and format to be acquired by a library. Selection of serials is important as it is fundamental to the success of the serials units as other activities such as acquisition, cataloguing and classification and circulation depends on it. Selection is relevant as it facilitates the provision of the needed serials for the users, assists in building a balanced collection and ultimately fulfills the goals and objectives of establishing a library which is to provide the needed information resources including serials to users. For example, in the

library of Loughborough University, United Kingdom, the collection management policy stipulates that serials are not to be more than 70% of the serials collection (<https://www.lboro.ac.uk/services/library/students/about/collectionmanagement/>).

3.2 Criteria for Serials Selection

Selection consists of two major steps; identifying areas of needs of library users and collecting appropriate lists (selection aids or tools) from which those needs are met from various sources. Serials can only be considered for selection when their existence is identified. This means the serials librarian must know if a serial exists or not before considering to select or not to select. The serials librarian can know the existence of a serial through reviews, publishers advertising list and so on.

The decision to select a particular serial over another should be based on the relevance of that serial especially journal to satisfy the information needs of the library users. This implies that when the appropriate serial is selected, ordered and eventually acquired, this will translate to high use of such serial which will justify the cost of purchasing or subscribing to it by the library. Therefore, the selection of a serial must be cost beneficial to library users, reflecting that even though the serial is expensive, it is relevant to meet the information needs of library users.

There are some criteria to consider in selecting print serials for a library and they are as follows:

1. Information needs of library users

The essence of acquiring or subscribing to serials in the library is to provide information materials that are relevant to users to satisfy their information needs. Therefore, it becomes imperative to consider what type of information the users need, category of users and need against demand, so as to select relevant materials that will be useful to them. The serials personnel need to carry out an information need assessment of the library users to know what they need. This can be done through sending a short questionnaire to the library users electronically and requesting for areas where they need information. The feedback received can be analyzed and the report from such result can be used to make decisions on what areas materials to select should be and format.

2. Reputation of authors

In selecting a serial for a library, it is necessary to consider the authors that contributed to the intellectual content of the serial to ascertain if the authors are competent in terms of knowledge to

have written in the serial. The reputation of the author can be determined based on the affiliation of the author to an organization, so if the organization is one that is well rated, then it is assumed that the author has the requisite knowledge in terms of educational qualification and expertise to have written the serial publication. The title, rank and institutional affiliation of authors can be useful in affirming their competence to write the serial.

3. Reputation of publishers

The reputation of publishers is another criterion that can be used when selecting serials publication in a library. Publishers that are well established and recognized internationally will definitely publish serials that are of good quality, because they will not want to tarnish the reputation they have built over years. Such publishers will only accept relevant and good quality information from reputable author to publish. Therefore, serials that are published by notable and recognized publishers will be considered for selection unlike serials that have been published by new publishers or unknown publishers.

4. Subject coverage

The subject area which the serials publication covers must be known so as to see if it will meet the information needs of users. Therefore, serials should only be selected if the subject covers the area where users are interested or have information needs. The serials librarians want to ensure that the subject coverage of a serial will be relevant to the curriculum in a tertiary institution or meet the area of focus for special libraries.

5. Cost benefits

This is an important factor to consider when selecting serials publication. The cost (subscription) of a serial is considered vis a vis the benefit the serials will be to the library users, that is cost and use (demand). The implication is that if a serial is expensive in terms of price, but it will benefit a large number of users in a library, then such a serial should be considered for selection.

6. Editor and editorial board membership

This is relevant to scholarly journals where the composition of the editor and the member of the editorial committee and their organizational affiliation are listed within the journal. The composition of these individuals is a guide to indicate their competence in terms of educational qualification and knowledge in producing the journal. Top rated journals search for individuals that are well qualified to become editors and members of the

editorial board with good spread in terms of geographical location in the world.

7. Alternate format availability

Serials are now published in print and electronic format, so the library may decide on which format to select based on the what the users require, ICT infrastructure in the library and ICT literacy skills of users and library personnel. When the users are not in one geographical location and the library is automated, then it becomes necessary to acquire e-serials so that users can access the serials from wherever they are outside the library. This will enhance their accessibility and retrieval to information from the serials.

For any library to select an electronic serial, the library must have the appropriate ICT infrastructure in terms of computers with appropriate memory and processing speed, good internet connectivity, regular and stable power supply, so that such e-serials when acquired in the library can be easily accessed and used by the library users. For e-resources to be selected, the ICT literacy skills of the library personnel must be good to be able to use the e-serials to provide good service delivery. On the other hand, the library users must possess good ICT literacy skills so that they can navigate the site for the e-serials and retrieve relevant information from them with minimal effort.

8. Price

The price of a serial is also to be considered to know if the library can afford and sustain its continuity. A serial that is very expensive may not be easily affordable to a library considering the dwindling library budget experienced in most libraries globally. However, the price of a serial should be considered with the usefulness of the serials to the users, so cost-benefit or cost-effectiveness of a serial should be used in deciding the serials to select for a library.

9. Place of publication

The place where the serial is published can also be a factor to consider in selecting serials for a library. Some libraries may decide to select locally published serials such as magazines and newspapers so that users can be abreast of the news of their country. Some libraries could select serials based on studies on particular areas and this will determine where such a serial is published. An example is where a university has a programme on Asian studies, the serials librarian will have to select materials published on Asian studies, mostly of which will be published in Asian countries.

Selecting an electronic serial particularly journals means placing a paid subscription, signing a license agreement, accessing a title on a pay-per issue basis, including a title in a library's gopher and providing access through a website. The criteria for selecting electronic journals are information needs of user, level of ICT literacy skills of users and the written collection development policy.

The following listed criteria should be considered for selecting electronic journals:

1. Quality and content of the serials

This involves checking for the credibility in terms of knowing if it's peer-reviewed or indexed, its availability in multiple Internet sites or multiple formats, comprehensiveness of its content and if the internet version meets the needs of users. The following will assist in determining the content of the serial: Does the content meet the organizational goals of the library, how regularly is it updated, who are the author of the serials, what institutional affiliation do the authors belong to, is it going to be available for a long term, how current is the data and what advantage does it have over a print serial? These questions will guide the serial librarian on the relevance of the content of the serials to the users. The electronic journal to be selected must be one that is relevant to the subject areas of the users.

2. Access

This has to do with how the electronic serial publication is to be accessed. Each electronic journal has its specification on the hardware to use to access articles quickly. Therefore, the hardware and software presently in the library have to be considered before selecting a journal to know if they will be compatible with the proposed journal to be selected. If the present hardware and software in the library are not going to be compatible with the proposed journal, then it means there will be a change in either not selecting that journal or deciding to change the hardware in the library and this has cost implication for the library.

How compatible will the e-serials be with the existing local network?, Is the license for a single or multiple user?, what type of search engine will be used?, will the e-material be able to recognize users from institutions? These questions will assist the serials librarian to decide if to select this e-serial or an alternative. The level of ease of use of electronic journal needs to be considered. If the e-serial is easier to use, there is a high tendency that the users

will consult it more and this provide the justification for the acquisition.

3. Cost

The cost of the electronic journal or serials should be considered in line with the benefit it would give to the users. The serial librarians must consider initial costs, ongoing charges for updates or annual subscription fees, downloading charges and customization charges. These costs needs to be known for the serials librarian to determine if the library can afford it or not.

4. Support

Support is an important factor to consider when selecting a serial publication. Support that will be given to train users and staff, quality of documentation and the reliability of the vendor are components of support that need to be taken into consideration. Is the technical knowledge that the librarian and users have adequate to use the e-serials that are to be selected? If not, then required training has to be given to the librarians and users if the e-serial has to be selected. Is the publisher or vendor ready to provide such required training? Can the librarians and users use the e-serials with the manual or documentation provided if there are minor technical challenges? How reliable is the vendor in terms of providing prompt and adequate services whenever there is a challenge and a call is made for assistance?

5. Legal issues

Legal issues need to be taken into consideration when e-resources such as serials publications have to be selected. The legal issues are copyright, licensing agreements, fair use and preservation and production. Each electronic journal has its own copyright issues that have to be adhered to when selected in a library. The library has to know these copyright issues and determine if it can comply with all of them or otherwise it does not select such a journal to avoid copyright violation.

Each e-resource has its own licensing agreement which will contain who uses the e-resource, where, and what happens if the library fails to abide by the agreement. The librarian must ensure the fair use for e-serials, and electronic serials can be photocopied only for educational purposes and not for commercial purpose. The legal issues has to do with how the e-serials can be preserved and produced such as what to do when an e-serial in CDROM is destroyed or damaged.

3.3 Tools and Procedure for Serials Selection

There are selection tools specifically for serial publications which allow the serials librarian to know the recent serials that are being published. These selection tools are aids used to choose serial publications and they also give information on new serial publications. The following are examples of selection tools:

1. Ulrich's International Periodicals Directory: The Ulrich's International Periodicals Directory is the most common selection tool that can be used as it has a comprehensive list of serials, annuals, conference proceedings and other serials publications issued regularly and irregularly.
2. Publishers' catalogues and indexes.
3. E-journal Site Guide, ARL's Directory of Electronic Journals is for electronic serials.
4. Publishers' advertisement
5. Published reviews and journal lists from other libraries.
6. Suggestions from users and staff,

The Association for Information Management (ASLIB) has recommended the following means of selecting periodicals:

1. Recommendation by specialists involves the serials librarian asking for serials requests from the specialists in that organization (Fig. 16). The goal of this is to ensure that the serials that are selected are those that will be useful to the scientists, since they are the ones that suggested the serials. This gives the specialist the opportunity of being involved in the selection process.
2. Announcements and reviews: New serials can be known through announcements by publishers by sending a list of new publications to the library or the vendor sends a list of new serials to the library. This will allow the serials librarian to know recent publications to choose from. Reviews will help serials librarian to choose a serial over another, because a review of a serial will make the librarians to select or not to select a serial.
3. Consultation of list of most cited serials will facilitate the selection of serials as the more cited a serial is, the more useful it is to the users. However, the serial librarian must be versatile to search for the list of serials most cited.
4. Recommendation by library personnel is another tool that can be used to select serials. The library personnel suggests the choice of some serials which they have found being used by many library users and this means it is useful to them.

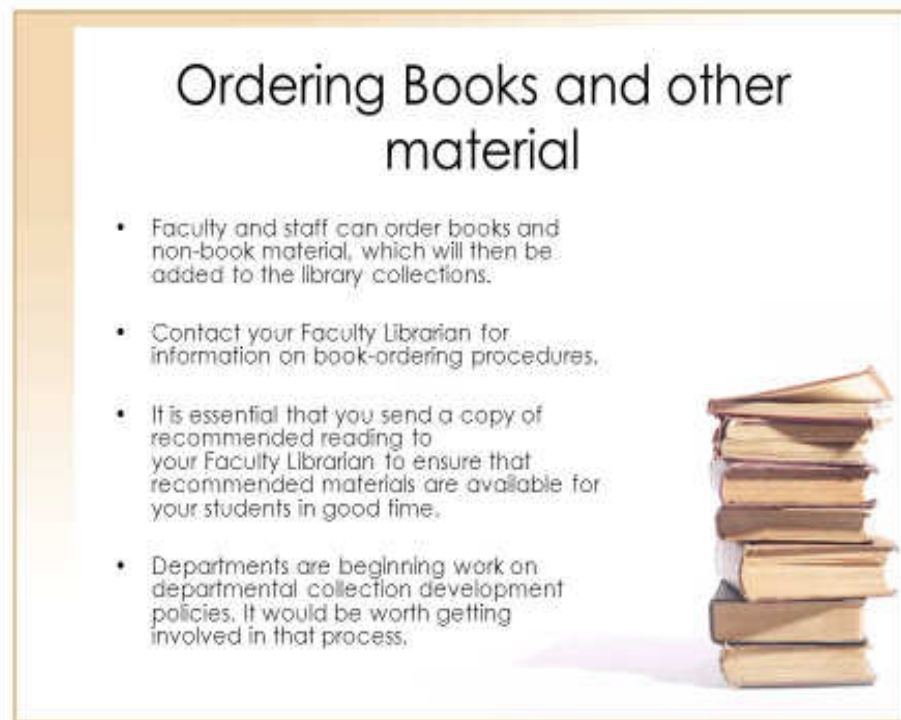


Fig. 16. Selection notice to staff in an organization

<https://slideplayer.com/slide/2665302/10/images/8/Ordering+Books+and+other+material.jpg>

Selection can be done by the librarian only, but this is usually done in small libraries where the librarian is the only professional staff. However, this is not the best as users should be given the opportunity to be involved in the selection process. For libraries which have large collection with several librarians and large users, the head of the serials unit cannot do the selection alone.

For example, many university libraries allow academic staff, other staff and students to participate in the selection of materials including serials to the library collection. It is always recommended that a serials selection committee be constituted for the selection and the members will include library staff and users. The committee finalizes the list of serials to be subscribed to on the basis of the needs and objectives of the parent organization, recommendations of the members and the available funds of the library. A vendor can also be involved in selection of serial publication through the provision of current publishers' list.

Click on the slides to gain more knowledge on selection of serials (<https://www.slideshare.net/allana33193/selection-and-acquisition-of-print-electronic-serials>).

SELF-ASSESSMENT EXERCISE

What are the criteria use to select electronics serials?

.....

4.0 CONCLUSION

Selection of serials is an important activity that has to be carried out in the library. The impact of selection of serials can be negative or positive to users, because the wrong selection of serials will imply that users will not use them as they are not useful to satisfy their information needs. This will amount to a waste of financial resources which many libraries are currently battling with reduction in library budget. However, if selection is professionally done, users will have access to relevant materials they require to meet their needs.

5.0 SUMMARY

The definition of selection and importance of serials selection were covered in this unit. The criteria that can be used for both print and electronic serials were discussed, as well as the tools and process of selection.

6.0 TUTOR-MARKED ASSIGNMENT

1. Explain the importance of serials selection
2. What criteria will you use to select print serials?
3. Expatiate on the criteria for selecting electronic serials
4. Write on how you will go about selecting serials for a university library.

7.0 REFERENCES/FURTHER READING

- Delgado A. (2003). Selection and Acquisition of Serials Materials- Print and Electronic. <https://www.slideshare.net/allana33193/selection-and-acquisition-of-print-electronic-serials>
- Johnson, P. (2018). Fundamentals of Collection Development and Management, 4th ed.
- Saponaro, M. Z. & Evans, E. G. (2019). *Collection Management Basics*. 7th ed. Englewood, CO: Libraries Unlimited, ISBN 9781440859649.

University of Loughborough Library. (2020). Collection Management.
[https://www.lboro.ac.uk/services/library/students/about/collection
management/](https://www.lboro.ac.uk/services/library/students/about/collection-management/)

[https://canvas.uw.edu/courses/816707/pages/week-2-methods-of-
materials-acquisitions?module_item_id=4755075](https://canvas.uw.edu/courses/816707/pages/week-2-methods-of-materials-acquisitions?module_item_id=4755075)

UNIT 3 ACQUISITION OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition and Relevance of Acquisition of serials
 - 3.2 Methods of Serials Acquisition
 - 3.2.1 Subscription
 - 3.2.2 Purchase
 - 3.2.3 Standing order
 - 3.2.4 Gifts, Donations and Exchange
 - 3.2.5 Legal deposit
 - 3.2.6 Membership of societies, associations and institutions
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The why, what and how to select serials has been discussed in Unit 2. The next activity after having completed the selection activity is acquisition. Acquisition is the conscious addition to the serials collection through different methods. The definition, importance and methods of acquisition will be explained in this unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- the definition and importance of acquisition of serials.
- methods of acquisition of serials.
- how to acquire serials for a library.

3.0 MAIN CONTENT

3.1 Definition and Relevance of Acquisition of Serials

Acquisition of serials means the addition of serials to the library collection to increase the volume of information materials in a library. Acquisition of serials is important in any library and information centre so that there will be new information materials added to the collection to cater for the information needs of users. The availability of new serials should lead to

accessibility to the new ones which will necessitate use by library users to satisfy their information needs. The information needs of users are not static, but varied and this requires the regular acquisition of serials to meet such varied needs. The acquisition of serials will fulfill one of the objectives of having a library and information centre which is to provide current information that is embedded in serials to users to satisfy their needs.

3.2 Methods of Serials Acquisition

Serials can be acquired by different methods such as subscription, direct purchase, donation, gift and exchange. Idhalama and Obi (2019) reported that serials were acquired through direct purchase, online subscription, gift, donations, direct order, exchange and institutional membership of association in seven university libraries in South-south, Nigeria, with direct purchase being the major means of acquisition. In University of Loughborough library, United Kingdom, electronic journals are more preferred than print when acquiring serials for the library, but availability of funds, licensing, archiving and access must be considered first (<https://www.lboro.ac.uk/services/library/students/about/collectionmanagement/>). Acquisition of serials could include purchase of print materials, purchase of access to remote electronic resources, donation and document delivery. There are basically six methods of acquiring periodicals. These are:

1. Subscription
2. Purchase
3. Standing order
4. Gifts, donations and exchange
5. Legal deposit
6. Members of societies, associations and institutions.

3.2.1 Subscription

Subscription of serials refers to the payment of money to the publisher in advance and usually on an annual basis for a serial. Subscription is the payment for all issues of a serial published in one year and the payment is made in advance of the receipt of the first issue. This is the most common method of acquiring serials in a library. The serials are subscribed directly from the publishers or vendor and the amount is paid in advance, after which the library receives the serials. Normally, a serial subscription takes effect from January and must be renewed yearly. Examples of serials that can be subscribed to are: magazines, academic journals, newspapers, memberships, newsletters, and some annuals. Newspapers and magazines could be subscribed to on weekly or monthly basis.

For many libraries especially academic libraries, a vendor or an agent is normally used. Vendors are middle men between publishers and libraries and they collect a service charge for their jobs. Clarke, Henderson and Holden (2018) explained the duties of a serials vendor include the coordination of journals from different publishers for the library. The vendor deals with all the process of making sure the selected journals subscribed to are the ones received by the library, missing volumes or issues and other things relating to acquisition of serials in a library. The advantage of using a vendor is that the librarian is not involved in the process of dealing with all the publishers whose serial they have subscribed to and all the processes involved including record keeping, but deal with a single person and that reduces the work stress.

The role of the vendor should include quick response to orders and claims, accurate invoicing, prompt replies to challenges, arrangements for various billing and shipping addresses and management reports. The services performed by a vendor for the serials unit of a library are: subscription renewal, placement of new subscription, cancellation of subscription, coordination of serials order, provision of invoices, claiming and replacement of missing issues. Others include; management reports on status of serials collection and expenditure, projection of future serial cost, obtaining sample issues and access to electronic journals.

The vendor must deliver on the expected functions as the continued use of the vendor by the library will be dependent on the provision of efficient services. Therefore, the serials librarian must be very careful in selecting a vendor as the vendor should be selected based on good reputation, diligence and reliability. A serials librarian can ask from colleagues from other libraries for a reliable vendor they have been using, so this will be due to personal recommendation from professional colleagues. Vendors include Serials Solutions, TDNet, OCLC WorldCat Link Manager, SFX

The library that decides to use a vendor must provide the following to the vendor: title, volume and issue number, ISSN, frequency, publisher, price, date of order, year and month of start and duration of subscription period (usually not less than a year). This information to the vendor is to provide clarity on what the library wants and then an agreement is signed by the vendor on the one hand and the serials librarian on the other hand. The vendor will also inform the serials librarian on the service charge for services to be rendered, appropriate period for cancellation of subscription whenever the need arises and mode of payment.

The vendor offers a lot of services to the serials unit:

1. Printed lists: this is a comprehensive list of new publications from different publishers

2. Title and holdings data: contains the titles and collections from different publishers
3. Record sets: types of records that are required to be kept in adding new serials to the collection.
4. Searchable scanned tables of contents: this is the table of content of new publications
5. More sophisticated online access: awareness of more electronic databases to subscribe to
6. Management information: the type of information that could be provided for management and used for decision making.

