BENUE JOURNAL OF LIBRARY, MANAGEMENT AND INFORMATION SCIENCE (BJLMIS)

The **Benue Journal of Library, Management And Information Science** is established to provide:

1. A forum for Librarians, managers and information scientists.
2. A forum for other related professionals in Nigeria and other countries to report their research results. It is refereed by distinguished scholars. It emphasizes empirical research. However, manuscripts of high quality on topical issues will be considered for publication.

It is a bi-annual peer reviewed Journal published in June and December every year by the **Nigerian Library Association, Benue State Chapter.**

NOTES TO CONTRIBUTORS:

1. The editorial board of the journal will consider for publication.
   a. Reports of empirical/field studies
   b. Technical, methodological reports
   c. Theoretical and philosophical papers and
   d. Book reviews

2. Manuscripts must not be more than 15 pages of A4 paper size double spacing.
3. Each manuscript must be proceeded by an abstract of not more than 150 words
4. Author's name, address and short biographical note must accompany the manuscript but on a separate sheet.
5. References appearing in the text must be cited using the 6th edition of the publications manual of American Psychological Association (APA).
6. Manuscripts should be sent to the editor-in-chief or associate editor-in-chief through the following e-mail addresses: **solomonachia@gmail.com** or shidi.john@yahoo.com.
7. Alternatively, three hard copies of the manuscripts accompanied by a CD-ROM containing the soft copy of the article should be sent to Dr. Solomon Uganneya, Suleimanu Idachaba Library, University of Agriculture, P.M. B. 102103 Makurdi, Benue State.

Solomon Uganneya PhD
(Editor-in-Chief)

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EDITORIAL COMMENT

We are delighted to keep to our promise by releasing Volume 4 (1) June, 2014 issue of the Benue Journal of Library, Management and Information Science (BJLMIS). This issue contain fifteen articles.

Oyemike Victor Ossai-Onah, Emmanuel U. Anyanwu and Angelina Chioma Uche wrote on the Perception of Library and Information Science Students on Cataloguing and Classification as a Course. They considered the experience of Library School of Federal Polytechnic Nekede, Imo State, Nigeria. While Michael Ike Oparajiaku, Emeka Ogueri and Felix Eke considered Information Needs of Non-Teaching Staff of Federal University of Technology, Owerri, Imo State, Shamwil Bala Salisu looked at Planning for Effective Library and Information Services in Open and Distance Learning (ODL) Institutions.

In her submission, Olise Florence Nwanne gave an account of Students' Perception of the Electronic-Library in Delta State Polytechnic Ogwashi-Uku, Delta State while Jerome Idiegbeyan-Ose and Happiness Chijioke Ohaegbulam looked at Why and How to save Library Users' Time in line with Ranganathan's Fourth Law of Library Science. Mathias O. Okpoto and Alice Ogwo Ode gave useful tips on Library Services and Modern Security Challenges in Benue State Library, Makurd-Benue State.
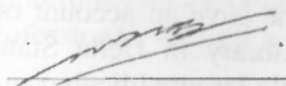
While Christie Ngozi Okorafor explored the Necessity of Marketing Special Library and Information Centre Services and Products in Nigeria, Oluremi A. Abiolu x-rayed Trends in the Reading Habits of Students in Selected Senior Secondary Schools in Two Southwestern Nigerian States. Samuel Olabode Fabunmi addressed the Factors Influencing the Use of Internet by Students of Adekunle Ajasin University, Akungba-Akoko, Ondo State, Nigeria.

It is quite interesting to read Abiodun Ayodele Osunrinde's submission on Information Needs of Ophanage and Care Giver in Lagos State, Nigeria which is as interesting as Moses I. Ode and Grace M. Abari's article on Information Brokerage Services:

Entrepreneurial Opportunity for Librarians and Information Professionals in Nigeria. Isaac Terungwa Kar shared his wealth of experience on Libraries and Electronic Environment in Nigeria.

David Tyongi Aju offered a perspective on the Role of Public Libraries in Post Conflict Management in Benue State, Nigeria. A Global Perspective on the Implementation of Information Literacy Programmes in Schools was look at by Jonathan N. Chimah and Udo Nwokocha especially as it pertains to the Role of Libraries. Finally, Vincent Enyeribe Unegbu addressed the Relevance of Library and Information Science (LIS) Curriculum for Development in Nigeria

It is hoped that, these peer reviewed articles will make an interesting readership. We hope too that, they will raise provocative questions for further investigations.

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(Editor-in-Chief)

Save Library Users' Time, Ranganathan's Fourth Law of Library Science: Why and How?

