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Full Length Research

Collection Development Practices In Ministry Of Justice Library, Owerri

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IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF BACHELOR OF LIBRARY AND INFORMATION SCIENCE (BLIS) DEGREE

This study examines collection Development Practices in the ministry of Justice Library, Owerri. This study adopted the survey research design. In obtaining relevant data, a structured questionnaire, interview and observation was used. Data were also statistically analyzed using frequency counts, percentages and tables where necessary. The study found out that finance, high exchange rate of imported books, inadequate number of skilled professionals and lack of individual gifts and donations are among the problems militating against collection Development Practices in Ministry of Justice Library, Owerri. The study recommends among other things that there should be provision of sufficient fund. The library should generate fund within its operation through photocopying, binding and other fund raising activities. There should be recruitment of adequate professionally trained staff for the library. The federal government should review its fiscal policies as it relates to the importance of publishing materials by removing duties and tariff paid on such materials to encourage local publishers.

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INTRODUCTION

Background to the Study

The library is a social institution that is committed to the collection, organization, presentation and dissemination of recorded information. It provides access to recorded information irrespective of the form in which it appears. According to Aina (2004), the library makes education accessible to all regardless of their economic situation, age, educational attainment, profession or trade. Based on this therefore, the library should have a comprehensive, effective and functional collection to serve the information needs of the clientele.

One of the library's major responsibilities, has always been the development of a stock of books useful to the community it serves, Olafioye (2000). One then understands that the end result of setting up a library of any kind is to provide a form of service to the Clientele. This service can only be performed if the vital ingredients are available. It is a well known fact that three Bs make up a library and they are: Book, Brain and Building. According to Olafioye (2000:B)

"Brain" here refers to the core qualified staff; Building refers to the available physical structure, including appurtenances like proper lightening and shelves. In the three Bs, the one that typifies a library most is the Book. Book here means the collection proper which includes all forms of recorded knowledge in form of monographs, periodicals, audio-visual aids, microforms, etc. Aguolu (1999) intimates that a librarian may be knowledgeable in first class building, but if he does not have a rich book collection, he cannot provide a good library service. Emphasizing on the extensiveness of a library collection, Onwuka (1984) opines that the law library is the laboratory of lawyers where legal researches are conducted. It is concerned with the identification, selection, acquisition, organization, presentation and dissemination of legal materials in all their forms and further provides the communication and interpretation of law as well as render assistance in the use of legal materials. Law libraries should have a well rounded collection of basic work which record the best thought and experience of man, regardless of their time and place of publication. according to Congan (1987) the functions of law libraries is to acquire and maintain a collection of books, journals, law reports, legal periodicals, case citation, status books that law researchers can rely on when making references and confirming cited cases in the law Court. It is therefore the need to keep those information and sustain the rule of law that the law libraries are set up, since nobody can practice law successfully without an adequate stocked library.

According to ALA Glossary, collection development practices are the process of selecting, acquiring, organizing, preserving and making information available to the users. There are various ways of acquiring materials, these includes purchase, gift, exchange, donation, ordering, bequeath and legal deposit.

In this study, the Ministry Library is a special reference to libraries established within the ministry to serve the parent body. Also, collection development in this study means the process of identifying, selecting and acquiring library materials in the library.

In view of the importance of a library collection therefore, this study tends to explore the various collection development practices or means of acquisition of library materials in law libraries, the problems confronting collection development practices in terms of the strength and weaknesses, extent of stock, types of resources, methods of acquisition, selection criteria, selection tools as well as parameters for weeding and the extent of funding, using Ministry of Justice library Owerri as a case study.

Brief Historical Background of the Institution Studied (Ministry of Justice)

According to Ministry of Justice Fact Book (2015), the Ministry of Justice, Owerri was established on 3rd February 1976, the same time with the State (Imo) which was created by the Federal Military Government under the regime of General Murtala Mohammed. Presently, it is situated at the State Secretariat along Port Harcourt Road, Owerri.

The Ministry is organized into departments which are in most cases sub-grouped into functional units and various categories of civil servants who are organized hierarchically in classes as follows:

i.   Administrative, Professional and Scientific or Research Officers.
ii.   Executive and Technical Class.
iii.   Secretarial Class.
iv.   Technical Class.
v.   Clerical, Junior, Technical and Sub-Clerical Officers.
vi.   Miscellaneous and Un-established or Daily rated grades.

The Library

The Ministry of Justice library, Owerri was established in 1996 as an arm of Aba Judiciary Commission contrary to the opinion of others that it was established in 1976 (Ministry of Justice Fact book 2015).The library was located in a converted garage in the premises of the Public Prosecution Division which later housed the entire ministry of justice. The library as it is now, started off with a handful that were brought down from Enugu after the creation of Imo State 1976 and a small collection of legal reference work from the Public prosecution Division. By the end of 1978, a separate block was constructed to house the library. The ministry lost the chance of planning a good library building when it allowed the Ministry of Works to design and build the library without proper consultation and liaison with the librarian. The result was that the building was too small and made no provision for other members of the staff. Oneyear after its completion, an extension was added and two years later, it was discovered that further extension was required. The library has now transferred to the State Secretariat along Port Harcourt road, Owerri.

Resources and Services of the Library

The stock of the library is currently total about 38,500 volumes and spanning over 2,500 feet of shelving, consisting of major legal works highly concentrated of law books, mostly the Nigerian weekly law reports, laws of the federation of Nigeria, legal periodicals and journals. The library also acquires materials like gazettes, textbooks, magazines, bulletins, status books and newspapers.

The service of the library is essentially a reference one. The library serves lawyers in the Ministry, the service are also extended to all legal practitioners who come to the library within and outside the State. It operates a loan services to all staff of the ministry, particularly to law officers and also Judges of the State High court within and outside the State. It also renders abstracting and indexing services, current awareness services and selective dissemination of information. It serves as a documentation centre for the Ministry. It also serves as a centre for research for scholars in legal profession.

PERSONNEL CATEGORIES AND FUNDING

At inception, the library had three professional librarian and six para-professionals. This rosy state of affairs did not however last long in the ministry. Attempt to inject professionalism into the growing library was for a long time forestalled through lack of understanding of the role a professional librarian who reported to the solicitor, general and permanent secretary. Currently, the library has three trained librarian, four library Assistants, two library Attendants and two messengers and one cleaner. These give the library a total of twelve (12) member staff.

The library is solely funded by government. The plan for funding the library was embodied in the third National Development Plan. The funding is most at times inadequate, though the sum of ₦600,000 was allocated for the period of 1975-1980.

