

RESERVE COLLECTION MANAGEMENT AND UTILIZATION IN IGBINEDION UNIVERSITY AND AHMADU BELLO UNIVERSITY LIBRARIES, ZARIA, NIGERIA

¹ESIEVO, Lovet Ovigie, ²ABDULSALAMI, LUCKY T. and ³ADESHINA, Temilade Jumoke

¹Kashim Ibrahim Library, Ahmadu Bello University, Zaria. Kaduna State. Nigeria

²Igbinedion University Central Library Okada. Edo State. Nigeria, ³Department of Accounting, Igbinedion University, Okada, Edo State. Nigeria.

¹elcomesievo@gmail.com ²luckyabdulsalami@gmail.com ³adesinatemilade9@gmail.com

Abstract

The study examined the management of reserve collections in university libraries of Igbinedion University and Ahmadu Bello University, Zaria. Nigeria. In order to achieve the objectives of the study, five research objectives were raised to find out: the types of collection in the reserve sections of the two university libraries, to ascertain how reserve materials are selected in the university libraries, to ascertain how reserve materials are acquired into the university libraries, to find out the preservation of marketing measures put in place to safeguard reserve collections from mutilation and theft in the university libraries, to identify how reserve collections are managed in the university libraries. Survey research design was used for the study, two universities were randomly selected to enhance representativeness and generalization using multistage cluster sampling technique. The population consisted of 47 library staff from the two university libraries. Questionnaire was the instrument used for data collection. The questionnaire was designed and administered to staff of the two university libraries. A total of 47 questionnaires were distributed, and which were duly completed, returned and found useable for the study, representing, 100% response rate. The results were presented using tabular presentation and percentages. Findings from the study revealed that, materials that were in high demand were limited in copies, rare materials that are out of print among others were the types of materials available in the reserve collections of the two university libraries. Also, purchase, gift, exchange, donations were the channels through which reserve materials were selected and acquired into the reserve collections of the university libraries. The study revealed that, preservation of marketing measures used in safeguarding reserve materials from theft and mutilation were: deployment of security personnel to protect library materials, proper user checking i.e., in and out of reserve unit, and use of CCTV, among others were precaution measures. The study identified some ways of improving reserve collection management to include employment of qualified personnel, training and re-training of library staff for effective and efficient services delivery.

Keywords: Marketing, Reserve Collection, Academic Libraries, Measures

Introduction

Reserve collection refers to those information materials selected by librarians to support academic learning and improve the quality of education. Reserve collections are allowed for more equitable access to the recommended reading materials that are placed in reserve from circulating collection and are subject to reduced borrowing period. Reserve collections assist students who could not afford to buy expensive textbooks or materials and facilitate students' ability to access materials that are scarce and difficult to come by.

Reserve collection management refers to conservations and preservation of the library resources. Okata (2000) points out the agents responsible for the deterioration of the reserve materials as well as the factors that militate against effective conservation and preservation of reserve materials/ resources. The concept of conservation and preservation are often used interchangeably and there seems to be no clear distinction between the two terms. Conservation is a broader concept that embraces preservation, as well as protection, maintenance and restoration in its meaning. Whereas preservation seems to be more specified and object oriented. It is the act of anticipating and preventing damages to reserve materials and this include mending.

According to IFLA (1973), preservation includes all the managerial and financial considerations, including storage and accommodation, provision, staffing, policies, techniques and methods involved in preserving reserve materials and the information contained in them". Libraries have been in existence since time immemorial. The major function of any library is to provide information to its users. Libraries, to some extent, are educational by their very nature. They are often described as a collection of information, print and non-print materials. However, if collections are not effective in meeting the users' information needs, the library cannot be said to be functional. University library, therefore, is regarded as the nerve-centre of any university, as academic activities in universities revolve around the library as the 'heart' of education and knowledge dissemination. The library provides resources to aid the curriculum, teaching, learning and research in any academic community.

According to Edoka (2002), the general functions of academic libraries are to: provide information materials required for the academic programme of the parent institution; provide research information resources in consonance with the needs of faculty and research students; provide information resources for recreation and for personal self-development of users; provide study accommodation in a useful variety of location; provide protection and security for these materials; co-cooperate with other libraries at appropriate levels for improved information services; and provide specialized information service to appropriate segments of the wide community. Generally, the library is a service-oriented institution. Thus, reserved book collection is considered as one of the unique services expected to be provided by the libraries as a set of most consulted rare, scarce and specialized books, to their overwhelming users. Reserved books are integral part of the library collection. They are consulted most often by the users.

Reserve collection must be ready or prepared for all types of disasters, whether natural or man-made, that may occur in the reserve units of the libraries, as the effect of not being prepared may lead to loss of materials in the reserve units. They must also be able to respond to disaster when it happens, and lastly be able to prevent those which are preventable by being security conscious. Plumbe in Asuzu (2000) adds that the best protection that a reserve can give to its collections is to have a concrete library building such that the reserve section is solidly designed to secure the collections as well as to provide readers easy access to reserve collection in the two libraries study. Security can take precedence over accessibility because security provides some guarantee to the continued availability of reserve materials, since without any security measures; nothing will be left in the reserve sections.

