

Interlibrary Loan Between Hussaini Adamu Federal Polytechnic and Jigawa State Institute of Information Technology, Kazaure – Nigeria

¹Ibrahim Idi Ahmad, ²Firdausi Abdullahi and ³Asma”u Rabe

¹Federal Polytechnic, Daura, Katsina State- Nigeria.

²University Library, Bayero University, Kano ³Lecturer, Department of Library and Information Science

Hussaini Adamu Federal Polytechnic, Kazaure, Jigawa State, Nigeria

¹ibrahimiatodarya@gmail.com ²firdausi@yahoo.com

Abstract

The study investigated the need to have a guideline for engaging in interlibrary loan activities between Hussain Adamu Federal Polytechnic and Jigawa State Institute of Information Technology; all the two institutions are located at Kazaure town in the Jigawa State of Nigeria. The research is qualitative in which the interview method was conducted between the Polytechnic Librarians and the Institute Librarian of the two Institutions to collect data for the study. The two institutions are much closer to each other, and there is a mutual understanding between them in engaging in many activities. The study found that there was no written guideline guiding the practices of interlibrary loan activities even though the activities were carried out in an informal way or on gentlemen’s agreement. The two libraries studied have their reasons for engaging in interlibrary loan activities, which include: provision of adequate resources and services; promotion of free flow of resources and services; promotion of mutual understanding among participating libraries among others as such they are making an effort to have a guideline for the activities through holding a regular meeting to discuss the importance of developing a working guideline for interlibrary loan, organising conferences, workshop and seminars and the like between them. The study recommended that: There is the need for the two institutions to have guidelines for interlibrary loan; the two libraries studied will carry out the interlibrary loan successful if there is a guideline in place; the policymakers need to intervene in all possible ways to have the guideline and a guideline was proposed for an interlibrary loan among the institutions.

Keywords: Interlibrary loan, Institution Libraries, Academic Librarian, Guideline

Introduction

A library guideline can simply be a guide to the operations and management of library resources and services. While interlibrary loan activities loan guideline is a guide upon which the members follow in the process of engaging in the activities. It serves as documents that help in maintaining standards and avoid inconsistencies in the activities; it also is used to measure the extent to which a library performs its operational functions and meets its objectives. The process of a guideline creation is a detailed process in which the "rules, regulations and procedures which will dictate future actions among the participating libraries". In the words of Mohammed and Islam (2013), “a guideline is a designed process or criteria involving choosing a design team, creating the guideline for a purpose”.

Additionally, having input and approval from library management throughout the guideline creation stage will give them enough vested interests to make guideline administration and enforcement possible. Finally, the process of guideline audit will measure the guideline's effectiveness and suggest areas of revision, thus returning the policy life cycle to the risk review and creation stages and proper implementation. The guidelines for successful policy implementation in the library may help to create a practical guideline. There are a few other elements to consider. As some scholars suggested, a guideline must be reasonably implementable, reasonably enforceable and must clearly define responsibility. So also, the content and the language of the guideline must be understandable, realistic, and not restrict the freedoms of users to access resources and services to the point where productivity and availability are not available. It must ensure that all the elements that guide the activities are included in the guideline, and that will help and make it a more valuable document for the practice of interlibrary loan activities (Waiganjo, 2010).

Fatoki (2013) interviewed eighteen interviewees considered that the guideline on collaboration among higher institution libraries is inevitable for the success of digitisation projects. They feel libraries should share their lessons learned from digitisation activities. The notion of policy for mutual co-operation in this regard was also emphasised while talking about sustainability. The library community acknowledges the need of having policy or guideline on exchange and sharing resources, networks, consortia activities, and the like. Nevertheless, unfortunately, the history of librarianship in the country does not present impressive examples of resource sharing setups to be accompanying with the stipulated guideline.