Though, not all the sum provided was actually released. From 1981, when severe economic measures began to be applied by government, it became almost impossible to release any fund at all. Most at times, the funds are not released on time, they don't come as at when due. In the year 2004, the sum of N200,000 was allocated to the library and periodicals, while the sum of N1,000,000 was allocated to the library and periodicals in the year 2009. The sum of N1,000,000 was allocated to the library and periodicals in the year2015.

The opening hours of the library are from Monday to Friday 8:00am- 4:00pm daily. The library does not open on public holidays and on Saturdays.

Statement of the problem

The concept of collection development in law libraries is very vital ingredient in the development of law library. Despite the fact that collection development in law libraries is the success of any law library, there are speculations by the general public and the staff of the library studied that ministry of justice library Owerri cannot acquire all the relevant information material that will help the library to achieve it maximum servicedelivery due to inadequate funding, lack of acquisition policy, inadequate manpower to mention but few.

It is against this background and consciousness that the research was set up to investigate empirically the collection development practices in law libraries using ministry of justice library, Owerri as case study.

Objectives of the Study

The objectives of the study are clearly stated as follows;
i.To survey the selection processes in the Ministry of Justice Library, Owerri.
ii.To identify the methods used in acquiring materials in the library studied.
iii.To ascertain the volumes and types of information materials in the library studied.
iv.To know the funding procedures of the Ministry of Justice Library, Owerri
v.To know the quality of library personnel manning the collection development section of the library studied.
vi. To determine whether the library under study is ICT inclined.
vii.To ascertain the problems militating against collection development and the extent to which these problems haveinhibited the success of collection development in the library studied.
viii.To proffer solution that would enable better collection efforts in the library studied.

Research Questions

The following are formulated as the basic research questions that would guide the Processes of data collections of the study.
i.How do the Ministry of Justice Library, Owerri select library materials?
ii.What are the methods employed in acquiring materials in the library studied?
iii.What is the total volume of collection and types of library materials acquired by the library studied?
iv.What are the funding procedures of the library studied?
v. How qualified are those manning the collection development section of the library studied?
vi.Does the library studied acquire modern ICT gadgets?
vii.What are the problems inhibiting collection development practices in the library studied?
viii. What are the solutions to the identified problems in the library studied?

Scope of the Study

Due to the specific requirement and limitation of this research work, the study is only focusing on the practices of collection development in Ministry of Justice library, Owerri. Particularly, in terms of selection, acquisition, staffing, funding and problems.

Significance of the Study

Law libraries of which the Ministry of Justice Library Owerri is no exception are indispensable handmaid of democracy because they are depositories for printed and non printed form. Thus, the importance of adequate collection development practices in law libraries, if they are to remain fully focused and committed to the mission and objectives of the clientele in which they serve and also meet the ever increasing information needs of their clientele.

This study will serve as a guide to both the federal and state governments in viewing their financial commitments to their institutions and their libraries. It will also be of interest to the library board members by serving as a guide for future policy formulation on the funding of institutions and their libraries in Nigeria. It will also serve as a valuable information sources on collection development in ministry of justice library, Owerri for law library researchers and students. Among students of library and information science, this study will generate debate for further academic pursuit.

Operational Definition of Terms

The following terms will serve as a working tool to guide theinvestigation of this project.

i.   **Selection Policy:-** This refers to the act of evaluating and choosing information materials to be added to the library collection.
ii. **Acquisition Policy:-** On general terms, acquisition policy applies to the functions of obtaining the library materials which make up a library collections However, in this study, acquisition policy is referred to as a policy or guideline stating very clearly criteria and methods to be used in the acquisition of information materials for a library collection
iii. **Weeding:-** Weeding in this study has to do with removal of obsolete materials for the creation of space and the standardization of the collection.
iv. **Stock Taking:-** This refers to a physical check carried out in a library on books to find out whether the library still possess all materials listed in its catalogue or accession register.

LITERATURE REVIEW

The main purpose of this chapter is to conduct a review of past literature in the area of library collection development practices. The review of literature was sourced from both primary and secondary sources which include textbooks, encyclopedias, journals and seminar papers.

For proper presentation, easy comprehension and understanding of the idea to be presented, the literature is sub divided into the following:

- Concept of Collection Development
- Need for Collection Development in Law Libraries
- Collection Development Policy and Practices
- Processes of Collection Development
- Collection Evaluation, Maintenance and Preservation
- Fund Allocation for Collection Development
- Censorship and Collection Development
- Challenges of Collection Development

Concept of Collection Development

Ononogbo (1999) wrote that each year, thousands of books and periodicals are published by the general, technical, government and university press in Nigeria and other countries of the world. From the overwhelming mass of new publications, every library, including the law library must within the limits of its fund, identify, select and acquire that small part which will be most beneficial to the community served. Each information material examined for inclusion to a collection requires the exercise of careful judgment, integrity and emotional control.

Thus, the process of building up a library collection Spiller (1991) says has been used interchangeably to mean both collection development and book provision. But, whichever way the term isused, it is synonymous with the systematic building up and improving of a library collection. Okoro (1991) agrees with that perception, taking 'collection development' to mean not only the planned, systematic development of an already existing collection, but also includes the selection and acquisition of these materials. The term collection development has also been used to refer to an umbrella term covering a number of activities relating to library stock, including selection, provision, weeding and promotion and inter lending activities. Spiller (1991) went on to say that book provision is a core activity in librarianship, concerned with selecting and maintaining the library's resources (books, periodicals, audio-visual materials, electronic media, e. t .c.) collection development has always been the basic concern of all types of libraries with approaches in each library reflecting institutional goals, users needs and the library's role within the institution.

At this juncture, one may ask, what is collection development? According to Olaojo and Akewukekere (2006) collection development is a process of selecting, ordering and payment of information materials for the use of the users in the library. Based on this, collection development helps to enhance the assemblage and provision of a variety of information materials to meet the desperate needs of library users. Nnadozie (2006) describe collection development as a planned, continuous and cost effective acquisition of quality and relevant materials to meet the needs of the users and objectives of the parent body. Evan (2000) sees collection development as the process of identifying the strength and weakness of a library's material collection in terms of patron's needs and community resources and attempting to correct existing weakness if any.

Seeing collection development as a dynamic and everyday task, Okoye (1999) says it is a dynamic and self perpetuating cycle which involves the assessment of user's information needs, policy formulation, selection and acquisition of items, conservation of items and information dissemination by library. Collection development isnot just a material oriented activity, but also analyzes the characteristics of the people. This implies that the library does not build the collection for its own use, but for the community served. collection development encompasses a number of activities related to the development of the library's collection including determination and coordination of selection policy, assessment of current and potential users needs, selection of materials, planning of resource sharing, collection maintenance and weeding (Gorman and Howes,1989; Clayton and Gorman,2001).