3.2.2 Purchase

Serials can be purchased directly from publishers or through vendors. The option of using a vendor is beneficial to libraries especially large libraries as it reduces the stress of monitoring subscription rate and payment for each journal, which can be very cumbersome. The rate of purchase of serials could depend on who is purchasing. The rate for individual purchase is most times lower than institutional purchase or multi user.

3.2.3 Standing Order

Standing order is an instruction given to publishers to supply serials to the library whenever such serial is published, and payment is made only when the serials are received in the library. The library will continue to receive any serial on standing order indefinitely except when the order is cancelled and payment is made after each serial is received. Serials that can be placed on standing orders include numbered monographic series, irregular serials, book sets, and reports; yearbooks and directories.

3.2.4 Gifts, Donations and Exchange

Gifts are information materials (serials) given to the library by individuals, publishers or organizations. Serials that can be given as gifts are newly published serials which publishers send to the library without any fee to gain their interest and individuals clearing out their libraries or collections. There are some organizations that send their periodicals free of charge to libraries. A library interested in such periodicals will get in touch with the organization so that they can be listed on their mailing lists to receive such periodicals as gifts. Donations are solicited serials from individuals, publishers or organization to increase the quality and number of the serials collection in a library based on the information needs of the library.

Exchange is another method through which a library can acquire serials publications, although this is not the prominent method of serials

acquisition. Exchanges occur between libraries of similar type, one university library and another and are usually for ongoing subscriptions. Exchange occurs when two libraries exchange their serials with each other for free. Exchange can be done to acquire serials published by an organization that are not in the market and which the library of that organization has and can be acquired by another library to enrich its serials collection. The advantage of exchange is to obtain serials especially journals at reduced cost; obtain journals that are difficult to acquire through subscription and to contribute to a wider dissemination of serials publications from one's institution.

3.2.5. Legal Deposit

Legal deposit within the context of acquisition means the internally generated serials publications published by staff in the organization which becomes mandatory for such staff to submit stipulated copies of the serials to the library. This is another method of acquiring serials in a library.

3.2.6 Membership of Societies, Associations and Institutions

A library can also acquire serials especially journals when they register with societies, associations and institutions as members and these groups will send them such serials free of charge.

Before a serial is acquired either through subscription or purchase, the serials personnel must go through the order request to make sure it has all the necessary details such as correct bibliographic details, name of selector and check that the serials is not on a standing order. Figure 17 provides a workflow of the things to do in ordering a serial publication. The order can be sent to the vendor and record on date, materials ordered and name of vendor should be kept.

The following slides will enlighten you on how to acquire print and electronic serials. Click on the link.
<https://www.slideshare.net/allana33193/selection-and-acquisition-of-print-electronic-serials>

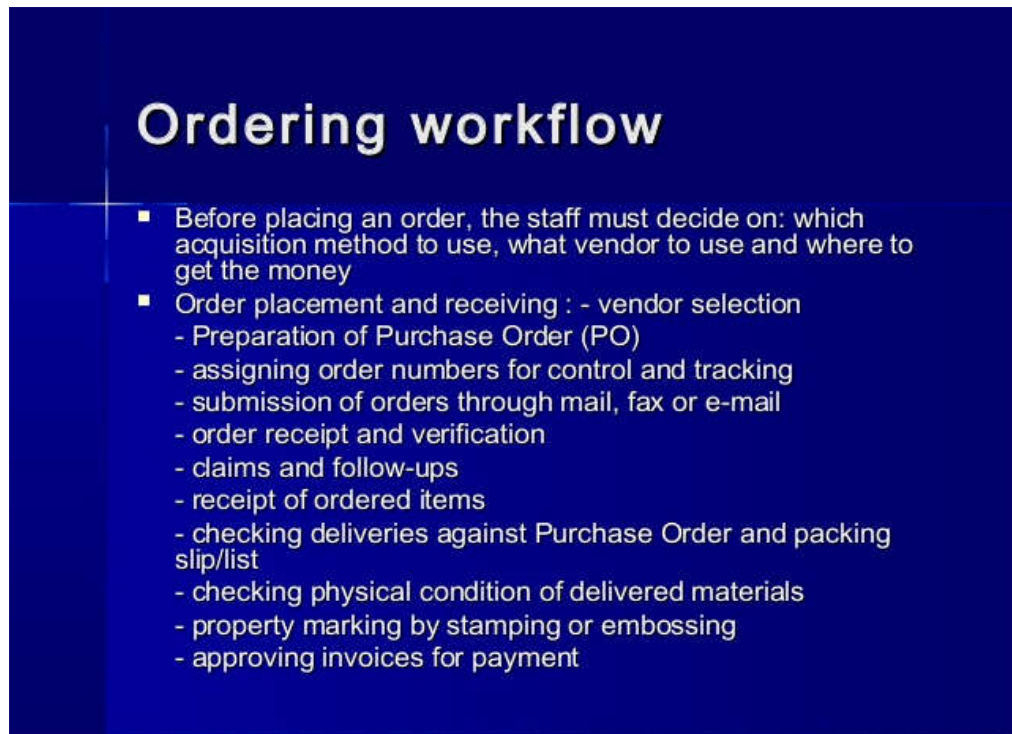


Fig. 17. Steps in ordering a serial

<https://image.slidesharecdn.com/acquisitionsoflibrarymaterials-140216042548-phpapp02/95/acquisitions-of-library-materials-13-638.jpg?cb=1392524790>

SELF-ASSESSMENT EXERCISE

Highlight the methods use in serial acquisition.

.....

4.0 CONCLUSION

Acquisition of serials is the next activity to be performed by the librarian after selection. A library can use any of the six highlighted methods of acquisition, but the commonest are subscription, direct purchase and standing order to build up the serials collection.

5.0 SUMMARY

The unit has exposed students to the importance of serials acquisition and the various methods through which serials can be acquired in a library. Six methods of serials acquisition were discussed and the most popular methods were subscription, direct purchase and standing order.

6.0 TUTOR-MARKED ASSIGNMENT

1. What is acquisition?
2. Write on the importance of acquisition of serials in a library.
3. List six methods of serials acquisition
4. Explain the three commonest methods of serials acquisition

7.0 REFERENCES/FURTHER READING

Clarke, J. Henderson, K.& Holden, J. (2018). The Serials Business: Things they may not have covered in library school. *The Serials Librarian*, 74: 1-4.

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Idhalama, O. U. & Obi, A. I. (2019). Acquisition and Management of Serials in selected Academic Libraries in Edo state of Nigeria. *University of Dar es Salaam Library Journal*, 14(1), 68-81.

University of Loughborough Library. (2020). Collection Management. <https://www.lboro.ac.uk/services/library/students/about/collection-management>.

https://canvas.uw.edu/courses/816707/pages/week-2-methods-of-materials-acquisitions?module_item_id=4755075

MODULE 3

This module has four units which are aimed at providing you with the knowledge of how to organize serials after they have been acquired and can be accessed by the library. The procedure of the receipt of serials and what needs to be done thereafter will be taught in this module. The technical aspects of organization of serials such as cataloguing and classification will be expatiated to provide easy retrieval to the serials. The storage, preservation, evaluation, weeding of serials and use policy to ensure their durability and longevity will be explained.

Unit 1	Receipt, cataloguing and classification of serials
Unit 2	Shelving, shelf-reading and preservation of serials
Unit 3	Evaluation and weeding of serials
Unit 4	Serial use policy

UNIT 1 RECEIPT, CATALOGUING AND CLASSIFICATION OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Receipt of serials into the library
 - 3.2 Cataloguing and classification of serials
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

Serials that are acquired into the library needs to be organized so that users can have access to them. In this unit, the procedure to undertake when serials are received into the library and how to catalogue and classify them will be discussed.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- Receiving serials in the library
- How to catalogue and classify serials

3.0 MAIN CONTENT

3.1 Receipt of serials into the library

Processing of serials begins when the library receives the serial publication and this commences with checking the records to ascertain that the serials that were ordered are those delivered using the invoice. The personnel will check item and invoice to verify that what was ordered for is what has been received. If checked and it is discovered that there are some serials title especially journal titles that were received but not subscribed or ordered, the library personnel will record that and if it's a print material, it will be separated from the materials that were ordered for and received.

On the other hand, there are cases where the serials ordered for are not found in the package of materials received, the library personnel has to document this, so that this can be communicated to the vendor. Some of the challenges in the receipt of serials ordered for can be summarized as:

- wrong entries/data in the invoice
- wrong edition sent
- items ordered but not received
- items not ordered but sent
- too many or not enough copies
- copies received with faults

Libraries that have integrated software have the advantage of good record keeping as records of activities done is documented in each module and can be called up in another module. In the serials module, the bibliographic data of the serials ordered for, date and the agent in charge of the order will have been entered into the database. When the materials eventually arrive in the library, it will be easy to retrieve such information to check if what were ordered are the same as what has been received and then the library personnel can include the date of receipt in the serials module. When a material that has been received, tallies with what was ordered, the library personnel then stamps the material to show ownership by the library which indicates that the material is part of the collection of the library (Fig. 18). A payment approval is prepared for the vendor and sent to the office in charge of payment.

Procedure for processing library materials is available in these slides (<https://www.slideshare.net/JoloVanClydeAbatayo/basic-library-procedures-processing-library-materials>).



Fig. 18. Stamping of a library material

<https://www.brodartbooks.com/data/uploads/media/image/Physical-Processing-Stamping-back.jpg?w=1024>

Record keeping is important at each stage of processing serials publication. The kind of record keeping method varies from one library to another and it should be one that is convenient and efficient for record keeping for the library. In small libraries, the receipt of serials is done in alphabetical order and this is easy to retrieve records, while serials are registered in registers and ledgers for bigger libraries. With good record keeping, it is easy to detect the non-receipt of a particular issue of a serial publication and the serials librarian can send an electronic message (e-mail) to the publisher or vendor as a reminder and the publisher or vendor will send the missing issue to the library.

Manual record keeping may be suitable for a small library, but definitely not appropriate for a large library. This is due to the fact of its slowness in retrieval of records, lack of different access points and the need for any person to come physically to the library to access the records. However, a library that has integrated software will be able to overcome some of these challenges as it will lead to more efficiency in service delivery. An

automated serials unit will allow for budget control and report generation that can be used to make decisions to enhance serials management.

3.2 Cataloguing, classification and indexing of serials

After acquiring serials in libraries and information centres, the next step is to organize the serials to facilitate easy retrieval by users. Serials can be organized through cataloguing and classification, indexing and shelving. In a study carried out by Idhalama and Obi (2019) on serials management in selected universities in South-south, Nigeria, the findings revealed that serials are organized through “cataloguing, classification, shelving, digitalizing of available serial materials through the use of OPAC, indexing, abstracting, display of serials on racks, and display of passwords to library database” (pg. 12).

Online Encyclopedia of Library and Information Science defines cataloguing as the “process of creating and maintaining bibliographic and authority records in the library catalogue, the database that are owned by a library. The catalogue may be in tangible form, such as a card catalogue or in electronic form, such as Online Public Access Catalog (OPAC)”. The process of cataloguing involves three major activities: descriptive cataloguing, subject cataloguing, and authority control.

1. Descriptive cataloguing

This is the input of the attributes of a library material or bibliographic details of the library material such as the name of author(s), contributor(s), title, edition, publisher, distributor, date, the number of pages, its size and name of series. Descriptive Cataloguing enables the user to find and identify a library material, by the name of the author, the title and other bibliographic details. There are two standards that are usually used for descriptive cataloguing: Anglo-American Cataloging Rules (AACR), with the recent one now Anglo American Cataloguing Rules 2 (AACR2) and Resource Description and Access (RDA).

Anglo American Cataloguing Rules (AACR) is the international cataloguing code that is used for descriptive cataloguing of library materials. It has been revised and now is Anglo American Cataloguing Rules 2 (AACR2) which is the second edition of the AACR. The rules guide the bibliographic details of a library material and the decision to take for choice and access points. The relevance of AACR2 is the uniformity and consistency in cataloguing materials in libraries in any country.

Resource Description and Access (RDA) is defined as a “standard for descriptive cataloging providing instructions and guidelines on

formulating bibliographic data” (Online Encyclopedia of Library and Information Science, 2014). The aim of RDA is to provide the access points like description, name and title through which users can search and retrieve the material. It succeeds AACR2 and is designed for the digital world.

Watch a short video on RDA on YouTube:
https://www.youtube.com/watch?v=b7XJsajv-MU&list=PLZSQc_jA3AIWdlPGMfZGk3YjNVROs-Guf&index=1

The functions of RDA as outlined by the Online Encyclopedia of Library and Information Science are the provision of:

1. a flexible framework for describing all resources (analogue and digital) that is extensible for new types of material.
2. data that is readily adaptable to new and emerging database structures.
3. data that is compatible with existing records in online library catalogues.
4. guidelines on cataloguing digital resources and places a stronger emphasis on helping users find, identify, select, and obtain the information they want.
5. mechanism that supports the clustering of bibliographic records in order to show relationships between works and their creators.

2. Subject cataloguing

This involves analyzing the subject of a library material (serials) and getting a corresponding subject heading from a controlled vocabulary referred to as subject heading. Examples of subject headings are Library of Congress Subject Headings (LCSH), Sears List of Subject headings and Medical Subject Headings (MESH). With the approved subject from the subject headings, classification numbers can then be assigned using the appropriate classification scheme adopted by the library such as Library of Congress Classification (LCC) or Dewey Decimal Classification (DDC) scheme.

3. Authority control

Online Dictionary of Library and Information Science defines authority control as the procedures taken to ensure consistency in

the access points (names, title, and subject) used for the catalogue or file of bibliographic records through the application of an authoritative list (file) to new materials as they are added to the library collection. The authority control is available from the commercial service providers such as e-databases publishers or vendors.

Serials need to be catalogued and classified for ease of retrieval of information to library users. Cataloging and classification entails the provision of bibliographic description for each serial title and provision of access to serials represented in the catalogue. The decision to catalogue individual articles in a serials publication or the entire serials publication as a whole is dependent on the size of the library and the users. For large libraries that are automated, serials especially journals need to be catalogued and classified on article basis to facilitate easy retrieval of information for users who may be researchers and students. The articles are catalogued using the Anglo American Cataloguing Rules 2 (AACR2) and presently Resource Description and Access (RDA) and classified using a classification scheme depending on the type of the library. The library could use Library of Congress Classification Scheme or Dewey Decimal Classification Scheme.

Cataloguing of serials depends on the type of library, users and the library policy. Libraries can catalogue serials alphabetically using title, issue, author, and subject or can be catalogued on individual articles especially for journals in many special libraries due to the nature of their users. Descriptive and subject cataloguing can be done for serials especially journals so that users can easily search and retrieve relevant information needed. Descriptive cataloguing is the bibliographic details of each title or individual article for journals must be captured.

The procedure for cataloguing serials is explained in these slides (<https://www.slideshare.net/NASIG/basic-serials-cataloging-workshop-handout>)

With an automated system using integrated software, the bibliographic details of the serials publication will have been captured in the acquisition module, when an order is placed, at the cataloguing unit, the keywords and class marks are what will be added. The catalogue when it can be accessible outside of the library becomes Online Public Access Catalogue (OPAC). This is so because for an integrated software system, bibliographic details of each information material are available in all the modules and accessible to librarians in the different units in a library. This reduces repetition of activities and time wastage that will have been used to enter the bibliographic details of the serials again.

Serials that are classified alphabetically makes retrieval easy for library users, reduction in processing costs as classification numbers do not need to be assigned to them and rearrangement is much easier as serials are filed in a different section from books. However, the disadvantage with this method of classification is that titles that focused on the same subject will not be grouped together and users may find it difficult locating serials especially journals using serials title of corporate author. After providing the call number, the details in input into the library bar code machine and the bar code no is printed and attached to the serial (Fig. 19). Figure 20 shows where the barcode should be placed on a serial

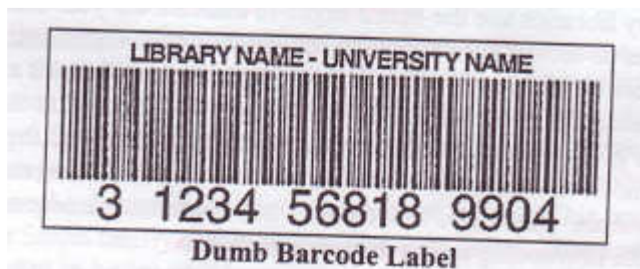


Fig. 19. Example of a bar code

https://1.bp.blogspot.com/_7rK9uKTI19E/SWWFW8qCwjI/AAAAAA AAAEc/dcbCvDMnAxA/s320/019.jpg

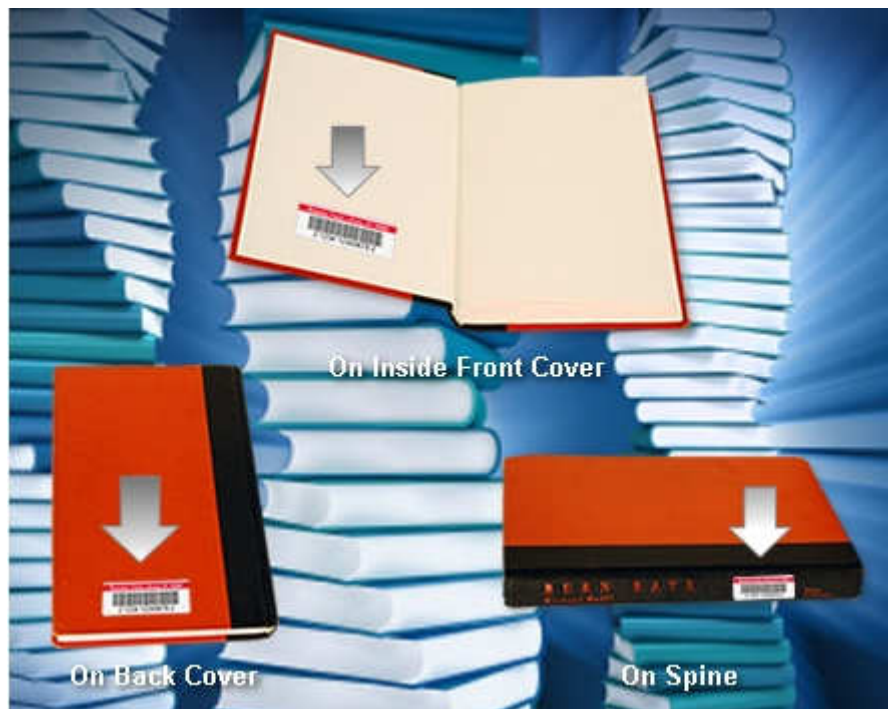


Fig. 20 Placement of bar code on a serial

<https://www.myassettag.com/Companies/myassettag/library-book.jpg>

There are also benefits in using a classified system for serials as those on similar subjects will be grouped together making access easier and

journals published by the same publishers will be indicated as such. The disadvantage of using a classified system for serials publication include: users have to locate the call number before going to the shelf and the process of assigning classification number requires time and cost for processing by the library personnel. Electronic serials are not classified, because they are not physical and so cannot have a physical location and therefore, are not shelved in a library.

SELF ASSESSMENT EXERCISE

What are the process of cataloguing a journal in a special library?

.....

4.0 CONCLUSION

Serials are acquired in libraries to provide the needed information to users through retrieval. Therefore, it becomes necessary to organize the serials through processing, cataloguing and classification for easy retrieval of the information embedded within the serials. The method of cataloguing and classification of serials depends on the type of library and users.

5.0 SUMMARY

The processing of serials when it is received to the library and cataloguing and classification of serials are discussed in this unit. The procedure to use for cataloguing and classification is further explained which is determined by the type of library and users. Record keeping is reflected to be very important in processing, cataloguing and classification stages, so that the library can know the status of any serials at any time.

6.0 TUTOR-MARKED ASSIGNMENT

1. How do you process new serials that are brought to the library?
2. Describe the process of cataloguing a journal in a special library
3. Describe the ways you can classify a journal
4. What is the importance of record keeping in the serials unit?