Before agreeing on interlibrary loan activities among libraries, they should undertake an analysis of the need for such among them, concerning the benefits and cost effects among the members. This is because these resources and services housed in the various libraries are highly needed among the participating members. Libraries do engage in this practice to support teaching, learning and other research activities of their teeming users. It is clear fact that no library can serve effectively without one another. The analysis of the relevance, cost-effectiveness of interlibrary loan activities in Nigeria is of paramount importance. In the word of Anita (2015)," the guideline framework of any given phenomenon like interlibrary loan activities will aim at building upon as well as putting at stake the current trend of the activities that are currently occurring among the higher institution libraries and other types of libraries in Nigeria".

Problem Statement

Teachings and researches in the institutions of higher learning of Jigawa State are deteriorating as a result of insufficient resources and services in the libraries because of the inadequate funding of their mother institutions. This situation seriously is affecting the efficiency and performances of the institutional libraries in rendering significant support and services to their respective patron communities (Ibrahim, 2018). Therefore, those institutional libraries need to come together to engage in interlibrary loan for sharing and exchanging of resources and services with a clear guideline (Mark and Gasen, 2013). *Given the above assertions, it is evident that the importance of interlibrary loan activities is enormous. They include increasing the*

availability of current resources and services, avoiding duplication in the process of the subscription of resources and services. Other benefits include extending greater accessibility to resources and services, reducing the cost of the subscription of resources and services, promoting the utilisation of resources and services and bringing libraries to understand the importance of communal efforts. As such, interlibrary loan activities is essential components that could be used in developing library resources and services, particularly in developing countries like Nigeria, where there is a dwindling financial resource allocation to libraries and lack of commitment towards the development of libraries.

Research Objectives

1. Determine the guideline for an interlibrary loan between the two higher institutions
2. Determine the content of the guideline used for interlibrary loan (if there is).
3. To determine the effort, they are making to have the guideline (if there is no)
4. To determine the reasons for engaging in interlibrary loan between them.

Literature Review

A guideline is a set of rules and regulations documented to guide the day-to-day activities of a given institution. It could also mean a statement of intent and implemented as a procedure or protocol for achieving some goals and objectives. According to Posner (2012), a guideline is also a deliberate system of principles to guide decision regional, national and international outcome. It can be a course of action selected from among alternatives and in light of the given conditions to guide and determine present and future decisions on a specific phenomenon (Blakes, 2012). The need for a guideline on interlibrary loan activates is realised by libraries a long time ago by entering into the practice. Libraries also thought seriously about interlibrary loan activities in many other areas, such as co-operative acquisition, co-operative cataloguing, and co-operative classification. The guideline needs to contain the following:

1. The guideline of the Activity:A guideline needed to facilitate the interlibrary loan activities among libraries. This is done with the view to have a standard policy on the activities. According to Chen and Chang (2011), "the policy needs to include clear, concrete and attainable objectives and goals, and formal guideline for partnership and co-operation among the libraries and the involvement of librarians in different processes/activities".

2. Participating Libraries:Participants should have specific attributes of collaborators, such as friendliness, collegiality and having positive attitudes, readiness and thoughts toward interlibrary loan in order to enhance their duties. Besides, they must be flexible, compromising and open in terms of honesty and willingness to share, share a vision, share thinking, share planning, share the creation of something new and change one's style of working. Gruca (2010) established that: "Before any interlibrary loan activities among libraries happened, establishing a personal relationship as well as trust-building among the individual involved should be taken into consideration".

3. The Process of the Activities: The style and method should be clarified and take into account the organisational need for the library to render its support and services to users. A structure for interlibrary loan activities should be flat, flexible and have a co-coordinator. A centre needs to be established and charge with those activities for the benefit of their clientele. In the words of Onwuchekwa (2014), the process is essential among libraries to have a process of undertaking the scenario of interlibrary loan activities effectively.