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Abstract
This article discusses the issue of saving users' time in Libraries. Time is so crucial to individuals, organisations and even the Society. Libraries are established to provide information to users. The bulk of information available in the library if not properly managed will cause users to get lost in the ocean of information explosion. Saving users' time is one of the major objectives of any library. This researcher discussed strategies that libraries can put in place to save the time of library users, such as proper organisation of the materials through effective cataloguing and classification, accurate shelving and shelf reading, effective and efficient reference services, application of ICT in Libraries, User education programme etc. Based on these, it is recommended that libraries should as a matter of fact consider all these strategies in order to remain relevant in this present age.

Introduction
Ranganathan Shiyali Ramamrita in 1931, proposed five laws detailing the principles of operating a library system. These Laws are:
1. Books are for use.
2. Every reader his [or her] book.
3. Every book its reader.
4. Save the time of the reader.
5. The library is a growing organism.(Wikipedia 2012)

First Law: Books are for use

The first law constitutes the basis for the library services Ranganathan observed that books were often chained to prevent their removal and that the emphasis was on storage and preservation rather than use. He did not reject the notion that preservation and storage were important, but he asserted that the purpose of such activities was to promote the use of them. Without the use of materials, there is little value in the item. By way of emphasising use, he refocused the attention of the field to access-related issues, such as the library's location, loan policies, hours and days of operation, as well as such mundanities as library furniture and the quality of staffing. (Wikipedia, 2012).

Second Law: Every reader his book

Bhatt(2011) explained that second law suggests that every member of the community should be able to obtain materials needed. He quoted Ranganathan and stressed that individuals from all social environments were entitled to library service, and that the basis of library use was education, to which all were entitled. But the entitlements according to him, were not without some important obligations for both libraries/librarians and library patrons. He posited that Librarians should have excellent first-hand knowledge of the people to be served, and that collections should meet the special interests of the community, and libraries should promote and advertise their services extensively to attract a wide range of readers.

Third Law: Every book its reader

The third law focuses on the item itself even though it is closely related to the second law. It suggests that each item in a library has an individual or individuals who would find the item useful. Ranganathan argued that the library could devise many methods to ensure that each item finds its appropriate reader. And one method to ensuring that this is achieved is the basic rules for access to the collection (Bhatt, 2011)

The Fourth Law: Save the time of the reader

This law is a recognition that part of the excellence of library

service is its ability to meet the needs of the library user efficiently. Therefore, Ranganathan recommended the use of appropriate business methods to improve library management. He was also of the view that centralizing the library collection in one location provided distinct advantages. He went further to note that excellent staff would not only include those who possess strong reference skills, but also strong technical skills in cataloguing, cross-referencing, ordering, accessioning, and the circulation of materials, (Wikipedia, 2012).

Fifth Law: The Library is a growing organism
Holt (2010) pointed out that the last law focused more on the need for internal change than on changes in the environment itself. He said that Ranganathan argued that library organizations must accommodate growth in staff, the physical collection, and the patron use. He mentioned few places that such growth should be allowed and this includes the physical building, reading areas, shelving and in space for the catalogue.

The fourth law which is also known as his only service command law states thus "Save the time of the reader" This Law according to him and as earlier mentioned , is a recognition that part of the excellence of library service is its ability to meet the needs of the library user efficiently.

Bhatt (2011) cited Ranganathan (1988) and stressed that "Time" is important to every person. Time management is a key to success in life. Libraries must have the objective of saving the time of the reader. The entire journey of librarianship is about devising, designing, and developing methods, systems of organisation and dissemination of information to provide the best service to their readers in the most efficient, accurate, and effective manner and thus saving the reader's time. For example, we create catalogues, bibliographies, indexes, and abstracts to save the time of readers.

The Concept of Time
Time has different definitions from different angles but a literal definition is actually elusive. Time has been defined in one of the many ways, some are "The duration of one's life; the hours and

days which a person has at his disposal" From the definitions, It proves that there is time for everything therefore the time a user has at his disposal in order to use the library is of essential and must be wisely invested to yield desirable results. Time is what prevents everything from happening at once (Einstein, 2014). There is a time to sort out reference questions and there is a time to answer such questions so that any library user who visits or dashes into the library briefly to get information gets it accurately and quickly. "Time is an observed phenomenon, by means of which human beings sense and record changes in the environment and in the universe" Time has been called an illusion, a dimension, a smooth-flowing continuum, and an expression of separation among events that occur in the same physical location. Newton (2014) believed that time is continuous, and that it flows at an unchanging rate everywhere in the Universe. To Newton the physicist, Time is also one of the three primary phenomena in the meter/kilogram/second (mks) and centimetre/gram/second (cgs) systems of measurement. It is one of seven fundamental quantities or phenomena in the International System of Units (Searchcio-midmarket, 2012).