7.0 REFERENCES/FURTHER READING

Idhalama, O. U. and Obi, A. I. (2019). Acquisition and Management of Serials in selected Academic Libraries in Edo state of Nigeria. *University of Dar es Salaam Library Journal*, 14(1), 68-81.

Online Encyclopedia of Library and Information Science.

<https://www.librarianshipstudies.com/search?q=subject+cataloguing>.

UNIT 2 SHELVING, SHELF-READING, PRESERVATION AND CONSERVATION OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Shelving and shelf-reading of serials
 - 3.2 Preservation and conservation of serials
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The definition of serials, explanation of serials management and the components of serials management were discussed in unit 1. The previous unit provided the background to what the course is all about. In this unit, the features of serials will be explained as well as highlighting types and examples of serials.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- How to shelf and the importance of shelf-reading?
- Relevance of preservation and conservation of serials
- How to preserve and conserve serials?

3.0 MAIN CONTENT

3.1 Shelving and shelf-reading of serials

The periodicals are processed after receipt, arranged alphabetically and put up in the display area. For displaying the issues of periodicals, special furniture is available in the library. In case of bigger libraries that have a large number of periodical, special furniture is kept for display and storage of periodicals. A display of the latest periodicals and storage facility referred to as a pigeon hole rack is found to be most suitable in most of the libraries.

Shelving is the process of arranging serials on the shelves using their call number that has been assigned to each serial during the cataloguing and classification process. It is the arrangement of serials on the shelves using their call number which means serials on the same subject having the same call number will be shelved together. These serials will be arranged alphabetically by the first three letters of the author's or editor's name or title. The essence of ascertaining that serials are shelved properly is to ensure that users can find what they need and staff can also do a stock check.

Serials can be shelved according to the classification number which is based on the classification scheme the library uses, either the Library of Congress Classification scheme (LCCS) or Dewey Decimal Classification Scheme (DDCS). After all the issues are received and a particular volume of a periodical is completed, it can be bound and kept like books on shelves.

The following factors should be considered before acquiring and standing shelves:

1. The length of the space in a layer of a shelf should be at least 36 inches to accommodate serials that are tall.
2. Shelves should be adjustable and easy to clean with at least 1 inch of airspace above the tallest serial and no rough edges to prevent damage to the binding.
3. Shelves should be open except at both ends for good air circulation.
4. The bottom layer of the shelf should be at least 6 inches above the floor for ease of cleaning and prevention of damage in case of flooding.
5. Shelves should be located away from heat sources such as radiators
6. Shelves should not be positioned against an exterior wall or beneath water or steam pipes to avoid dampness and condensation.
7. Shelves should not be placed in areas where they receive direct sunlight to avoid exposure to ultraviolet radiation.

Guidelines for shelving

1. Care must be taken at the beginning and end of the shelves so that there is constant sequence of the arrangement of the serials
2. The trolley should not be packed on the aisle to obstruct movement, but should be packed at the end of the shelf to allow ease of movement of users.
3. Check the materials on either side of the material that was shelved to avoid error.
4. Any serial that is out of place should be properly shelved and put in this appropriate location.
5. Serials should be straightened in case there is any that is not standing well and bending on the shelf.

6. Avoid overcrowding of serials on a shelf. Overcrowding does not allow the flow of air between serials and this can cause damage to serials. This can be solved by moving some of the serials to the previous or next shelf. To avoid having to move serials from one layer to another, it is better to fill only three-quarters of the space in a layer of the shelf to allow for new additions.
7. Serials that are of large size should be shelved with the spine down to avoid pages falling off from the binding.
8. Serials are arranged upright from left to right, starting from the top layer of a shelf.
9. Each shelf should be well labeled based on its subject to facilitate ease of finding materials on a particular subject by users.
10. Periodicals such as leaflets, brochures and annual reports are best kept in pamphlet boxes or magazine boxes and well labeled to protect them and make them easily accessible. The periodicals can then be kept on the shelves according to subjects.

Serials are displayed on shelves to create an awareness of arrival of new serials and encourage users to make use of them (Fig. 21). Therefore, library personnel in the serials unit must ensure that they provide an attractive display of the series which will add colour and interest to the library, thereby making users to know the new serials that have just been acquired into the collection. The new arrivals are put on the shelf in a display area which is a conspicuous area in the serials unit, that users can easily see them. The duration of new serials on the display shelf is dependent on each library and also on the frequency of new arrivals to the serials unit.

To increase the awareness of new serials, the information should be posted on the notice boards and library website and social media handles of the library. Current issues of serials are usually displayed on display racks and arranged alphabetically by title. When a new issue arrives of a periodical, the previous issue must be removed to the pamphlet box on the shelf and replaced with the new edition.



Fig 21. New serials on display
 (https://www.google.com/url?sa=i&url=https%3A%2F%2Flnulibra
 ryoperations.wordpress.com)

Shelf reading is defined as the periodic examination of library materials including serials on the shelves to ensure that the materials are arranged in their correct positions by their call number. Shelf reading of serials is done during slack periods and should be done regularly by the library personnel. The importance of shelf reading is to rearrange serials that have been placed on the shelves incorrectly and avoid serials not properly positioned on the shelves, so that users can easily retrieve them when needed. Serials that are not in their correct locations will be lost to users, as the users will not find them on the appropriate shelves and location.

Check these PowerPoint slides especially slides 22-28. Click on this link:

<https://www.slideshare.net/shaztastic/shelving-party-power-point>

Go through these slides on how to shelf materials to gain knowledge on shelving and shelf reading. Click on this link to access the power point slides:

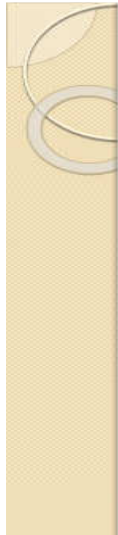
<https://youtu.be/FgamomGt8ms?t=240>

3.2 Preservation and conservation of serials

Serial publications as important information resources in the library must be preserved to ensure that users have access to them whenever needed. Serial publications have to be preserved to ensure their durability and longevity in the library, so that users can have access to them for a long time. Preservation refers to the principles for caring and handling of library materials and it involves storage and accommodation provision, staffing, policies, techniques, and methods involved in prolonging the lifespan of library materials and the information contained in them. Conservation is explained as all measures to reduce the deterioration of library materials including serials.

Preservation and conservation process starts from the time of selection by determining the format of serials to select, whether electronic, print (paper back or hard cover). The choice of the type of format will depend on the demand on use of such serials. Serials that have high demand by library users should be in hard copy if print or electronic format to prolong the durability of the serials. All serials publications irrespective of type or format should be preserved by the library personnel to ensure that all of them are in good physical condition so that they can be easily available, accessible and used whenever it is required by library users.

Many libraries may not be effectively preserving and conserving library materials as reported in the deterioration of library materials due to some factors such as poor storage, environment, unskilled staff in preservation and conservation knowledge, and poor handling of serials (Dare and Ikegune, 2018). The preservation and conservation functions in a library are highlighted in Fig. 22.



Bindery/Preservation, Security and Digital preservation Unit		
Unit	Function	ICT Devices
Bindery/Preservation, Security and Digital preservation	Adding hard cover to paperback materials	Smart Advance bindery machines, 3D productions
	Repairing mutilated library materials	Digitizing library materials
	Performing laboratory experiments to reduce or remove acids on paper materials	Scanning and electronic format of the materials
	Ensuring security and safety of library collections and buildings	CCTV devices, RFD Strips and machines
	Involve in digital preservation of library materials	scanning, digitizing and photo editing software (photo-shop, core draw, photo editor, light-room) , digital cameras etc.
	Photocopying/ reprographic of selected library materials	Smart photocopy machines

Fig. 22. Preservation functions

<https://image.slidesharecdn.com/areasofautomationinlibrary-191002045110/95/areas-of-automation-in-library-17-638.jpg?cb=1569992228>

Print serials need to be preserved because they are subject to damage, mutilation and loss due to their size, use and demand to allow for continued access to the information content they contain. Serials can be preserved through the following ways: binding of serials in hard cover, binding of serials with flexible strong spine, digitalization of serial collections, careful handling of serials by staff, availability of fire extinguishers, and through deacidification of serials. Serials could be transformed into another format through digitalization to preserve them. Protected materials could be bought at the point of acquisition to cover the print serials (Fig. 23).



Fig. 23. Protective cover for print serials

<https://image.slidesharecdn.com/basiclibraryprocedures2-190215070038/95/basic-library-procedures-processing-library-materials-52-638.jpg?cb=1550214216>

Methods of preserving and conserving serials

1. Disaster preparedness

Libraries should have a disaster plan well stated in the library policy to take precautions in case there is a disaster such as fire outbreak, floods, vandalism, war and earthquake, so that library materials are not affected by any disaster. A disaster plan should be developed and made aware to all the library personnel and training on measures put in place to limit the adverse of such disasters should be taught to the library personnel.

2. Reformatting

This is the change of the format of serials from print to electronic forms through digitization. This is a method of transferring text to media and it preserves the intellectual content of a serial that is deteriorating which can be captured and more users would have access to the serial in electronic format than when it was in print format. Microfilming involves the photographing of serials onto reels of film and users need a microfilm reader to access the information.

3. Binding

Print serials can be preserved through binding of loose issues in hard cover or converting to microforms to increase the lifespan of such print serials. Serials to be bound must be identified and a binding schedule should be established for each title once a year especially during the period when users do not come to the library very much, for example when on vacation. Records must be kept on serials sent for binding and when they are returned, records must be entered that they have been returned. Many libraries presently have bindery sections as part of the library, to reduce the cost and inconvenience of sending serials for binding to commercial binders.

4. Deacidification

This method involves the reduction of the acid content of the serials using chemicals. It could be done by spraying of serials with water based alkaline solution for some time and then drying them. Each page of the serial is sprayed and bound serials are loosed, sprayed and allowed to dry before going for binding. Deacidification is effective, but time consuming.

5. Fumigation

The serials unit should be fumigated against pests such as insects, termite periodically.

Factors affecting preservation and conservation of serials in libraries:

1. Lack of disaster plan

Libraries should have disaster plan to take of any disaster that could occur. However, many libraries in developing countries do not have disaster plans (Dare & Ikegune, 2018), and so when a disaster occurs, it is very devastating to the library in terms of loss of library materials, building, furniture and equipment.

2. Lack of competent library personnel

Preservation and conservation process require knowledgeable staff that would be able to carry out all necessary procedure efficiently.

This implies that such staff would have been trained on the methods involved in preservation and conservation of library materials. Many library staff are not skilled in preservation and conservation methods and so cannot carry out such functions well.

3. Inadequate funds

Libraries globally are battling with reduction in funds allocated to them and this could have an adverse effect on preservation and conservation as the required equipment, chemicals may not be available to perform the activity. The inadequate funds could also make librarians not to give preservation and conservation the necessary priority in the library.

4. Low quality paper

The economic situation globally has affected the funds available to organizations, publishers and the library and the consequence is that library materials are published with low quality paper. This is because the cost of paper and other printing materials are very expensive, so publishers may use low quality paper to publish serials and this means serious concern to librarians who should carry out good preservation and conservation methods to such materials to prolong the lifespan.

Preservation and conservation slides. Click on the hyperlink
<https://www.slideshare.net/diluwarhassan/preservation-and-conservation-69774208>

Slides on Preventive measures for preservation and conservation
<https://www.slideshare.net/bubblyface95/preservation-of-library-materials>

SELF ASSESSMENT EXERCISE

Describe how to preserve and conserve serials

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.....
.....

4.0 CONCLUSION

Serials after being organized need to be accessible to users and this can be done through placing the print serials on the shelves well arranged for easy retrieval. Serials used by library users need to be placed in their appropriate place on the shelf every day. However, in the process of shelving serials used, the library personnel needs to ensure that serials on the shelves are in their appropriate place to enhance retrieval. To prolong

the lifespan of serials, it is important to carry out preservation and conservation which can be done in various ways.

5.0 SUMMARY

In this unit, we have discussed the need to shelf and shelf read serials. Preservation and conservation of serials was defined, relevance and how preservation and conservation can be carried out was explained.

6.0 TUTOR-MARKED ASSIGNMENT

1. Why do you shelf and shelf read serials?
2. What is the need for preserving and conserving serials?
3. How can you preserve and conserve print serials?

7.0 REFERENCES/FURTHER READING

- Dare, F. R. and Ikegune, D. O. (2018). Preservation and Conservation of Serials Collection in Selected Academic Libraries in Oyo State, Nigeria" (2018). *Library Philosophy and Practice* (e-journal). 2132.<http://digitalcommons.unl.edu/libphilprac/2132>
- Idhalama, O. U. and Obi, A. I. (2019). Acquisition and Management of Serials in selected Academic Libraries in Edo state of Nigeria. *University of Dar es Salaam Library Journal*, 14(1), 68-81.

UNIT 3 EVALUATION, CANCELLATION AND WEEDING OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Evaluation of serials
 - 3.2 Cancellation of serials
 - 3.3 Weeding of serials
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The definition of evaluation, its importance and how it can be carried out in the serials units is explained in this unit. The concept of cancellation, weeding, its relevance, criteria to consider and the procedure to follow in weeding serials is discussed.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- What evaluation is and its importance
- Criteria for evaluating serials
- The process of cancellation of serials
- Importance of weeding and the procedure for weeding serials

3.0 MAIN CONTENT

3.1 Evaluation of serials

Evaluation is the assessment of the library collection against the stated objectives. Therefore, evaluation of serials is the assessment of the serials collection against the stated objectives and it is carried out to measure the set goals. Evaluation of serials is a process carried out by the serials personnel to assess the collection to ascertain its usefulness and the demand of them by the library users. The result from the evaluation process will determine the acquisition of new serials, transfer or removal of serials to meet to satisfy the information needs of users. Evaluation is relevant for the following reasons (Fig. 24).

Relevance of serials evaluation

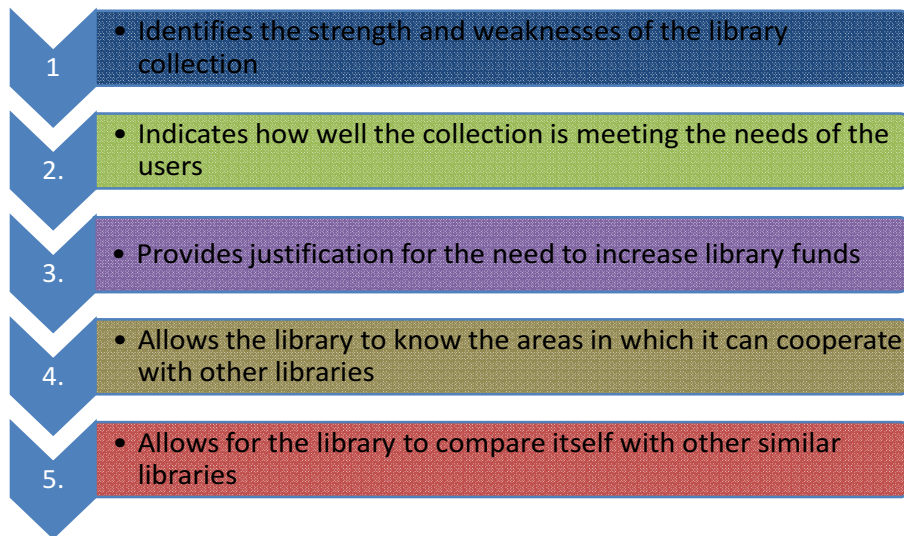


Fig. 24. Relevance of serials evaluation (self- constructed)

Evaluation of serials collection is analyzing what you have and how it is used. Analyzing what you have is determined by:

1. How much? : The number of serials in the collection is known and this can be based on total number and also by subjects.
2. How old? This relates to date of publication of the serials. This can easily be known from when the serials were published and it determines the currency of the serials.
3. How does it compare to others? This item has to do with the comparison of the serials in a library to other libraries and it could be the comparison of the serials to the standard list of a well-recognized library.

Analyzing how it is used is ascertained by:

1. Statistics taken in the serials unit: Statistics such as usage statistics is taken in the serials units and this can be used to determine the level of use of the serials.
2. Electronic counting-website, databases: For electronic websites and databases, there are inbuilt facilities to determine the number of visits to the websites and by extension numbers of reads, downloads which assist in the use of a particular serial.
3. Periodic use trends: : The level of use of the serials in a library could be compared over a period of time, such as five years duration to determine if the use of serials is improving or declining.

Factors to consider in evaluating serials:

1. Compilation of statistics: total current subscriptions, volumes held and expenditure

Record keeping is important in every process of serials management and this becomes a veritable tool to use in order to determine if the serials are still fulfilling the reason why they were acquired in the library. Such records will be used to make a decision whether the serials are still meeting the objectives of the library.

2. User survey

The serials librarian could design a simple questionnaire to determine if the serials are still relevant to them, which subject areas and the currency and send electronically to users. These responses will be collated, analyzed and the results presented in tables and charts. The results could be interpreted to ascertain the usefulness of the serial collection to them.

3. Using standard lists

This is one of the most frequently used methods of evaluation. The standard list is the holdings of a highly respected library or the recommended list prepared by experts such as library association or society. The serials collection of the library is compared against such standard list to ascertain if the collection is up to standard and relevant.

4. Observation

This method involves the observation by the library personnel in the serials unit over a period of time to determine the serials that are mostly and rarely used. By walking round the shelf, serials that have not been withdrawn from the shelves in a long time would be noticed.

5. Online feedback from users

Users can inform the serials librarian about the serials in the collection that are no longer relevant to meeting their information needs, this may be due to lack of recency in the information contained in the serials.

3.2 Cancellation of serials subscription

Cancellation of serials is the termination of current subscription of serials publications in a library and can be due to dwindling library budgets or a change in the subject coverage in a collection. The cancellation of serials has become a reality in the library due to increase in the costs of publishing serials and reduction in library budget. It becomes imperative

that a serials librarian should cancel some serials subscription, but this has to be done with utmost care and based on some factors.

Some of the factors to consider in cancellation of serials:

1. Use

The level of use of a serial should be considered. If from statistics, it has been determined that a serial is not being used maximally, then there is the likely need for the cancellation of such a serial. The serials with the least use should have their subscription cancelled.

2. Foreign language titles

These are normally among the first set of serials to have their subscription cancelled. This is so, because it is assumed that those that use these foreign materials are in the minority, and so the cancellation of these titles will only affect a minority and the majority library users.

3. Duplicate subscriptions

Duplication of subscriptions could occur in a serials unit. However, when this is discovered, it should be stopped immediately as it leads to wastage in terms of limited library resources.

4. Cost and cost-effectiveness

Serials that are expensive and not beneficial to library users will have their subscription cancelled. This is to justify the effective use of financial resources.

5. Users' input

The users' input is necessary as the purpose of the serials unit is to provide relevant and current serials to users to satisfy their information needs. When the serials librarian collects data on the users' needs using questionnaire and is reported that some serials are no longer useful to them, consequently, the cancellation of the subscription becomes inevitable.

In University of North Texas library, the reasons for cancelling serials are highlighted as overlap, usage, inflation factor and librarian's output (Fig. 25).