4. Means of Communication: Interlibrary loan activities need to have clear and acceptable means of communication. Manuel (2012) opined that "Librarians should have the opportunities to foster better understanding and share each knowledge and expertise". This can be through open and frequent communication, through an informal and formal medium, through traditional media or online communication, through established informal relationships and communication links among members. Communication is essential in linking members to know about the current trend of interlibrary loan activities for next line of activation.

5. Level of Commitment: All the parties involved in library partnership are willing to join a collaborative venture and make a real commitment to facilitate, to collaborate and to share resources, power, talent, responsibility and problem-solving. Any activities without commitment will not lead to success, and commitment leads to a successful undertaking.

6. The Credibility of the Members: Credibility is a core component for establishing partnership and co-operation and sustaining it. In the words of Nowrouzi and Chakoli (2012), "Librarians should enhance the credibility of their educative roles as partners, collaborators and they should be viewed as equal partners, trusted partners, as teachers, practitioner-researchers, and active professionals". Higher institution libraries are in the midst of a technological revolution and competition to make the required resources and services available to their patron.

Guideline on interlibrary loan activities to be successful, there is the need to consider the six (6) points highlighted above, which always and continuously enable librarians to keep evolving in any possible and legal ways of increasing resources and services. To develop a more in-depth guideline for understanding the contextual factors affecting the interlibrary loan activities among the two institutions. It is useful to have and distinguish between the different goals, purposes and tasks accomplished by guideline framework of interlibrary loan activities in different contexts among the libraries. The empirical findings gave an impetus to the fact that there is no guideline guiding the present scenario interlibrary loan activities among libraries. A guideline cannot be developed and adopted without issues at hand. These issues relate to the implementation, the benefits, the risks, operation and the challenges that underline that implementation of a guideline for interlibrary loan activities.

Therefore, there is the need to develop a guideline for the activities that can set up strategies and medium for interlibrary loan activities through which library resources and services could be exchanged and shared among members. Before the guideline for interlibrary loan activities is drafted, its details should be made clear for the members. Therefore, the guideline is as the chosen rules and procedures that will dictate future actions. As such, there are

many essential steps towards creating a guideline document with the power to dictate future actions. In his preparatory guide to information guideline, Kasalu and Ojiambo (2015) suggested that "guideline has a cyclical life cycle consisting of risk review, guideline creation, implementation, administration and audit".

Sharma and Sharma (2010) discussed the methods followed in Pakistan for interlibrary loan activities and pointed out that those activities were mostly informally practised in the country. They pointed out some of the formal resource sharing projects and discussed their objectives, functions, products, and the like. The paper suggested that library professionals and various library associations should take the initiative in framing policies, guidelines, procedures and standards for effective resource sharing among participating member libraries. Also, Engle (2011) approached the criteria for partnerships or interlibrary loan activities from her experience as an academic librarian at Texas A and M University. In her article, "Hitching Your Wagon to the Right Star: A Case Study in Collaboration", Engle and her colleagues collaborated with a freshman orientation program to introduce college freshmen to the library for the benefits of their patron community. The guideline issue should have a standard and clear path with all the rules and regulations governing its operation upon which all the participating members have agreed to follow and abide by its content. Also, according to guideline Framework and Standard (2009), the following are terms of references to be considered in the guideline of interlibrary loan activities: The network of the participating institutions shall be committed to the interlibrary loan activities in providing excellent support and services for all the members; all the members shall allow members of the programmes to access all the library collections without discrimination; each library is required to adhere to the stipulated and agreed operational guideline that was entered by the members; each partnership library institution is to provide the needed support and render services vigorously to the respective community; setting up a subcommittee on interlibrary loan activities to oversee the systematic implementation of the project and this interlibrary loan activities initiative is to be revised within a certain period.

Therefore, the guideline on interlibrary loan activities is significant issues, which need proper attention and consideration, so that they will be more effective in the most desirable way. Onwuchekwa (2014) emphasised that "universities agreed to have a workable guideline on interlibrary loan activities for the survival and good operation/function of their higher institution libraries".