Need for Collection Development in Law Libraries

Collection building is to a library service what architecture is to a finished building. Evan (2001) says as the architect determines the shape, scope, height and dept of a building, which together result to function and use, so also the selector of library materials its reach and limits. Writing in his book titled library and the community, Harrison (1999)

maintains that a library is a working agency- a service centre for people, a source of intelligence for the business, educational, social, governmental practices and purely enjoyable life of the community. The ultimate goal of any library is to provide the right book for the right reader at the right time.

Aguolu (2001) and Bloomberg (2001) adduce that the purpose of collection development is to select materials that serve the educational and recreational needs of the community. It is the responsibility of the library to provide book and media of communication for people of all ages and give guidance in their use. In fact, the collection of a library must offer opportunity to individuals and groups, so there is need for collection development for improved input and productivity of lawyers and research scholars. There is also the need for collection development According to Rao (1998) to provide library users necessary information to increase their immediate environment.

UNESCO on its own maintains that there is need for an effective collection development that will make law professionals have reasonable access to the law library services which it proclaimed the principal means whereby the records of man's thought and ideas and the expression of his creative imagination are made freely available. It is therefore the need to keep this information and sustain the rule of law that collection development is most paramount in law libraries, since nobody can practice law successfully without adequate stocked library.

In conclusion, Bonk (1999) opines that since any meaningful development strategy is integrative in nature, library collection development at all levels must be seen and accepted as an inseparable component of the overall development of library and information service process.

Collection Development Policy and Practices

Collection development policy is a written rationale for actions taken in the process of resources development. It states in precise language or term the type of materials to be selected, the type of materials to be accepted, methods of acquiring materials, and the criteria for weeding. It is important as a defense against censorship and in support of intellectual freedom. It provides information that will assist in the budgetary allocation process and thus enable the librarian to defend himself before budgeting authorities and the public. It states who does the selection and how it is done and what selection aids to be used.

Magrill (1984) says that written collection development policy is an important tool for guiding all activities related to planning, budgeting, selecting and acquiring library materials. It is one of the first pieces of evidence in determining whether a library is engaged in true collection development. A written policy provides the rationalefor the selection of individual items and ensures consistency and balance in the growth of collections. But in Nigeria, law libraries have traditionally paid lip-service to the writing of a collection development policy.

Collection development practices are the process of selecting, acquiring, organizing, preserving and making information available to the users. Collection development can be done through purchase, gift, exchange, donation, bequeath and legal deposit. Imeremba (2011) assert that library materials may be purchased either from a publisher or bookseller. Purchase means exchange of money for the book(s). In purchasing materials (books), the knowledge of the book trade is important. Before purchasing a book material, a librarian is influenced by the following;

i.   The need of the users:- Through user analysis or study, a librarian is able to understand the peculiarities and information needs of the user and would therefore make decision regarding the usefulness of the book to his clientele.
ii. The quality of the book will assist the librarian to determine whether or not to purchase the material. The quality here means the physical quality of the book and the contents and subject matter of the book. For the physical aspect, the librarian will be attracted by the good print, beautiful clear style of writing, the language used by the author, the arrangement of the chapters and paragraphs, the colors, and then the subject matter comes next.
iii. The librarian is also guided by the authority of the author of the book, his prestige, however famous he is.
iv. The librarian is also influenced by the selling price of the book. If the cost price is moderate, there will be more sales than when the price is high.
v.   The relevance of the subject matter to the time of production is also considered by the librarian before making any purchase. Imeremba (2011).

Another method or practice involved in collection development is gift. Library materials may be procured through Gifts. Gifts are always given free of charge and this helps in library resource collection development. Imeremba (2011) wrote thatgifts are very important to libraries especially new libraries which require background materials for their collections. Gifts can include books and journals. When the librarian is involved in a collection of gifts, he must make sure that his library has a policy for accepting gifts. When we talk of gifts in libraries, we are talking of book gifts. Gift may be made by individuals or by corporate bodies. An individual may decide to donate a copy of his book, a collection of his collection to

a private library. Grill and Cabin (2001) assert that whatever method or means used for obtaining books, the library must have a policy for accepting gifts so that the librarian would not make the mistake of accepting everything that comes his way. The first factor to be considered is the nature of the gift, the kind of gift. If the gift will serve as a useful addition or as a replacement of a cost item in the library, the gift may be accepted.

According to Hickey (1999) the library should endeavor to understand the stipulations of the donor or restrictions imposed by the donor before accepting the gift. The librarian may consider accepting a gift if the donor does not make unnecessary demands and places restrictions on how their gift should be used.

Exchange is another collection development practices which involves giving out what the library does not need to other libraries and collecting what is needed. Grill and Cabin (2001) says that librarian must have a policy for his exchange programs. He must device a means for obtaining items through exchange programs, before a material is given out through exchange. Imeremba (2011) relays that some publications can be obtained only through exchange as their institutions will not accept subscription. In other words, there are some materials that are acquired through exchange especially those materials which the donors are not willing to produce in large quantities or for commercial purposes such as thesis and dissertations, government publications and some journals such as professional journals.

Renting is another collection development practices which according to Imeremba (2011) is a way of acquiring library materials. But this method is not a very permanent arrangement. Renting or Lending arrangements are always temporary measures serving only to satisfy the immediate needs of library users. So, libraries can rent books from booksellers or publishers as the need arises.

Processes of Collection Development

Some people erroneously have the opinion that collection development on one hand, selection and acquisition on the other, are one and the same thing. Collection development is a big umbrella encompassing selection and acquisition. The processes of collection development, involve the assessment of user's information needs, allocation of funds, selection and acquisition, evaluation and weeding of library materials. But for this purpose, focus will be on selection, acquisition and weeding of library materials. As one of the processes of collection development, Spiller (1999) is of the view that selection is a planning function which relates to the intellectual aspects of deciding which materials is to be acquired. Selection is one of the essential parts of a librarian's job and also one of the most exciting. Obiagwu (2000) maintains that selection is a conscious act, a definite purpose. In fact, the quality of the resulting collection that consciously developed is undoubtedly one of the criteria on which a librarian is most often judged.

In selection of library materials, librarians need to know their selection aids and formulate a personal philosophy of selection as clearly as possible. They need to know what they are doing and why. Evan (2000) lends weight to this by saying that individuals who are to contribute to the shaping of collection development policies must have a stance of their own. Therefore, persons who work on material selection have to be sure of their own beliefs or they will constantly be turn to and fro in the daily battle of what to accept or reject.

Selection of materials for a library is an exciting challenge. It requires sagacity, adroitness and attention to people's need for everything from books and periodicals to films and recordings. It is a curiously rewarding professional assignment which distinguishes itself from many other administrative occupations in librarianship, Evan (2000).