Asuzu (2000) emphasizes that it is difficult to safeguard library reserve resources because there are many enemies of libraries who may attack and destroy these resources. Such enemies include man himself as thief, mutilator or destroyer, climatic conditions such as humidity, acidity and ultra-violet rays, biological agents such as bookworms, ants and rodents' etc. Reserve collection also refers to a special area of the library where faculty can place high demand on items typically required for course readings, to ensure that those items are highly accessible to students. Reserve items usually have a check out time of one hour and do not leave the library building. According to City College Library and Review by the Library Committee (2011), reserve collections include items such as textbooks, books, journal articles, discs, audiovisual materials, electronic resources, etc that are selected by the library staff for the purpose of supporting academic learning and improve quality of education. By design, the library reserve resources allow for more equitable access to recommended reading materials that are placed in the reserve unit and are moved from the circulating collection and are also subject to reduced borrowing periods. It is not the intention of the reserve collection to substitute selection of copyrighted works for the purchase of a textbook or a course pack. For this reason, instructors are encouraged to consider the potential demand for items placed in the reserve collection. Reserve collections are to assist students who could not afford to buy an expensive textbook or materials. And also to assist students in having access to materials that are scarce. This also applies to other users in the libraries.

Problem Statement

The establishment of reserve section in academic libraries is to disseminate vital but scarce academic information resources to library users. This allows the users to have equal access to resources that are limited in the library within a short period of time. But where reserve resources are poorly managed coupled with increase in enrolment of undergraduate students in the universities, the resultant effect is that the students will have limited or no access to reserve resources. The problems of reserve collection management are economic, social, political and non-availability of photocopying facilities. Based on preliminary investigation by the researchers, it was discovered that most libraries in Nigeria are facing serious problem in their reserve sections, where too many readers are demanding for few copies that are available. Yet,

the few copies that are scarcely available are not properly managed. Similarly, Oshinaike (2007) observes that the increase in library's collection does not commensurate to the user's population. As a way of maximizing the available resources for use of a greater number of users, the idea of the Reserved Book Collection (RBC) becomes necessary. Academic libraries allow for the setting of a part of some books that are of limited copies or rare books that are difficult to replace in a special area within the library for the use of all at specific times/schedule. Therefore, the existence of Reserved Book Unit in many university libraries is to solve the problem of overpopulation (orientation) as there are too many readers chasing too few library materials. Could it be that the scarcity of reserve resources a result of poor selection and acquisition method of reserve resources or due to poor management? May be it is as a result of expensiveness of reserve resources that makes it difficult for libraries to acquire them for use by undergraduate students. It is against this background that this study set out to investigate the methods used in managing these resources so that rightful adjustment could be made where necessary.

Study Objectives

The objectives of the study are:

1. To find out the types of reserve collections found in the reserve sections of two university libraries.
2. To ascertain how reserve collections are selected into the reserve sections of the universities libraries.
3. To ascertain how reserve collections are acquired into the reserve sections of the universities libraries.
4. To find out preservation of marketing measures put in place to safeguard reserve collections from mutilation and theft university libraries.
5. To identify how reserve collection are managed in the two university libraries.

Literature Review

The availability and easy access to library resources is a key to the satisfaction of the information needs of library users. Hence, users only access the library based on the resources available in the library for optimal use. Therefore, this study presents a review of literature that is related to the study.

Types of Reserve Collections in Reserve Section

The idea behind having reserve section in an academic library is drawn from the concept of getting aside or preserving collections of library resources that are highly consulted, but are limited in copies in the library, and expensive to purchase and scarce. According to Sheldon (2014), reserve resources vary depending on the types of organization or establishment and their activities. However, reserve resources consist of original materials such as books, journals and

other government documents in print or electronic formats such as DVDs, CDs maps etc., from an institutions collections and original works authored by faculty including lab manuals and course notes, which are preserved for active use. Furthermore, Lewandowski (2015) also observes that reserve resources consist of course packs which consist of reading lists recommended by faculty or departmental lecturers, which supports the teaching curriculum. Such course packs consist of textbooks, journal articles, manuals and book of readings in which students are instructed to consult in the library. Therefore, a library holds a “traditional” reserve collection which includes textbooks, books, journal articles, tests, A/V media, and other items. The items of the “traditional” reserve collection are maintained in a separate location within the library, and access to them is more limited than in the access to items in general circulation. Mbashir (2009) also supports this statement with the philosophy behind reserve collection section which are as follows:

- Stocking books and other literary materials that are in high demand by scholars.
- Keeping books/journals that are rare and out of print.
- Keeping books and other reading materials at the instance of professors, lecturers and instructors.
- Stocking books that are in few copies but relevant to many courses.
- Keeping past question papers from departments as reference for students and staff.

