

**FEDERAL UNIVERSITY OF TECHNOLOGY  
MINNA, NIGERIA**



**“If you give a man a fish, He will have one meal, if you teach him how to fish, He will be fed for life” - Chinese Proverb**

**DEPARTMENT OF UNIVERSITY LIBRARY SERVICE (ULS)**

FEDERAL UNIVERSITY OF TECHNOLOGY, MINNA

2021/2022 ACADEMIC SESSION FRESH STUDENTS ORIENTATION PROGRAMME

DATE: THURSDAY 9<sup>TH</sup> TO SATURDAY 11<sup>TH</sup> SEPTEMBER, 2021

VENUE: UNIVERSITY CONVOCATION SQUARE (SULEIMAN KOMO), GIDAN KWANO CAMPUS

DAY 1 AFTERNOON SESSION

09/09/2021

Tour the university library; Lecture on

**“USAGE OF LIBRARY AS AN ESSENTIAL TOOL FOR LEARNING.”**

By

Dr. Musa, Hussaini

## **Introduction**

The Dean Students affairs, the Dean school of environmental Technology, my anchor man, all the university staff here present, my fellow new students, ladies and gentleman. I stand on the existing protocol as a representative of the university librarian to present to you the library tour.

I wish to congratulate you all to be among the few selected out of many who have applied to be here; once again I say "congratulations"

To build on the saying of the MC that "some of you may wonder as were talking of university of technology in this era of technology advancement, why do we still need a library in the university?" I said "Yes" that library has exist from the beginning of civilization and it will continue to remain integral part of any civilization.

It's my hope and that you'll justify the merit of the selection by optimally utilize the library to achieve you aim of been here.

As some of you might have been Lucky to have come from background of family, school either primary, secondary or tertiary institutions that have a library already and get used to it, some are here who are not that lucky to have seen or use the library before. Therefore, as a new student of the university operates two campuses which both are equipped with well-established library for the use of the university community, which provides conducive environment for your learning. The university spent a lot of resources to the library facility to make sure all of you have adequate learning environment equipped with the required resources for your use. The library in the both campuses serves all the students. The library provides resources in both prints and electronic formats.

## **Library registration**

You're required to register with the library as new students to enable you enjoyed the library facilities to the full. You can walk to any of the library to do the registration at the counter from the entrance. If you register you stand to benefit borrowing of the library books. As an undergraduate student, you're entitled to two books at a time to be used for the period of 2 weeks subject to further to renewal. Your student's identity card or admission letter would be required for the registration.

Right from the entrance of the library you're always required to present your student ID card or admission letter to the university security man to allow you access to the library.

## **Some library rules**

The library has rules for the user, amongst them are:

- You're not allow to mutilate the library materials.
- Don't take food or water into the library.

- Maintain the university dress code to use the university library.
- Do not use your device to copy material from the systems to avoid corrupting the systems.
- No noise or unnecessary discussion in the library.
- Do not mark or use ink to imprint on the tables.
- Leave books on table after you've consulted them. Do not shelve library books.

### **Library operation hours**

The library operates from all rounds through as long as the staff and students are on the campus.

During the session the library opens for users from

Mondays to Fridays: 9am to 10pm

Saturdays: 9am to 4pm

Sundays: 2pm 10pm

During Holidays 9am to 4pm

The library closes during national public holidays.

### **Library divisions**

For convenience the library services are divided in three major areas which are:

1. Administrative division,
2. Technical service division and
3. Reader services division.

The **Administrative Unit** of the library coordinates the activities of the library between the staff and the management. Headed by the university librarian and have staff of the registry department as the supportive staff. The unit is responsible for day to day running of the activities of the library and also sees to the administrative activities of the library. The library under the head of the university librarian has the library management team which take critical decisions on the running of the library. All the head of division and units come together to form the library management.

The **technical services division** the library services provided behind the scene. You as users have little or nothing to do with this division

It comprises of acquisition and collection development unit, catalogue and classification units.

The **Reader services division** is the part of the library that directly serve the users. This division and its services are visible for users. The Reader services is divided into

- Circulation unit
- Reference unit
- Serial unit
- Reference unit
- Thesis and repository unit
- System units

The **circulation unit** is main unit that displayed all the textbooks in the library and allow users access to them. Books are arranged on the shelves in using library of congress arrangement classification scheme (the class mark is mixed notation alpha numerical which you will see label on the shelves and on the spin of books arranged on the shelves). The circulation unit is the unit where all the books are read and can be borrowed by the registered user.

Another unit which is important and relevant to users is **reference unit**; here the materials are made to be consulted and not to be borrowed out to users. The materials that are keep in the reference unit are materials that give general and specific answer to users information need, example of such materials are dictionaries, encyclopedia and handbooks both on specific and general knowledge. The reference librarian attends to user's queries and inquiries about the use of library material. The reference guide users or direct the users to the appropriate sources where the users can get the required information. The reference librarian's role is always to educate the library users on the requisite knowledge he needs to maximally utilize the library.

**Serial unit** is another unit under the reader's service division which is concern with the provision of current information resources for the library user. The scientific or scholarly breakthroughs of researchers are always communicated through the journal articles and other communication channels such as newspapers and magazines. The users also visit the serial unit for leisure reading and relaxation to be current about the daily happening in the country, to read news about their environment around them and the worldwide.

**Thesis and repository unit:** This is the unit that is responsible for the documentation of the projects, thesis and dissertations that eminent from the university or about the university. The final year undergraduate and post graduate students of the university are always required to submit copies of their final thesis to the library. The librarian received thesis from the various schools or department and processes them to be displayed and access by users in the thesis and repository unit. The received theses submitted to the library are also made available by the library on the university repository which provides users remote access to the digital or electronic copies of the thesis and dissertations. It's also concern in curating all the publications of the staff of the university and makes them available online for user's world over.

With the technological advent of the information and communication technology, the library has also move digital and to achieve this, the **systems unit** has been mandated with the responsibility of coordinating the activities of the electronic, digital or online resources that have to do with the university library. The system unit in both campuses is equipped with many computers and other

devices/facilities which the users may be in need to enable them access electronic or digital information resources. The system unit librarians provide user's access to both institutions subscribed databases and online site for free where the library user can access to meet their information need. This are example such site that will help you the undergraduate student to find relevant textbooks that will help you solve or answer some of the assignment that will be given to you during your lectures:

**Here are Some Free Data bases are available for your free e-books:**

- ZLibrary: Z-Library. The world's largest ebook library.

Link: <https://z-lib.org/>

- PDF Drive is your search engine for PDF files

Link: <https://www.pdfdrive.com/>

- DOAJ: Directory of Open Access Journals

Link: <https://doaj.org/>

And many more. It's my hope as we are looking forward to see you in the library; you shall make the library your learning companion so as to achieve your primary goal of being in FUT Minna.