Acquisition is another processes of collection development. According to Oyoyo (2001) Acquisition implements selection diction and it can notes the clerical aspects of orders and deliveries and payments. The processes of acquisition usually start with a pre-order search to ensure that the title is not on order or already part of the collection. Due to the importance of acquisition, Wuitekoeter (2000) describes it as the spark and plug for the brake on the building of a library collection. In fact, as a plug, acquisition is responsible for coordinating the expenditures of a library's funds with its collection need and as the brake it keeps this expenditure within the boundaries laid down when funds are appropriated.

Coming to the business-like of acquisition department, Nwaolo 2OO3) sees acquisition work as partly a business operation and the acquisition department therefore, is the business department in libraries. It becomes obvious that a successful acquisition librarian should have the dual personality of a librarian and a businessman. Grattan (1999) concludes that the acquisition librarian should have a sound comprehension of library objectives, and interest in building a collection of materials necessary for a library's development and the background and ability to accomplish the objectives, plus the knowledge of business methods and talent for using them.

Weeding in collection development is as important as any other activity, for without an ongoing weeding program, a collection can become obsolete. Weeding according to Newman (1998) is the elimination of obsolete books and other library materials for the creation of access to information while Evans (2001) sees weeding as selection in reverse for the creation of space and standardization of the collection. Most libraries think about weeding but seldom carry it out. It was one of the best techniques available to ensure the long-range usefulness of any collection. Bonk, etal (1999)

reveals weeding as the practice of discarding or transferring to storage excess copies, rarely used books and materials no longer of use. Bonk (1999) go on to outline the importance of weeding which include: to save space, to improve access to information, to save cost and to make the collection functional and current.

No matter the size or the type of library, there is more to weeding than the decision to put something on the shelf. Next, the librarian must remove the shelf-list cards and the catalogue cards and update other records. Weeding therefore, should be taken as seriously as other collection development processes.

Collection Evaluation, Maintenance and Preservation

At some point every library is confronted with the need to assess its collection. The reasons for the assessment can vary from curiosity to the need to define the manner in which funds were used to build the collection, if the library is acquiring a lot of materials that are not being used, the person involved in collection development need to know this so that they may take correction. This is one of the reasons why it is necessary to examine the quality of a library collection.

Okonkwo (1999) sees evaluation as involving the actual examining of library materials and judging with respect to the goals and objectives of the library whether the existing collection or some of the materials have outlined their usefulness to the community served. Collection evaluation is an integral part of collection development, and consequently is a continuous process that may point the way to a desirable revision of collection development policy. Evan (2000) presents the systematic order of evaluation thus.

Collection + collection + collection= Collection
Planning + implementation + evaluation = Development

This sequential process of collection development gives rise to a system that is orderly, complementary, cyclical, and self-improving. Collection evaluation therefore should be related to planning, selection and acquisition of the library collection. As stated earlier, the reasons for evaluation are many and Bonk (1999) maintains that among others they include; to justify budget, satisfy users or the need to show accreditation body that the institution possesses the necessary materials to support instructions in a certain subject field and act as part of the process of writing a collection development policy. In fact, it is hoped to improve library services. The benefit of a well planned program of collection evaluation aremany according to Mosher (2004) they include; it gives a more accurate understanding of the scope, depth and utility of collection, it's a means of rectifying inadequacies and improve library buildings, it is an opportunity to focus human and monetary resources on collection areas most needed, attending a justification for book budget increases and a way to measure the effectiveness of a collection development policy.

Collection evaluation and analysis is time consuming as an activity, but only after you are through with the task you know that strength and weaknesses exist in the library's collection. Once you are aware of this, you can formulate a plan to build on the strength and correct the weakness in terms of the library's goal, objectives and community needs (Emuakpo, 2002; Aina, 2004).

Fund Allocation for Collection Development

The budget of the library is only but a fraction of the budget of the parent body and the materials budget is a point of the total allocation received from the body, establishing it which is the ministry of justice (federal government). In all its ramification therefore fund allocation refers to the policies and procedures governing decision on what proportion of the budget for materials to be disbursed to various library units or expenditures categories. According to Aguolu (1999) fund can be allocated to format of material books and non- book materials. Supporting the above idea, Ehikhamenor (1999) goes a step further to say that funds can equally be allocated by substantive areas such as; Monographs, Reference materials, Periodicals and Audio visuals. But among law libraries in Nigeria, there is not a definite formula for fund allocation so this question arises, Are these libraries adequately funded and to what extent do these funds go in collection development? In fact, one should bear in mind that the governing factor among other things in collection development is the availability and continuing basic of financial support.

Emuokpor (2007) therefore opined that the librarian must regard his annual estimate as the main instrument for converting plans into reality. This reveals that finance is the life wire of any organization and activity. All the same, no amount of foresight and planning will produce result if the necessary finance is not forthcoming. Law libraries are relegated to the background in the scheme of things that Okoli (2002) laments in times of boom, the library is the last centre to be remembered, when it comes to allocation of funds, first to be remembered when it come to cuts in fund allocation. Owing to this deplorable situation, many law libraries are establishing priorities and in some instances to

curtail services which in turn adversely affect the extent and quality of collection building. Equavoen (2002) also intimates that there is insufficiency of all kinds of materials in law libraries due to insufficient amount of funds designated to libraries to enable purchase library materials.

One should realized at this juncture, that the library in choosing books and other materials applies certain standards as to quality ofwriting, accuracy, completeness and integrity of the author. In approving each title under consideration, these standards must vary depending on the availability of materials and funds. In fact, Wuitekeoter (1999) reveal that the extent of the collection of a library will greatly depend on the funds made available for books, periodicals and the much talked about audio visual materials, it should be borne in mind that due to this poor funding, many have been cutting down on their book votes and many have cancelled a large number of their periodicals subscription. This is a bad trend in collection development.

Considering the fact that finance is ultimate in any good program, collection development in law libraries being no exception, the authorities concerned should change their lukewarm attitude towards library budgetary allocation so as to bring about an improved collection development exercise and the general library services.

Censorship and Collection Development

Libraries of all sizes and types have been under increasing pressures from persons who wish to use the library as an instrument of their tasks and views. Such individuals and groups are demanding the exclusion or removal of books and other library materials which they object to or the inclusion of a higher proportion of books that supports their views. Here, the freedom of the library to meet its professional responsibilities to the whole users of the library through its collection development is jeopardized.