Having identified the types of reserve resources in libraries, it is imperative to note that reserve resources enable the lecturers to disseminate information to students; this allows many students to view a limited number of resources conveniently within a short period of time. Therefore, the purpose of having reserve book sections includes:

- Preservation of highly consulted information resources in order to elongate their life span.
- To preserve materials that are so expensive and scarce to acquire.
- To have extra reservation of copy in case of theft, damage or destruction.
- Support the needs of a certain class or group of students.
- Ensure that all students have equal and efficient access to highly – demanded materials; and
- Protect items that are high risk of misuse or vandalism.

Reserve Collection Selection Procedure

Collection development is one of the essential functions of the library which involves the practices of selection and acquiring information materials into the library. Selection is the process of choosing library materials to satisfy the user's needs. Selection is the art of choosing items to be acquired from a list of publications in every library of any university. There should be a specific policy with regards to selection of materials which specifies the type and range of items to be selected and acquired and reflect the objectives of the parents' institution (Adesanya, 2015).

Selection of information resources in library and Information centers is an important part of library routine, hence selection of information resources need to be given proper attention for successful library operation. The university librarian has final authority on the selection, development and maintenance of the collection, and authorizes the faculty librarians to carry out these obligations. These duties are fulfilled in accordance with the objectives and criteria defined in library policy (Pierce College, 2012), further observed that, curriculum being one of the most important factors on the development of collection, it is imperative that librarians obtain suggestions and advice about materials selection from faculty and administrators and keep abreast of all changes in college curriculum. Instructors are encouraged to recommend materials consistent with their curricular offerings and for considering and arranging for collection support whenever new programs are instituted. Recommendations are always welcome from students, faculty, staff, and community members. Faculty librarians remain current with curricular changes by regularly attending division meetings, consulting with other faculty members, and reviewing all course changes and proposals approved by Class. Bond University (2014), while emphasizing on selection aid, points out that, selection should be made on the basis of reviews from professional journals; recommendations of faculty, students, and staff; current and retrospective bibliographies and lists of notable books; and other sources such as publishers' catalogs. Final selection decisions are made by the university librarian, heads of libraries and learning resources and faculty librarians.

Funds are not allocated among the various academic divisions, although equity among programs is sought while giving consideration to the fact that costs of materials across disciplines are not equal. Collection deficiencies receive priority in selection and are determined by considerations of unmet needs, collection use, course offerings, and collection balance. Regardless of the formats collected, collection development for any library services must be informed by "previously defined and agreed-on collection policies and selection criteria" (Pitschmann, 2001). These policies "allow staff, over time, to select content that is consistent with their institution's missions or long-term goals"

Methods of Acquisition of Reserve Collection

Acquiring information resources is a core activity of library; libraries all over the world still acquire and maintain massive information collections while managing other formats. Acquisition can be defined as the process of obtaining library materials to satisfy the needs of users, and its

work. It is a means by which books and non-book materials are added to the library. Academic libraries acquire their materials through gift, direct purchase and exchange, also selection and acquisition of library materials depend on the kind of library since each library is interested in serving primarily its clientele which could be homogenous or heterogonous (Attama and Ezema, 2002). In another related study, the channels or methods of acquisition of library materials as, purchase, gift and exchange, legal deposit, professional associations. Six methods of acquiring materials into the library were identified, which include; purchase, exchange, gift, donation, bequest and legal deposit.

The main problem of acquisition is associated with the fact that most library materials are produced outside the country. The procurement of foreign books and other materials continually exposes Nigerian libraries to foreign exchange problems. He also identified some other basic problems of collection development in Nigerian libraries some of which include; underdeveloped book industries, censorship, poor funding, lack of collection development policy, unavailability of bibliographies, government fiscal measures. The quality of information provided by the library is determined to a large extent by the process of acquisition. Acquisition of library resources should not be lopsided. The relevance and quality of library materials is at stake if gift forms the major mode of acquisition Adesanya (2015).

Preservation of Marketing Measures for Reserve Collection

Academic libraries are the “heart” of the learning community, providing a place for students and faculty to do their research and advance their knowledge. Ultimately the objectives of libraries are to acquire academic materials, preserve them from deterioration (and lose) and to make these collections readily available to library patrons. Akinfolarin (2002) observes that one of the serious issues that have bothered librarians from the earliest times to the present is how to ensure the security of library materials, especially against their theft and mutilation. In view of the challenges faced by libraries of most tertiary institutions in the developing world and particularly Nigeria, it is expedient to ensure that available resources are safeguarded from any damage or lose. This and many other factors have made the management and protection of library resources a serious challenge for most libraries in the developing countries (Emojorho, 2004 and Akporhonor, 2005). In most instances, security of stock is not viewed as a major issue until librarians conduct an audit of stock and realize that a significant number of collections cannot be accounted for. This has been described as a security breach and the literature reports several of such instances (Oyabode, 2008 and Maidabino; 2012). A critical look at most libraries of institutions of higher learning in Nigeria indicates that similar problems still persist. It is therefore essential to try to understand what libraries have done and are doing to ensure the safety of their collection by evaluating the current conditions under which they are housed and used. Review of the literature suggests that academic research on security of library collections is centered on four principle aspects namely; Collections Security Breaches, Security Policy, Security Breach Prevention Measures, and Challenges to Security Management

According to Ajegbomogun (2004), Collections security encompasses a holistic approach at protecting resources against un-authorized removal or loss and disasters. Security features should be factored in from inception of library construction to the granting access to clients. The construction of housing for library collections should involve a conscious effort to secure its holdings from delinquent users. It is just not enough to erect any structure to house library collections since it might not be able to provide adequate security for the stock it intends to hold for its users. In constructing or rehabilitating a facility, it is crucial to ensure that safety features are incorporated into the design process so as not to compromise on security. Inadequate planning leads the library to easy security breaches.

