

## **An Overview of Circulation Section and Its Challenges 2011 - 2015 Kenneth Dike Library, University Of Ibadan, Ibadan – Nigeria**

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**ABSTRACT:** The study is to find out about the functions of the Circulation section, challenges and statistics of the number of students registered between 2011 and 2015 in Kenneth Dike Library, University of Ibadan. The research method used was participant observation and physical examination of the records made available by the members of staff. The students registered were as follows : 2011 – Postgraduates, 1,948; Undergraduates, 1,045 and Distance Learning, 333. 2012 – Postgraduates, 678; Undergraduates, 1,162 and Distance Learning 592. 2013 – Postgraduates, 928; Undergraduates, 1,730 and Distance Learning, 166. 2014 – Postgraduates, 888; Undergraduates, 665 and Distance Learning 398. 2015 – Postgraduates, 901; Undergraduates, 711 and Distance Learning, 227. The total number of registered students between 2011-2015 was 12,372 that was about 41.22%.. The registration of students does not correspond with the number of students being admitted into the University of Ibadan because of strike and closure of the institution. Therefore there is need for the University of Ibadan to employ more staff, provide current books and journals, buy durable generators to supplement epileptic power supply to enable the circulation staff perform their functions and services effectively.

**Keywords:** Circulation section, Challenges, Registration of students, Statistics, Kenneth Dike Library.

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### **I. INTRODUCTION**

Kenneth Dike Library named after the first Nigerian Vice Chancellor, University of Ibadan, Prof Kenneth Dike is as old as the University of Ibadan being the first and the best in Nigeria. Kenneth Dike Library is the Main Library of the University which remains central as a result of its continuous provision of relevant resources to support teaching and research. There are Faculties, Departmental, Institute and Women Documentation Centre (WORDOC) libraries in the University of Ibadan. The University maintains a structural library system with the University Librarian (Principal Officer) as the Head of Kenneth Dike Library. E. Latunde Odeku Medical Library is situated at the University College Hospital (UCH), Ibadan. The Medical Library has a Deputy University Librarian as the head. There are other sections in KDL like Collection Development, Acquisitions, Cataloguing, Digitization, Systems, Reference, Nigeriana, Closed Access, E-Class Room and Reprographic sections.

#### **Circulation Section: Kenneth Dike Library**

Circulation section is the mirror of any library be it academic, public or private because the first contact of a library user is the circulation section. The task of the circulation section is to make library resources available to library users. According to Nwalo (2003), an institution that owns a book and allows people to consult it, it is a library. Another library may have millions of books and if it does not allow anyone to use them, this simply means that, it is a museum. Books processed in cataloguing and classification section are sent to the circulation section so as to enable library users have access to read the books.

#### **Opening hours**

Monday - Friday	8a.m. – 10p.m.
Saturday	8a.m. – 5p.m.
Sunday	5p.m. – 10p.m.
Semester Break	Long Vacation
Monday – Friday	8a.m. – 6p.m.
Saturday	8a.m. – 1p.m.

#### **Hours of work**

Regular	8 a.m. – 4p.m.
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Shift Duty            8 a.m. – 3p.m.  
                             3p.m. – 10p.m.

Break Period: One hour daily for Senior staff and half an hour for Junior staff (To be worked out with Supervisor/Head of Section). All staff must be at their duty posts by 8 a.m. and leave at 4 p.m.

The Library operates periodic 24 hours library services especially during examination period. Warning signals are sounded thirty and fifteen minutes before closing time. All desk transactions end fifteen minutes to closing time. The library is closed on National Holidays (Christian & Moslem). Notices to this effect are pasted on the library bulletin boards.

The library is opened to all members of the University Community. It is also opened to Senior Staff of the University College Hospital, Ibadan and Alumni of the University. It is normally opened to staff and students of other Nigerian Universities and Research Fellows from Africa, Europe and USA who are introduced by their respective universities for research purposes.

### **Rules and Regulations guiding the use of Kenneth Dike Library**

Library tickets must be tendered at the library check point before entering the library.

Readers' identification cards are not transferable and all borrowing and renewals must be made in person. Library identification card must be carried to the library and produced upon demand by the porters.

Register your laptop at the check point.

Do not leave valuables in your bag when checking in and your bag must be kept in the Cloak room.

Bags are not allowed to be taken to other floors of the library.

Perfect silence is required in the library and the use of cell phone is not allowed.

No eating or drinking in the library because this will encourage cockroaches and rodents.

No reservation of seats for fellow students especially during examination period.

No group discussions. This is not allowed on any floor of the library. Any discussion must be done outside the library.

Attempted theft or mutilation of any library materials is a serious offence. It attracts heavy penalty from the management of the library and the university authority.

All library materials must be properly borrowed before taking them out of the library.