One may then be inquisitive to know that censorship is the suppression of ideas or restriction of information in whatever form. Censorship, in fact is the act of examining all objects that convey feelings and to cut out anything regarded as immoral or in other words undesirable to the aims and objectives of the government of the day or library administrators. Meritt (1999) opines that censorship is the rejection by a library authority of a book or other library materials with the librarian, the library administrator, or some personnel bringing pressure on them hold to be obscene, dangerous, radical, subversive or too critical of existing ones. Censorship has a determine effect on collection development. For instance, in recent times in Nigeria, books like Soyinka's "the Man died", Arthur Nwankwo's "how Jim Nwobodo rules Anambra State", generated a lot of controversy and were put on ban. Despite their ban, some patrons would like them acquired and put on the shelf. This becomes a banging headache for collection builders who may want to please his employers, the law of the land and the users.

Gardener (2001) maintains that censorship in all its various shades hinder the progress of collection development and that the library being a democratic institution, each patron has the right to be satisfied. The library as a social institution is accountable to the parent institution, the library in all its ramification tends for intellectual freedom of the users. According to Meritt (1999) censorship is a characteristic feature of a non-liberal government and society. This indeed is a true fact, only few years ago, Obasanjo's Nzeogwu and Salman Rusdie's satanic users generated open hostility that copies of these books were reported burnt openly. The collection builder in this type of situation would sure be in dilemma about acquiring such hot materials.

On the characteristics of censorship Fiske (1999) maintains that such a feature includes; lack of intellectual freedom of speech and of expression. It is a strong belief that publishers and libraries have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offering. But Meritt (1999) has a contrary view on the above, says that a librarian could also be a censor. Extremists of religion or political ideologist who are librarians may reject a book when it does not agree with their rigid ideas.

Censorship in fact, places the collection of library in jeopardy and interferes mindlessly with the selection, acquisition or other professional activities of the libraries. Bonn (1999) agrees with the idea when he says that censorship erodes the concept of building a comprehensive and functional collection that serves the community's interest. There is evidence that books and libraries are the chief bastion against the pressures towards conformity which are in large part already overwhelming the motion pictures, radios, televisions and the press. Only in libraries can the interested users easily find records of the past, and only in libraries can the interested citizens hope to find all the relevant facts concerning controversial issues.

Therefore, the government and its agents, rather than censor the media of which the library is one, should make conscious efforts to take them into consideration in achieving a successful execution of its programs through the dissemination of information desired by the patrons or clientele by stocking its collection publications on all shades of opinion.

Challenges of Collection Development

There are many challenges confronting collection development in law libraries. Futas (1998) says the most pressing challenges confronting collection development in all libraries is lack of funds. Allocation required to meet the user's needs are being cut and there is less and less available for researches and new programs. Clarke (2000) is of the view that the problem hindering collection development in Nigerian libraries is their poor budgetary allocation. In view of the ever increasing cost of books, moderate 15% increase in allocation to libraries annually has been suggested, but quite contrary to this, the budget continue to drop at a greater percentage.

According to Onyeonwu (1998) libraries have had to vie for fund with other essential services. These are the services that general public can identify and appreciate. Libraries have not made enough impact on the public for needs in terms of adequate funds to be fully met by the appropriate authorities.

Another challenge confronting collection development is the exchange rate. Commenting on this, Clarke (2000) said the problem of book purchase in Nigeria arises from the fact that more than 90% of these are from Europe and America. This pitiable situation arises from the unsatisfactory nature of the local book trade and lack of sufficient capital which hinders indigenous publishers from meeting local demand. He further went on by saying that the rise of oversea materials coupled with the appalling high conversion rate of local currency reduces collection development subscription while some libraries even stopped the acquisition of foreign materials.

Language barrier is another problem confronting collection development. Unegbu and Nwanekezie (2014) emphasized that some materials appear in languages other than those of the users. The translation of such materials to the language of the community served in the first instance creates a problem for acquisition.

Collection development requires the securing of professionally trained, qualified, adroit, sagacious and experienced personnel. It is a common knowledge that most libraries lack adequate staffing in terms of quantity and quality. The libraries are staffed with inadequate and untrained personnel. Even where the libraries have qualified personnel, the number is not adequate such a situation definitely affects the efficiency of collection developments (Unegbu and Nwanekezie, 2014).

Summary of Literature Review

The above literature took a deep look into collection development practices in the Ministry of Justice library. It has been established that collection development is a planned, systematic of a collection based on the objectives of the library.

Done on the salient points raised in this literature are; collection development policy and practices, need for collection development in law libraries, processes of collection development, collection evaluation, maintenance and preservation etc. collection development policy is the vehicle through which the library achieves the goals of readers services. Absence of a collection development policy result in ad-hoc and haphazard collection building which may spell down from any law libraries. Collection development is vital as it helps the library acquire and stock relevant, current and up-to-date resources for the clientele. There are standards and rules which guide collection building. The standards and rules must be adhered to the latter. A well stock library does not come handy without sufficient funds.

Some literatures recommended that government rather than censor the library, should make conscious effort to take them into consideration by providing them with sufficient fund for adequate collection of materials in all shades of opinions for a successful execution of its programme.

However, of the literature reviewed, none was on collection development practices in Ministry of Justice, Owerri Library.

RESEARCH METHODS

This chapter is concerned with the procedure and methodology adopted for data collection in the course of carrying out the research study. This chapter was discussed under the following sub-headings:

- Research Design
- Population of the Study
- Sample Size and Sampling Technique
- Instrument for Data Collection
- Validation of Instrument
- Procedure for Data Collection
- Method of Data Analysis

Research Design

The survey research method was adopted for the tudy, this is because of its popularity and usage in the field of social science in general and library and information science in particular. Survey research design refers to studies in which the "characters" or subjects of interest are observed and studied in their natural habitat or environments. it is accommodating and extensive in nature.

The survey method guarantees that adequate and truthful information is discovered, collected and analyzed. It also integrates, synthesize the data and points to implications and foster interrelationship. It is also versatile and practical.

Population of the Study

The population of the study is seven (7). It consists of the staffof Ministry of Justice library, comprising of two (2) professionals, one (1) para-professional and four (4) library assistants.

Sampling Size and Sampling Techniques

The entire population was used as the sample of this study since the researcher was able to reach all of them. Because they are few in number and were not geographically dispersed, sampling technique was therefore not necessary. Census enumeration was used.

Instrument for Data Collection

To produce a reliable and dependable result, three different instruments were used for data collection so as to enhance a more accurate result.

The Questionnaire

The questionnaire is a list of research question drawn in line with the stated objectives of a research for the purpose of gathering data from the target audience. It is a survey research instrument. The aim of questionnaire is to limit the respondents to a particular focus and allow answers from different persons.

Following the scope of the study and to the accomplishment of the objectives, the questionnaire was structured with open and close ended questions allowing the respondents to choose pre-determined alternatives and making comments where necessary. The questionnaire has two sections, section A is concerned with the bio-data of the respondents, while section B was designed to get information on the general aspects of the collection development practices in Ministry of Justice library, Owerri.