These notwithstanding, many scholars discovered that security breaches are common security issues in academic libraries. The most common amongst these breaches include theft, mutilation and book non-return, (Abdulsalami and Abdulsalami, 2014). In several studies of academic libraries in Nigeria, a number of security breaches identified included intentional mix-shelving, impersonation and vandalism. According to some authors, the most dangerous yet least reported offenders of security breaches is that committed by library staff who are supposed to be the custodians of library resources and enforcers of regulations. Ajegbomogun, (2004), posits that, having a laxer and lackadaisical staff that aid or indulge in the unauthorized removal of library resources pose huge risk and leads to the depletion of collections because they are often hardly suspected. The quality of service and the ability to determine potential security threats is also largely dependent on the quality of staff of a library, the continuous training of library staff exposes them to new threats, knowledge about library collection and equips them with requisite skill to tackle problems as and when they occur.

Emphasis should be laid on the conduct of security risk assessment, development of security policy and the deployment of a plan to implement policy enacted is equally important in safeguarding reserve collection from loss. A Security policy refers to “clear, comprehensive, and well-defined plans, rules, and practices that regulate access to an organization's system and the information included in it. Good policy protects not only information and systems, but also individual employees and the organization as a whole. It also serves as a prominent statement to the outside world about the organization's commitment to security” (National Center for Education Statistics, 2013). It is essential that libraries develop security policies to govern the handling of their collection. A security policy is a written document that spells out how persons within a building can feel safe and secure and that library building, facilities and resources are held in a secured manner. The policy will serve as guide to library staff in their administration and management of the security of its holdings. The interest of libraries to create policies to ensure library resources are used effectively. Furthermore, the Association of College and Research Libraries (2006) suggest that the institutionalization of proper security governance by employing security officers who will design and administer security programmes embedded in a security policy framework.

No matter how deliberate and efficient the security system put in place, sabotage can take place at any point along the system's pathway. We cannot overlook a basic fact of human nature - some are greedy and others corrupt. However, librarians should make it a duty to ensure that such acts are reduced to the barest minimum through the implementation of stringent measures. He proposes the following as possible measures to curtail these occurrences: training of library staff to detect and prevent delinquent acts; writing reference handbooks on what to do during emergencies; adequate staffing numbers, adequate provision of emergency equipment; and maintenance of existing facilities in the library. rigorous inventory would help identify missing items. They however caution that the frequency of such activities may be dependent on the size of the library's collection. Other scholars also advocate the use of electronic and information and communication technology as a means of monitoring in order to improve security of collections.

Although it is important to secure library resources, it is equally important to ensure that it is performed as seamlessly as possible, without interfering with the library's objective of providing a user-friendly environment. Electronic security systems are devices that are used with the aid of electrical apparatus to secure library materials. They help libraries to control, minimize or avoid library material theft and unethical losses. Such tools as closed circuit televisions (CCTVs), Perimeter Alarms and Radio Frequency Identification (RFID) systems could be deployed, however cautions that some technologies that have worked effectively in other countries fail to work in some developing countries because of such factors as unreliable public electricity supply, poor maintenance regimes and sabotage. Maidabino (2012) proposes the recruitment of competent and dedicated staffs that are adequately trained to handle security threats and should be supported with the appointment of a security supervisor and literate security guards as enforcement officers. Libraries should provide photocopying services to enable the library users photocopy books that are few in the library and provide adequate library material for use of clients and as well issue fumigation, de-acidification, dusting will assist in curtailing deterioration.

Information security, sometimes shortened to InfoSec, is the practice of defending information and information bearing materials from unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction. It is a general term that can be used regardless of the form the data may take (electronic, physical, etc.). The definitions of InfoSec suggested in different sources are summarized below:

1. Preservation of confidentiality, integrity and availability of information. Note: In addition, other properties such as authenticity, accountability, non-repudiation and reliability can also be involved" (ISO/IEC 27000:2009).
2. The protection of information bearing materials i.e. book and non-book materials and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity, and availability
3. Ensures that only authorized users (confidentiality) have access to accurate and complete information (integrity) when required (availability)

4. Information Security is the process of protecting the intellectual property of an organization.
5. Information security is the protection of information, information bearing materials and minimizes the risk of exposing information to unauthorized parties."

