

HOW TO ACCESS INFORMATION ON BENUE STATE UNIVERSITY LIBRARY WEBSITE

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Polger (2011) defined a library website as a virtual space where information is collected, organized, and presented. The library website represents the "face" of the library. It showcases its print and electronic resources and it promotes services to students and faculty such as circulation, reserves, reference, Current Awareness Services, library events, and interlibrary loan. The library website displays information such as History, library hours, Vision, Mission and core values. Directions, the staff directory, and basic contact information. The library website is a living document, unlike a brochure, poster, or flyer.

The URL to locate the Benue State University Library website is: www.bsulibrary.net. Or from the University website (www.bsum.edu.ng) go to library and click on the link BSU LIBRARY.

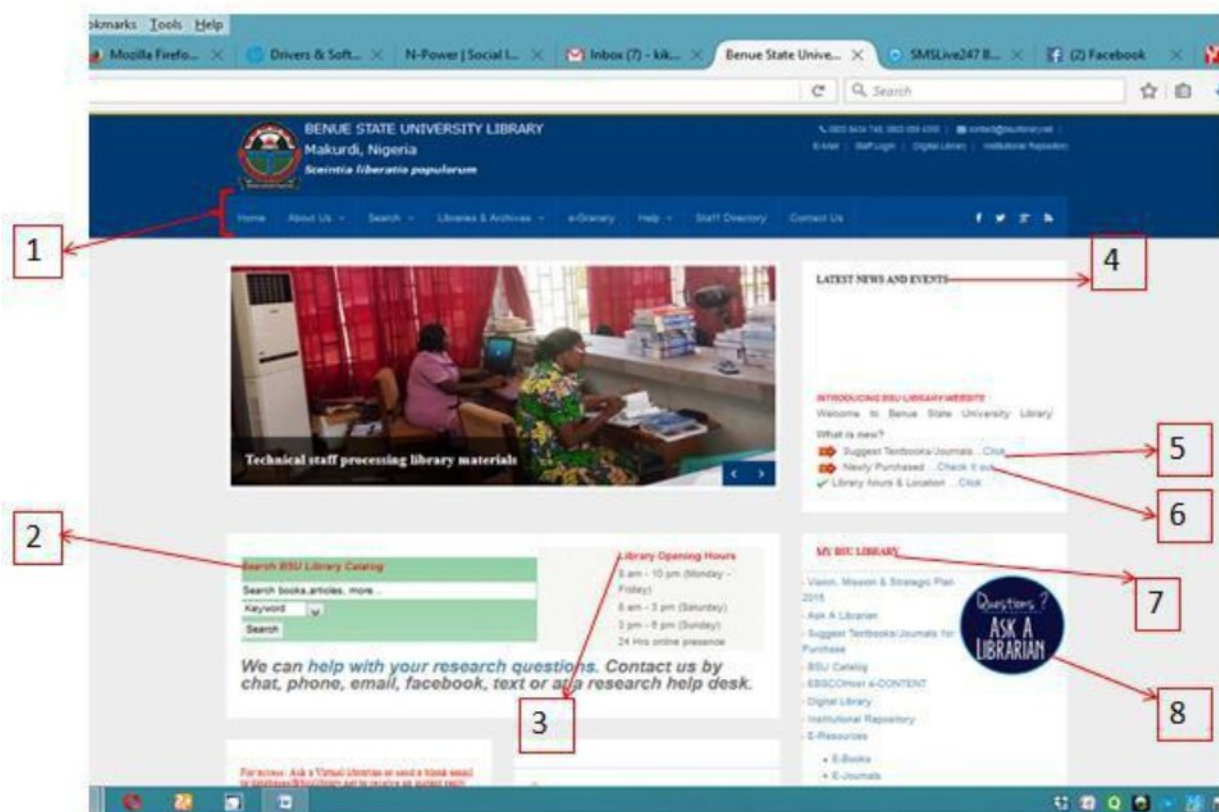


Figure 1: Upper part of the Home page

These labelled arrows are explained below as numbered.

Home Page

This is the main entry point of the University Library website. It introduces us to the purpose and the objectives of the website and provides link to the lower – level pages of the site. Most of the lower pages on this site are programmed to open in a blank page leaving the home page still in display or they link users directly to lower pages with a return arrow to navigate back to the home page.

Features on Benue State University Library Home page

1. Menu bar

This is the main menu that provides links to general information about the library (History, Vision, Mission and core values, strategic plan 2016-2020, staff directory etc) and the library electronic services (BSU library catalog, subscription databases, open access databases etc) the library e-granary database, Help among others.

2. BSU Library Catalog

This is the University Open Access Catalogue (OPAC) which displays information about the University Physical Collections and where to locate them on the shelf. From BSU Library Catalog, a user can know if a particular material is in the library to read or borrow and whether it is available or borrowed. He can place hold on a borrowed item so that he can borrow the item on return to the library.

3. Library Opening Hour

This is a display of the general opening and closing hours of the physical library and also to reassure users that the library's online presence is available 24/7.

4. Latest News and Events

This is a caption for the latest library news and events at a given point in time.

5. Suggest Textbook / Journals (Community Survey)

For the library to fulfill its role as the primary source of information to its host community (Benue State University), library materials are to be purchased by taking stock of the users' information needs so as to buy materials that will be useful to them. To achieve this, users can click on this link to suggest materials for purchase.

6. Newly Purchased (CAS)

Current Awareness Service (CAS) is a library service that informs users about new acquisitions in their libraries. On clicking here, users in Benue State University will be informed of newly acquired materials and services and where they could be accessed.

7. My BSU Library (Side Menu)

This side menu is a quick link navigation feature appearing on every page throughout the site. It allows users to access key areas of the website from every page visited.