In Nigeria, the interlibrary loan activities among libraries are carried out without a formal guideline. As such, there is the need to have a standing guideline that will guide libraries of different types to come together when participating in co-operation, partnership or interlibrary loan activities to enrich the resources and services of the library. In the words of Sharma and Sharma (2010), "libraries in the federal universities should draw up an agreed guideline for co-ordination and sustenance of the regular activities of resource sharing activities.

The findings of Onwuchekwa (2014) also showed that the interest of the Council of Nigerian Legal Education (NCLE) on collaboration and interlibrary loan activities by law libraries would boost immediate results. Admittance, an old culture in which students visited other libraries and used their resources, was the only form of sharing activities found among law libraries, and there was no written or oral agreement to its operations. It was also found that there

was no form of a written policy on resource sharing in the law libraries explored. It was concluded that further studies under interlibrary loan activities be done using the interview method in order to get in-depth data on the reasons behind the non-practicability of interlibrary loan activities among the libraries. It was also concluded that further study on this topic is made in order to find other reasons not shown in these research findings. From the above literature reviewed on the guideline on interlibrary loan activities, it can be deduced that existing studies see guideline as a deliberate system of principles to guide decision and achieve an outcome in an organisation. It was proved that the guideline had been realised by libraries a long time ago. However, its application has been the bone of contention due to specific barriers, such as antipathy of the lending library; distance, language and time.

As such, the main reason for resource sharing activities is concerned with forming collaboration and sharing library resources and services by sure participating. The term 'resource' represents three entities in a library viz, 'man, material and money'. Employing resource sharing, library resources and functions are shared in common by a group of libraries. Resource sharing facilitates the provision of access to more resources and services and the optimum utilisation of budgets. Resource sharing, co-operation, network and consortium are the various terms used interchangeably to represent the same activity (Archana, 2014).

Furthermore, the primary objective of interlibrary loan effort among members is for providing and expanding access to resources and services; this can be with due adherence to copyright compliances. Other primary objectives of the interlibrary loan activities are as follows: To support resource sharing activities employing co-operative acquisition, enhance Inter Library Loan (ILL) and Document Delivery Service (DDS); rational utilisation of funds among library members; reduce the subscription costs and maximise the utilisation of resources, and enhance the skills of librarians for sufficient resources and services provision.

Besides, Yernagula and Kelkar (2013) summarised the benefits of library systems in engaging for an interlibrary loan they are: i). Reduction of costs; ii). Improved library service performance; iii). More comprehensive public access to information; iv). Business transformation; v. Equality of the citizens participating in and developing technological skills; and vi). Better value. Library systems play a crucial role in enabling librarians to meet the needs of users. This role is strengthened through consortia, as the benefits become more visible.

Oliveira and Cianconi (2013) discussed the importance of consortia activities and their impact on society access to library resources and services, especially in developing countries like India. The present scenario of consortia among libraries in India is elaborated and organisational imperatives that have driven individual libraries and their consortia toward co-operation. They indicate that public libraries have been facing competition from private academic institutions and reduction in funding for higher education. This reduced funding to public institutions brought about by competition has necessitated the formation of consortia activities in order to help struggling libraries meet their budgetary needs.

Methodology

The study is qualitative in which interview was conducted to the two head libraries of Hussain Adamu Federal Polytechnic, Kazaure and that of Jigawa State Institute of Information Technology, Kazaure in the Jigawa State of Nigeria. The data collected from the interview was coded with 001 to 002 and analysed using simple explanation and percentage

Results and Discussion

The Polytechnic and Institute Librarians were interviewed, and at the same time, simple descriptive statistics were used for the discussion and data collected.

1. Guidelines guiding the practice of interlibrary loan activities

Participants were asked to provide data on the availability of guideline for interlibrary loan activities. All the participants (C001 and C002) participants pointed out that *“there is no guideline for the activities, but we engage in the activities in an informal agreement”*.