In securing information bearing materials, data integrity is very crucial. Meaning to maintain and assure the accuracy and consistency of the data over its entire life-cycle. This means that data/information cannot be modified in an unauthorized or undetected manner. This is not the same thing as referential integrity in databases, although it can be viewed as a special case of consistency as understood in the classic ACID model of transaction processing. Integrity is violated when a message is actively modified in transit. Information security systems typically provide message integrity in addition to data confidentiality. Information bearing materials and system must serve its purpose, the materials, the system and the information contained in them must be available when it is needed. This means that the physical materials such as books carrying the information, the computer systems must be used to store and process the information and the communication channels used to access it must be functioning correctly. High availability systems be aim to remain available at all times, preventing service disruptions due to power outages, hardware failures, and system upgrades. Ensuring availability also involves preventing denial-of-service attacks, such as a flood of incoming messages to the target system essentially forcing it to shut down.

In library, information security is necessary to ensure that information bearing materials or documents (electronic or physical) are genuine. It is also important for authenticity to validate that both parties involved in the exchange of information and information bearing materials who they claim to be. Some information security systems incorporate authentication features such as "digital signatures", which give evidence that the message data is genuine and was sent by someone possessing the proper signing key.

Management of Reserve Collection in Academic Libraries for Equitable and Optimum Use

The place of academic libraries as capital-intensive educational agencies require improvement for their optimal performance. Therefore, physical facilities, personnel and accommodation for books, journals, electronic resources, etc., need effective management and improvement (Ubogu and Okly; 2011). Therefore, to acquire the necessary information resources and facilities for the discharge of the statutory responsibilities is one thing, at the other safeguarding these resources, continuous management and improvement, for effective service delivery is another. Several scholars have equally made several suggestions as to how to improve the menace of poor security and poor management of information resources. Consequently, it is essential that from the inception of the library, stringent security measures are put in place to arrest such a situation long before it becomes problematic. Preservation and physical control measures must be deployed as an imperative for the protection of library collections.

In their bid to protect, preserve and to grant access to collections, librarians are faced with a myriad of challenges. Collections security and management is not an easy task. To be able to win the fight against culprits and ensure effective collection management, there must be absolute support from all stakeholders especially from institutional management who must support the efforts of the librarian. In some cases libraries do not get the support of management in their attempt at enforcing security management protocols. Dwindling funding to institutions and consequently libraries has also been cited as obstacles to implementation of security policies and collection management (Ajegbomogun, 2004). The implementation of some policies such as electronic monitoring and surveillance systems are expensive. Some libraries therefore have no choice but to shelve such ambitions for cheaper options which have often proven to be ineffective at detecting and preventing breaches. Some also identified system failure or downtime, lack of technical support and the lack of awareness of the cost implication or effect of collection security breaches by users of the library (Maidabino, 2010).

A pressing concern for some scholars is the absence of security policies for some libraries. An absence implies an ad-hoc approach to mitigating breaches and the inability to consistently evaluate breach occurrences. There should be constant security appraisal of control measures in the library so as to reflect changing trends in theft and mutilation of collections. In addition, adequate funds, regular fumigation of information resources, rebinding of mutilated information resources is highly critical for successful operation. According to Abdulsalami (2013), the satisfaction of the information needs of patrons dependent on the availability, timely and easy accessibility of information resources in the library. The literatures and authorities consulted and reviewed in this study dealt with the following: types of resources that are housed in reserve unit for learning, teaching, and research for educational pursuit, Selection and acquisition of library resources that meets information needs of user's, measures put in place to safeguards information resources from mutilation and theft from user's, and ways of improving effective reserve collection in the university libraries. While wealth of existing literature could be found focusing in the above-mentioned areas very little have been done on the management of reserve collection in Nigeria university libraries, particularly in Igbinedion University Okada and Ahmadu Bello University, Zaria. Nigeria. Therefore, this research work is set out to fill the existing gap in literature.

Methodology

A survey research design was adopted for this study and the sampling technique used was multi-stage sampling technique; multi-stage sampling represents a more complicated form of cluster sampling in which larger clusters are further subdivided into smaller, more targeted groupings for the purposes of surveying. This sampling technique involves randomly choosing clusters and then randomly choosing subjects from each cluster. It is known as 'multistage' because there are multiple stages, or steps, to creating the sample (Kothari, 2004). To ensure that the representative nature of the sampling procedure is not compromised, an equal proportional sampling method was employed, which ensures that the proportional share of each cluster in the

population is maintained in the resultant sample. The sample size adopted for this study is 47. The instrument used for collecting the data was based on both primary and secondary sources. The main instrument for this research was the questionnaire, which was designed in both opened ended and closed ended format. The questionnaires were design to cover the research and objectives of the study. The data gathered was analyzed using descriptive statistics technique in the form of frequency distribution tables and percentages.

Findings and Discussion

This sub-section presents information and analysis of the number of questionnaires administered, responded and analyzed using frequency, count, table and percentages.

Reserve Resources in Reserve Department/ Section

This sub-section presents facts from reserve section on the types of reserve resources in reserve section in the two universities sampled. The result is presented descriptively in percentage terms in table 1.