8. Ask A Librarian

This is an online reference service where users send enquiries which are answered by the virtual reference librarian.

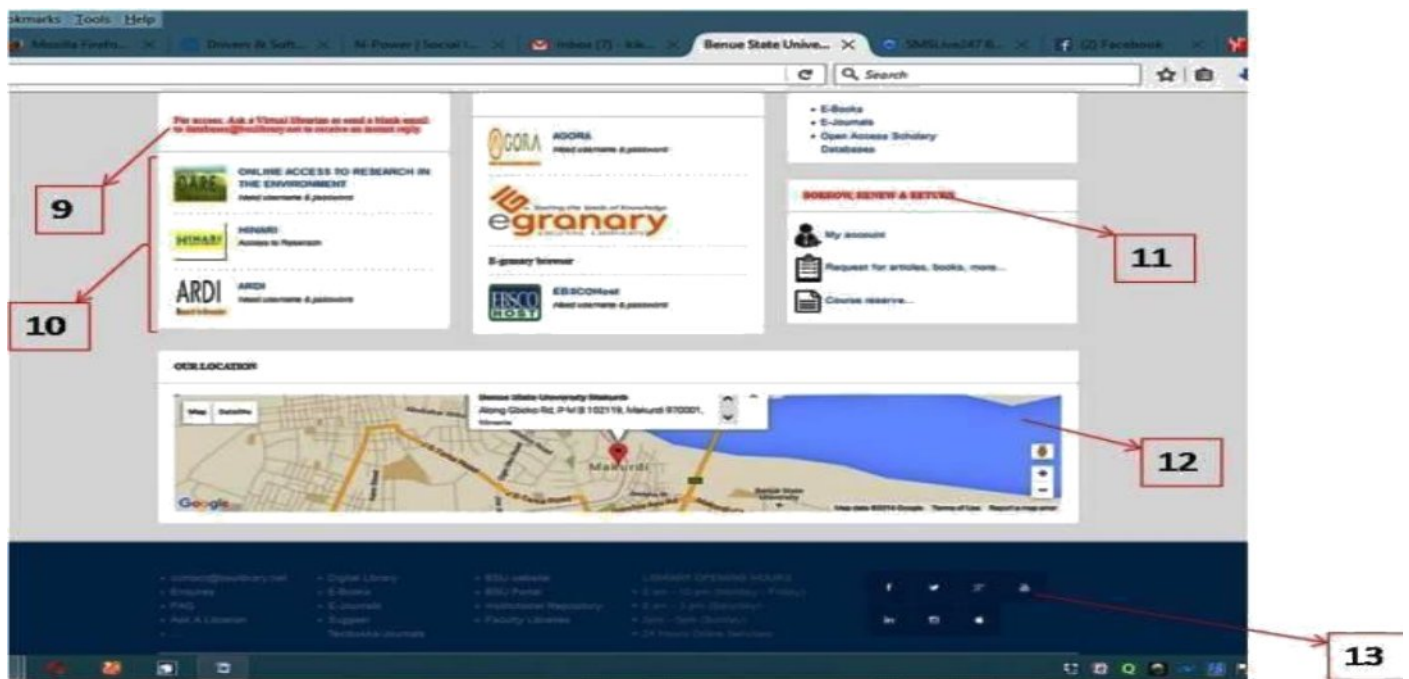


FIG: 2 THE LOWER PART OF THE HOME PAGE

These labelled arrows are explained below as numbered.

9. **For Access, Contact any of the Virtual Library Units**

This message is an instruction to users on how to obtain the login parameters (Username/Password) for each of the subscribed databases. Users should visit the Virtual Library Units on Campus and collect the Usernames and passwords

10. Databases Quick icons

These quick navigational icons serve as short cuts to any of the subscribed databases. By clicking on any of the icons, they will be directed to another page prompting them for username and password which will be gotten from the process described on number “9” Above. This icon also reduces the number of clicks that are required to access these services thereby, saving users time.

11. Borrow, Renew and Return

These are services in the circulation unit that are currently carried out from our university BSU Catalog (OPAC) as explained from number “2” above.

12. Site Map

This is the site map showing the location of the University Library and the entire Benue State University compass.

13. Web 2.0 Services

These are web 2.0 integrated services meant to make the website interactive. Here, users can follow the library on social media applications like facebook, twitter etc so that they can see library updates and exchange comments with the virtual librarian.

Now that we have explained the contents of the homepage, we will go back to look at the list of items under the main menu.

14. About Us

“About Us”, has a pull down menu with a list that contains the general information about the library i.e the History, Vision, Mission / Core Values, Services and Strategic Plan 2016 – 2020. Currently, these links are under construction.



Fig 4: General Information about the Library

15. Search Menu

This icon contains a list of items linking users to the main electronic services that are available on the Benue State University Library website. The services are seen in the diagram below.



Fig 5: Electronic Services in BSU

15.1. BSU Library Catalog

This is the University Online Public Access Catalog (OPAC). It is an online database of all BSU Library Holdings. You can search OPAC to locate books in the library. It lists the number of the items, whether they are in the library or out on loan, it also specifies the library where such item is located, eg central library, faculty Science Library, Faculty of Education Library etc.