The Interview

To achieve total exploration of the study, the librarians in charge of the library under study were interviewed. This method was chosen because not every idea could be expressed through the questionnaire method. The answers were recorded in the discussion of the findings of the study. This method gave the respondents anopportunity to give answers to those questions which may not have been documented elsewhere. The relevance of the interview as a backup/crosscheck to the questionnaire need not be overemphasized.

Observation

The researcher visited the library studied and made on the spot assessment of the events personally. This method helped the researcher to get first-hand information on points that may not have been covered by the questionnaire and the interview or those other arising issues that require outside evaluation. The observation was made through a checklist (see appendix).

Validation of the Instrument

The questionnaire used for data collection for the study was subjected to content validity to ensure that the items in the questionnaire measure with the data intended for collection for the study. The review and correction were effected by the project supervisor who is a professional after critically analyzing the content of this instrument in line with the data intended for the study. The instrument was then used for data collection for the study.

Procedure for Data Collection

The instrument (questionnaire) was administered by the researcher on the respondents. Seven (7) copies of the questionnaire were administered. The set of questionnaire were later collected back after three (3) days it was administered.

Method of Data Analysis

The researcher used descriptive statistics, involving frequency counts and simple percentages for the analysis and interpretation of data collected for this study. These were used, not only for clarity and precision, but also to ensure better understanding and appreciation of the data being analyzed. The analysis of the data was used on the response from the administered questionnaire guided by the objectives and research of the study.

DATA ANALYSIS AND INTERPRETATION

The analysis and interpretation were derived from the data gotten from the questionnaire distributed to the respondents. The data analysis and interpretation was guided by the objectives and research questions of the study. The responses were presented in frequency counts, tables and percentages. The table below shows the distribution and return rate of the questionnaire.

Table 1: Distribution and Return Rate of the Questionnaire

Distribution	Frequency	Percentage
NO. Distributed	7	100
NO. Returned	7	100
NO. Not Returned	-	-
Total	7	100

Table 1 reveals that a total of 7 copies of questionnaire were distributed to the respondents. All 7 questionnaires were duly completed and returned by the respondents, which represents 100% return rate.

Analysis of Respondents Bio-data

Table 2: Gender of Respondents

Gender	Frequency	Percentage
Male	4	57.14
Female	3	42.85
Total	7	100

Table 2 shows the gender distribution of the respondents from the data collected, 4 respondents (57.14%) indicates that they are male, while 3 (42.85%) noted that they are females. This analysis shows that there are more of male staff than the females.

Table 3: Age of Respondents

Age bracket	Frequency	Percentage
20 - 30	2	28.57
30 - 40	1	14.28
40 - 50	3	42.85
50 - 60	1	14.28
60 - 65	-	-
Total	7	100

Table 3 reveals the age brackets of the respondents. The data collected and presented showed that 2 respondents, representing 28.57% are as young as 20-30 years, while 1 (14.28%) indicated between 30-40 years of age. Those between 40-50 years and 50-60 years of age respectively stood at 3 (42.85%) and 1 (14.28%). None fall between the age of 60-65. The implication of this is that the work force is still intact as none will be going on retirement soon.

Table 4: Academic Qualification of Respondents

Qualifications	Frequency	Percentage
WASC/GCE/NECO	1	14.28
OND/NCE	3	42.85
HND/Bachelor's Degree	2	28.57
Master's Degree	1	14.28
Total	7	100

A well established organization always has educationally qualified employees working in it. It is based on this, the respondents were asked to indicate their qualification. Table 4 shows that of the 7 respondents, 1 (14.28%) posses an O'Level certificate, whereas 3 (42.85%) showing majority of the respondents indicated that they are OND and NCE holders. Those with HND and Bachelor's Degree stood at 2 (28.57%), while 1 (14.28%) of the respondent is a Master Degree holder. This implies that majority of the respondents are OND/NCE holders.

Table 5: Ranks of Respondents

Ranks	Frequency	Percentage
Senior Librarian	1	14.28
Librarian	2	28.57
Library Assistant	4	57.14
Total	7	100

In almost all the organizations, including Ministry of Justice Library, ranking is predominantly determined by academic qualifications and years of experience on the job. Ranking invariably shows the positions being occupied by employees. Based on this reason stated above, data collected and presented showed that 1 (14.28%) of the respondent is a Senior Librarian, 2 (28.57%) opined that they are Librarian I and II which include Acquisition Librarian and Reference Librarian, where as 4 (57.14%) respondents indicated that they are Library Assistants. This implies that professional staffare much involved in collection development than non professional staff.

Analysis of Data According to Research Questions.

Research Question 1: What are the selection procedures in the Ministry of Justice Library?

Table 6: Selection of Library Materials

Selection Procedures	Frequency	Percentage
Professional Skills	6	85.71
Knowledge of Books	4	57.14
Book Guide	3	42.85
User's Suggestions	7	100

From table 6, it could be seen that 6 respondents representing 35.71% stated that in the Library, such Material Selection Procedures as Professional Skills is adopted, 4 (57.14%) noted knowledge of Books as Selection Procedures, while 3 (42.85%) and 7 (100%) believed Book Guide and User's Suggestions respectively to be the selection procedures in use.

Research Question 2: What are the Methods of Acquisition of library Materials in the Library Studied?

Table 7: Methods of Acquiring Library Materials

Methods of Acquisition	Frequency	Percentage
Purchase	7	100
Exchange	4	57.14
Bequeath	3	42.85
Gifts or Donations	2	28.58
Legal Deposit	—	—
Renting	—	—

Table 7 shows that 7 (100%) of the respondents said that they acquire Library Materials mainly through Purchase, while 4 (57.14%) of the respondent asserts that acquisition of Library materials is done through Exchange. In the same way, there is less "influx" of Bequeathed, Gift or Donated materials to the Library as opined by 3 (42.85%) and 2 (28.58%) of the respondents respectively. The Library never used "Legal Deposit" and "Renting" as options for their collection Development efforts.

Research Question 3: What Type of Library Materials does the Library Studied Acquire?

Table 8: Types of Library Materials Acquired

Types of Materials	Frequency	Percentage
Monographs	7	100
Reference Materials	7	100
Periodicals	7	100
Audio-visuals	7	100

The response in table 8 reveals that the Library Acquire such materials as Monographs, Reference Materials, Periodicals and Audio-visuals as evidence by the respondents responses.

Research Question 4: What are theFunding Procedures of the Library Studied?

Table 9: Sources of Revenue of the Library for Collection Development

Sources of Revenue	Frequency	Percentage
Government	7	100
Membership Registration	-	-
Binding and Reprography	7	100
Information Consultancy	5	71.42

From the responses given in table 9, 7 (100%) of the respondent believed that the Library generates revenue through government Allocation, 7 (100%) noted Binding and Reprography as the Library's source of revenue, while 5 representing 71.42% of the respondents indicates that the Library generates revenue through information consultancy.