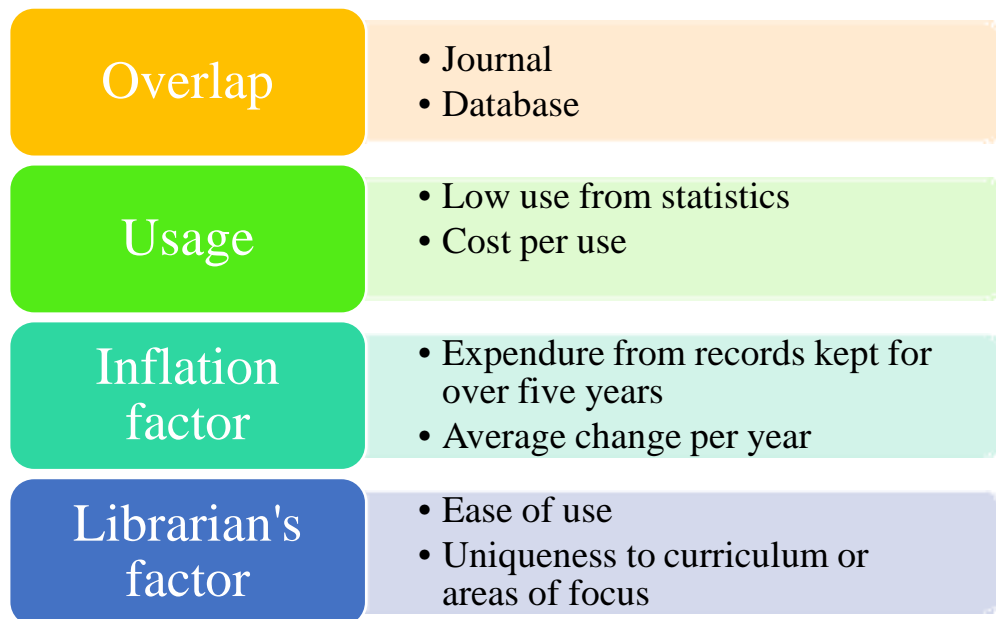


Fig. 25. Factors for consideration of cancellation of serials

(https://digital.library.unt.edu/ark:/67531/metadc287073/m2/1/high_res_d/Planning%20for%20the%20Budget-ocalypse.pdf)

Subscription to serials can be cancelled when the serials librarian realizes that such a serial is no longer in high use which means it is no longer meeting the information needs of users. This is arrived at based on the records that are being kept in the serials unit such as request. Prevailing cost of serials due to current high cost and reduction in library budget may also lead to cancellation of some serials in the library.

In many university libraries, the serials librarian compiles a list of serials to be cancelled based on factors such as usage pattern, overlap, inflation and their judgment and sends the list electronically to the lecturers with a request of a feedback. This is to allow the lecturers who use the serials or recommend to students have an input on which serials to cancel. The feedback from the lecturers will be used to finally decide the serials to cancel (North Carolina Serials Conference, 2014).

When the serials librarian decides to cancel some serials subscription, enough notice (minimum of two months) as stipulated by the agreement signed with the vendor must be given to the vendor. This becomes necessary, because the vendor and invariably the publishers will have been using this information to prepare their budget in terms of revenue expected to be received. Delgado (2003) listed the following as steps to take in cancellation of serials:

1. Notify supplier
2. Notify the financial services department
3. Notify the reference staff

4. Record this information in the database
5. Keep the copy of the correspondence with the supplier
6. Update the union list by changing the status of the serial that has been cancelled.

3.3 Weeding of serials

Weeding is the removal of unwanted information materials from the library. Weeding can also be defined as the act of removing materials that are no longer useful to users or those that are in poor physical condition. Therefore, weeding of serials publication is the taking away of serials from the library collection that are no longer relevant to meet the information needs of users. Weeding of serials could be temporary or permanent. Temporary weeding is the removal of torn serials for binding and later returned, while permanent weeding is the removal of damaged serials or those no longer meeting the information needs of users completely from the serials collection.

Weeding is necessary because some libraries at one time or the other may have some materials including serials that may no longer be relevant to the collection. Some of the reasons library personnel engage in weeding are listed as improving quality of serials in the collection, making the library attractive and appealing as damaged and torn serials will be removed from the shelves. Other reasons include saving space on the shelves that would have been occupied by serials that are in bad physical condition and not relevant in content to users. Weeding will provide a feedback on the status of the serials as shown in Fig. 26.

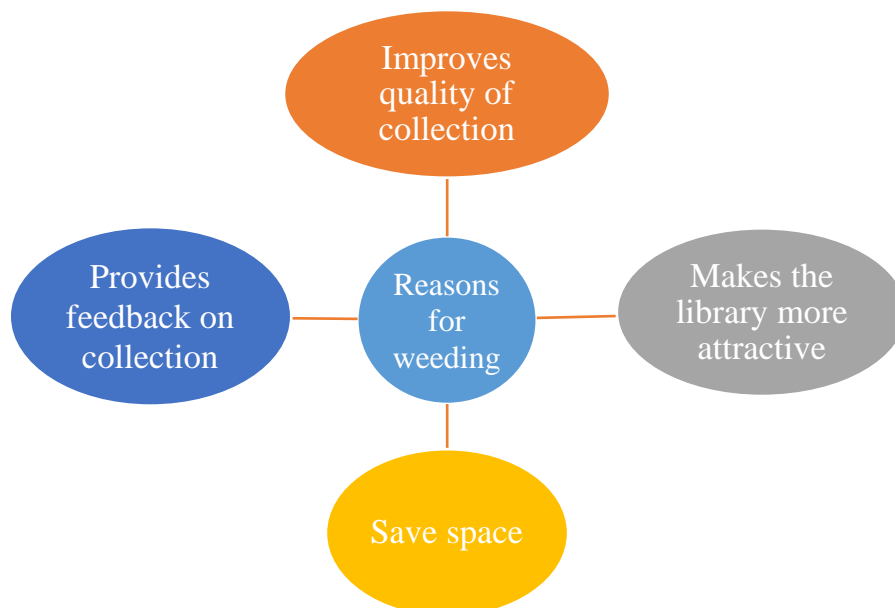


Fig. 26. Reasons for weeding serials (self-constructed)

The relevance of weeding of serials is to improve the efficiency of the serials in satisfying the needs of the users in terms of subject coverage and quality of the serials. The benefits of weeding in a library can be summarized in Fig. 27.

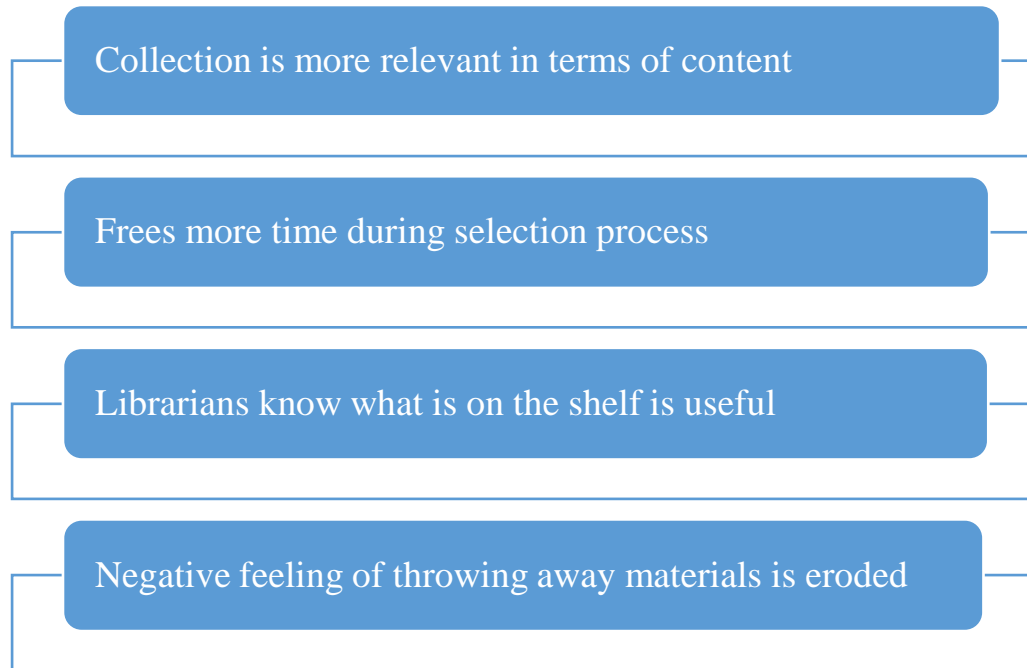


Fig. 27. Benefits of weeding

In a Florida library webinar on weeding (2015), weeding was averred to be “Musty +Data”, where “M” is misleading information

“U” is ugly

“S” is superseded by better works

“T” is trivial

“Y” is your collection has no use

This means that the interpretation of “musty and data” (collected through record keeping) can be used to weed serials in the library. A weeding manual (2008), gave the criteria for weeding to be MUSTIE, where:

M = Misleading

U = Ugly

S = Superseded

T = Trivial

I = Irrelevant

E = Elsewhere

Serials librarian should consider the following criteria to weed serial publications:

1. Physical condition of the serials

The physical condition of a serial needs to be taken into consideration when the librarian want to weed serials and this is applicable to print serials. A serial publication that is damaged or have missing pages need to be taken out of the collection.

2. Level of use

The level of use of serials is used to determine if a serial is still useful or not. The level of use can be arrived at through statistics taken at the serials unit when users make request for serials. Serials that are found not to be used by library users need to be weeded.

3. Change in subject coverage

Serials can also be weeded from the serials unit when there is a change in the curriculum which implies a change in subject area. Such serials will no longer be useful by users and invariably not be used since their subject areas have been changed, so such serials must be removed.

4. Date of publication date/age of library material

Date of publication can also be used as a criterion to weed serials, but this is not applicable to humanities as serials that have been published for a long time are still useful. However, this can be used to weed serials in the science-based disciplines as the more current a serial is, the more relevant it is.

Weeding should be a regular activity in a library to ensure that only current, relevant and non-damaged serials make up the collection for library user's information requirement. Weeding should be undertaken mostly because the materials are no longer meeting the needs of the users or because the materials are not in good physical condition. In many libraries, weeding is done when there is no more space on the shelves to accommodate new arrivals and this could lead to inability to carry out the weeding process carefully.

The process of weeding should be carried out during the period when the use of the library is at the lowest ebb. For example, in an academic library, weeding can be carried out at the end of the session when students are not on campus or during holidays. The duration for weeding depends on the size of the library and collection of the serials. For a large library with a large collection of serial publication, weeding will take a longer period than a small library. Weeding could be done every five years to ensure the collection has only relevant materials to users.

For effective weeding, not all staff should be involved in the process. Therefore, the serials librarian should select the staff that will participate in the weeding process and adequate education will be given to them on how to determine the serials to be weeded and what materials should be physically removed from the shelves either temporarily or permanently? Any serial that is weeded either for temporary or permanent purpose must be documented. This indicates that record keeping is important in the weeding process.

Weeding in many libraries is not a priority activity that is taken seriously because many librarians assume that when materials are removed from the shelves, the shelves will become empty and this will not attract users to the library. The librarians think the larger the collection in the library, the better the image of the library, but this is not so, because the quality of the materials including serials is a determining factor of the use of the materials in the library by users and not quantity. Weeding is also seen as time consuming and wastage and many librarians could be afraid on engaging in it because they do not want to make mistakes in removing a serial from the collection, only to later realize that the serials is still being requested for by users.

Serials that are weeded from the collection not because of their poor physical state can be kept in storage for about three months to ensure that users do not actually require such serials again. After a period of three months, the serials librarian has to dispose with such serials based on what is written in the collection development policy about weeded materials. Some options on what could be done to the weeded materials could be for free book fair, donation to libraries whose areas of focus are in that area and sent to recycling centre.

SELF ASSESSMENT EXERCISE

Explain the process of library material weeding

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.....

4.0 CONCLUSION

Serials are acquired based on the information needs of the library users. However, these needs are not static and can change over a period of time. It becomes important that the serials librarian should assess the serials collection periodically to know if the serials collection is still meeting the needs of users. When the needs are no longer being met, the serials librarian will have to cancel the subscription of materials not satisfying users' information needs and also weed the collection based on some

important criteria. This will keep attracting users to the serials collection as the collection will be meeting their varied information needs.

5.0 SUMMARY

In this unit, we have discussed the characteristics of serials, what makes them different from other library materials and also explained types of serials based on grouping. Examples of serials were also highlighted with pictures.

6.0 TUTOR-MARKED ASSIGNMENT

1. How can you evaluate your serials collection?
2. Explain the importance of cancellation of serials.
3. Describe the procedure for weeding.

7.0 REFERENCES/FURTHER READING

CREW Manual (2008):A Weeding Manual for Modern Librarians.
<http://www.tsl.state.tx.us/ld/pubs/crew/>

Delgado A. (2003). Selection and Acquisition of Serials Materials- Print and Electronic. <https://www.slideshare.net/allana33193/selection-and-acquisition-of-print-electronic-serials>

Florida Library Webinar (2015). <https://floridalibrarywebinars.org/wp-content/uploads/2015/06/Weeding-101.ppt>

North Carolina Serials Conference (2014). <https://web.lib.ecu.edu/ncserialsconference/2014/files/presentations/It's%20Not%20Just%20About%20Budget%20Cuts.pptx>

Weeding with the CREW method.ppt
<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/crew/crew.ppt>

UNIT 4 SERIALS USE POLICY

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment (SAEs)
- 7.0 References/Further Reading

1.0 INTRODUCTION

Serials are publications that are not loaned out to users generally. Some libraries such as special libraries do loan out serials to their users on short term basis. The policy for using serials in libraries will form the discussion in this unit.

2.0 OBJECTIVES

By the end of this unit, you should be able to:

- design a serial use policy for any type of library serial use policy in different types of libraries and
- enumerate challenges to serial use policy and proffer solutions to these challenges

3.0 MAIN CONTENT

Serial use policy in libraries

The circulation of serials to users is dependent on type of library, user category, loan period, type of serial and format. Serials are not widely circulated to users unlike books as there is restriction to their use and borrowing. This is because they do not come in multiple copies and many users may want to use them. Therefore, their loan period is usually shorter if at all allowed to be borrowed and it may be restricted to certain users (postgraduate students, lecturers and researchers in university library, researchers and scientists in special library). The decision to loan out serials or not is dependent on what is written in the acquisition policy of a library. In some special libraries, serials are loaned out for a maximum period of 24 hours (a day), after which the user is expected to return the serials to the library.

Serials need to be organized properly to make them accessible to users since they can only use serials if accessible to them. In a study carried out

by Bankole (2019) on use of serials by undergraduates in Kwara State University library, Nigeria, newspapers, journals and government publications were the serials that had high accessibility rate, that is, they are the serials which the undergraduates could easily access. This high accessibility could translate to increased use of the serials which invariably will justify the cost placed on the acquisition of serials in the library.

In many libraries, print serials are not allowed to be loaned out to users and this constitutes a challenge, especially when the electronic version is not accessible. However, some special libraries because of the nature of their users allow print serials especially journals to be borrowed for 24 hours. This gives the users access to such journals. With the advent of e-journals, users in many libraries can access electronic journals online, if their libraries have subscribed to such journals or if the journal is an open access one that allows free access to journal articles.

For libraries that have subscribed to electronic journals and online databases, the library is expected to fill an agreement, pay and the library will be given a username and password to use. The serials librarians would make the username and password available to users and also educate users on the need to use the login information appropriately by not giving out the username and password to friends who are not users of the library. The serials librarian would inform users about the consequence of violating such regulation, which could be outright stoppage of access to such electronic journals and online databases.

The economic situation globally has affected the funding of libraries; consequently those in developing countries do not have adequate funds to acquire current and relevant information resources and equipment such as ICT to deliver prompt and efficient services to users. This has had an adverse effect on library resources especially serials which contain current and relevant information and ultimately led to libraries not being able to continue with many subscription and the acquisition of modern technology. The effect of this situation has led to cancellation of serials subscription and the non-acquisition of modern ICT. However, libraries have to provide information resources to users and some libraries have decided to form consortium so that users can still have access to current and relevant information from serials.

A library consortium is a group of two or more libraries that have agreed to cooperate with each other in order to fulfil certain similar needs, usually resource sharing. Online Dictionary of Library and Information Science defined library consortium as “an association of independent libraries established by formal agreement usually for the purpose of resource sharing” (Reitz, 2004). Examples of library consortium are OhioLink,

serving the college and university libraries of Ohio and the Ohio State library.

The objectives of forming a consortium are as follows:

1. Rational utilization of funds.
2. Increase the access base to journals and online databases in terms of number and subject
3. Ensure continuous subscription
4. Cost benefit per subscription is maximized
5. Avoidance of duplication of resources in terms of subscription to journals and online databases
6. Develop the technical capabilities of staff in using e-journals and online databases
7. Reduce the cost of information resources as libraries do not subscribe to the same information resources

The library personnel in the serials unit must adhere to the collection development policy on issues relating to use, such as type of users and the privileges they should enjoy. The professional ethics guiding the delivery of services by library personnel to users must be adhered to. It is necessary for all library personnel in the serials unit to be aware of the collection development policy and the content and also the rules guiding the delivery of library services.

Challenges to serial use policy

1. Non loaning out of serials publication

The serial use policy which is a component of the collection development policy of a library in many cases stipulates that serial publications are not to be loaned out to users. This might be challenge to the serial librarian in adhering to this rule, especially when a user cannot access the required serials electronically, but it is available in the library as a print copy. The serials librarian may decide to use his or her initiative to loan out the serial for a very short period usually 24 hours or alternatively allow the user to make few pages of the serial.

2. Lack of a written policy and updated serial use policy

Libraries are expected to have a written collection development policy which should stipulate how serials should be managed and used. However, some libraries do not have a written policy and this could affect how library personnel carry out their tasks in the serials unit and could lead to inconsistency in decision making. Libraries that have written policy must ensure that such a policy is not obsolete and this relevant for the library. Therefore, a policy

guiding the use of serials should be updated as the need arises due to advancement in technology and user needs.

3. Lack of awareness and/or inadequate knowledge of the content of serial use policy

A library must have a written collection development policy which highlights the procedure for serials management. The personnel in the serials unit must be aware of the policy and its content. The lack of awareness of the policy and its content may violate the serials use policy when the serial personnel are carrying out some tasks. Therefore, the policy must be written and be made available to the personnel in the serials unit by the library management and this will avoid not contravening any of the rules and regulation guiding the management of serials which include the use of serials.

SELF ASSESSMENT EXERCISE

Highlight the challenges of serials in library?

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4.0 CONCLUSION

Serials are information materials that are not expected to be loaned out, but some libraries have a short term loan policy to users because of the type of library and the category of users. The serials library may encounter some challenges in the policy on use of serials and these challenges needs to be addressed by the management of libraries to ensure appropriate use of serials.

5.0 SUMMARY

In this unit, we have discussed the user policy for serials and highlighted that different libraries have their own user policy based on some characteristics. The challenges to policy on use of serials and solutions proffered are also explained in this unit.

6.0 TUTOR-MARKED ASSIGNMENT

1. Give reasons why libraries have different user policy for serials
2. What are the challenges that affect the use of serials in libraries?

7.0 REFERENCES/FURTHER READING

- Aghadiuno, C. P., Agbo, A. D. and Onyekweodiri, N. E. (2015). Availability and Management Challenges of Serials and other Continuing Resources in two selected University Libraries in North-Central Zone of Nigeria. *Journal of Applied Information Science and Technology*, 8(1): 55-61.
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MODULE 4

This module discusses the use of Information and Communication Technology (ICT) in managing serials in a library. The ICT facilities required, how they are deployed and the ICT skills required by the personnel in the serials unit are discussed.

Unit 1	ICT facilities required for serials management
Unit 2	Deployment of ICT for serials activities
Unit 3	ICT skills required by serials librarian

UNIT 1 ICT FACILITIES REQUIRED FOR SERIALS MANAGEMENT

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition and relevance of ICT in a library
 - 3.2 Types of ICT in a serials unit
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

The definition of Information and Communication Technology (ICT), its relevance in a library and the type of ICT that can be found in a serials unit will be discussed in this unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- The definition of ICT
- Relevance of ICT in a library
- Different types of ICT that can be used in a serials unit

3.0 MAIN CONTENT

3.1 Definition and Relevance of ICT in a Library

ICT is defined as the application of electronic devices such computer and communication technology for the acquisition, organization and dissemination of information. Aiyebelehin, Ikenwe and Okpetu (2017) defined ICT as any “equipment which enhances the acquisition, organization, packaging and sharing of knowledge through software applications and computer hardware” (pg. 43).

Libraries have harnessed the potentials of ICT transforming from the traditional way of providing services to electronic service delivery. The transformation was from traditional libraries where activities are performed manually and this was stressful to staff and does not allow for quick service delivery to hybrid libraries. A hybrid library is a combination of the manual and use of ICT for service delivery. This advanced to Library 2.0 where library software and social media were incorporated into service delivery and now Library 3.0 where more advanced technology such as cloud computing, Really Simple Syndication (RSS) and Radio Frequency Identification (RFID) are used to provide digital services. Presently, libraries in developed countries have advanced as they are using Web. 4.0 and Web 5.0 to provide services.