Table 1 Guideline on interlibrary loan among institution Libraries in Jigawa State

Item	Response	Frequenc y	Percentage
	YES	0	00
	NO	2	100

Guideline on Interlibrary loan activities

Table 3 provides data regarding the availability of a guideline for interlibrary loan activities. All the 2 (100%) voiced out that there is no guideline guiding interlibrary loan activities. By implication, the libraries studied engaged in the activities on a gentlemen’s agreement.

2. Content and the Area of Coverage of the guideline

As mentioned earlier, the interlibrary loan activities were not guided by any guideline. As such, the activities were based on mutual agreement. All the participants C001 and C002 reported that: *“Since there is no guideline the question of area coverage did not arise”*.

3. Efforts the Librarians are making to have the guideline for the activities.

All the participants (librarians C001-C002) on the efforts of developing guideline have the following points in common: There is the need for developing the guideline. This can be done through: *holding a regular meeting to discuss the importance of developing a working guideline for interlibrary loan, organising conferences and seminars to create more awareness on its importance, collecting views and opinions from policymakers and the library heads with the view to formulating the guideline among the member libraries.*

4. Reasons that made your library to practice interlibrary loan activities

From the interview with the participants, pointed out the following reasons for participating in the activities. The participants' Code 001 and 002 answers are summarised as follows: Promoting the free flow of resources and services among libraries, Promoting mutual understanding between the libraries, helping and avoiding duplication of the purchase of resources and services, helping in reducing the cost of library operations, helping users to

leverage resources and services through virtual union catalogue, increase in demand for resources and services by library users, improve more comprehensive access to resources and services, enhance better library operations, providing more excellent support for users to access different resources and services, creating varieties of opportunities to sharing resources and services and helping in exchanging ideas, technique, resources and services among the librarians.

Summary of Findings

1. The study found that there is no guideline for an interlibrary loan between the institutions.
2. The study found that interlibrary loan activities were carried out informally.
3. It is also found that the two institutions are making an effort to the guideline, this can be done through holding a regular meeting to discuss the importance of developing a working guideline for interlibrary loan, organising conferences and seminars to create more awareness on its importance, collecting views and opinions from policymakers, and the like.
4. The two institutions have their reasons for engaging in interlibrary loan activities, which include: Provision of useful resources and services; promotion of free flow of resources and services; promotion of mutual understanding between them, and the like

Conclusion

From the findings of the study, researcher concludes that: interlibrary loan activities are essential to the existence of any library the world over, in as much as they want to meet the endless demands of their patron community. Even though, the findings show that: there was no guideline governing interlibrary loan activities; still the libraries under study are practising the interlibrary loan under gentleman agreement, and they have reasons for engaging in the activities, which include an increase in their resources and services, avoiding duplication in subscription resources and services and bringing the libraries together.