OPAC is currently local and can work only on the University Network, meaning it can only work on campus. On search menu, click on BSU Library Catalog which will take you to the window below:

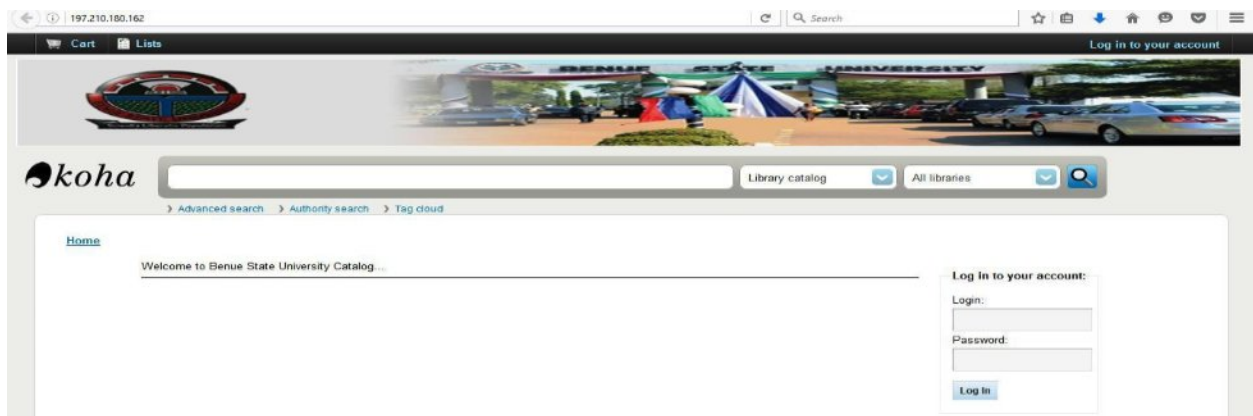


Fig 6: BSU Library Catalog

Title, Author, Subject, ISBN, Series and Call Number Search.

You can search for a book if you know any of its descriptors stated above. But to illustrate how this is done, we will use the Author Search and the process applies to the rest of the items stated above.

Author Search

For instance, if users want to search for a book written by Hubbard R. John, he can follow the steps as described in the diagram below.

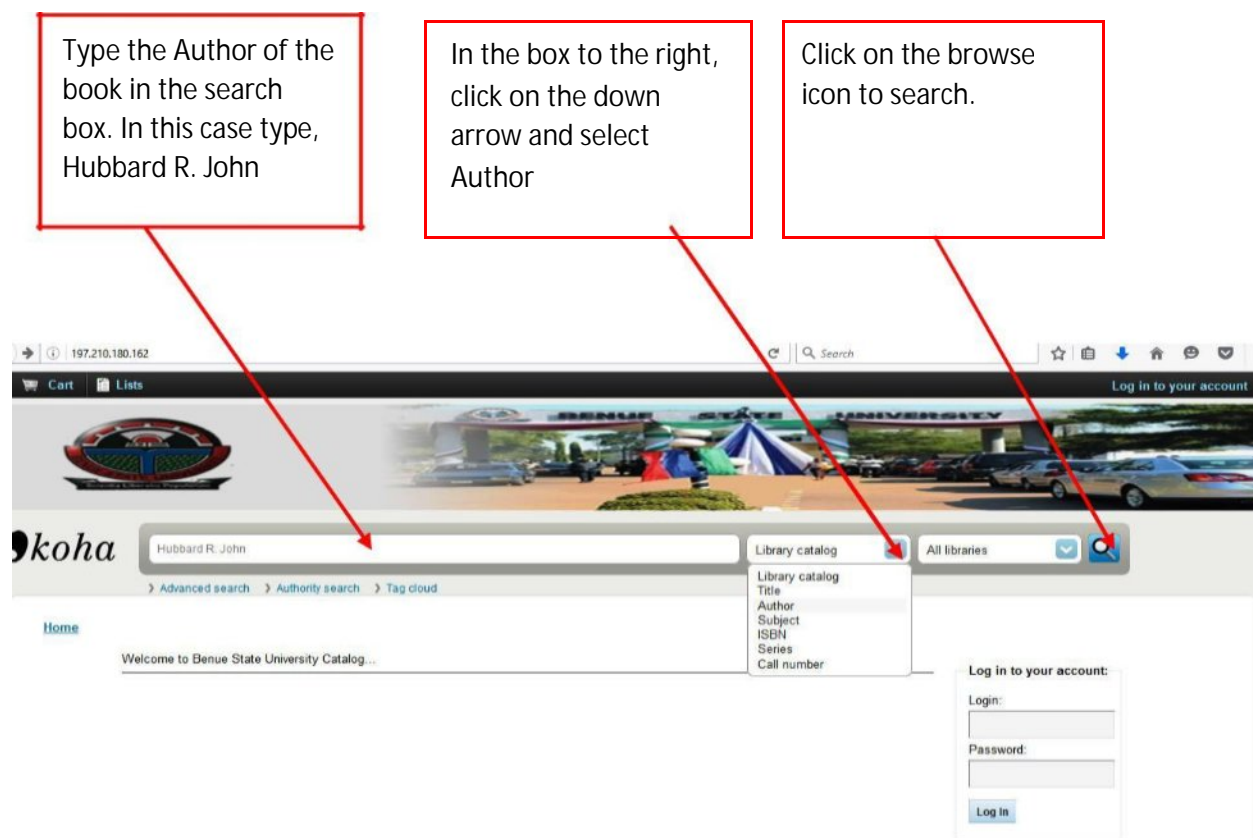


Fig 7: Author Search

The result is seen in the diagram below.

