



# جامعة الحكمة، إلورن - نيجيريا

AL-HIKMAH UNIVERSITY, ILORIN, NIGERIA

Adeta Road, Adewole Housing Estate, P.M.B. 1601, Ilorin

.....learning for wisdom and morality.....

**CENTRE FOR ICT AND DISTANCE LEARNING**

**e-RESOURCES AND CONTENT DEVELOPMENT (DL) UNIT**

**AL-HIKMAH UNIVERSITY, ILORIN, NIGERIA**

**Course Code:** GNS 105

**Course Title:** Use of Library, Study skill and ICT

**Credit Unit:** 2

**Course Coordinator:** Dr. H.O. Bolaji

**Course Duration:** 2Hours per Week

**Course Description:** Brief history of libraries; Library and education; University libraries and other types of libraries; Study skills (reference services); Types of library materials, using library resources including e-learning, e-materials, etc.; Understanding library catalogues (card, OPAC, etc.) and classification; Copyright and its implications; Database resources; Bibliographic citations and referencing. Development of modern ICT; Hardware technology; Software technology; Input devices; Storage devices; Output devices; Communication and internet services; Word processing skills (typing, etc.).

## **COURSE OUTLINE**

### **Week 1: Brief History of Libraries**

- i. Definition of a library
- ii. Historical development of libraries from ancient through middle to modern ages
- iii. Development of libraries in Nigeria
- iv. Factors that contributed to the development of libraries in Nigeria

### **Week 2: Library, Types and Functions of Libraries and Reference Services**

- i. Role of Library in Education
- ii. Types of Library
  - a. Academic libraries
  - b. School libraries
  - c. National libraries
  - d. Public libraries
  - e. Special libraries
  - f. Private libraries
- iii. Types of reference services
- iv. General reference materials

### **Week 3: Classification and Types of Library Materials**

- i. Book/Print Materials: textbooks, reference materials, periodicals
- ii. Non-book/Print Materials: visual resources, audio resources, audiovisual resources

### **Week 4: Use of Library Resources (e.g. physical and e-resources)**

- i. Sections in a library
- ii. Library e-resources and databases
- iii. Rules & regulations guiding the use of library

### **Week 5: Library Cataloguing and Classifications**

- i. Organization and arrangement of library resources
- ii. Library catalogue and its functions
- iii. Forms of library catalogue
- iv. Assessing information from library catalogue

**Week 6: Copyright Issues and Database Resources**

- i. Definition of copyright and plagiarism
- ii. Copyright issue as applicable to libraries
- iii. Database and internet use in the library
- iv. Definition and examples of library e-resources (e-journals, e-books)
- v. Database accessibility for academic activities

**Week 7: Bibliography, Citations and Referencing**

- i. Definition of bibliography, citation and reference
- ii. Key differences between bibliography and reference
- iii. Approaches to bibliographical referencing
- iv. Reference and referencing styles

**Week 8: Study Skill**

- i. Definition and types of study skill
- ii. Study skill and library usage
- iii. Science and basic principle of learning
- iv. Learning style dynamics and improved academic performance

**Week 9: Application of Study Skill for Academic Improvement**

- i. Application of study skill to library usage
- ii. Understanding your learning style
- iii. Reading habit and academic performance
- iv. Concept of social learning

**Week 10: Introduction to Computer System**

- i. Definition and characteristics of data and information
- ii. Definition and characteristics of computer
- iii. Basic functional units and parts of computer
- iv. Classification of computer

**Week 11: Introduction to Information and Communication Technology (ICT)**

- i. Content and structure of ICT
- ii. Definition of information system
- iii. Modern ICT and its uses for educational benefits
- iv. ICT and you

**Week 12: Internet Services and Basic Word Processing Skill**

- i. Definition and uses of Internet service
- ii. Internet service provider and communication
- iii. Browsing and surfing the internet
- iv. Meaning and structure of computer-based testing
- v. Basic skill in word processing application

**Week 13: Revision**

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