ICT availability in libraries enhances immediate access to information, removal of physical boundary and this has changed the way selection, acquisition, organization, retrieval and dissemination of information is carried out by library personnel. This was emphasized by Roberts (2018) who affirmed that ICT use in libraries has brought about innovation in the way activities are carried out by the library staff. Such innovations include the users’ sending their request to the library electronically and the feedback given to such request electronically, without the user coming physically to the library to meet the serials librarian. Introduction of new services has been facilitated by ICT such as:

1. Current Awareness Services (CAS):
2. Table of Content (TOC) for journals
3. Selective Dissemination of Information (SDI)
4. Online Public Access Catalogue (OPAC) and web-OPAC
5. Electronic delivery of documents
6. The internet and database searches, retrieval of information and
7. Consortium building.

ICT adoption in libraries facilitates quick access to information as users can serve for information on the Internet or in the library database and

such information is retrieved easily. The relevance of ICT use also reduces duplication of efforts. For example with an integrated library software, the bibliographic information of a serials once entered in the database for ordering, does not need to be repeated when cataloguing and classification have to be done. This allows for improved service delivery and increased productivity which will improve the image of the library to users.

The organization of library materials is faster and easier with the deployment of ICT. It is easy to search various catalogue from publishers to know the recent publications with the use of ICT. Publishers can also send the library their catalogues once the library is on their mailing list and the library receives recent publications through mails. With the use of ICT, cataloguing and classification has been made easy, as new publications are received with Cataloguing in Publication (CIP) and class number already included at the back of the title page and this reduces manual cataloguing and the time that would have been expended in cataloguing and classifying library materials including serials publications.

Accurate record keeping and management become easier with the use of ICT and quick retrieval of records for decision making is enhanced. Records keeping in a library is important and the analysis of such records could be called for at short notice and used to generate report that will facilitate quick decision making. The provision of timely and updated information is enhanced through the use of ICT and this allows for quick delivery of services to users whenever such services are required. The importance of ICT use in libraries as discussed can be summarized in Fig. 28.

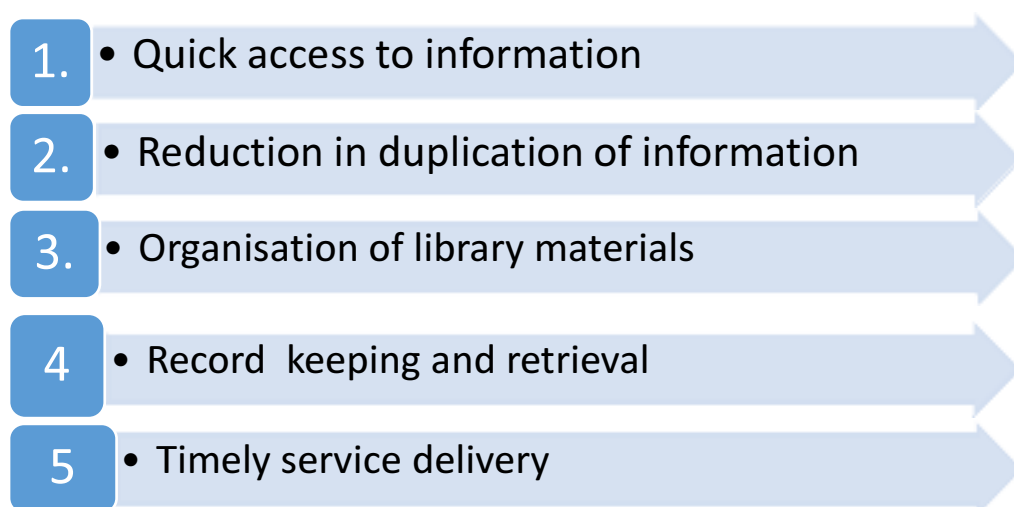


Fig. 28: Relevance of ICT to libraries

communicate information online. Examples of web 2.0 tools are blogs, micro blogs, Really Simple Syndication (RSS), instant messaging, social networking sites, mashups, podcasts, and vodcasts (Fig. 31). These tools are used for marketing their services, information about print and digital resources, sharing news, and communication between library professionals and users.

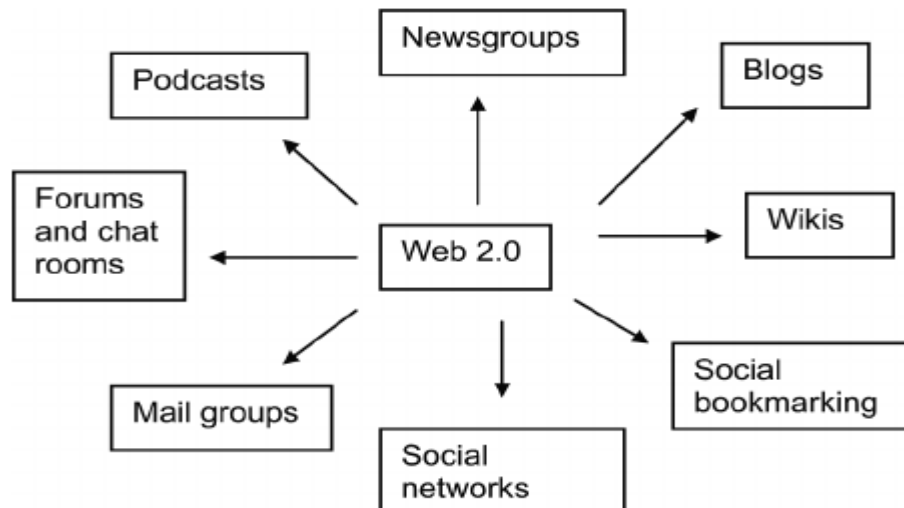


Fig. 31 Web 2.0 Technology

<https://www.researchgate.net/profile/Brian-Jones-5/publication/242341749/figure/fig1/AS:298529034653699@1448186276552/Components-of-the-social-web-Web-20.png>

Library 2.0 technology is web 2.0 technology used specifically in the library (Fig 32). The importance of Library 2.0 is to work to meet the changing needs of users and searching for applications that will meet these needs. Library 2.0 is meant for all library users as it facilitates communication, connection and collaboration with users online. The benefits of Library 2.0 are:

1. Allows for communication with users
2. Share knowledge easily and more effectively
3. Becomes more transparent as users can ask questions and see what is happening on the library home page
4. Highlight collection
5. Be where users are through technology
6. Collect local information

Examples of Library 2.0 technology are social media, wikis, blog, library software.



Fig. 32 Map for Library 2.0 adoption in a library

<https://lh3.googleusercontent.com/proxy/u10b2-i6oIvhuUjCfyZtlCRBGlhHfA0KyZddYQQ2GhMNR32v1hN8yujl-pwGd0zH2waj09OgQJJozAqQ7DldtjwhsDbAYD7zgBQq9UjNjkgOIvOc4Vw>

Technologies that can be used in the serials unit include library software. A library software is a set of computer instructions written by programmers to perform library routines such as circulation, cataloguing and classification, reference, acquisition, serial, administrative tasks. In this modern technological age, libraries should adopt integrated software to facilitate better organization of information resources, ease retrieval of information, reduce repetitive tasks and increased service delivery to users. Integrated software is one that has different modules for the different units in a library which include the serials module. Presently, many library software are integrated, that is the individual modules for different library activities are able to communicate with one another, such that there is elimination of repetitive tasks and this improves service delivery to users. The relevance of integrated software can be summarized in Fig. 33.

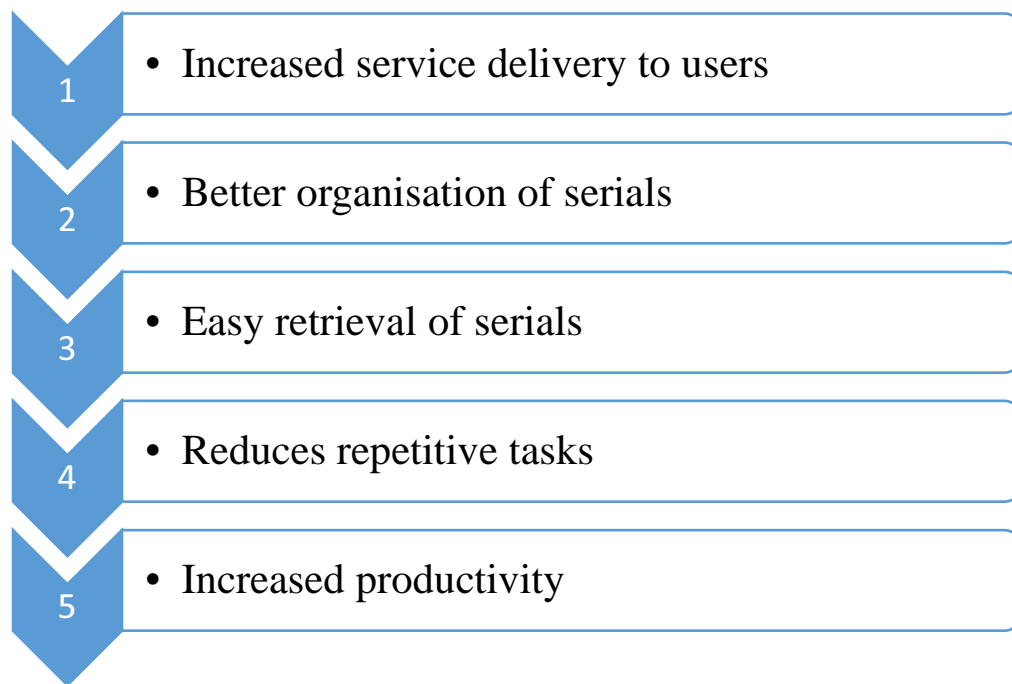


Fig. 33: Relevance of Integrated software in a serials unit

The adoption of library software varies from one type of library to another. There are library software that are specifically written for academic libraries and those for special libraries. Examples of library software and types of library they are most useful for:

Library software	Type of library
• KOHA	Academic/ Special/ Public library
• Millennium	Academic library
• Alice for Window	Academic library
• GLAS	Academic library
• X-LIB	Academic library
• VOYAGER	Academic library
• VIRTUA	Academic library
• INMAGIC	Special library
• Library Portal	Special library
• LIBERTY 3	Special library
• CDS/ISIS	Special/School library
• POLAWA	School library

Social media is another technology that is being used in the library globally and the serials unit (Fig. 34). Social media can be defined as channels of communicating that could allow for real time communication that aid the use of audio, visual and video among group of users, for example, library personnel and users (Fig. 35). It can also be used in the serials unit for the creation of awareness of the serials and marketing of services, communication, information acquisition and organization in the

serials unit (Fig. 36). Examples of social media are: social networking (Face book, Twitter, LinkedIn, YouTube) wikis, pods, Really Simple Syndication (RSS), social bookmarking and tagging.

Social media has been deployed in libraries to improve the services provided by library and information professional to users. Social media is useful to the serials unit in this information age as many of the library users are currently using one social media or the other and are therefore, familiar with it. However, the use of any social media by the library must be based on the needs of the users to ensure improved service delivery.



Fig. 34 Types of Social media for library activities

https://oedb.org/wp-content/uploads/2013/02/social_media111-300x187.jpg



Fig. 35 Purpose of use of social media in a library

<https://onlinetraining.tsl.texas.gov/pluginfile.php/10993/course/section/1420/socialmediatitle.jpg>

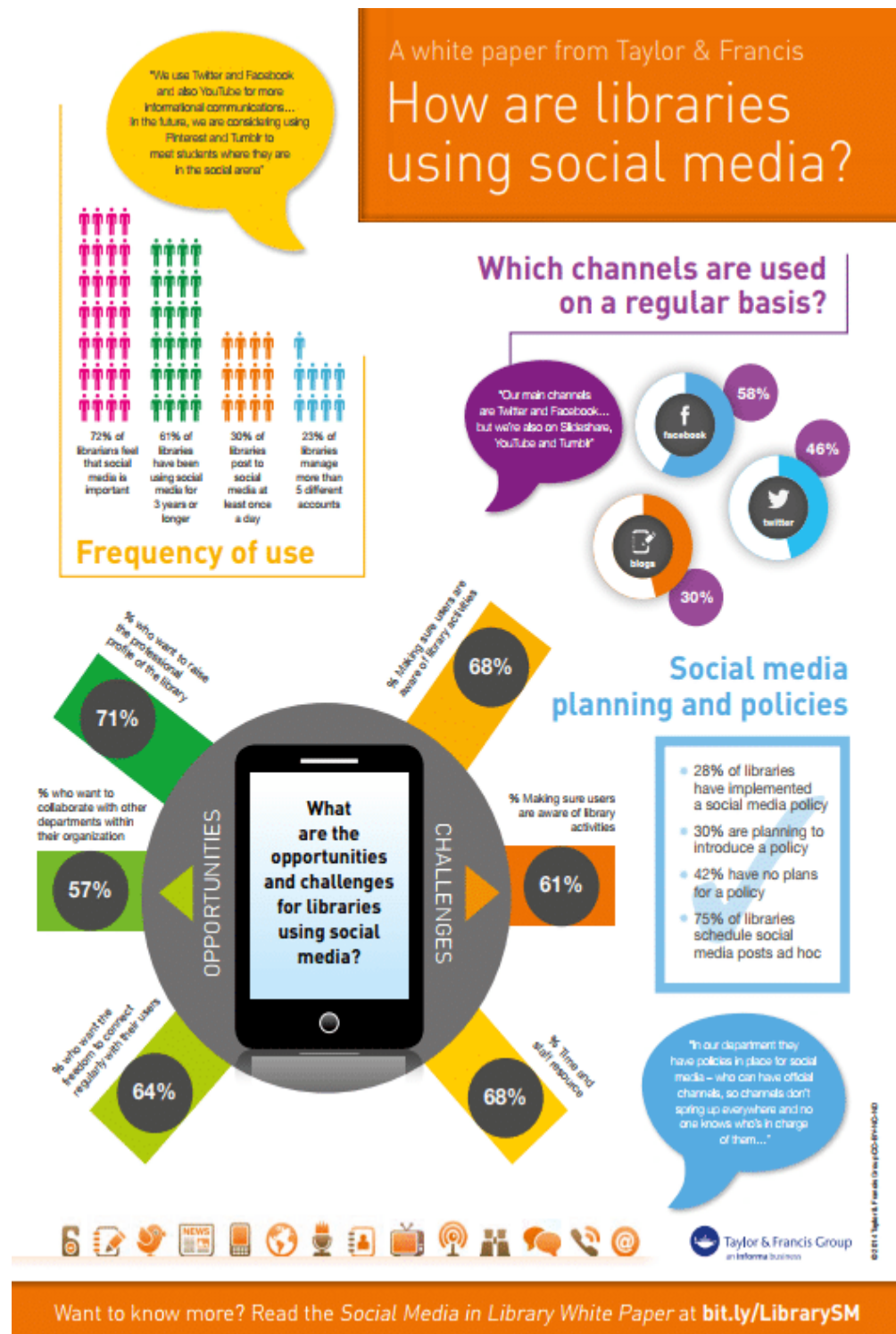


Fig. 36 Use of Social media in the library

<https://librarianresources.taylorandfrancis.com/wp-content/uploads/2017/10/thumbnail-1.png>

Web 3.0 technologies (Fig. 37) is an advancement over Web 2.0 and it involves the participation and collaboration between a group of people, such as library users and library personnel. It is a technology that is based on semantic web, where data and information is drawn from diverse

sources. It allows for intelligence search and personalization because it is based on block chain application. Web 3.0 technology allows individuals to connect everyday items and appliances to the web. Web 3.0 introduces a few newer concepts used in search on web such as contextual search, deductive reasoning, evolution of the 3D Web, personalized search and tailor made search. Examples of Web 3.0 technology are Cloud computing, Augmented Reality and Internet of Things.

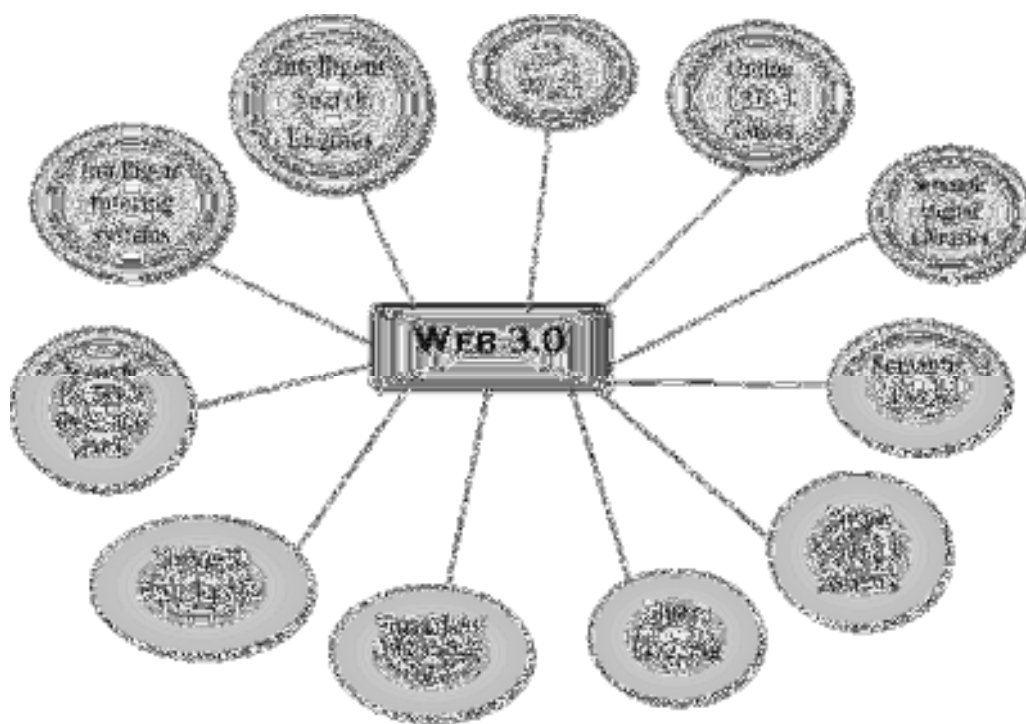


Fig. 37 Web 3.0 Technology

<https://www.researchgate.net/profile/Rajiv-2/publication/272863519/figure/fig1/AS:314857774698496@1452079351081/Web-30-Tools-Services.png>

Cloud computing is an example of Web 3.0 technology that can be used in a serials unit. Cloud computing is the storing and sharing of resources over the Internet and this improves the creation, retrieval, dissemination and use of information (Fig. 38). Makori (2015) acclaimed that cloud computing reduce library costs such as maintenance of equipment, updating to newer versions of software and hardware as it does not require inquiring costs for new infrastructure and licensing new software. Cloud computing can be used for acquisition, cataloguing, metadata storage and retrieval of information materials including serials. It can be used to improve service delivery and ultimately lead to users' satisfaction.