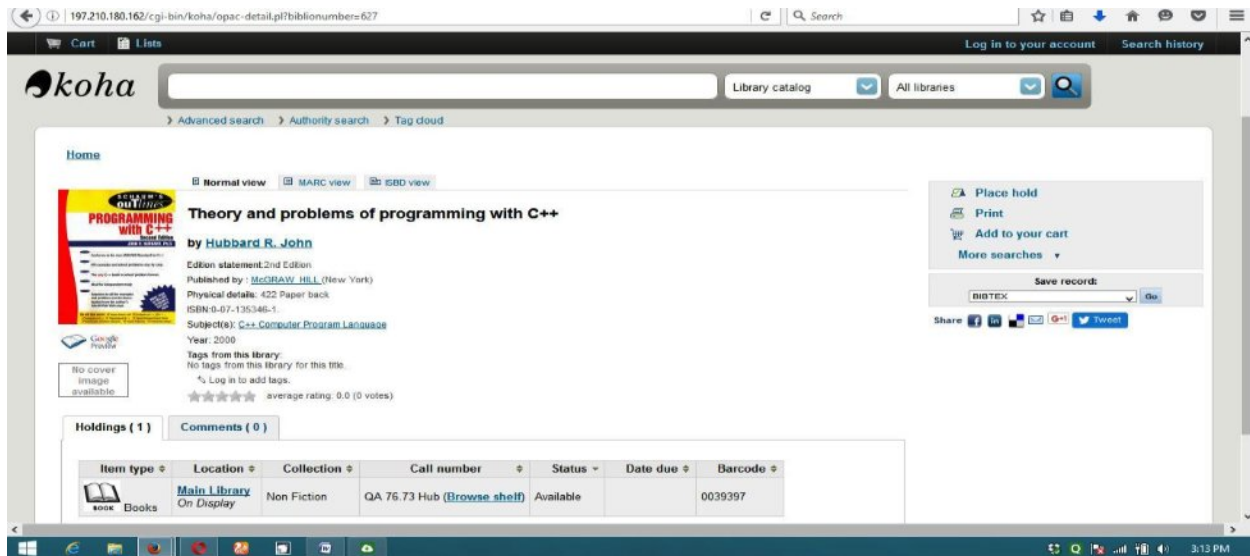


Fig 8: Author Search Result

The result indicates that there is only one book written by Hubbard R. John. And the title is “Theory and problems of programming with C++”. It also indicates that the book is located in the Main Library, the call number and barcode are also on display as well as the status of the book such as if the book is on the shelf or on loan.

Advanced Search

If you want to do a more in-depth search, you can do an Advanced Search. Click on advanced Search below the box to the left. For example, you can choose to search only books, periodicals, visual materials etc. Click on search button at the end of the page.

15.2 Subscription Databases

These are databases that cannot be accessed free of charge. Users must provide login parameters to be able to access these resources. From the search menu, click on subscription databases which will open in the window below:

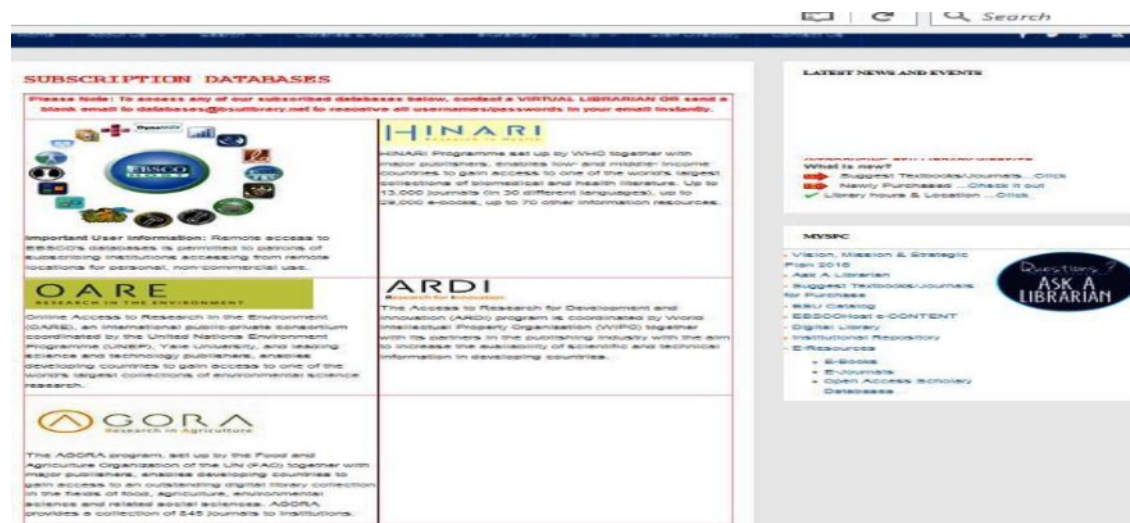


Fig 9: Subscription Databases

Note: the process of acquiring the username and password for each of the databases is explained on number 9.

EBSCO HOST

There are two ways to access Ebsco Host which leads either to e-books or e-journals. We will use e-books login as an example. Click on Ebsco Host icon. Enter the username and password for e-books (Request from the Virtual Library Units) and click on login as seen below.