Time is extremely important in our life. It helps us to structure our daily lives and activities so that we can be more organized. Time makes heroes, time stays long enough for those who use it wisely, time is a great healer. Yesterday is history, tomorrow is mystery, but today is a gift that must be used wisely. Managing of time wisely saves time.

Time management, as stated in Wikipedia (2012) is the act or process of planning and exercising conscious control over the amount of time spent on specific activities; especially to increase effectiveness, efficiency and productivity. Time and tide waits for no one, individual, organisation; country should understand the value of time for their success. People who waste time fail to create identity of their own. Susan (2012) supported this assertion and explained that time management will increase your productivity and give you more time for life, it will boost yourself image because you will accomplish more and felt better about your achievement.

"Time is an incredibly valuable commodity in our society, simply because its demand outstrips its supply". And the instructors and students in our nation's colleges and Universities lack it as much as anyone. For the betterment of the human condition they labour, and ample support systems must be in place for them to succeed. Libraries are one of these systems, and one thing libraries do in support of them is save them time(Manness, 2009), Libraries are viewed as one of the support systems for researchers to rely on in helping to save their time. As a support system that libraries and librarians are, they "enable the academic community to succeed" (Manness, 2009) He went on to explain that Time is a component quantity of many measurements used to sequence events, to compare the durations of events and the intervals between them, and to quantify rates of change of quantities in material reality or in the conscious experience. "Time has been a major subject of religion, philosophy, and science but defining it in a manner applicable to all fields of study without circularity has consistently eluded scholars. A simple definition states that, "time is what clocks measure"(Wikipedia, 2012).

For the purpose and as it relates to this work, Time is considered as the hours and days a person has at his disposal. "Time has become a precious commodity. Human beings are time bound and therefore time conscious" (Holt, 2010 p 1. According to Ranganathan(1931) he recognised that helping constituents save time was the most valuable gift that libraries could give as reflected in his fourth law that he also called service command law. As information professionals, we are service providers. We should realise that we have stake in the future of libraries and as such need to think a lot about time as specific issue in the lives of those who are library clientele. The clientele that uses the library are given the top priority. We are to remember that library users are the most important people to be served in library and Information centres. These users bring their wants and needs to the library and information professionals with the hope that such needs will be met; and one good way of making library essential, is by saving time. "Time is important to every person and time management is one of the keys to success in life" (Bhatt, 2011 p3, and in order to save time of the library users, Libraries and Librarians must be able

to map out measures, ways, device or design means which includes collection development- select/acquire, organize, disseminate and eventually satisfy the library users and these are done in most efficient, accurate, and effective manners which in turn guarantees meeting the users' information needs yet saving his/her time.

Saving the time of the library users, involves all aspects of librarianship and library services. Right from the time the user comes in, the time starts ticking and we need to ensure all of these and more are in place, before we can save the time of the reader/user.

Measures to Save the Time of the User

➢ **Collection:** The collections made for the library is one vital process which must be done and correctly too. Once a library collection is not right, it affects the entirety of the library. Users will definitely end up spending more time in the library if the collections are not rightly selected, so as information professionals; the onus lies in the Librarian to ensure that proper selection is made when it is time to acquire library resources. When appropriate library materials are selected and acquired, it gives users the idea of what materials to go for as good choices have been made.

➢ **Organization.** Saving the time of the reader relates to how Librarians actually organise information. (Bhatt, 2011) When good selections are made and resourceful library materials are acquired, if they are not well organized, it will definitely defeat the purpose of saving the library user's time. Organization is a core part of what makes a library to be appreciated and able to serve its users very well. It involves a whole lot of processes.

a) *Cataloguing*: This is the physical description of library materials. In cataloguing librarians describe each library material such that when a user sees it placed on the WEB Public Access Catalogue or Online Public Access Catalogue depending on which a library is using It should not be

mistaken for another material because such information as the Author, Subject, publisher, place of publication, etc are well written out.

b)   *Classification*: This is the assigning of call numbers to books and other library materials. It helps in easier accessing and retrieving of library materials. It saves the time of the users in locating books on the shelves since they are arranged with classification number. Unclassified and unprocessed books will sink the users in an ocean of information bank and thereby waste their precious time. Classification of materials makes retrieval easier and saves the time of the users. Classification is what makes the difference between a library and a store house filled with books or a shop with so many books in it. Classification of materials in libraries play two roles: they facilitate subject access by allowing the user to find out what works or documents the library has on a certain subject. Secondly, they provide a known location for the time of the users (Wikipedia the free Encyclopaedia, 2012)

c)   *Indexing and Abstracting services*: is a pointer that guides users to the location of information from information resources. It direct users to the information needed thereby saving the time of users. In the same way, an abstract is a brief summary of the important part a work. It brings out the salient point of the document. Abstract enables users to make decision whether to read the entire work or not.