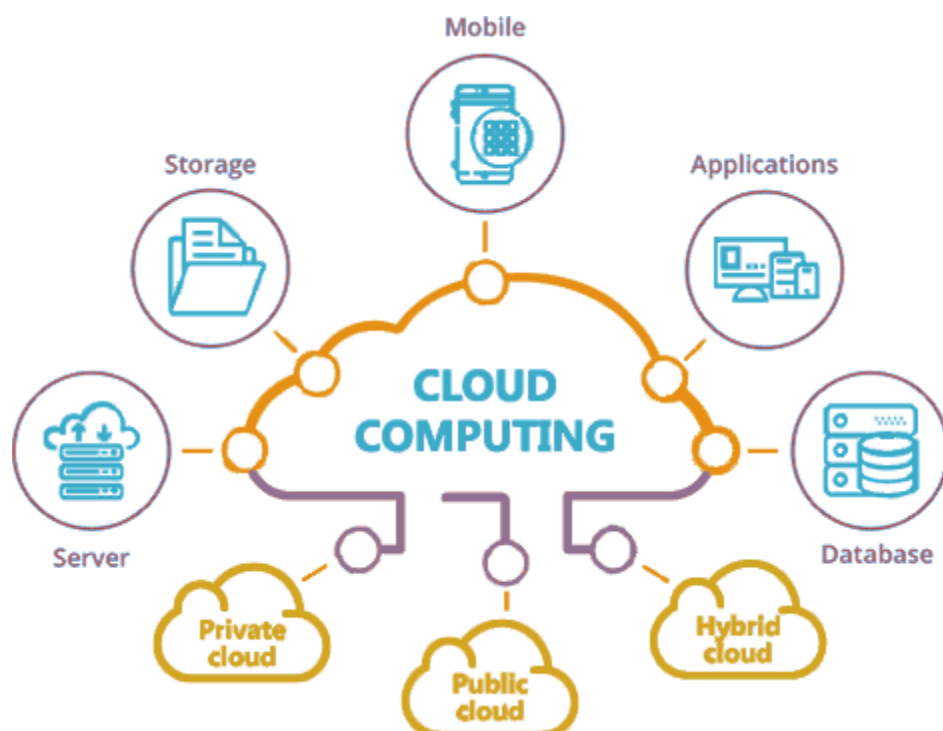


Fig. 38 Cloud computing architecture

<https://networkencyclopedia.com/wp-content/uploads/2019/09/cloud-computing.png>

SELF ASSESSMENT EXERCISE

Highlight the 5 ICT facilities used in serials unit

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4.0 CONCLUSION

Serials are information resources in a library and users can only have access to the information they contain when they are managed properly. ICT has been adopted in libraries globally to improve better and new services to users. The types of ICT that can be used in the library to improve service delivery are varied and libraries need to know which and how to use them in a serials unit to provide maximum satisfaction to users.

5.0 SUMMARY

The explanation of ICT and why it is essential in a library are discussed in this unit. The various advantages of using ICT in a library are enumerated and the types of ICT that can be used in a serials unit are listed.

6.0 TUTOR-MARKED ASSIGNMENT

1. Explain the importance of ICT in a library
2. List five ICT facilities that can be used in a serials unit

7.0 REFERENCES/FURTHER READING

- Aiyebelehin, A. J., Ikenwe, I. J. and Okpetu, C. (2017). Survey of Attitude towards ICTs and Use of ICTs for Service Delivery by Librarians in University Libraries in Edo State. *Journal of Applied Information Science and Technology*, 10(2): 42-48
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UNIT 2 DEPLOYMENT OF ICT FOR SERIALS ACTIVITIES

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Use of ICT in serials unit
 - 3.2 Challenges to ICT use in serials unit
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

In this unit, the use of Information and Communication Technology (ICT) for different activities in the serials unit of a library will be discussed as well as challenges that can affect ICT use in the library.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- The different activities that ICT can be applied in a serials unit
- Challenges to use of ICT in a serials unit

3.0 MAIN CONTENT

3.1 Use of ICT in serials unit

Library has been transformed by Information and Communication Technology (ICT) in the delivery of services from the traditional to the ICT-based ones, where innovative and new services have emerged. This transformation has affected all units in the library including the Serials unit where there have been changes in the ways tasks are presently being carried out. Technology is currently used in libraries to market services, indexing and abstracting services and other services as reported by Qutab, Bhatti and Ullah (2014) in the use of technology in universities in Pakistan. The essence of using technology by library personnel is to provide improved and efficient service delivery. ICT is now used in the management of serials publication.

ICT including the Internet can be used in managing both print and electronic journals. The use of the Internet for managing print journals is listed as follows:

1. Communication through E-mail

Communication is necessary in the management of serials and it can be between librarians on one hand, publishers or vendors on the other hand using email for various purposes. The purpose of communication using e-mail could include price quotations, ordering and problem solving (missing volumes).

2. World Wide Web (WWW) Home pages

WWW home pages can be found belonging to different people involved in the serials management business such as publishers, individual journal pages, vendors and serials units. The creation of homepages by these different groups is to facilitate access to information about them, products and services.

3. Online Public Access Catalogue (OPAC)

This is a catalogue that can be accessed on the Internet and it allows users even from another library to search the catalogue of any library for information. The importance of OPAC is that it could support serials resource sharing through the provision of subscription of serials and it can be used as a checklist by another library in the evaluation of its serials collection.

4. Listservs


These are communication channel that are used by librarians and vendors for professional meetings, pricing trends, missing issues, title changes, automated serials control system and other serials management issues.

5. Support of Document Delivery and Interlibrary Loan

With the use of the Internet, the databases of vendors can be accessed to identify the availability of an article and then make a request. The Internet also facilitates ordering, payment and receipt of articles and it can be used for faxing or scanning articles from one library to another for interlibrary loan.

ICT can be used in the serials unit for different activities (Fig. 39) such as selection purpose. This is done by knowing the new serial publications in the world and communication with publishers, vendors and users. For the serials librarian to be aware of new publications, there must be communication with the publishers by being on the mailing list of publishers so that they can receive updates on new serial publications.

Such communication can be done through email using a mobile phone, computer and the likes.



Serial Section

Section	Function	ICT Devices
Serials	Managing library serial collections	Use of Library software: Dspace, FEDORA, Greenstones, Koha etc OPAC
	Contacting publishers and book vendors	Emails, Smart phones, Conference calls, e-chats
	Processing serial collections (Kalamazoo)	Z39.50, other library databases online, Micro Soft Access etc
	Stamping, assigning access number and labeling of library collections	Barcode machine, OCR devices
	Carrying out current awareness services, selective dissemination of information	Social media platforms, email alerts etc

Fig. 39. Use of ICT in serials unit

<https://image.slidesharecdn.com/areasofautomationinlibrary-191002045110/95/areas-of-automation-in-library-14-638.jpg?cb=1569992228>

The librarian can also be in contact with a vendor through an email, phone call or sending a text message. Records of new publications can be kept in the database of the library for easy retrieval. ICT makes record keeping and retrieval easier and faster as the status of materials can be easily known, such as list of new publications, materials selected and those to be ordered. Figure 40 represents the activities that ICT could be used for in a serials unit.

The acquisition process in a serials unit of a library can also be carried out using ICT. Placing order, subscribing for serials, placing standing orders and payment can be facilitated by ICT such as computers, telephone and library software. A library with an integrated software will enhance record keeping, because the module for serials will be able to take care of selection and acquisition processes where activities carried out are

recorded and records can easily be retrieved to make decisions. Activities such as when orders were placed, payment made, serials received can easily be tracked and decisions taken.

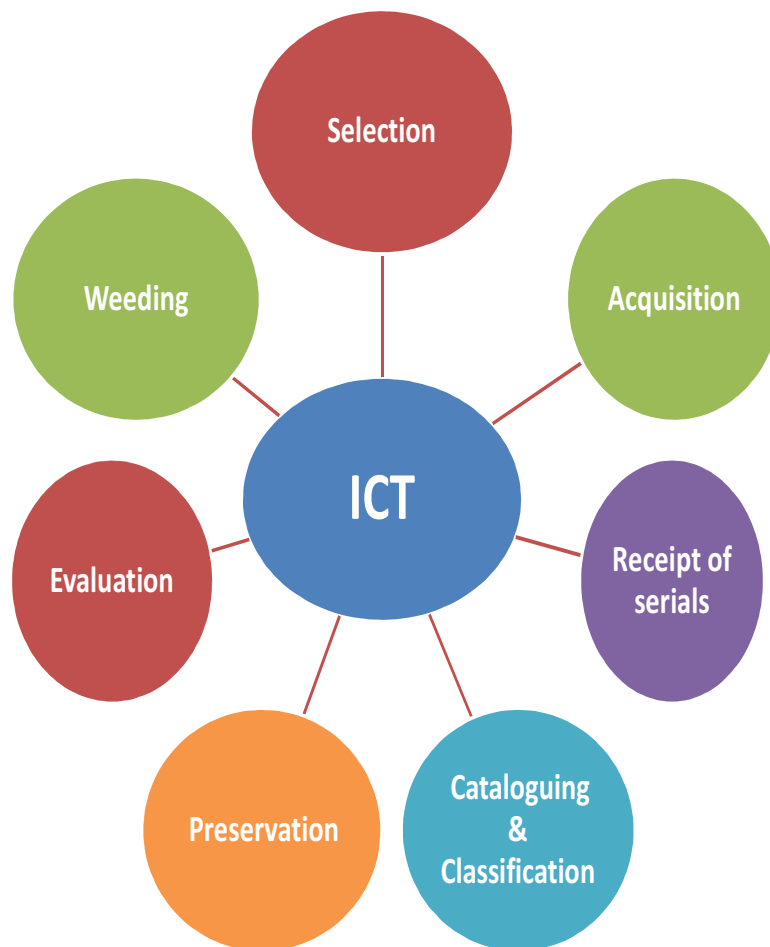


Fig. 40 Use of ICT for Activities in Serials Unit (self-constructed)

ICT can be used for organization of serials such as for cataloguing and classification of serials especially journal articles. With the global trend of copy cataloguing, cataloguing and classification has become much easier and less stressful, as the librarian can search for the cataloguing and classification details from bibliographic entities like Library of Congress Online (LOC) and the World Cat, and then copy that information for that journal and input into the database. A library that is on the web can then have an Online Public Access Catalogue (OPAC), where users can search for serials from whatever location they are, without coming physically to the library. This will give the library increased web feasibility and invariably increase its image.

Preservation is another activity in the library that ICT can be used for. ICT can be used for digitization of serials from the print format to electronic format to preserve the content of the serials for longer period

of use. ICT can also be used for binding paper-back serials to hard cover to prolong the durability of such serials. ICT can also be used to keep records of materials that have been sent to the bindery or for digitalization, when and date of return, so that the status of a serial publication is known as soon as one searches the library database. This will promote service delivery in the sense that users that request for such materials will be told that the material is not on the shelf, but the exact location and when such material can be accessible to users again.

ICT can be deployed for evaluating serials publication. Evaluation of serials is done to know the strength and weakness of the serials in the collection and assess if the collection is still meeting the needs of the users. A survey can be done to know if the serials collection is fulfilling this role by designing a questionnaire and administering it to user. Questionnaire can be designed using a computer and sent electronically to users email boxes to fill and submit. The serials personnel can carry out the survey using online questionnaire survey such as survey monkey and providing links to users to fill. The responses can be analyzed using statistical packages and inferences drawn to show the level of satisfaction users have from using the serials publication. The analysis of the survey can be done using statistical packages such as Microsoft Excel, Statistical Package for Social Science (SPSS) using ICT tools and the result retrieved using a computer for onward printing using a printer or sending as an attached file using an email. Statistics that has been collected through keeping of records of serials used or loaned out from the database can also be used to assess the serials collection. The use of ICT can easily facilitate the process of evaluating serials collection.

Weeding is another activity carried out in a serials unit of a library which ICT can be deployed. Weeding is the removal of serials that are no longer useful to users, and this can be temporary for binding or permanent. ICT can be used to determine the level of use of serials through the statistics collected on use of serials and recorded in the database. This record can be used to decide whether a serial should be weeded or not. A criterion that can also be used for weeding is date of publication especially for science based serials like journal articles and this can be retrieved from the database. The use of ICT for weeding can facilitate the weeding process as some manual activities can be done with the use of computers and database, e.g. ascertaining level of use and date of publication.

The use of ICT for different activities in the serials unit will lead to improve service delivery as time wastage will be minimized due to the reduction in manual processes. Libraries in developed countries have deployed Electronic Resource Management (ERM) system for their electronic resources including serials publications which has improved the accessibility of users to serials publication. Van Ballegooie and Borie

(2015) reported that University of Toronto Library subscribed to ERM to manage their serials publication and it has allowed for e-journal access to be simple and e-serials are also catalogued as the print serials. The authors reported that with this ERM system, the number of serials especially in open access databases are available that can be accessed. The system also allows for usage statistics which are necessary for decisions relating to purchase of serials to reduce duplication of serials that will be purchased.

3.2 Challenges to ICT use in serials unit

One of the major challenges to ICT use is low ICT skills possessed by library personnel especially in developing countries (Ezeani, 2011). The possession of low ICT skills by library personnel may not be unrelated to their lack of adoption of ICT due to the belief that ICT will take over their jobs and lead to unemployment. The trend has not really changed after eight years with Ajie (2019) reporting that the use of ICT by library personnel in Nigeria is not in tandem with the potential of ICT as library personnel were not skilled enough in their use of ICT for performing their duties in the library. This is a major challenge, as library personnel in Nigeria cannot be left out from the global trend of deploying ICT in libraries for improved service delivery.

Inadequate training is another challenge to use of ICT in serials units. There is advancement in ICT for service delivery, therefore, library personnel must be trained on new skills to be able to manage the new technology. This training programme should be regular and not once in a lifetime to ensure good service delivery that will be useful to users. This challenge was reported in a study carried out by Baro, Obaro and Aduba (2019) to assess the digital literacy skills of librarians in some university libraries in Africa. The result revealed that the librarians had basic computing skills, but lacked the skills in maintaining the system, which meant whenever a hardware problem occurs, it cannot be rectified by the librarian except a consultant is called to solve the problem and this has cost implication for the library.

The use of ICT by library personnel to perform their duties in the serials unit can only be accomplished when adequate ICT tools are bought, installed and accessible to use. However, many libraries do not have adequate ICT due to dwindling library budget which invariably affects or limits the kind of services that can be rendered to users. Other challenges that could affect the use of ICT for serials management include poor infrastructure such as power supply, fluctuating internet connectivity, inadequate ICT and so on. This was corroborated by Omeluzor, Pelemo, Agbawe, Onasote and Imam (2017) in a study on reasons why librarians in universities in Nigeria are moving from one library to another.

Many libraries in Nigeria do not have the resources to ensure regular power supply, adequate internet connection and provision of relevant ICT, so these affect the level of services delivered to users. This is reflected in social media not being used maximally in many serials unit, because of unstable internet connectivity, irregular power supply and poor perception of library personnel (Fig. 41). The use of recent technology such as cloud computing and augmented reality is non-existent in many libraries.

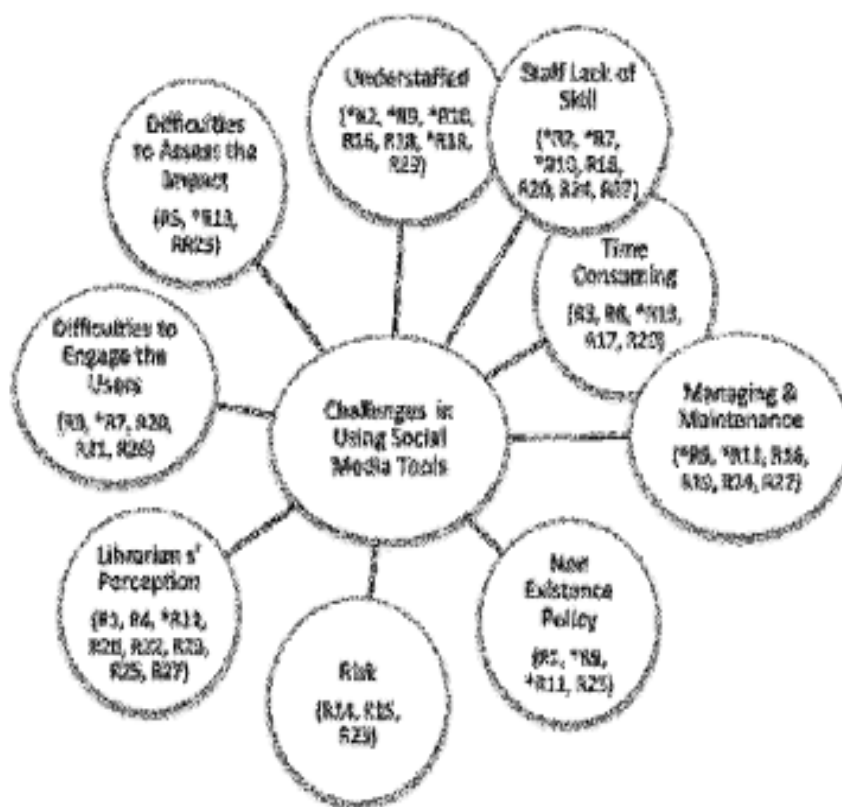


Fig.41 Challenges of Social media use

Source: Abdullah, N., Chu, S., Rajagopal, S., Abigail, W., and Man, Y. (2015).

Libraries in many developing countries especially Nigeria have inadequate infrastructure such as poor telecommunication network, irregular power supply, poor internet connectivity and inadequate ICT. These challenges affect the maximum use of ICT in serials unit. Inadequate infrastructure, manpower and finance have also been observed as major challenges faced by librarians in academic libraries in Nigeria.

For increased use of ICT in the serials unit, the serials librarian should source for funds from individuals, national and international organisations to improve the funds available to the unit. Once there is adequate funds, internet connectivity could be improved through the purchase of adequate bandwidth to use the ICT and also purchase of more ICT facilities to meet the needs of the serials unit. The availability of more funds will also allow the provision of alternative power supply such as use of inverters, solar and generator to alleviate the challenge of irregular power supply. The availability of more funds to the serials unit could cater for training programmes for the library personnel to acquire the necessary skills to carry out their various tasks.

SELF ASSESSMENT EXERCISE

Explain some of the challenges involved in using ICT in serial unit

.....

4.0 CONCLUSION

ICT use in serials unit enhances service delivery generally. The use of ICT for different activities in a serials unit is discussed to reflect the importance of ICT use. This means that for the serials unit to add value to the services being provided in the library, different and relevant ICT needs to be acquired and used and the challenges that affect its use must be solved.

5.0 SUMMARY

ICT is used in serials unit for different activities such as selection, ordering, acquisition, organization (cataloguing and classification) preservation, evaluation and weeding. The different ICT that can be used for each of the enumerated activities in a serials unit is discussed. For maximum use of ICT by library personnel, challenges such as low ICT skills, inadequate ICT, lack of adequate training must be solved by the library management through the provision of relevant and regular ICT training programmes and ICT equipment.

Use of ICT for activities in Serials Unit

- Searching publisher's catalogue: Computer with Internet facility
- Selection: Computer with Internet facility, telephone
- Ordering: Computer with Internet facility, photocopier, telephone
- Acquisition: Computer, photocopier, telephone
- Weeding: Computer, printer, photocopier, scanner, telephone
- Evaluating collection: Computers, printer, photocopier

- Communicating with users, staff publishers , vendors: Computer with Internet facility
- Compilation of Selection list: Computer with Internet, printer, scanner, telephone
- Tracking of ordered materials: Computer with Internet telephone
- Making payment: Computer with Internet, telephone
- Stock taking: Computer, printer, photocopier

6.0 TUTOR-MARKED ASSIGNMENT

1. Enumerate five activities in a serials unit and list corresponding ICTs that can be used to carry out these activities.
2. Explain some challenges to use of ICT in a serials unit.

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UNIT 3 ICT SKILLS REQUIRED BY PERSONNEL IN SERIALS UNIT

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

A serials librarian is expected to perform different activities using ICT to improve service delivery. The ICT skills required by a serials librarian to carry out relevant activities in an information age is discussed in this unit

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- the types of ICT skills required by personnel in serials unit
- methods of ICT skills acquisition by serials personnel

3.0 MAIN CONTENT

3.1 Types of ICT skills required by personnel in serials unit

The present information age is an era dominated by ICT in every sphere of life, and the library is not an exception. Consequently, library personnel should have the necessary ICT skills to use the ICT adopted in the library to provide relevant services to users. ICT skill is explained as abilities that an individual has to use computers and other information technology to achieve some tasks (Quadri, 2012). Another definition of ICT skills that relates to the library is the ability to apply computers and other technology in selection, acquisition, organization and dissemination of information (Ugwuanyi, 2009).