Recommendations

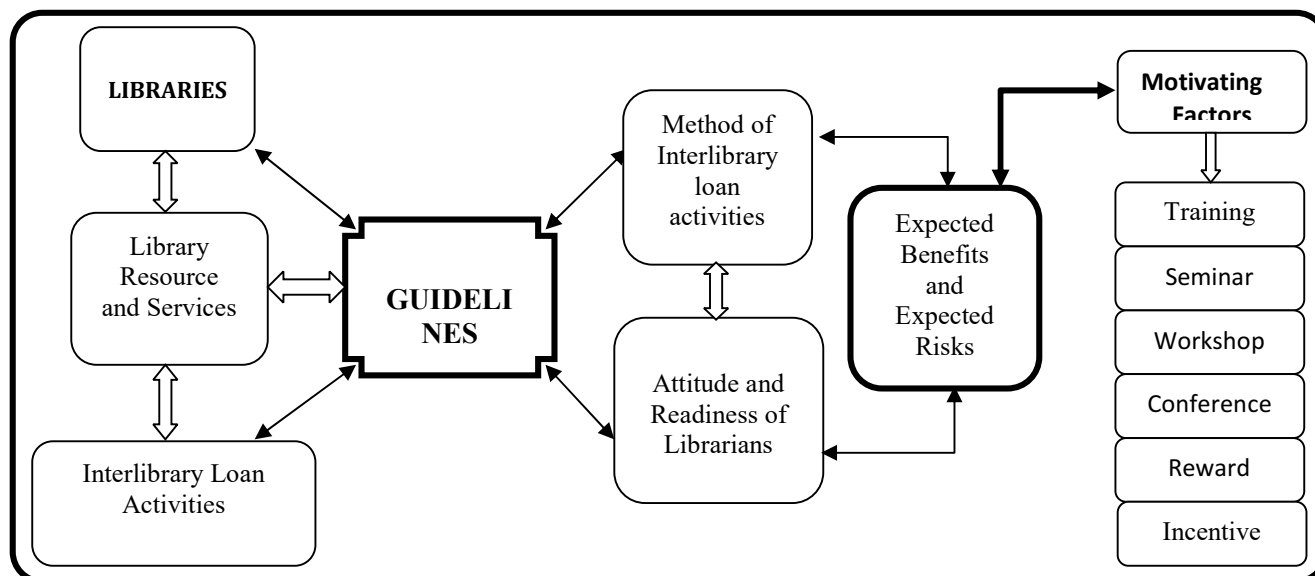
The following recommendations were made:

1. There is the need for the two institutions to have a guideline for interlibrary loan.
2. The two libraries studied will carry out the interlibrary loan successful if there is a guideline in place.
3. The policymakers need to intervene in all possible ways to have the guideline for interlibrary loan.
4. The librarians of the two institutions need to be rewarded to increase their efforts on the reasons for engaging in the interlibrary loan.

Proposed Guidelines Framework for Interlibrary Loan Activities

This section presents guidelines framework as proposed for interlibrary loan activities between the two institutions in Kazaure.

Figure 1: Proposed Guideline Framework for interlibrary loan activities



The first part of the proposed guideline presents that: The institutions must be recognised in the proposed guideline, as essential components and with the responsibility of supporting members to access resource and services. The guideline serves as a plan of action agreed to be abided by the institutional libraries and their host institutions for the interlibrary loan activities based on the nature of their resources and services.

The second part presents two essential factors: Methods of activities such as conventional and modern methods. The conventional is the use of physical resources and services while the modern is the use of Information and Communication Technology (ICT) facilities.

The third part talk about attitude and readiness of the library staff, as proposed in the guideline refers to physical action and willingness that the libraries and their host institutions display about the activities. This can mar the relationship that can be established between the members, as such, the physical action, behaviour and willingness that the librarians display about the resource sharing activities are essential.

In the fourth part of the proposed guideline, it serves as a guide for the libraries to achieve higher benefits and minimise risk in the course of engaging in the activities, with the guideline and the expected benefits and risks being the nucleus.

In the fifth factor, the proposed gridline framework consisted of six (6) motivational elements for the library staff members include: training; seminar; workshop; conference; reward and incentive. These motivational factors educate and encourage library staff members.

Finally, the management of the libraries should have a constructive technical skill, knowledge and expertise and the willingness to learn; operational techniques efficacy, a positive attitude and the readiness towards maintenance culture of resources and services.