Table 1: Types of Reserve Collections in Reserve Section

Reserve Resources	IUO	ABU	Total	(%)
Text books	3	6	9	19.2
Past question papers	5	4	9	19.2
Lecture Notes	2	4	6	12.8
Reports	3	4	7	14.9
Official Documents	3	5	8	17.0
Theses/ Dissertations	4	4	8	17.0
Total			47	100

Analysis of the types of reserve collection materials in reserve section shows an average of 19.2% each on textbooks and past question papers. However, official (government) documents and theses/dissertations each were accorded 17.0% respondents. Reports came up as opined by 14.9% of the respondents and lecture notes made up the remaining 12.8% of the total respondents. The finding of this study is in agreement with that of Mbashir (2009) who reports similar types of reserves resources that could be found in most libraries comprised textbook, theses/dissertations, report, past question, lecturer notes and official document. By implication,

the two libraries, Igbinedion University Okada and Ahmadu Bello University, Zaria have reserve resources.

Reserve Collections Selection Procedure

In order to ascertain the nature of reserve resources, this sub-section sought fact from library staff in reserve section of the university libraries. The findings are presented in Table 2.

Table 2: Reserve Collections Selection Procedure

Nature of the Resources	IUO	ABU	Total	(%)
Materials that are in high demand	6	8	14	29.8
Materials that are limited in copies	5	7	12	25.5
Rare materials that are out of print and past question papers	5	6	11	23.4
Materials kept at the instances of professors, lecturers and instructors	3	7	10	21.2
Total			47	100

Analysis of the nature of reserve materials in reserve section shows an average level of convergence among respondents 14(29.8%) on the materials that are in high demand and Materials that are limited in copies too. While materials that are limited copies made up 12(25.5%) of the total respondents and Rare materials that are out of print and past question paper made up the remaining 11(23.4%) of the total respondents and Materials kept at the instances of Professors, lecturers and instructors made up 10(21.2%) The finding of this study is in agreement with that of Mbashir (2009) who reports similar nature of reserves resources that could be found in most libraries; such as materials that are in high demand, material that are limited in copies, rare material that are out of print, past question papers as well as materials kept at the instances of professors, lecturers, and instructors

Acquisition of Reserve Collection

In order to ascertain the acquisition of reserve collection, the fact sought from the two university libraries. The responses were present in percentages in table 3:

Table 3: Acquisition of Reserve Collection

Method	IUO	ABU	Total	(%)
Purchase	5	7	12	25.5
Gift	3	8	11	23.4
Exchange	3	3	6	12.7
Donation	6	5	11	23.4
Bequeth	3	4	7	14.9
Total		47		100

Analysis of acquisition of reserve collection into the university library as presented in table 3, shows that the bulk of the acquisition method is by purchase 12(25.5%), gifts 11(23.4%), donations 11(23.4%), each of which was accorded by the respondents respectively. Bequeth measures up to 7(14.9%) while exchange measures up to 6(12.7%) of the total respondents. The result of this study is in agreement with that of Attama and Ezema (2002) who reported that purchase, gift, exchange, donation, bequeth and legal deposit are the methods of acquiring reserve collections into the library.

Table 4: Preservation of Marketing Measures of Reserve Collection.

Safeguarding Measures	IUO	ABU	Total	(%)
Development and deployment of security policy against lost and damage of reserve collection	4	4	8	16.6
Putting measures in place to safeguard the reserve collection from deterioration such as fumigation, de-acidification, dusting etc.	4	4	8	16.6
Putting security measures in place to protect reserve collection from theft and mutilation through proper checking while going out of the library.	2	6	8	16.6
Use of ICT to monitor security breaches of reserve collection through the use of CCTV surveillance cameras	2	3	5	11.1
Stringent recruitment criteria in order to ensure sanity amongst staff	2	2	4	9.2
Protecting information resources against unauthorized removal by staff and students	3	5	8	16.6
Protecting reserve collection from loss and disasters such as flood, fire outbreak, rainfall etc.	3	3	6	12.9
Total			47	100

Table 4 analyzed respondents' perception of the marketing measures to be taken in order to safeguard reserve collections. Their perception varied across the available options with 8(16.6%) opting for "Development and deployment of security policy against lost and damage of reserve collection" and another 8(16.6%) opting for "Putting security measures in place to protect reserve collection from theft and mutilation through proper checking while going out of the library", 8(16.6%) opted for Putting measures in place to safeguard the reserve collection from deterioration such as fumigation, de-acidification, dusting etc., another 5(11.1%) opted for Use of ICT to monitor security breaches of reserve collection through the use of CCTV surveillance cameras. 6(12.9%) also opted for Protecting reserve collection from loss and disasters such as flood, fire outbreak, rainfall etc. It was affirms that fumigation, de-acidification, dusting as measures put in place to safeguard the reserve collection from deterioration. Similarly, putting security measures in place to protect reserve collection from theft and mutilation through proper lending process and checking while going out of the library as reported by Ajegbomogun (2004) were supported by the arising from this study.

Management of Reserve Collection in Academic Libraries for equitable Optimum Use.