Library personnel need to possess requisite ICT skills to carry out activities in the serials section that are ICT-based such as selection, acquisition, ordering, organization and record keeping to ensure efficient service delivery. The types of ICT skills required by the library personnel including those in the serials unit are:

1. Computing skills

2. Computing application skills
3. Internet navigation skills and
4. Computer management skills.

1. Computing skills

Computing skills involve the ability to word process documents, print, edit, scan, upload, download, format documents and prepare power point slides. The library personnel should possess computing skills so that the typing or input of records into the database can be easily carried out. The documents typed may be required to be used, so the library personnel must be able to print, scan and send as an attachment to the serials librarian when requested for. The list of new publications from the vendor will normally be sent as an attachment to the serials librarian and this has to be downloaded, saved on the computer and could be printed or sent electronically as an attachment to members of the selection committee to discuss and select the needed serials for the library. The ability of having high computing skills will facilitate carrying out these different tasks by the library personnel in the serials unit.

2. Computing application skills

The ability to store, preserve, use bar codes, use web 3.0, digitize documents are components of computing application skills. In an automated library, the use of ICT becomes inevitable, so the library personnel must be able to have computing application skills to be able to store and record records that could be used for decision making. Bar codes are presently attached to library materials including serials and the library personnel must be able to do this and attach bar code to serials that have been received into the library through any acquisition methods. Therefore, the ability to use a bar code reader becomes necessary. Also Web 3.0 is being used in many libraries and some libraries have advanced to Web 4.0 for service delivery, so the library personnel in the serials unit must learn these web 3.0 technologies and apply it to the activities in the serials unit.

3. Internet navigation skills

The library personnel in the serials unit must also possess Internet navigation skills. Internet navigation skills comprise the ability to browse and navigate the Internet, use search engines, evaluate information sources and create web pages. In this information age, the Internet has become a useful tool in the library, where materials can be searched and retrieved from. The Internet provides the opportunity to the personnel in the serials section to browse for newly published serials, get cataloguing and class marks for materials using search engines. The Internet could also be used to

search for standard list of serials in notable libraries which can be used for evaluation of the serials in the library.

4. Computing management skills

Computing management skills are the abilities to trouble shoot when there is a problem, create data and manage, install and activate software, manage emails and manage the personnel and other resources in the serials unit. Skills for trouble shooting are necessary in the use of ICT for carrying out tasks, because the ICT sometimes may malfunction and the library personnel should be able to fix minor problems without asking for assistance from the ICT unit of the organization or a consultant. It is mandatory for library personnel in this information age to be able to install, activate software such as antivirus and others personally with no assistance. The serials librarian needs to be able to supervise and coordinate all the activities and personnel in the unit, so computing management skills becomes useful.

The possession of high ICT skills will facilitate the ability of the serials personnel to perform in an ICT environment which is now a global trend in the world. Therefore, personnel in the serials unit of a library must possess the requisite ICT skills to perform the tasks that will lead to increased service delivery.

3.2 Methods of ICT skills acquisition by serials personnel

With technology that is changing, library personnel must embrace ICT and update their ICT skill through regular training and retraining to achieve the relevant ICT skills to perform the tasks in the library including the serials unit. The training proposed by the library for the serials personnel must be need- based, that is the need of the personnel should be known in the areas of gap in ICT knowledge that will facilitate skill acquisition for improved service delivery. The essence of undergoing relevant training is to ensure that the ICT skills possessed by the personnel in the serials unit will be relevant to use the ICT and increase productivity of the unit.

ICT skills can be acquired on the job by the personnel in the serials unit. This can be achievable by the constant use of ICT by the personnel to perform different tasks related to serials management. However, the personnel must be inquisitive and willing to learn so the necessary skills can be learnt and used to improve services rendered in the unit. The library personnel can also acquire ICT skills through professional development programmes such as short courses, certificate diploma or master programmes. There are many ICT courses that are being offered physically and online which a library personnel can engage in, based on

the ICT skill requirement by the personnel. Many of these courses have hands on practical that will allow the personnel to carry out different assignments and exercises to ensure that the relevant skills required will be attained.

SELF ASSESSMENT EXERCISE

Explain how a librarian can acquire ICT skills

.....

4.0 CONCLUSION

ICT is used in many areas including education and the library has adopted it for improved service delivery. Therefore, serials personnel should possess ICT skills that would be used to perform various activities in the serials unit. These ICT skills must be acquired and regular training should be done to improve the skills to ensure that requisite skills are being acquired for new technology adopted in the library

5.0 SUMMARY

The possession of high ICT skills by the personnel in the serials unit is mandatory to harness the potential of the ICT available to provide adequate services to users. Library personnel should acquire these skills through regular training and use such ICT skills to perform their various tasks in the serials unit.

6.0 TUTOR-MARKED ASSIGNMENT

1. Discuss ICT skills that a serial librarian should possess
2. Explain how a serial librarian can acquire ICT skills

7.0 REFERENCES/FURTHER READING

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MODULE 5 FINANCE, LEGAL ISSUES AND SERIALS INFRASTRUCTURE

This module has three units with the goal of providing you with the knowledge of relevance and preparation of a budget for the serials unit and sourcing for funds to enhance service delivery. The legal issues relating to serials management such as copyright issues relating to photocopying of serials materials, digitization and censorship will be explained in this module. The infrastructure required in a serials unit will also be discussed.

Unit 1	Budgeting and Financing of serials
Unit 2	Legal issues in serials management
Unit 3	Serials Infrastructure

UNIT 1 BUDGETING AND FINANCING OF SERIALS

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Definition and relevance of a budget
 - 3.2 Composition of a budget for a serials unit
 - 3.3 Source of funds for serials unit
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

Budget is a very important aspect of the success of the serials unit. The definition of a budget and its objectives in a serials unit will be explained in this unit. This unit will also discuss the composition and preparation of a budget for a serials unit and sources of funding for a serials unit.

2.0 OBJECTIVES

By the end of this unit, you should be able to:

- define what a budget is
- Mention and explain the relevance of a budget in a library?
- Identify the composition of budget for a serial unit
- prepare a budget for a serials unit
- identify and explain the sources of funds in a serials unit

3.0 MAIN CONTENT

3.1 Definition and relevance of a budget

A budget is an important document in a serials section that will take care of all the financial aspects for the unit. A budget is defined as a statement of the financial position of an administration (as of a nation) for a definite period of time based on estimates of expenditure during the period and proposals for financing them (Merriam-Webster, 2021). It is a financial statement that is prepared for the execution of policy formulated by the top management of an organisation (yourarticlelibrary.com).

A budget can be defined as a statement of expected results stated in numerical terms in advance of the period to which it applies and can be used for planning and control (yourarticlelibrary.com, 2020). As a planning tool, the budget reveals plans to numerical strength and relates to people what is expected of them. A budget explains programmes and indicates the steps to take to achieve the expected result. As a means of control, the budget is used as a tool of evaluation of actual performance to assess if what was intended has been achieved.

Relevance of a budget

A budget is to provide a guide to ensure that funds allocated for different activities are used specifically for that activity to meet the objectives of the library. Ratha (2015) asserted that the objectives of a library budget as: a statement of estimated revenues and expenditure for a given period of time, a plan for the effective coordination of resources and expenditure, presentation of details about the services that will be provided in the future and a basic financial control mechanism. This implies that it is necessary to have a budget so one can have a plan of the revenue expected and the expenditure that will be involved over a period of time usually a year.

Budget is also important as it allows the library to evaluate its financial situation based on the income and expenditure as stipulated in the financial plan after the period for the budget to know if the budget was implemented as stated in the beginning of the financial year. A budget is also relevant as a tool for financial management. This is because the budget has included the different activities and funds allocated to it and this will guide the librarian on how to manage the financial resources according to the stated guidelines in the budget. A budget also forms the basis of future policy and this could happen when the budget is evaluated at the end of the year to know its level of performance and implemented and this can be used to prepare the budget for the next year. The

characteristics of a budget are: it is written in advance for a future plan of action, used for a future period and based on goals to be achieved.

3.2 Composition of a budget for a serials unit

The budget will stipulate what activity should be included and what should be spent based on the library policy. The following items are expected to be in the budget for the serials unit:

1. Cost of current subscription of serials
2. Memberships
3. Standing orders
4. Cost for new serial subscriptions
5. Vendor fee
6. Inflation rate for the coming year

Subscription for serials are paid annually and in advance, so the vendor or publisher usually sends an annual invoice to the library early enough (at least three months) before the end of the subscription year. However there may be changes in the amount to be paid, so a supplementary invoice is sent to the librarian. The supplementary invoice may arise due to a price increase by the publishers after the vendor had sent the invoice, fluctuation in the currency exchange rate especially if the serial is a foreign one, published outside the country and additional volumes issued by the publisher.

The library could belong to some societies and associations and this has cost implication as annual fees must be paid so that the library can enjoy all the benefits of belonging to such societies and associations. Some of the benefits may include discount on serials published by them and on conference fee registration. Therefore, the budget should take care of such membership fees. Libraries could have standing orders to publishers for serials publication and such financial commitment must be included in the budget. Standing orders are instructions given to publishers of serials that they should supply the specified serials to the library whenever it is published. So the library must include such costs into the budget, so that whenever the serials are supplied to the library, payment will immediately be made.

The budget for the serials unit should also contain cost for new serials subscriptions. This becomes necessary as new serials are published and the serials librarian may realize some of these new serials have been selected and found useful to the users. It becomes imperative that the serials librarian include the cost of subscription for these new serials to facilitate its acquisition into the library and add to the serials collection.

For large libraries, the serials librarian usually employs the services of a vendor to take care of activities such as provision of list of new publications, acquisition, subscription renewal and notice for payment at a fee. This reduces the burden of the serials librarian in doing all these activities which can be managed by a reputable vendor and face other activities in the serials unit to provide efficient services to users. The serials librarian and the vendor must agree on the vendor fee and this must be documented and signed by both parties. Such a library, must therefore, include the vendor fee into the budget for all the services that will be specified to the vendor to take up.

The library budget should also take care of the inflation rate for the coming year. This is important for libraries in the developing countries, as many serials especially journals are published in the developed countries. This means that libraries in developing countries will acquire such serials in foreign currency and the rate of exchange for foreign currency is not static, as this is determined by many forces such as inflation rate. Therefore, a library should make provisions for inflation rate for the coming year to take care of changes in prices of serials.

Budgeting could have two approaches, subject-based and format-based. For subject-based budgeting, it means that the e-journals would be funded from the same budget as other serials, while format-based budgeting indicates that there will be a separate budget for electronic serials, but approaches can be used for budgeting of serials. In large libraries, the serials unit is allowed to prepare its own budget which will form part of the library budget.

The preparation of the serials budget is not done only by the serials librarian, but by a committee of staff in the serials unit, so that input can be made from different people. The eventual budget from the serials unit is then passed to the library budget committee of the library, which will have heads of different units being members including the serials librarian. The library budget committee will scrutinize the budgets submitted by various units of the library and come up with a library budget that has taken care of all the units in the library.

Preparation of a budget for a serials unit

The budget of a serials unit can be prepared in the following ways:

1. Use of budget of previous year

The serials librarian could use the budget of the previous year as a guide to determine what item was listed, how much money was assigned to each item vis a vis the available funds. The proposed budget will be an improvement over the previous ones, but based on availability of funds for the current year. With the reduction of

library budgets in many libraries even globally, the serials librarian must therefore prepare a realistic and achievable budget.

2. In accordance with work programmes or courses

The serials librarian must consider the services offered and the subject focus of the library in preparing a budget that will be tailored to meet the objectives of the library and invariably meet the information needs of users.

3. By using professional standards

Each profession has standards that are not static, but may be modified due to some changes such as advancement in technology; innovation and provision of new services and this could lead to some accepted practices. The acceptance of these practices by many libraries will make them become norms that need to be followed.

The procedure for budget preparation is in the following stages:

1. Review the current budget
2. Preparation
3. Submission and approval
4. Implementation

1. Review the current budget

The serials librarian has a duty to review the current budget and find out an outline of procedure to be followed in preparing the new budget. The personnel in the serials unit would be requested to present their needs and plans for the current and the next year. However, in large libraries, the serials librarian will form a budget committee made of relevant personnel in the serials section who will collate all the needs and plans, scrutinize and deliberate on what item and amount to be in the proposed budget. The proposed budget will then be submitted to the serials librarian who vets it to make it is in accordance with library policy. For smaller libraries that do not have distinct units headed by a professional librarian, the head of the library who is the only professional librarian will prepare the budget.

2. Preparation

When preparing a budget, the serials librarian must ensure that wide consultation is made to determine the major needs of the serials unit in terms of users and library personnel needs. This is done to ensure that the needs of users and library personnel are taken into consideration. For large libraries, the serials budget committee is formed to take care of diverse needs from users as it is comprise of different personnel from the serials unit. After the

collation of all these present and future needs, the serials librarian can draw up a tentative budget which will include current and estimated income and expenditure.

3. Submission and Approval

The proposed budget prepared for the serials unit can now be submitted to the head of the library, where the budget will be discussed and scrutinized by the library budget committee which is encompasses all the head of units in the library for a large library. The budget can be corrected based on comments made and the revised budget is submitted for approval.

4. Implementation

When the budget of the serials unit is approved, then the next stage is implementation. The budget must be implemented based on what is in it.

3.3. Source of funds for serials unit

The source of funds available to the serials unit of a library is based on the ownership of the library, internally generated revenue, donations and others.

1. Government Funds

A library that is owned by a government either federal, state or local government will be funded by such government through monthly allocation to the organization and released to the library. The library will be expected to have prepared a budget and defend such budget, before funds will be allocated to it by the management of the organization. The serials unit being a unit in the library will have prepared a library that will have been integrated into the library budget which will become part of the budget for the organization.

2. Internally Generated Revenue

This is income that is generated by the serials unit through photocopying and binding of materials for users. This kind of funds is generally not much and cannot be relied upon to fund the budget of a serials unit of a library.

3. Donations

Individuals or organizations could donate cash to the serials unit to assist in providing relevant services to users. Some individuals or organizations may decide not to donate cash, but rather pay for some services such as annual subscription for some serials which the serials unit is expected to pay for. This will reduce the amount

of money that would have been spent by the serials unit for the annual subscription of that serial.

4. Other sources

A library can also get funds from other sources such as TetFund Library Intervention, private-public partnership and grants. TetFund Library Intervention is assistance by the Federal government to provide funding to libraries of public tertiary institutions in Nigeria. The funds could be provided in terms of buildings or providing infrastructure to the libraries based on needs assessment. Such intervention will address some projects or equipment which will reduce the financial burden the library would have carried.

Private-public partnership could also assist libraries in meeting their financial obligations. The library can search for private organizations that will be ready to go into partnership with it in areas that will be spelt out such as providing buildings, provision of adequate infrastructure, payment of subscription and purchase of ICT equipment. An agreement is prepared and signed by both parties and this will enhance the services rendered in the library. The library personnel can also write proposal for grants to different bodies and when such proposals are approved, the grants given will be used to improve the services in the library including the serials unit.

SELF ASSESSMENT EXERCISE

Define budget

.....

4.0 CONCLUSION

A budget is an important document in a serials unit which states the financial aspects of income and expenditure for a year. The serials librarian needs to prepare a good budget that will be implemented for effective service delivery. The source of funds available to the serials units were highlighted to indicate that the serials unit should not depend on only one source of funds.

5.0 SUMMARY

Budget definition and its relevance to a library were explained in this unit. The components of a budget and how to prepare a good budget were discussed to show the importance of it to the serials unit. The sources of

funds available to a serials unit were highlighted. This becomes necessary as library budgets are getting reduced due to economic situation in many countries, so the serials librarian needs to know other sources of funds to explore to and make more funds available to carry out the necessary activities in the serials units.

6.0 TUTOR-MARKED ASSIGNMENT

1. Define a budget?
2. Explain the relevance of a budget to a library
3. Prepare a budget for a university library

7.0 REFERENCES/FURTHER READING

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UNIT 2 LEGAL ISSUES IN SERIALS MANAGEMENT

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Copyright issues
 - 3.2 Licensing Agreement
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

This unit will discuss the copyright issues in serials management which the serials librarian must be aware of and adhere to and the relevance of a license agreement. The essence of the discussion on these topics is to highlight the legal issues in serials management so that such issues are abided by and none of them is violated.

2.0 OBJECTIVES

By the end of this unit, you should be able to:

- the copyright issues in serials management
- relevance of licensing agreement to serials librarian and vendor

3.0 MAIN CONTENT

3.1 Copyright Issues

The personnel in the serials unit and the library users must be knowledgeable about the law guiding the use of serials such as copyright law especially as it relates to conversion of the format of a serial to another and the photocopying of serials. Library personnel and users can make photocopies of serials but it must be strictly for educational purposes and not for commercial purposes. It implies that serials can be photocopied, but such copies must not be sold. Serials can be photocopied as long as it is under fair use and the criteria for determining fair use of a serial is:

- a. Purpose of use by the user (educational or commercial purpose)
- b. Copyrighted nature of the work
- c. Amount used in proportion to the whole work and
- d. Effect upon the copyrighted work's potential market value

Copyright affects serials and their management in the following ways:

1. Photocopying for users by the library

Many libraries have photocopying facilities that enable duplication of materials. This becomes necessary in the serials unit, where there is restriction on loaning out serials, so the library personnel may photocopy some aspects of a serial publication for a user on request. The library can make a copy of one article per journal issue for a user, but must adhere to these conditions: the copy becomes the user's property, the user has stated that the copy will be used solely for educational purposes, a copyright warning is displayed where photocopy requests are accepted and also on the request form. This is to protect the library from any act of copyright violation committed by library users.

2. In-house photocopying by users

Users are also allowed to make photocopies themselves in a library in the public access areas where photocopying machines are placed. The library personnel do not supervise the photocopying made by the users and therefore, cannot be held liable to copyright violation by such a user. However, warning signs are expected to be placed in areas where there are photocopying machines to warn the users against copyright violations.

3. Photocopying for reserve

Serials especially journal articles can be photocopied and kept in the reserve section of the library for users to have access to satisfy their academic information needs. Sometimes, a lecturer may request that a journal article may be placed on reserve for students, so the library can decide to make a photocopy of that article for that purpose. The photocopying of multiple copies by the library for reserve must adhere to the following guidelines:

- a. The amount of material should be reasonable in relation to the total amount of material
- b. A reasonable amount of copies (normally less than six) may be made based on the number of students offering the course
- c. Copyright notice should be attached to the item
- d. Photocopying should not be a hindrance to the sale of the serial

4. Digitizing for Electronic reserve

Serials can be digitized for electronic reserve to allow users to have access to such materials. However, the policies for university electronic reserve are:

- a. The system is limited to lecturers, researchers, staff and students affiliated with the institution

- b. Only one article per serial (journal) can be entered into the system
- c. Materials on electronic reserve must contain copyright notice as well as deleted from the system when each system is completed.

5. Photocopying for replacement purposes

Serials in a library sometimes get damaged or missing and it becomes a challenge to library personnel especially when such missing issue or volume is still relevant to users and users are asking for the material. A library can make a photocopy to replace damaged, missing or stolen material if the library after a lot of effort cannot get the original material to acquire at a fair price.

6. Photocopying for classroom teaching purposes

The lecturer can request to make a photocopy of a single copy of a newspaper, journal article, graph or chart from a periodical for educational purpose (teaching, research or classroom preparation). However, multiple copies can be requested for by the lecturer for every student in that class, but the article to be copied must be less than 2500 words, one illustration, for only one course, no more than two articles from the same author or three from the same volume of the serial and not more than nine instances of copying for one course during a semester. The essence of these guidelines is to make the lecturer and students purchase the serial instead of photocopying the serial for the course per semester, year in year out.

7. Interlibrary loan

Interlibrary loan can be undertaken by a library, but the library has to abide with copyright laws. The copyright law on interlibrary specifies that a library is allowed to have five requests per year from the journal's most recent five years from another library. This is to forestall the library from using interlibrary loan as a substitute for subscribing to a journal. However, the requesting library must keep a written record of each request.

3.2 License Agreement

A license is a form of agreement between the library and the vendor such that the right of both parties are clearly stated and protected. Licensing issues include method of calculating payment, restrictions on use and what happens upon termination. The serials librarian could sign an agreement with a vendor (s) stating functions, mode of payment. The serials librarian must read all agreements well before signing such

agreement, so that the library does not default and it becomes a legal issue and may have cost implication or demotion of the library personnel.