Table 10: Government Funding Procedures of the Library

Procedures	Frequency	Percentage
Quarterly	—	—
Annually	6	85.71
Biennially	1	14.28
None of the Above	—	—

The response on the Government Funding Procedures was a revelation of sort in table10. 6 (85.71%) of the respondents says that the Library is being funded by the government on annual basis, where as 1 (14.28%) of the respondent indicate Biennially i.e. once every 2 years as the government funding procedure.

Research Question 5: How Qualified are those in charge of Collection Development Unit in the Library Studied?

Table 11: Staff

How Qualified	Frequency	Percentage
Very Qualified	2	28.57
Qualified	3	42.85
Not Very Qualified	2	28.57
Not Qualified	-	-

Table 11 shows that 2 (28.57%) of the respondents affirmed that those in-charge of Collection Development Unit are Very Qualified Whereas 3 (42.85%) of the respondents indicated that they are Qualified, while 2 of the respondents representing 28.57% said they are not Very Qualified.

Table 12: Years of Experience of those in Collection Development Unit.

Years of Experience	Frequency	Percentage
1 - 5 Years	1	1428
5 - 10 Years	2	28.57
10 - 15 Years	4	57.14
15 - 20 Years	-	-

With respect to their years of experience on the job, Table 12 reveals that 1 (14.28%) respondent have between 1-5 years of experience, while 2 (28.57%) have about 5-10 years of experience. 4 (57.14%) respondents have put in 10-15 years experience on the job. By implication therefore, this shows that those in charge of Collection Development Unit are not novice as they have acquired enormous skills and experiences to carry out the task as professionals.

Research Question 6: Is ICT Gadgets Available in the Library Studied?

Table 13: Types of ICT Gadgets Available in the Library for Collection Development.

Types of ICT	Frequency	Percentage
Computer	7	100
Satellite Dish	5	71.42
Television/Radio	7	100
CD Player	4	57.14

The response on the types of ICT Gadget available in the library Studied revealed that the 7 respondents representing 100%indicated that computer and Television/Radio are mostly available in the library, while 5 (71.42%) believed that Satellite dish is the type of ICT Gadget available in the Library. Whereas 4 (57.14%) noted that there is availability of CD player for Collection Development.

Research Question 7: What are the Problems Militating against Collection Development Practices in the Library Studied?

Table 14: Problems Militating against Collection Development

Problems	Frequency	Percentage
Insufficient Fund	7	100
Inadequate Skilled Professionals	7	100
Cuts on Budgets	7	100
Poor Exchange Rate	4	57.14
Poor Management	7	100
Lack of Individual Gifts or Donations	5	71.42

Table 14 shows that the prevalent problems of Insufficient fund, Inadequate number of Skilled Professionals, Cuts on Budget, High Exchange Rate, Poor Management and Lack of Individual Gifts or Donations that are peculiar to most Library establishment also affect this Library and it's Collection Development Practices as evidenced by the respondent's responses.

Research Question 8: What are the Solutions to the Identified Problems in the Library Studied?

Table 15: Solutions to the Identified Problems

Solutions	Frequency	Percentage
Sufficient Fund	7	100
Adequate Skilled Professionals	7	100
Low Exchange Rate	4	57.14
Inter-Library cooperation	6	85.71
Good Library Management	7	100

In table 15, the 7 (100%) respondents favoured provision of Sufficient Fund, Recruitment of more Skilled Professionals and Good Management as Solution to the problems above, 4 (57.14%)of the respondents suggested Low Exchange Rate of Imported Books, while 6 (85.71%) of the respondents indicated Inter-Library Cooperation as Solution to the identified problems.

SUMMARY OF FINDINGS, CONCLUSION, RECOMMENDATIONS AND SUGGESTION FOR FURTHERSTUDIES

Summary of Findings

Collection development practices in Ministry of Justice Library Owerri is the focus of the study. In presenting the findings of this study, it is imperative to look at the objectives again in order to see the extent to which they have been achieved.

i.   To survey the selection processes in the Ministry of Justice Library, Owerri.
ii.   To identify the methods used in acquiring materials in the library studied.
iii.   To ascertain the volumes and types of information materials in the library studied.
iv.   To know the funding procedures of the Ministry of Justice Library, Owerri.
v.   To know the quality of library personnel manning the collection development section of the library studied.
vi.   To determine whether the library under study is ICT inclined.
vii.   To ascertain the problems militating against collection development and the extent to which these problems have inhibited the success of collection development in the library studied.
viii.   To proffer solution that would enable better collection efforts in the library studied.
        To achieve these objectives, relevant questions were built into questionnaire. The findings of the study are hereby presented below:

✓   **Research Objective One:**
The first objective sought to survey the selection processes in the Ministry of Justice library, Owerri. The findings reveal that such selection processes as Professional skills, Knowledge of books, Book guide and User's suggestions are used in the library.

✓   **Research Objective Two:**
This objective was to identify the methods used in acquiring materials in the library studied. Data analysis shows that the library acquires materials mainly through purchase, exchange, gifts or donations and bequeath.

✓   **Research Objective Three:**
To ascertain the type of information materials in the library studied. Data analysis shows that the type of information materials that are mostly acquired in the library are monographs, reference materials, Periodicals and Audio-Visuals.

✓   **Research Objective Four:**
The fourth objective was to know the funding procedures of the Ministry of Justice Library Owerri. Data analysis shows government funds the library on annual basis.

✓   **Research Objective Five:**
The fifth objective seeks to know the quality of those in charge of collection development section. This objective shows that collection development section is manned by qualified personnel with a good number of years of experiences though the personnel are not much in number.

✓   **Research Objective Six:**
To determine whether the library studied make use of ICT gadget in collection development. In research objective six, it was found out that the library studied make use of computers, satellite dish, television/radio, and CD player for collection development.

✓   **Research Objective Seven:**
The seventh objective was to ascertain the problems militating against collection development practices in the library studied. A number of problems were identified to be responsible. They include insufficient fund, inadequate skilled professionals, cuts on budgets, high exchange rate of imported books, language barrier, poor management and lack of individual gifts or donation.

✓   **Research Objective Eight:**
The eight objective was to proffer solutions to the identified problems. Data analysis shows that the solution to the identified problems are sufficient fund, recruitment of more skilled professionals, low exchange rate, inter-library cooperation, good library management.