References

- Anita, M. (2015). Resources sharing activities of FIMT Campus Library. *Quest Journal of Research in Humanities and Social Science*. 3(3), available at www.questjournals.org.com accessed 22nd May 2015
- Archana, S.N. (2014). Resource sharing Among Engineering College Libraries Affiliated to Mahatma Gandhi University, Kerala: A Proposed Model. Unpublished (PhD Thesis), Faculty of Technology Cochin University of Science and Technology.
- Blakes, E. (2012). Information and Communication Technology Availability and Resources Sharing in Some Academic Libraries in Nigeria In: Compendium of Papers Presented at the 44th Annual National Conference and AGM of the Nigerian Library Association, Abuja. 18-23 June 2012. 53-60
- Engle, L. S. (2011). Hitching your Wagon to the Right Star: A Case Study in Collaboration. *College & Undergraduate Libraries*, 18(2), 249-260. doi:10.1080/10691316.2011.577682.
- Gruca, A. N. (2010). E-learning in Academic Libraries. *New Review of Information Network and Networking*, 15(1), 16-28 available at http://ecommons.luc.edu/cgi/viewcontent.cgi?article=1006&context=libfa_cpub accessed on 5th November 2016.
- Kasalu, J. S. & Ojiambo, J. B. (2015). Enhancing Access to Electronic Resources through Collaborations and E Document Delivery: Experiences of University Libraries in Kenya available at <http://creativecommons.org/licenses/by/3.0/> accessed on 19th September 2015.
- Manuel, K. (2012) Teaching an Online Information Literacy Course. *Reference Services Review*, 29(3), 219-229. Retrieved March 5, 2014, from <http://dx.doi.org/10.1108/EUM0000000005662>
- Mark, T. & Gasen, K. (2013). *Community Partnerships: A Sustainable Resource for Non-Governmental Organisations*. St. Louis, MO: UMSL Public Policy Research, Library and Information Centre. Available at <http://www.emeraldinsight.com/Insight/ViewContentServlet?Filename=Publishe>. Accessed on 26th March 2014.
- Mohammed, M. & Islam, R. (2013). Present Status of Library Co-operation, Networking and Resources Sharing in Bangladesh: Web-based Library Co-operation for Access to Worldwide. *Information Library Philosophy and Practice*. 2(3), 1-17, available at <http://digitalcommons.unl.edu/libphilprac/881> accessed on 19th September 2015.
- Nowrouzi-Chakoli, A. R. (2012). Many Organisations have Avarice in Sharing their Resources: An Interview with Abd ol-Reza Nowrouzi Chakoli, Director of the LIS Department of SAMT. Available at: <http://www.ical.ir/index.php> Retrieved on 15th November 2014.
- Oliveira, C. B. & Cianconi, R. B. (2013). Co-operation, Sharing and Collaboration: The Case of the Network of Libraries on art in the State of Rio de Janeiro-Rodarte/R.J. *Brazilian Journal of Information Science (BJIS)*, 2(1).
- Onwuchekwa, C. O. (2014). The Practicality of Resources Sharing in Academic Law Libraries in South-eastern Nigeria. *Journal of Library Philosophy and Practice*. Available at www.igi-global.com/chapter/resource-sharing-and-networking-in-library-and-information-centres-in-Africa/112827 accessed on 25/11/2015

- Posner, B. (2012). The Ethics of Library Resources Sharing in the Digital Age. *Inter Blending & Document Supply*, 40 (2), 119 - 124. Available and Retrieved on 24th March 2014 from. <http://www.emeraldinsight.com/journals.htm?issn=0264-1615&volume=40&issue=2&articleid=17032148&show=html>.
- Sharma, C. & Sharma, R. (2010). Perception and Preferences Resources among Faculty members of National Institute of Technology (NIT) Kurukshetra. *SRELS Journal of Information Management*, 47(3), 297-305.
- Waiganjo, W. J. (2012). The Camel Comes of Age: Academic and Public Libraries Partnership in Sharing Information through Technology in Kenya -The Role of the African Virtual/Digital Library Project. Available from this website <http://www.ala.org/lala/iro/iroactivities/camel.comesofage.htm> accessed on 19th October 2014.
- Yernagula, R & Kelkar, P. K. (2013). Library Consortia: Benefits and M Models. *Electronic Journal Consortia Library*. Available at <http://ecommons.luc.edu/cgi/viewcontent.cgi?article=1006&context=libfacpub>. Accessed on 5th May 2014.