Readers must submit their bags, books or any materials they are carrying while leaving the library for checking at the check point.

Smoking is not allowed anywhere in the library.

### **Number of books permitted for readers**

The maximum number of books permitted for a loan period is four, for undergraduates for two weeks, six for postgraduate/research students for a month and ten for lecturers for a month. However, a loan may be renewed on application for further period as long as no other user requests for the material. After that it must be returned.

### **Research method**

The research method used was participant observation and physical examination of the records made available by the members of staff to enable proper statistics of registered Postgraduates, Undergraduates and Distance Learning students registered between 2011- 2015.

### **Functions**

The head of the section is the Circulation Librarian. There are Senior, Higher Library Officers and Library Assistants with their various designations to see to the effective functions of the section.

The functions of this section are numerous. The main function of this section is to register new library users (Students). This aspect of circulation section is been done annually at the beginning of each new session after matriculation of new students both undergraduates and postgraduates. Library Orientation is being conducted to educate the students on how to register and use the library effectively.

Registration is being done both manually and electronically. Forms are given to the students to fill, two coloured passport photographs attached which will lead to the issuance of a "Library Identification Card". The card is further laminated. This card is valid for the duration of the students programme. If lost, the student will pay a token for the issuance of another reader's card. After registration, each reader has the privilege of borrowing books.

Persons who wish to use the library and who are not eligible under the terms above must apply to the University Librarian for such permission. He or she can only consult the books. They are not allowed to borrow books.

Lending services is perhaps the most important service provided by Circulation Section of a library. It is a social service in which users of a library have the privilege of borrowing library materials either for reading

or consultation (Aina, 2004). Borrowing library materials, certain processes have to be followed. The library technical word for the process is “Charge “and “Discharging “of books. A book borrowed must be charged by documenting it and the date the book is due to be returned is written on the slip in the “Book Pocket”. When a book is returned, it is discharged. The transaction of the material borrowed is withdrawn, while the library material is returned and put back on the shelf.

Thus borrowing and returning of library material is called charging/discharging of library materials. Records of transactions of the materials borrowed must be documented. It is important to keep a proper record of the borrower in order to be able to trace the borrower if the book is not returned when due. Any library material that is not returned when due, a fine at the rate of five naira per book per day must be paid for the period a book is overdue. Books lost or damaged should be reported immediately and paid for if not found or replaced. All cases of stealing, mutilation or defacing of books will be regarded as serious offences.

Taking library use statistics. The Library Assistants keep daily statistics of library clients/users which are collated at the end of each month. The statistics guide the library to know the books frequently consulted and also books to be weeded when the need arises.

It is the duty of circulation staff to shelve books consulted by the library users every morning before the arrival of students. Shelving is also done to make sure that, the books are shelved properly for easy retrieval. The aim is to ensure that every book is in the right place so that retrieval can be facilitated. Thereby maintain books on the open shelves. Control of Online Public Access Catalogue (OPAC) for online supplement manual registration is being managed by circulation staff-Library Officers.

Conducting library tours. The Circulation Librarian, after welcoming the visitors, gives a brief history of Kenneth Dike Library and other sections. The Senior Library Officers conduct the visiting tertiary institutions round the library.

Ensuring peace and tranquility among the library staff and students.

Students and retiring members of staff must come to the library for clearance. If a book was lost the person responsible must buy and replace it or pay the equivalent in cash to the library.

Labeling of Open and Closed Access shelves. Circulation Section is in-charge of proper labeling of both Open and Closed Access shelves for easy identification and retrieval of books by the library users.

Monitoring damaged materials to be sent to appropriate staff for repairs or replacement. The section been sent to is the binding section. This section is in-charge of binding torn books, journals and sometimes projects for students.

### **Closed Access Library**

Closed Access Library was commissioned by Prof. O. A. Bamiro FNCE, FAS. Vice Chancellor, University of Ibadan on the 16<sup>th</sup> September 2010. The library is on the fourth floor of Kenneth Dike Library. It is part of Circulation Section under Readers Services. It contains current books in all the disciplines offered in University of Ibadan. The books can only be consulted and not borrowed as the name implies. Closed Access Library collection contains the latest publications of all disciplines. The library has enough sitting space for users because, the books can only be consulted. The users are not allowed to borrow the books.

Kenneth Dike Library is undergoing renovation. A new development was introduced recently in November, 2016. The installation of an electronic device known as Radio Frequency Identification System perimeter alarm system (RFID). The function is to alert the Porters of any material/book taken out without proper registration. The system is yet to start functioning because of funds.

### **Challenges: Circulation Section**

Shortage of registration cards. There is still a bag-log of students both undergraduates and postgraduates who are yet to collect their library cards. This is as a result of shortage of funds. Because of students anxiety to use the library, they are allowed to present their tuition fee receipt to enable them enter the library and have access to the materials.