CONCLUSION

In the light of the above findings and discussions, the following conclusions were drawn.

i.   That such selection procedures as professional skills, knowledge of books, book guide and user's suggestions are used in the library.
ii.   That the methods of acquisition are mainly through purchase, Exchange, Gifts or Donations and Bequeath.
iii. That the library studied, acquire variety of information materials ranging from Monograph, Reference Materials, Periodicals to Audio- Visuals.
iv.   That the Government funds the library on annual basis.
v.   That the library's other sources of revenue are through binding and reprography and information consultancy.
vi.   That those in-charge of Collection Development unit are qualified with a good number of years of experiences, though they are not much in number.
vii. That there is availability and use of ICT gadgets in the library.
viii. That the problem of Collection Development Practices in the library Studied includes insufficient fund, inadequate skilled professionals, cuts on budgets, high exchange rate of imported books, language barrier and poor management
ix.   That the solutions to the identified problems are provision of sufficient funds, recruitment of more skilled professionals, encouragement of local publishers and inter-library cooperation.

RECOMMENDATIONS

In the light of the above findings, the researcher recommends the following:

There should be provision of sufficient fund. This is to enable the library to acquire the necessary library facilties, computer gadgets and build its collection for effective and efficient services.
There should be recruitment of more professionally trained staff to carry out Collection Development and render effective services to the patrons.
The Federal government should as a matter of policy consider the library and their collection development processes as a priority in their budget. Besides, the library should be more innovative so as to intensify efforts to generate funds within its operation through membership registration, photocopying, binding and other fund raising activities to complement the government allocation for collection building.
High cost of materials and inadequate locally published materials are problems affecting effective collection development in this library. To alleviate these conditions, the researcher recommends that the library should develop effective network for inter-library cooperation both within and outside Nigeria. These should include cooperative acquisition, exchange and redistribution to pool resources together and agree to distribute them on a work out plan.
Again, the Federal government should review its fiscal policies as it relates to the importance of publishing materials by removing duties and tariff paid on such materials to encourage local publishers.
The librarian should solicit for gifts, donations and bequeath from private individuals, organizations, embassies and government. Also appeal should be made to philanthropic organizations and companies to assist in funding the library.

Limitations of the Study

The researcher experienced some constrains during the course of this study. They range from dearth of information materials to the problem of Internet facilities. There is dearth of published materials in the area of collection development practices. In the case of the Internet, some of the materials found on the net are under subscription. Lack of financial transactions before the materials are released was very discouraging and impacted heavily on the research as the researcherwas almost not able to gain accessto a more robust, elaborate and current web-based information. Notwithstanding, there was proper management of these factors which led to the successful completion of this research work.

CERTIFICATION

I certify that this research project on collection Development Practices in Ministry of Justice Library, Owerri was carried out by Agbai Anya Inyima of the Department of Library and information science, MJC Echeruo faculty of Humanities and Social Sciences, Abia State University, Uturu, under my supervision.

....
Asso. Prof. Amanze Unagha   Date

....
Asso. Prof. Amanze Unagha   Date
(H.O.D)

 ....
External Examiner   Date

DEDICATION

This research work is dedicated to God Almighty the giver and sustainer of life under whose special Grace and favour I carried out this research successfully.

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Suggestions for Further Studies

The study focused on collection development practices in Ministry of Justice Library, Owerri. There are many more ministry libraries in Nigeria that are not yet studied historically. Itis my suggestion that similar study be conducted in other Ministry Libraries such as Ministry of Information, Ministry of Finance, and Ministry of Petroleum Resources within the eastern part of Nigeria to compare the results of findings in corroboration or refutal.

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APPENDIX 1

Department of Library and
Information Science.
Abia State University,
P.M.B. 2000.
Uturu. Abia State.
28th April, 2015.

Dear Sir/Madam,

COMPLETION OF RESEARCH PROJECT QUESTIONNAIRE

I am a final year student of library and information science of the above named university. I am carrying out a research on Collection Development Practices in Ministry of Justice Library, Owerri.

In this respect, your kind co-operation will be appreciated in filling this questionnaire appropriately as this will enhance the progress of this research work and will be of utmost value to the researcher.

Any information given will be treated in confidence and used only for the project at hand.

Yours faithfully,

AGBAI ANYA INYIMA

THE QUESTIONNAIRE

Instruction: Please tick (√) the appropriate boxes and make comment where so required.

SECTION A

BIO-DATA OF RESPONDENT

1.   Gender of Respondent

   a. Male ☐   b. Female ☐

2.   Age of Respondent

   a. 20-30 ☐ 30-40 ☐ 40-50   ☐

   d. 50-60 ☐   e. 60-65 ☐

3.   Academic Qualification

   a. O'Level ☐   b. OND/NCE   ☐

   c. HND/Bachelor's Degree ☐   d. Master's Degree ☐

4.   What is your position on rank?

   a. Senior Librarian ☐ b. Librarian ☐

   c. Library Assistant ☐

SECTION B

General Aspect of Collection Development

5.　What selection procedures does the library use in acquiring material?

　　a. Professional skill ☐　b. Knowledge of book ☐

　　c. Book guide ☐　d. User's suggestion ☐

　　e. All of the above ☐

6.　What are the methods adopted by the library in acquiring materials?

　　a. Purchase ☐　b. Exchange ☐ c. Bequeath ☐

　　d. Gifts and Donations ☐　　e. Legal Deposit ☐

　　f. Renting ☐ All of the above　☐

7.　What type of materials does the library acquire?

　　a. Monograph ☐ Reference materials ☐

　　c. Periodicals d☐ udio-visuals ☐

　　e. All of the above ☐

8.　What are the funding procedures used by government to fund the library?

　　a. Quarterly ☐ b. Annually ☐　c. Biennially ☐

　　d. All of the above　e. None of the above ☐

9.　Apart from the government, what other sources of Revenue does the library have?

a. Membership Registration ☐ b. Binding reprography ☐

c. Information Consultancy ☐ d. All of the above ☐

10. How qualified are those in-charge of Collection Development Unit?

a. Very qualified ☐ b. Qualified ☐ ☐

c. Not very qualified ☐ Not qualified ☐

11. How many years of experience do you have?

a. 1-5 years ☐ b. 5-10 years ☐

c. 10-15 years ☐ 15-20 years ☐

12. Is ICT gadget available in locating, selecting and acquiring library materials in your library?

a. Available ☐ b. Not available ☐

13. What type of ICT gadgets are available in locating, selecting and acquiring material?

a. Computer ☐ b. Satellite Dish ☐ c. Television/Radio ☐ CD Player

e. All of the above ☐

14. What are the problems militating against collection development in your library?

a. Insufficient fund ☐ b. Lack of skilled professional ☐

c. Cuts on budget ☐ d. High Exchange Rate ☐

e. Poor Management ☐

f. Lack of individual gift or donation g. All of the above ☐ ☐

15. Suggest ways of solving the above named problems

_____

_____

_____