This sub-section analyzed data on methods of improving reserve collection management i.e. University librarian and library users as regards the various methods of improving reserve management for under-graduate students using table to describe responses via simple percentage method in Table 5.

Table 5: Management of Reserve Collection in Academic Libraries.

Method	IUO	ABU	Total	(%)
Employing of qualified personnel, training and retraining of library staff for effective service delivery	3	6	9	19.1
Well-constructed accommodation with reading tables and chairs	2	2	4	8.5
Absolute support from all stake holders especially from institutional management	4	2	6	8.5
Making fund available for management to purchase devices that can be used for monitoring and surveillance of library collection	3	3	6	12.7
Constant security appraisal and control measures in the library so as to reflect the changing trends in theft and mutilation of resource collection	3	3	6	12.7
Witten policy, rules and regulations to be observed by both library staff and users	4	5	9	19.1
Regular maintenance of reserve resources such as fumigating, rebinding of mutilated resources etc.	5	4	7	19.1

Total**47****100**

Table 5; Express the management of reserve collection in academic libraries. Igbinedion University (IUO) and Ahmadu Bello University (ABU). IUO and ABU 3&6(19%) opine that to manage academic library employing of qualified personnel, training and retraining of library staff for effective service delivery is necessary. IUO and ABU 4&5(19%) posit that written policy, rules and regulations to be observed by both library staff and users is necessary managing reserve collection. IUO and ABU 5&4(19%) posit regular maintenance of reserve resources such as fumigating, rebinding of mutilated resources etc. IUO and ABU 3&3(12.7%) advise that making fund available for management to purchase devices that can be used for monitoring and surveillance of library collection is important. IUO and ABU 3&3(12.7%) opine constant security appraisal and control measures in the library so as to reflect the changing trends in theft and mutilation of resource collection. IUO and ABU 2&2(8.5%) demand well-constructed accommodation with reading tables and chairs while IUO 4(8.5%) is of the believe that absolute support from all stakeholders, especially the institutions' management is required.

Findings

The following are the major findings of the study;

1. The major types of reserve materials found in the reserve units of the university libraries studied included textbooks, theses/dissertations, reports, lecture notes, official documents, and past question papers from departments.
2. The reserve collection procedure covered materials in high demand, limited copies and rare materials that are out of print and past question papers.
3. Purchase, gift, exchange, donations, bequeth and legal deposits were the channels through which reserve materials are acquired into the reserve collections of the university libraries.
4. The preservation marketing measures used to safeguard reserve materials in the libraries were deployment of security personnel/devices to protect library materials from theft and mutilation, proper checking in and out of reserve materials, use of electronic and information technology, among others.
5. The methods of managing reserve collection adopted by the libraries were employment of qualified personnel, training and re-training of library staff for effective and efficient service delivery, suitable accommodation with reading tables and chairs, strong support from all the stakeholders especially from the institutions' management, as well as funds made available for the library to purchase electronic monitoring and surveillance devices. Lastly, constant security appraisal of control measures in the library so as to reflect changing trends and written policies.

Conclusion

Management of reserve collection has been a matter of concern to many libraries across the globe. Based on the findings of this study, it is concluded that materials that are of high demand, materials that are limited in copies, rare materials that are out of print, materials kept at the instance of professors, lecturers, and instructors and past question papers from departments were the major materials found in the reserve units of the university libraries. Therefore, effective management of such vital resources is highly critical for successful library services. It is also concluded that purchase, gift, exchange, donations, bequeth and legal deposit were the channels through which materials are acquired by the university libraries studied. Furthermore, employment of qualified staff, training, and re-training of library staff for effective and efficient service delivery were found to be very relevant. In addition, well equipped library with reading tables and chairs, funding, and support from the institutions' management were found to be some of the measures to be put in place to safeguard reserve collections from theft and mutilation.

Recommendations

Based on the findings of this study, the following recommendations were made for improvement of the current situation.

1. The two university libraries studied should provide additional materials to their reserve collections,
2. such as gray literature, lecture notes from various lectures. Also, encouragement should be given for materials to be kept by professors, lecturers and instructors as well as past question papers from departments for use of students and staff.
3. The university libraries should use reviews from current and retrospective bibliographies, publishers' catalogues, as well as selection policy as a guide to the selection of materials for their reserve collections. Furthermore, the managements of the two university libraries should encourage individual philanthropists, scholars, publishers and organizations to donate relevant information resources.
4. The university libraries should provide electronic security devices such as CCTV, surveillance camera, and parameter alarm, radio frequency identification system for security and protection of reserve collections. Other measures recommended include the use of barcode readers, magnetized door and deployment of security personnel at the exits of the libraries.
5. The managements of the university libraries should improve on the management of the reserve collections and enhance undergraduate utilization,
6. There is need for a periodic appraisal of the security control measures, as well formulation of written policy, regular reserve collection maintenance (such as rebinding torn out/damaged materials, dusting, fumigation, de-acidification etc.)

7. The reserve section should be conducive for reading, well air-conditioned, spacious for both students and staff of the university community. Equally, the reserve units should have a standby generator to ensure improved power supply.