d)   *Shelving*: This is described as organising books by call numbers and placing them in their correct locations on the library shelves. (Onifade, F.N; Onifade G.O; Akintola O.B., 2010) In order to state how important shelving is to saving the time of library users, (Onifade, Onifade, Akintola 2010), quoted Agboola (1984) who is of the view that Shelving is an important aspect of library work. It can determine user satisfaction or users frustration as far as locating library materials is concerned. But when books are properly and accurately shelved, it helps to maintain user's confidence. Shelving is critical to the success of library service delivery strategies, according to Lyan and Rutherfold(1998)as

quoted by Onifade (2010) This shows that the success of any library delivering promptly and accurately in order to save the time of the library users, still lies to a large extent in proper shelving.

e) *Shelf Reading:* This is the process of reading the call numbers on books that are currently on the Library shelves and making sure that they are in proper order(Onifade, Onifade, and Akintola 2010) When library materials are in order, it makes retrieval very easy, and the time of the library user will be saved. Lowenberg,(1989) puts it that Shelf reading is an extremely important public service since a book not in its proper place on the shelf can be considered to be lost to all. And thereby users waste a whole lot of time searching for such book. Shelve reading enable the library to ensure that documents are in their proper positions on the shelves, it does not only facilitate location of documents, it also reduces the location time.

➢ **Reference Services.** As information professionals, we are service providers. Serving the library user as earlier mentioned starts from when the user walks into the library as he or she approaches the Web Public Access Catalogue, it must be such that at just a click of the mouse, the user is able to get the location of the material he/she needs. This can only be possible if the librarians have done their work well by imputing the correct information on the web. This correct information helps the user to know where a particular library material he/she needs has been placed. As service providers too, we must be smart and prompt in answering readers' queries in order to save their time.

➢ **ICT in library as a way of saving user time.** Computerised information retrieval has several advantages over the manual method of literature searching. For example the cards catalogue which has been replaced by Online Public Access Catalogue (OPAC) has a number of ways of saving the user's time in the library. OPAC save the user time of searching for

information; and the same time search users can search for information in more detail in computerised library, than the manual card catalogue.

OPAC also save users time in another angle, multiple users can search the computer terminals at the same time. Users of computer can search for information in several subjects' area during the same time. To buttress this point, Choughhille, Pradya (2007) explained that digital information services enable the library to make information source available simultaneously to multiple users, through ICT in libraries, "one source-one source" limitation of the print world is remove, this save the time of the library users. Users of the 21st century libraries need better accurate and time saving services, therefore ICT in libraries is a must if 21st century libraries will meet the demands of her users "time saving"

User Education

User education is instruction given to users to help them make the best use of the library and save their time. Nithyanandam, Kenniyappan, Arul, and Rajasekar (2006). Defined user education as various programmes of instruction, education and exploration provided by libraries to users to enable them to make more effective, efficient, time saving and independent use of the library. Ilo and Idiegbeyan-ose (2011) stressed that users education is a sure method through which users overcome use of library phobia it enable them to develop skills for effective utilization of library resources.

User education programme are services rendered by the library to introduce the users to library resources and services in order to inculcate library use skills on them so as to save their time in library. According to (Klaib 2010) Users education programme include the following:

- Library tour
- Individual Instruction
- Teaching of the use of library/Study skills
- Library orientation
- Basic bibliographic instruction

All these programme are geared toward helping the user make maximum use of the library at the same time save their time.

Recommendations

1. Libraries and information centres should consider saving user time as a method of effective service
2. Application of ICT tools should be adopted by libraries to save user's time
3. Shelving and shelf-reading should be done properly and regularly
4. Librarians should be trained on practical principles and practice of cataloguing and classification
5. Library management should always organize user's education programme on regular basis.

Conclusion

The issue of time saving in libraries and information centre is not new, from the origin of library, organisation of materials has always been done, and the purpose of organising library materials is to make the retrieval faster and easier. Modern librarianship has added extra resources to their collection, therefore, the present day libraries and information centres as a matter of fact should add extra strategies such as the application of ICT, users education programme, proper reference services, abstracting and indexing services, proper cataloguing and classification etc so as to save time of the users.

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