A library could join a consortium with other libraries to have access to more information resources and human resources (library personnel) expertise is in agreement. A library could be defined as a group of libraries coming together with the aim of sharing resources (human, information and technical) to users in the other libraries. Bharti (2011) defined a library consortium as “a group of libraries, preferably with some homogeneous characteristics by subject, or institutional affiliation, or affiliation to funding authorities, who join together with the primary objective of providing expanded access to information resources needed by its user community through a process of pooling and sharing information and infrastructure resources with due adherence to copyright compliances” (<https://slideplayer.com/slide/4632082/>)

Libraries that have decided to form a consortium, first, start with informal meetings between the heads of such libraries that have a common goal and the same type of users and progress to formal meetings where the following issues will be properly discussed:

1. What is the mission and purpose of the consortium?
2. Who is the consortium meant to serve: by library type, size or geography (location)?
3. What values and benefits would member libraries obtain from the consortium?
4. What resources, financial, information, technical expertise are needed to support the consortium's mission and purpose?
5. What other consortia have the same or similar mission and purpose?

The issues (Fig. 42 and 43) when discussed extensively could lead to the libraries willing to form a consortium, after which a legal document has to be signed by all interested parties. With the signing of the documents, the consortium can begin. The signed legal document is done by all participating libraries. Members should go through the prepared document and allow a lawyer to read before signing it, so that all the information and clauses are well understood before signing the document. The signing of the document by each library makes it binding on and the contravention of any the statements or clauses would have a negative consequence on the library. Such consequence could involve legal actions taken, stoppage of access to information, removal of the library from the consortium or payment of fine. The library should therefore, adhere to all the rules guiding the formation of the consortium. This agreement signed by all the contributing libraries can be used to subscribe to online databases jointly, share information and human resources. Members in a

consortium could sign an agreement with publishers and this is referred to as consortia licensing.

Functions

- ❖ **Agreement for establishment of a consortium** – A concrete agreement is needed to be established for participating libraries in consortia to achieve a common target.
- ❖ **Administrative of library consortium** – To run the total functions of a consortium smoothly a statutory body is very much essential to be formed taking chief librarian/chief information manager from every library/information centre.
- ❖ **Financial control** – Whether a consortium fund be created to subscribe to the core journals in different subjects in multiple copies at a discount rate.
- ❖ **Joint Work** – Prepare list of titles
Subscribe to Core titles
Prepare the union list of titles
TOC services
- ❖ **Evaluation** – After a certain period, the whole activities of a consortium, (i.e., individual as well as cooperative) must be evaluated on the basis of pre-determined objectives.

8/30/2014 9

Fig. 42. Functions of a consortium

<https://image.slidesharecdn.com/libraryconsortia1-140830041456-phpapp02/95/library-consortia-9-638.jpg?cb=1409372226>

Major issues of Consortia approach

- Resource Identification
- Technology Infrastructure
- Pricing Issues
- Access Related Issues
- Licensing and Copyright Issues
- Archival Issues
- Sustainability Issues
- Usage and Usability Issues

8/30/2014 10

Fig 43. Major issues in library consortium

<https://image.slidesharecdn.com/libraryconsortia1-140830041456-phpapp02/95/library-consortia-10-638.jpg?cb=1409372226>

Consortia licensing is a legal process of acquiring usage rights of the intellectual property governed by the copyright laws for a community of members, such as the participating members of a library consortium. Bharti (2011) reported that the content of a license should address the following:

1. **Publishers and consortium sign license agreement which is binding on both.** The standard license agreement addresses following clauses:
 - Authorized users
 - Restriction of commercial use
 - Electronic reserves
 - Members, fees, secure network, subscription period, usage rights, ILL and other terms and conditions.
2. **Simultaneous Users and Walk-in Users**

There should be no limit on number of simultaneous user on any of the resources subscribed by the Consortium. Any number of users can access e-resources including e-journals and bibliographic databases at any given time. Walk-in users (visiting researchers), physically present at the subscribing institute should also be allowed to use the resources.
3. **Inclusion of additional Titles**

The licensor should provide access to new journal titles that are added during the contract period at no additional cost.
4. **Electronic Link**

Licensor should use suitable technology to establish electronic links to all the articles of licensed materials.
5. **Print Copy of Journal**

A print copy of the digital content should be kept as a backup of journals subscribed under the consortium.
6. **Perpetual Access and Archival Rights**

In case of termination of the agreement or on the expiry of the agreement, licensor should extend perpetual access to e-resources for the paid period of subscription along with their back files offered during the subscription period.
7. **Print-independent Subscription**

Subscription to e-resources should be print-independent. Discontinuation of print subscription which is available through consortium should not be binding to member Institutes.

8. Protection on Increase of Price

There should be no annual increase of the price. Annual increment of the price should be below 5%.

9. Inter Library Loan

Licensee should be allowed to fulfil ILL requests from non-authorized users using (Ariel software) electronic copy of article downloaded from the licensor's Web site

For sustainability of consortium, the library must create ways to generate and manage funds. The adequacy in funds could allow for subscription to more e-resources, provision of the required infrastructure and operational cost.

SELF ASSESSMENT EXERCISE

What are some legal issues in serial management?

.....

4.0 CONCLUSION

Serials are acquired in libraries to be used to satisfy the information needs of users. However, be aware of such rules and adhere to such rules to avoid violation of the rules. The serials librarian also has a duty to educate users on the appropriate use of serials so as not to violate rules guiding the use of serials. Licensing agreements are signed between the serials librarian and vendor or between the serials librarian and publishers and these agreements must not be defaulted by either party.

5.0 SUMMARY

This unit has discussed the rules guiding the use of serials extensively to avoid violation of legal issues such as copyright violation and licensing agreement. The essence of the discussion of legal issues in serials management is to know these legal issues and adhere to them, so that the serials unit will continue to benefit from collaboration between publishers, vendors and users.

6.0 TUTOR-MARKED ASSIGNMENT

1. Explain some legal issues in serials management
2. Why must the librarian be careful in signing licensing agreement?

7.0 REFERENCES/FURTHER READING

Bharti, V. (2011). Managing Consortia in Libraries.
<https://slideplayer.com/slide/4632082/>

UNIT 3 SERIALS INFRASTRUCTURE

CONTENTS

- 1.0 Introduction
- 2.0 Objectives
- 3.0 Main Content
 - 3.1 Physical infrastructure
 - 3.2 Library personnel in a serials unit
 - 3.3 Financial resources for a serials unit
- 4.0 Conclusion
- 5.0 Summary
- 6.0 Tutor-Marked Assignment
- 7.0 References/Further Reading

1.0 INTRODUCTION

Serial publications are acquired and organized in a serials unit of a library to facilitate access and use to the different categories of users. The infrastructure to facilitate use of serials will be discussed in this unit. Such infrastructure include physical resources (space, shelves, lighting, ventilation, ICT, internet connectivity, electricity), human resources (staffing) and financial resources will be discussed in this unit.

2.0 OBJECTIVES

By the end of this unit, you will be able to:

- physical infrastructure required in a serials unit
- staffing requirement
- financial resources needed to manage a serials unit

3.0 MAIN CONTENT

3.1 Physical infrastructure for a serials unit

The financial investment on serials acquisition and access is to satisfy the information needs of the various users of the library. Users' could access and use these serials where the library has provided the requisite physical infrastructure to promote use of the serials. The physical infrastructure in a library is therefore, an important factor in achieving effective service delivery.

The physical infrastructure is reading space, shelves, lighting, ventilation, ICT, internet connectivity (bandwidth), electricity, noise level, room temperature, humidity, building design and aesthetics. In a serials unit,

there should be a space allocated for users to sit and use the serials physically (Fig. 44) and this reading space should be equipped with good reading tables and chairs for the users (Fig. 45) that are well arranged to allow for easy movement of users and staff. The serials unit should also have offices for the librarian and other staff and this should be furnished to provide a work environment that is conducive for the staff to carry out their various tasks.



Fig 44. Serials section showing users reading serials and using the computer

Source: <https://www.google.com/url?sa=i&url=https%3A%2F%2Fgregmiller21stcenturyleadership.wordpress.com/physical-environment>



Fig. 45: Serials section in a library showing reading area and shelves

Source: <https://www.google.com/Fenvergalibrary.wordpress.com>

Adequate shelves should be provided in the serials unit to accommodate the serials that have been organized so that users can have access to them. The shelves if made of wood must be of good quality that can withstand the weight of the series when placed on the shelves (Fig. 46). Metal shelves (Fig. 47) can be alternative to wooden shelves to prolong the lifespan of shelves and avoid insects eating the wood. The shelves should be properly positioned in the serials unit, so that it would not obstruct the passage of users or the library personnel. The serials librarian must ensure the acquisition of good quality and durable shelves.



Fig. 46. Serials on a wooden shelf for display

Source:<https://www.google.com/url?sa=i&url=https%3A%2F%2Flnulibraryoperations.wordpress.com%2Fserials>



Fig. 47. Serials on a metal shelf

<https://www.google.com/url?sa=i&url=https%3A%2F%2Fpattersonpop.e.com%2F2018%2F09%2F18%2Flibrary-storage-benefits-from-space-saving-solutions>

Good lighting systems, fans, air conditioners and ventilation are expected to be provided in the serials unit as this could have a positive impact on users using the serials unit and the library staff carrying out their activities. The serials unit that is well lit in the day through the positioning of the library towards allowing natural light to penetrate the Serials unit,

will allow users to use the resources when they visit the unit. However, if it does not have good natural lighting due to the design and location of the serials unit, then artificial lighting could be provided to enhance the lighting situation, using electric bulbs but this will have cost implication as bulbs have to be bought and increase in amount paid for electricity.

The air conditioners, fans and windows that allow for cross ventilation will provide the coolness and calm environment to facilitate use of serials for learning and research. The intricacies with different geographical locations such as weather and temperature need to be considered. For example, there are countries that encounter extreme cold weather and such libraries should provide heaters within the serials unit to reduce the effect of the cold. Countries with extreme heat should have their libraries furnished with good cooling systems such as air conditioners and fans. These heaters, air conditioners and fans would only be functional when power supply is regular and constant, so the library has to provide constant power supply for these facilities to be operational at all times.

The provision of adequate ICT such as computers (Fig. 48), printers, scanners, telephone, fax, bar code and internet connectivity with high bandwidth for the serials unit will facilitate good service delivery. The consequence of having inadequate ICT and internet connectivity could be ineffective service delivery. The serials unit should also provide adequate ICT such as printers and photocopiers so that users can operate them. This becomes necessary as serials are information materials that usually are not loaned out, so a user that searches and finds an article of importance can print them in the library. Photocopiers should be provided to ensure that users can make photocopy of serials but they must adhere to copyright laws guiding the use of such serials.

Libraries that have subscribed to electronic journals and databases must have high internet bandwidth so that users can access, search, download and retrieve the information as fast as possible at any time of the day. When the internet connectivity is slow, it will affect the speed of searching and downloading materials from the internet and this could frustrate users from accessing such e-resources. The internet is also required for communication and collaboration, so there must be constant internet connection to facilitate communication and collaboration between users, vendor and library personnel.



Fig 48. Different ICT needed in a serials unit

<https://www.google.com/ict-gadgets-functions.html>

Regular power supply is also required in the serials unit and the library as a whole to power the available ICT and library software to perform maximally. In Nigeria and some other developing countries, regular power supply is not constant and this becomes a major challenge to libraries as the most of the infrastructure needed require electricity to power them. Therefore, for maximum use of the serials unit and collection, alternate power supply such as generators, inverters and solar system could be provided to harness electricity to power the equipment.

Libraries globally are expected to operate in a silent environment, where the noise level is very low. Noise could be generated from the use of equipment such as printers, scanners, photocopiers, fans, air conditioners and other gadgets in the serials unit, as well as noise from external sources such as from vehicles on the road, human and others. The library management should ensure that such noise would be controlled to the lowest. When the level of noise in the serials unit is high, users would not want to come to the library physically to use the materials and this could result to low level of serial resources. For new libraries, it would be beneficial to construct the new building with noise proof materials to provide a serene and noiseless atmosphere in the serials unit to increase the level of use of materials by users.

The serials unit should be constructed to accommodate all types of users irrespective of their physical challenge. Users with physical challenge could require specific attention to access serial publications and such provisions must be made so that they can use the serials units conveniently. The librarian must therefore, consider the peculiarities of users and cater for the general and specific needs of the users.

Good and adequate physical infrastructure should be provided to facilitate optimal use of serials by users to harness the information content embedded in them and also to provide a conducive environment for library personnel to carry out their various tasks efficiently. The inadequacy in the physical infrastructure could affect service delivery.

3.2 Library personnel in a serials unit

The serials unit is a component of the library and the personnel will consist of librarians, paraprofessionals and support staff. The professional and the paraprofessional are the major library staff that has been trained to carry out library activities for effective service delivery. The librarian is someone that possesses a minimum of a Bachelor of Library Science and or a Bachelor degree in another course with a Master in Library and Information Science. The serials librarian is the professional that heads the serial section and coordinates all the activities. The tasks that the serial librarian performs are: selection, acquisition, ordering, cataloguing and classification, supervision of subordinates (paraprofessionals and support staff), planning, administrative and financial issues (subscription renewals).

A paraprofessional is a holder of a minimum of a Diploma in Library and Information Science and referred to as a library officer. The library officer is trained in the activities of a library to provide technical assistance to the professional who is a librarian. Library officers could be regarded as middle level manpower and they complement the effort of the librarian. Library officers are the staff that users will first come in contact with in the serials unit of a big library or in a small library where there is no distinct serials unit. In a big automated library, a library officer will carry out online copying of cataloguing and classification numbers, provide assistance to users on how to use Online Public Access Catalogue (OPAC) and search for materials on the database. The library officer could also carry out shelving and shelf reading of serials

A support staff is one that has a qualification in another area apart from Library and Information Science such as secretary, administrative officer and driver. This group of staff is engaged in secretarial, administrative and financial activities.

The number of staff in a library is usually determined by the population of the organization that owns the library. A small library could have just one professional who heads the library and carries out the entire professional functional and decision with a minimum of one or two paraprofessionals. A library should have the right mix of library personnel in terms of qualification and experience for effective service delivery. The ratio of professionals (librarians) to paraprofessionals

depends on the size of the library, library activities and services. This means that the number of professionals to paraprofessionals in a serials unit is determined by the size of the library, serials collection and services rendered to users. Inadequacy in the number of library personnel would affect the service delivery.

3.3 Financial resources for a serials unit

The serials unit should have adequate funds to execute all its activities for the year. This can be done by the serials having a good budget prepared which will highlight what the income and expenditure of the unit and items that the unit will spend money on. A good budget must be properly prepared with the input of other library personnel apart from the serials librarian. The budget, its component and how to prepare a budget has been extensively discussed in Unit 1 of this module.

For libraries owned by government, the major source of funding is the subvention from the parent organization. Many libraries especially in developing countries are experiencing inadequate funding to carry out all the expected services by users. It behooves on the serials librarian to solicit for funds outside the mandatory source of library subvention from the parent organization. This has become necessary due to the dwindling library budget because of the global economic situation which has affected the funds available to take care of non-profit organizations like libraries.

The serials librarian has to be proactive and seek for funds or financial assistance from private individuals and organizations through donations, fund raising and grants. Other sources of income are fees generated from printing and photocopying of serials, which in most cases is not much and this goes directly to the library account. The serials unit could charge fees for some services provided such as electronic document delivery to users. Sources of funding in a library are as follows:

1. Subvention from government or private owners
2. Subscription from members
3. Library tax or rate
4. Marketing of library and information services
5. Donation and endowment
6. Sale of publications
7. Income from reprographic services (printing and photocopying), translation and compilation of bibliographies

1. Subvention from government or private owners

The major source of funding in many libraries is based on ownership. A library that is owned by government receives its

funding directly from the government based on the organizational budget submitted. The library budget is a component of the organizational budget, so when resources are released for the organization, the organization then allocated the library funds to it based on the approved budget. Libraries that are owned by private individuals or organization are strictly funded by the owner of such libraries and this is also based on the written budget and the availability of funds.

2. Subscription from members

This relates to libraries that are owned by group of people and managed by a board. Members of the board are the ones that provide the funds for such a library to carry out its goals and activities.

3. Library tax or rate

In many developed countries, organizations and companies are expected to pay some amount of money as library tax. The tax could be on property, local sales, local government fees and additional tax revenue (excise, sale and income tax). This library tax is used to provide funds for public libraries which provide services to people in a community. The serials unit being a subset of the library will get its own percentage from such tax.

4. Marketing of library and information services

The library can make some money through marketing of some services in the library. The services include the provision of Selective Dissemination of Information (SDI) and Current Awareness Service (CAS) and provision of internet searches. Selective Dissemination

5. Donation and endowment

Libraries could seek for donations from individuals, companies and organizations to provide the necessary information resources, physical and human resources that are needed in a library to enhance service delivery. Funds could also be received through endowment by individuals and this could be specified for the duration. Such endowment would provide additional funds to the library. The librarian has to be thorough in searching for interested people and organizations that would be willing to give endowments.

6. Sale of publications

Funds could also be gotten from sales of publication in the library. The library could have some publications, for example compilation of bibliographies that would be relevant to users and

can advertise such to users to make purchase. The money accrued from such sales could be added to money from other sources received and used in the serials section of a library.

7. Income from reprographic services and translation

Serials are usually not loaned out to users and so users that require the serials are allowed to photocopy some aspect of the serials based on fair use. The money paid for photocopy belongs to the library and is a source of library funds. Many libraries have a bindery, where they bind information documents for users for a fee. For example, some libraries make it mandatory for students to bind their projects in the library. The money paid by users for printing, photocopying and binding adds to the funds available to the library.

Availability of adequate funds will afford the serials unit to acquire the necessary physical infrastructure and information resources for the unit to provide efficient service delivery to users. Improved funding is the assurance of the provision of the needed infrastructure for a serials unit.

SELF ASSESSMENT EXERCISE

Why do you need finance in serial unit?

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.....
.....

4.0 CONCLUSION

Serials are acquired and organized in the library so that users can harness the information embedded in them. However, there should be necessary infrastructure such as physical, human and financial resources to facilitate meeting this objective. This infrastructure should be provided by the management of the organization to justify the huge cost of serials acquisition for the library and the maximum use of these serials by users.

5.0 SUMMARY

The infrastructure required for efficient service delivery in the serials section of a library is discussed in this unit. The unit explained the physical, human and financial resources that should be made available to facilitate a functional serials unit that is useful to users.

6.0 TUTOR-MARKED ASSIGNMENT

1. Discuss the physical infrastructure required for a serials unit.
2. Explain the role of having qualified personnel in the serials unit
3. Why is finance needed in the serials unit?

7.0 REFERENCES/FURTHER READING

Aghadiuno, C. P., Agbo, A. D. and Onyekweodiri, N. E. (2015). Availability and Management Challenges of Serials and other Continuing Resources in two selected University Libraries in North-Central Zone of Nigeria. *Journal of Applied Information Science and Technology*, 8(1): 55-61.

BLURB

This course material is on serials management and it highlights the meaning, characteristics and types of serials. Serials are publications that have unique titles and are published at regular intervals for continuity. Serials are important to library users because they contain current information that could enhance decision making for users. The course material showcases why the personnel in charge of serials in any library must have the necessary qualities and understand the job responsibilities. This will ensure that the relevant serials are selected, acquired, catalogued, classified, indexed, preserved, shelved and accessible to users for retrieval when needed. This is the essence of managing serials and this can be facilitated through the use of ICT tools to improve service delivery.

The publication also highlights the use of ICT for serials management which requires the possession of relevant ICT skills by the library personnel. However, the library personnel can acquire the requisite ICT skills through training and retraining, learning on the job and engaging in professional courses that are tailored towards filling the gap in ICT skills. The book also discusses the relevance of financial and legal aspects to serials management and describes the component of serials infrastructure. This publication provides the fundamental knowledge required by a potential serials librarian to be very productive in the delivery of services to users.