References

- Abdulsalami, T. L. (2013). A Study of Information Needs of Engineers in Nigeria
Institute of Transport Technology, Zaria. *International Journal of Engineering and Science (IJES)* United Kingdom 2 (4) 57-65
- Abdulsalami, T. L. & Paulina F. A. (2014). Theft and Mutilation of Library Materials in Nigeria: The Case of the School of Veterinary Medicine Library, Ahmadu Bello University, Zaria,
- Adesaya, C.O.B. (2015) Resource Sharing and the Prospects of Networking in Academic Research Libraries in Ibadan, Unpublished MLS Project, University of Ibadan, Nigeria
- Africa, Blooming, Indiana: African studies programme , Indiana University
- Afolabi, O. (2000) Book Deteriorated Africana Collection Kenneth Dike Library, University of Ibadan. Seminar Paper Delivered at the Department of Library, Archival and Information studies, University of Ibadan.
- Ajegbomogun, F.O (2004) User Assessment of Library Security: A Nigerian University Case Study, *Library Management* 25 (8/9): 386-390.
- Akinfolarin, S.A. (2002). Libraries as Tools for ICT Development. A Compendium of Papers Presented at the 2004 NLA Annual National Conference and AGM, Akure, June 10 – 18.
- Asuzu, E (2006). Problems of Book Supply to Libraries: A Bookseller's Viewpoint. In S. Rehman, (Ed.) *A Treatise on Library and Information Science*. Lahore: Punjab University Library Science Alumni Association.
- Attama, R. O. & Ezema, J.L. (2002). *Library and Information Services: A Practical Approach*. Enugu: Mikon Press. Being a Paper Presented at the National Conference of Nigeria Association of Education Administration and Planning (NAEAP). Enugu State University of Science and Technology, Enugu State.
- Bond University (2014). *Library Collection Management and Access Policy*.
- City College Library (2011) Reserve Collections Policy of City College Library, Available at; [http://www.city.academic.gr/library/information_services/library_resources/book_files/city_library &20 reserve %20 policy. Pdf](http://www.city.academic.gr/library/information_services/library_resources/book_files/city_library%20reserve%20policy.Pdf) Accessed on 16/03/2023
- Edoka, B.E. (2002). Introduction to Library Science, Onitsha: Palma and links. How Students retrieve information Resources from Reserve Collection. Available at; <http://libguides.mit.edu/content.php?pid=1116278>. Accessed on 16/03/2013
- Emojorho O. O., (2004) & Akpohonor, A.O (2005). Acquisitions Patterns of Gani Bello Library, Federal College of Education, Abeokuta; *Gateway Libr. J* 5(1/2):69-76
- IFLA (2003) *Standards for Public Library Roles*, Munich: IFLA.
- Kothari, Chakravanti Rajagopalachari. (2004). *Research Methodology: Methods and Techniques*: New Age International.

- Lorenzen, D. (2006). Ranking of Library Materials-Available at <https://arxiv.org/pdf/1511.08806>.
- Maidabino, R. (2012) Prevention Strategies for Small Collection in the Topic. <http://athene.riv.csu.education/dhrvey/studentstull/mariso//web>. Retrieved on 20/03/2009.
- Mbashir, A. L. (2009). Vision, Mission, Philosophy, Goals and Objectives of Reserve Information Unit (RIU) Submitted to the University Librarian, Kogi State University, Anyingba, January 15, 2009 (Unpublished).
- Nnadozie A. C. (2006). Collection Development Activities in Selected Academic Libraries in Nigeria. *Nigerbibilios* 17 (1-2):22-27.
- Oyabode F. I. (2008). Library Funding and Book Collection Development A Case Study of St. Andrews College of Education, Oyo: in Quadri RF, Gbadamosi BO (edt); Issue in Library and Information Service, Ibadan: Emiola-Jay Comm, Inc. pp. 121-130.
- Okata, D.E. (2000) "Causes of Deterioration Archival Materials in Nigeria" In Prevention and Conservation of Library and Museum Materials Paper Presented at NLA Conference. Pp.1-5.
- Okuy, R.B. & Ubogu (2011) Technical Service. *African Journal of Library and Information Science*: 2(1): 8-13
- Oshinaike, A.B. (2007) Organization of Reserve Book Collection and Utilization in Olabisi Onabanjo University library. *Samaru Journal of Information Studies*. 7(1). Pp. 19-23.
- Pierce College (2012), Libraries and Learning Resources: Collection Development and Materials Selection Policy.
- Plumbem, W.J. (2004). The Presentation of Books in Tropical and Sub-Tropical Countries, In Asuzu, C.U. (2000) Disaster Preparedness in Academic Libraries in Enugu and Anambra States. Unpublished Thesis, University of Nigeria Nsukka.
- Sheldon, E.S.(2014) The Copyright Law and the Health Science Librarian-Available at www.city.edu.hk/lib/institre/libpo/m2/find-libResources.pdf. Accessed 18/03/ 2023
- Ugwuanyi, A. (2008). Use of the Library for Higher Education. Ibadan, Wisdom Publishers.