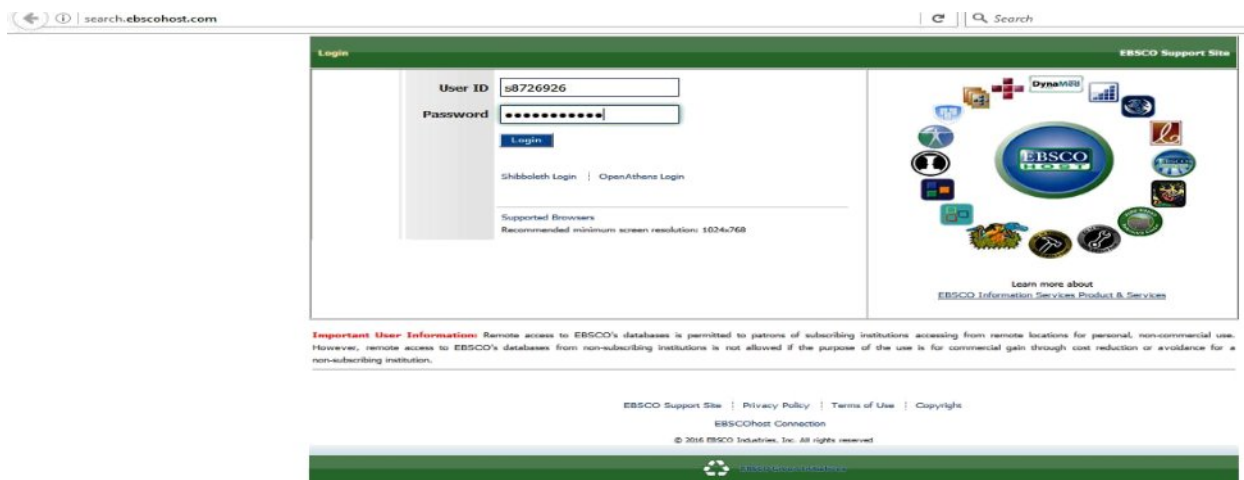


Fig 10: Ebsco Host Login

Click on login above. A new page comprising of different databases will be displayed. Apart from the institutional login, users have to create a personal account to be able to access most materials. Therefore, it is important to create an account and login before browsing the content. Here you can open any of the databases to view the content. But since we intended to view e-books, you will scroll down to ebook collection (EBSCOHost) and click on it for a new page to be displayed. Here, you will define your search terms and search. For instance after clicking on ebook collection (EBSCOHost), a new page will open. On the top left corner, type library science in search box and click on search. A new page will be opened with ebooks on library science. Click on any ebook and view its content in the different format as seen in the diagram below.

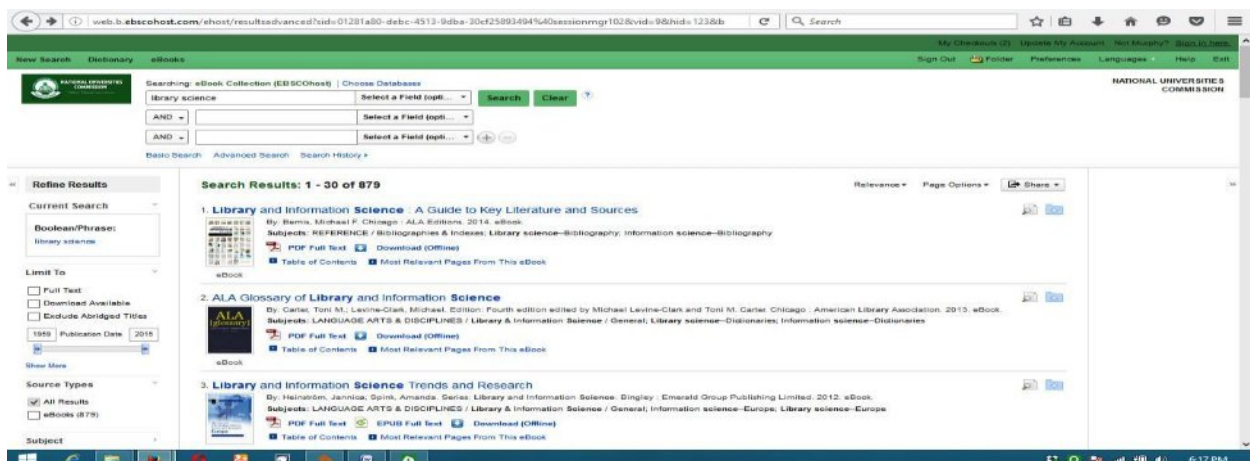


Fig 11: EBSCO e-books Search.

Note: the same process applies when searching for EBSCOHost e-journals.

HINARI (Health Internetwork Access to Research Initiative) HINARI Programme set up by WHO together with major publishers, enables low- and middle- income countries to gain access to one of the world's largest collections of biomedical and health literature. Up to 13,000 journals (in 30 different languages), up to 29,000 e-books, up to 70 other information resources.

To login to HINARI, click on the HINARI icon, enter the Username and Password (request from the Virtual Library Units) and sign in. a new page will open where you can search by SUBJECT, LANGUAGE and PUBLISHER. Our example here will use Subject search. Now click on SUBJECT, different disciplines will be displayed, click on the arrow next to Select a Subject, scroll and click on Science (General). On a new page different journal titles on science will be displayed for you to browse and access the content of the journal title desired.

