

Full Length Research

The Effects and Purpose of Newspaper Indexing on Service Delivery to Users in Academic Libraries: A Review of Literature

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Newspaper indexing in academic libraries has a significant impact on the efficiency of research and information retrieval. It serves as a tool for organizing and accessing a vast amount of information in a systematic manner. By categorizing articles, news, and other relevant contents, indexing allows for quick and easy retrieval, saving valuable time and resources for researchers and students. This study examines, newspaper indexing in academic libraries, concept of newspaper indexing in academic libraries, types of newspaper indexing used in academic libraries and processes of newspaper indexing in academic libraries. The paper went further to discuss the purpose of newspaper indexing in academic library to the users, effect of newspaper indexing on service delivery to users in academic libraries and however, it talks about the problems in newspaper indexing in library. Hence, recommendation was made. The results demonstrate that effective indexing systems are crucial for academic libraries to support their users and facilitate the advancement of knowledge.

Keywords: Newspaper, Newspaper indexing, service delivery, academic libraries

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INTRODUCTION

Academic libraries are well-organized collections of information sources and related materials that are available to a specific community for use as a resource or for borrowing (Atanda & Adeyemi, 2018). They can be a physical structure or room, a virtual environment, or both, and they give users access to materials physically or digitally. Books, journals, newspapers, manuscripts, videos, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, Blu-ray Discs, e-books, audio books, databases, and more formats can all be found in libraries' holdings. Similar to what was said before, a library's primary function is to give the appropriate users access to information in any format at the appropriate moment. An effective and efficient information retrieval tool can be used to ensure that all

libraries and information centres give users and researchers with accurate, pertinent, and up-to-date information. Indexing is a service that should be given the utmost attention because it is focused toward high customer satisfaction, service delivery, and information resource utilization (David, Rachele & Rico, 2019). According to Hadiza (2016), a library or information center's main objective is to meet the informational demands of its patrons. As a result, the library's entire service model is focused on meeting the requirements of its patrons, and in order to do so, it obtains a wide variety of resources, both printed and non-printed items. These resources must be set up so that users with a variety of interests can access them and find the pertinent information they require to pursue their interests.

In academic libraries, indexing is the process of developing a framework for classifying and retrieving data

from a library's holdings. The practice of indexing also includes assisting users in browsing, filtering, and/or further processing a group of documents that have been obtained (Ola, Salvador & Adesope, 2021). In other terms, indexing is the process of creating document substitutes through the tagging of text. Iroeze, Nse, Obiano, and Mbagwu (2022) defined indexing as a method of cataloguing books and other materials as well as producing subject-specific indexes and databases. The best method for finding pertinent information in materials kept in the Library is indexing. Subject indexing refers to the process of indexing when it is based on a conceptual study of the document's subject. As a result, indexing is a crucial component of library science since it makes it easier to supply services and for users to locate and access the information they require. This can be achieved by utilizing controlled vocabularies, which offer a uniform method of describing and classifying materials, such as Library of Congress Subject Headings. The practice of indexing is the art of creating an index, with access to information being the ultimate goal, irrespective of the viewer (David, 2019).

Newspapers are among the most widely read periodicals that are available and accessible to the vast majority of people of all ages and walks of life in any community. Quadri and Quadri (2015) buttressed that newspapers are the most accessible written document to the largest proportion of people of all categories, young and old, students and workers, elites and peasants, literates and illiterates. Nagasampige and Nagasampige (2016) noted that newspapers have been the most important tool in shaping the growth and development of any society in the modern world. More than anything, they have been very instrumental in bridging the communication gap between people that contributes to the air of awareness in a society. The best sources of information and changes in every subject are newspapers. As part of its collection, the library regularly buys newspapers among other information resources. Ogbuiyi and Okpe (2013) made the case that in order for a university to accomplish its stated goals, library materials must be made available to students upon request. Additionally, Renspie (2015) argues that the value of the reading materials should be determined by its application rather than their monumental volume count. Only through evaluating the services provided by the library was this possible.

The process of establishing an index or a list of words and phrases that appear in a newspaper or other news source is known as newspaper indexing. You can quickly and simply search for particular articles or subjects inside the newspapers using this index. Typically, indexers look through the newspapers to find pertinent terms and phrases to add in the index before creating it. These indexes may take the shape of a physical index, an online index, or an electronically searchable database.

In academic libraries, newspaper indexing is used to

help patrons find specific articles or information from newspapers. The indexes, which might take the shape of a physical index, an online index, or a database that can be searched electronically, are often prepared by library professionals. These indexes might contain details like article titles, author names, and words or phrases that are used in the text of the article.

Newspaper Indexing in Academic Libraries

Researchers, students, and other users of academic libraries can swiftly and readily access pertinent material by using the newspaper indexing method. The indexes can be used for research in a variety of disciplines, including journalism, political science, and history, as well as to keep track of past events, contextualize current affairs, and offer context. Some academic libraries include a separate division that is solely responsible for indexing and archiving newspapers; this division is often staffed by a group of experts. The physical newspapers must be preserved by this section for use in the future as well as the index.

Furthermore, a lot of academic libraries also pay for access to online newspaper databases, which give users electronic access to newspapers from all over the world. These databases can be searched using keywords or phrases, and often include advanced search options such as date range, publication name, and article type.