Circulation section is under staffed. The staff at the circulation desk are not enough to attend to library users especially during library registration. Library registration periods had to be fixed on particular days for different faculties to enable the staff cope with the teeming population of students. The students are forced to stand in short rolls in order not to block the passage leading to Reference Section.

Epileptic power supply is another serious challenge in Kenneth Dike Library. Lack of constant power supply in the library affects circulation services to the extent that library users are not enjoying the library facilities the way they should. The 24 hours service could not be maintained because of funds. Diesel had to be bought for the generator and continuous usage makes the generator to break down. Solar energy had recently been installed that lit some places like Circulation passage, the Reference section and dark places like the Serials Section. The continuous break down of the generator is a very serious problem that the library management finds it very difficult to maintain.

Students not attending library orientation, thus ignorant of where to find relevant materials for their various disciplines harass the circulation staff. Inadequate current textbooks is another problem facing many libraries. Assefa (2009), stated that library users prefer e-resources to hard copies because most of the hard copies are retrospectives.

Collection Development of many libraries hardly acquire books that have been published in the year of acquisition because of the delay in the release of funds. Sometimes, the funds might not be enough to acquire the relevant textbooks for the students.

Students not keeping to Circulation/registration guidelines because of lectures make it very difficult for them to be attended to because of the time limit for registration. Each faculty is given a day and time for registration. Any student coming on a day that does not belong to his/her faculty will be denied registration because there is time limit.

The materials are shelved according to their subjects and location marks on the shelves. These shelves are been disorganized by the students by hiding books as such denying other library users access to such books.

Overall/lab-coats are required for circulation staff to prevent their clothes from dirt and nose guard from dust while shelving books.

Users non- cooperation with the library rules and regulation. For instance, noise making despite the fact that silence is required in the library, receiving phone calls hide and bringing food items and water into the reading area. After reading, some of the students litter the reading sections with nylon papers and plastic bottles of water or minerals.

**Statistics of Registered Library Users - 5 Sessions from 2011 - 2015**

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2011
<b>Post G.</b>	148	356	385	180	93	75	147	210	171	144	35	5	1949	“
<b>Under G</b>	92	101	120	90	68	108	91	142	152	63	15	3	1045	“
<b>DLC</b>	75	23	12	18	42	52	20	19	42	22	8	-	333	“

Registration of students started January for Postgraduates, Undergraduates and Distant Learning Students and ended in December with a total of 3,327 registered library users.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2012
<b>Post G.</b>		7	50	82	49	92	112	52	38	46	89	61	678	“
<b>Under G</b>		151	113	144	109	72	175	192	42	38	59	67	1162	“
<b>DLC</b>		52	92	52	38	15		102	117	53	41	30	592	“

Registration started in February because of change in the academic calendar. The total registration of Postgraduates, Undergraduates and Distance Learning students was 2,432. A little less than in 2011.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2013
<b>Post G.</b>		29	38	90	112	31	54	72	148	152	84	118	928	“
<b>Under G</b>		34	485	53	205	507	220	48	72	18	25	63	1730	“
<b>DLC</b>		28	38	32	48		-		-	1	15	4	166	“

Registration of students improved especially among the undergraduates. The Distance Learning Students inability to register between June and September was probably because of the long vacation period. Thus the total registration of students was 2,824.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2014
<b>Post G.</b>		182	131	152	9	105	210	30	46	6	17		888	“
<b>Under G</b>		125	142	210	13	33	142	-	-	-	-		665	“
<b>DLC</b>		48	32	48	-	175	95	-	-	-	-		398	“

Registration of students dropped drastically because of lack of funds to acquire registration cards. The total number of students registered was 1,951.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2015
<b>Post G.</b>		275	45	42	28	33	58	221	63	109	27		901	“
<b>Under G</b>		195	38	28	31	18	230	38	92	20	21		711	“
<b>DLC</b>		92	19	23	-	-	-	-	28	62	3		227	“

Students' registration continue to decrease because of lack of registration cards. The backlog of students waiting to be given registration cards kept on increasing pending on availability of funds. The total number of students registered kept on declining because of inability to provide registration cards and incessant

strikes, demonstrations and closure of the University by the management. The total number of registered students dropped to 1839.

## **II. CONCLUSION**

Circulation services are so important to any library to such an extent that failure to provide effective functions will discourage users from the use of the library because circulation is the first area of contact of library users.

## **III. RECOMMENDATIONS**

Kenneth Dike Library should be well funded being the oldest Academic Library in Nigeria.

The issue of library cards should be planned two sessions in advance to enable the management get the funds to purchase registration cards and lamination machines.

More Library Officers and Library Assistants should be employed to enable them carry out their shift duties effectively.

The generators acquired should be well maintained and diesel provided for the smooth running of the library especially during exam period.

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