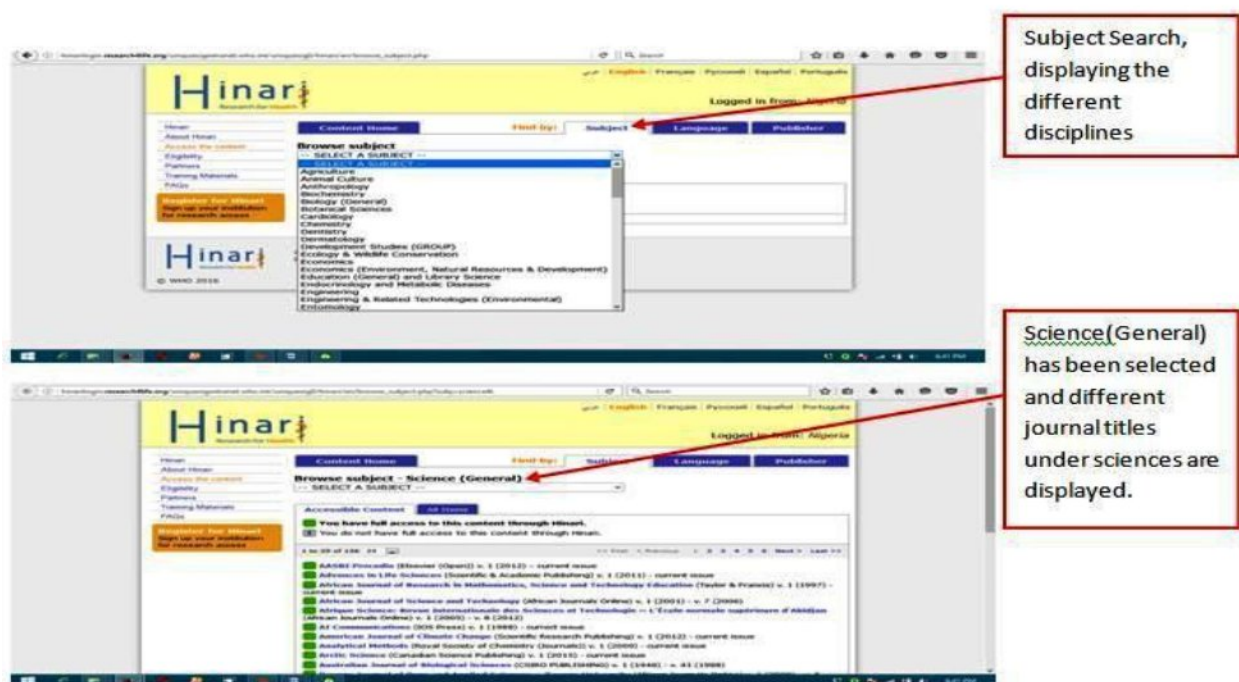


Fig 12: Diagram of HINARI Subject Search

Note: If you are searching for articles by a specific publisher or in a particular language, you can click on your selection and follow the steps similar to the subject search illustrated above.

Searching OARE, ARDI, and AGORA is the same process as searching HINARI. You can find e-resources by SUBJECT, LANGUAGE and PUBLISHER. It is also important to note that these four databases HINARI, OARE, ARDI, and AGORA are part of research 4 Life Initiatives to subsidize or provide free access to scholarly resources and are integrated into one database, so you can't log onto two of these databases with one browser at the same time.

15.3 Open Access Resources

These are scholarly articles that readers can access online freely "without financial, legal, or technical barriers other than those inseparable from gaining **access** to the internet itself."

To locate resources from Open Access resources you point your mouse on open access resources. Different databases/journals relevant to BSU faculties will be displayed for you to choose your discipline.

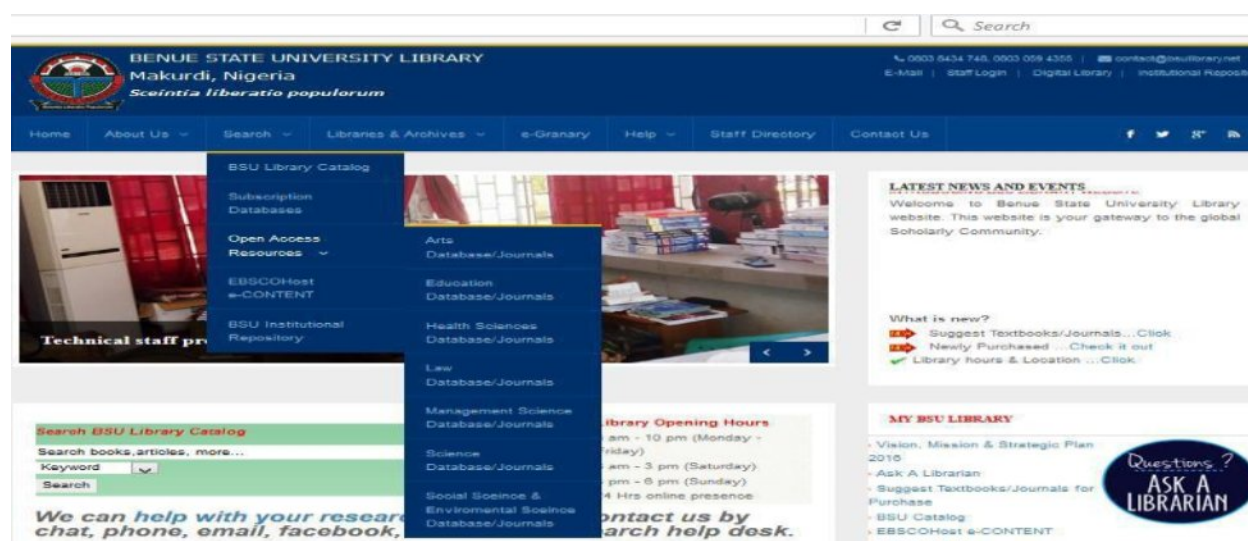


Figure 13: Open Access Resources

Locating Scholarly Articles in Open Access Journals

Journals display articles in particular disciplines.

Click on Arts Database/Journals

Icons representing different database/journals are displayed

Click on “International Journal of English and Literature”

In each journal you will see terms like “archive” meaning a collection spanning both past and present volumes. “Current Issue” is the most current volume etc. Here, we will click on “archive”. Open 2016 articles. On the left hand side is a display of the volumes according to year. As seen in the diagram below.

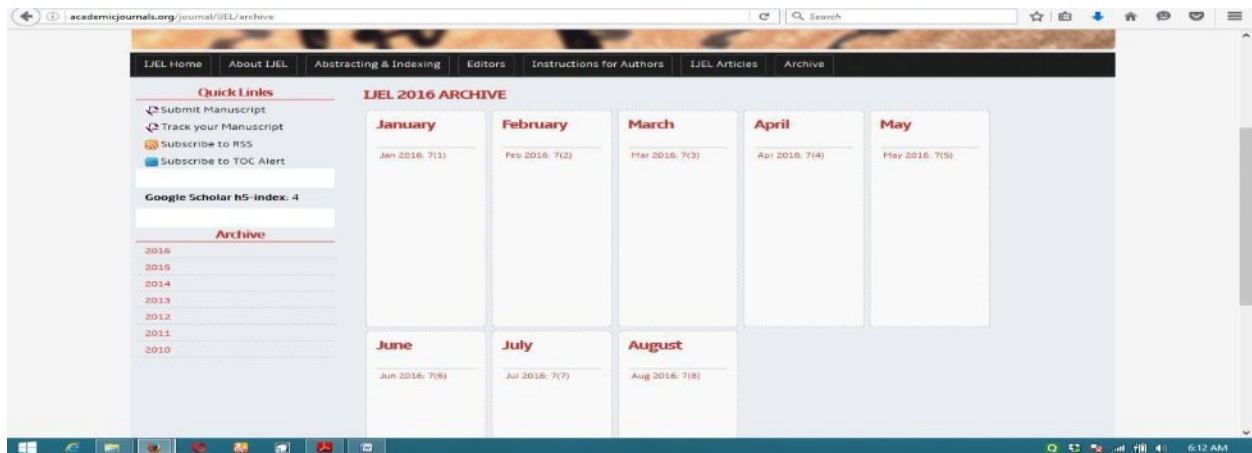


Fig 14: Archive displaying the Volumes according to year.

To open the most current volume, click on current month, eg. September, 2016. The most current volume will be displayed with all the articles. Each journal provides different formats with which users can view the content but here, pdf is the most acceptable format. The diagram below shows the most current volume with all the articles.

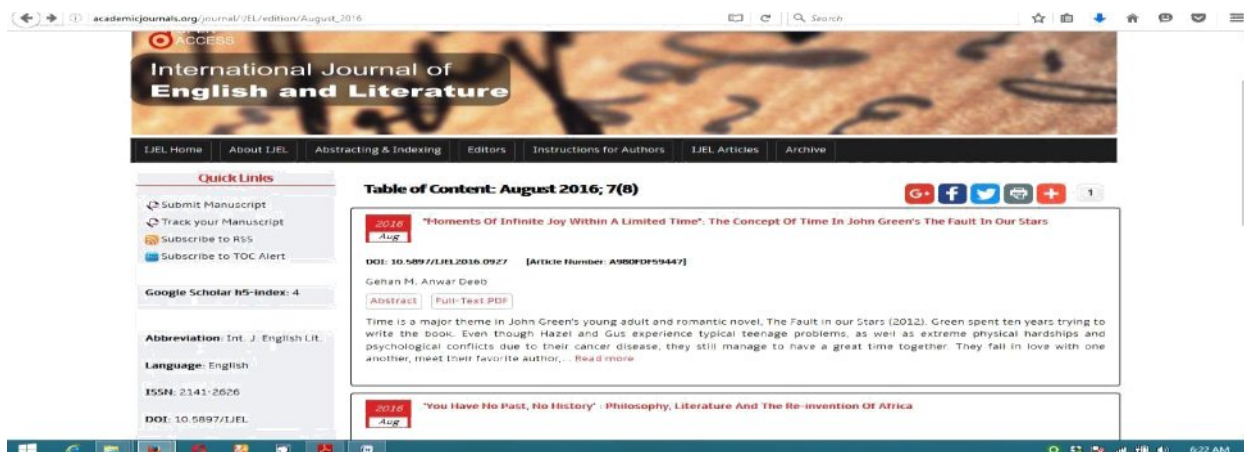


Figure 15: Most current article in International Journal of English and Literature.

Note: July 2016 was the time this manual was developed and yet we already have the most current volume here as August 2016; 7(8). This is just a confirmation that online resources are constantly updated.

Locating scholarly articles in Open Access Database.

Database here means an organized collection of articles relating to different disciplines which are updated and managed for users to access. Accessing database; from the menu bar, click on Search → Open Access Resources Science database/journals → arXiv. The arXiv homepage will display research articles in the following areas of Science physics, mathematics, computer science, quantitative biology, quantitative finance and statistics. All the write-up in blue are the different fields of study. Click on Quantum Physics for example to view the content. In quantum physics, different options have been provided for browsing the content: new, recent, current month, specific year/month and archives. Click on new. On each of the articles you will see pdf and other formats. You can choose other formats but pdf is most preferred.

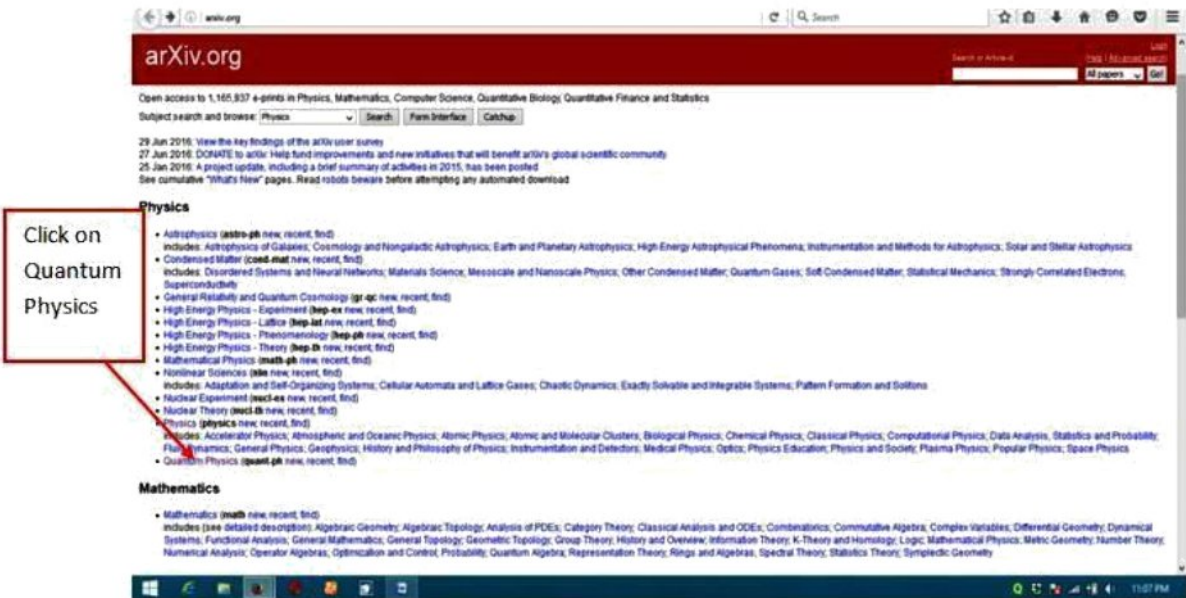


Figure 16: arXiv database displaying different science disciplines

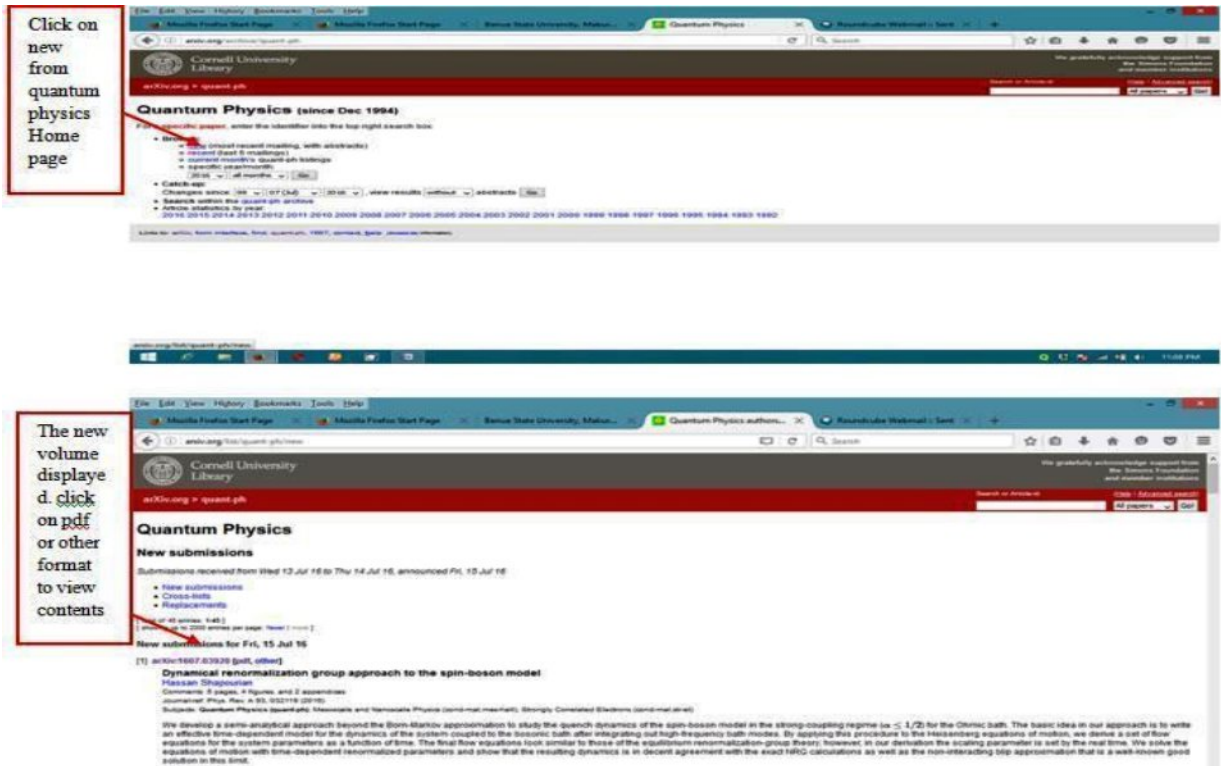


Figure 17: Selecting Quantum Physics and Accessing the Content

Note: This is an illustration using physics with quantum physics as the specific area of the study to access content. It is important to know that all the other

disciplines with links to their different areas of study written in blue can be accessed through the process described above.

16. **e-Granary**

The eGranary Digital Library -- "The Internet in a Box" -- is an off-line information store that provides instant access to over 32 million digital resources (video, audio, books, journals, and websites) for those lacking adequate Internet access.

To Access E-Granary: From the menu bar click on e-Granary, follow the instructions on how to install E-Granary web browser. After the browser installation, double click on the browser icon from the desktop. E-Granary homepage will open, click on either video, audio, books, journals and select discipline to access contents.

17. **Help**

Help menu provides two key links, Library Website Manual and Ask a Librarian

To access Library Website Manual: Menu bar → Help → Library Website Manual. This manual contains a set of instructions or procedures on how to access information on Benue State University Library Website in pdf format.

To access Ask A Librarian: Menu bar→Help →Ask A Librarian

Ask A Librarian is a Reference Service where users can send questions relating to the difficulties they are confronted with in their research or send general comments. Answers will be sent through the e-mails provided by users. When you click on Ask a Librarian, a new window opens for you to pose your question send it to the Reference /Virtual Librarian.

Figure 18: Ask a Librarian

The website will be updated frequently. That makes this document prone to changes. But all updates will be available online. For any further information, click on the link Ask a Librarian and send your inquiries, comments or suggestions on how we can improve on the services we are offering.

Reference

<http://www.bsulibrary.net>

Mark Aeron Polger (2011), Student Preferences in Library Website Vocabulary.

Library Philosophy and Practice 2011. <http://unllib.unl.edu/LPP/>