Concept of Newspaper Indexing in Academic Libraries

The concept of newspaper indexing is based on the idea that information should be organized in a logical and consistent manner, so that users can easily find what they are looking for. By giving access points to the information, indexing aims to make it simple for users to find the information they need (Maryam & Salamatu, 2021). These entry points may include abstracts, keywords, and subject titles. With this, users may do information searches based on a variety of parameters, including author, title, subject, and keywords.

Newspaper indexing in academic libraries is the process of creating an index or a list of keywords and phrases that appear in newspapers or news publications, to help patrons find specific articles or information quickly and easily. The indexes can be physical, online, or in the form of a database that can be searched electronically. They are often generated by library professionals. These indexes contain details like article headings, author names, and words or phrases that are used in the articles. The newspaper indexing process in academic libraries is an important tool for researchers, students, and other patrons to access historical events, provide context for current events, and support research in

various fields.

Some academic libraries include a separate division that is solely responsible for indexing and archiving newspapers; this division is often staffed by a group of experts. The physical newspapers must be preserved by this section for use in the future as well as the index. Additionally, a lot of academic libraries have online newspaper databases that they subscribe to. These databases can be searched using words or phrases and frequently offer sophisticated search options like date range, publication name, and article genre. The index, a crucial tool for retrieving pertinent information about the context of a publication or document, is the result of the indexing process.

Types of Newspaper Indexing Used in Academic Libraries

Libraries utilize a variety of newspaper indexing techniques, including:

1. *Subject indexing*: According to their content, articles are given subject headings or keywords in this type of indexing. Users can use this to look for articles on particular subjects or topics.
2. *Author indexing*: This type of indexing involves listing the names of authors for articles. This allows patrons to search for articles by a specific author.
3. *Title indexing*: This type of indexing involves listing the titles of articles. This allows patrons to search for articles by title.
4. *Date indexing*: This style of indexing includes the publication dates of each article. This allows patrons to search for articles by date.
5. *Location indexing*: This type of indexing involves listing the location of events or people mentioned in the articles. This allows patrons to search for articles by location.
6. *Online indexing*: This kind of indexing entails compiling newspapers and articles into a searchable internet database. Users can search for articles from several newspapers at once, and sophisticated search options like date range, publication name, and article category are frequently available.
7. *Retrospective indexing*: This type of indexing is used to create indexes for older newspapers that were not indexed at the time of publication. This is done to make historical newspapers more accessible to researchers and other patrons.
8. *OCR indexing*: Optical Character Recognition (OCR) is used to digitize and index newspapers, this allows the text to be searchable online and make the newspaper available to a wider audience.

Indexing language is a set of rules and conventions used to describe and organize the content of a library

collection. It may also provide guidelines on how those terms should be ordered and grouped together with words and phrases used to describe the material. In order to assist users in finding the information they require, indexing languages are employed in library catalogues and databases. Medical Subject Headings (MSH) and Library of Congress Subject Headings (LCSH) are examples of indexing languages (MeSH).

Processes of Newspaper Indexing in Academic Libraries

Newspaper indexing in a library typically involves the cataloguing and organization of newspaper articles and issues in a way that makes them easily searchable and accessible to library patrons. This process typically includes the following steps:

1. *Acquiring newspapers*: Libraries acquire newspapers through subscriptions, donations, or other means.
2. The second step in newspaper indexing is to decide on the subject matter. In manual indexing, the indexer would consider the subject matter in terms of answer to a set of questions such as "Does the newspaper deal with a specific product, condition or phenomenon?"
3. The next stage of indexing involves the translation of the subject analysis into a set of index terms. This can involve extracting from the document or assigning from a controlled vocabulary.
4. *Cataloguing*: Each newspaper issue is catalogued, including information such as the title, date, and page numbers. This information is entered into the library's catalogue system, so patrons can search for specific articles or issues.
5. *Indexing*: Articles are indexed using keywords and phrases that describe the content of the article. This allows patrons to search for articles on specific topics.
6. *Preservation*: Old newspapers are often scanned and digitized to preserve them for future generations and make them more easily accessible.
7. *Access*: Once the newspapers are catalogued and indexed, they are made available to patrons through the library's catalogue system, either in print or digital format.

In academic libraries, the indexing procedure is quite similar to the search procedure. On the one hand, indexing processes can be used to group concepts into tools for information retrieval and also, by analogy, for analysing and organising enquiries into concepts represented as descriptors or combinations of descriptors, classification symbols, etc.

Purpose of Newspaper Indexing in Academic Library to the Users

The purpose of newspaper indexing in librarianship, especially in academic libraries, is to provide access to the information contained in a document or set of documents. This is typically done by creating a list of terms, called an index, that are used to describe the content of the document Owate & David-West (2021). These terms can be used to search for and locate specific information within the document, making it easier for users to find the information they need. Additionally, indexing can be used to improve a collection's discoverability and organization, increasing its accessibility for users. The fundamental goal of indexing, to put it simply, is to help users and readers find information in a document or information source. Specifically, indexes are made to accomplish the following:

1. To prescribe a standard methodology to subject cataloguers and indexers for constructing subject headings.
2. To be consistent in the choice and rendering of subject entries, using standard vocabulary and according to given rules and procedures.
3. To be helpful to users in accessing any desired document(s) from the catalogue or index through different means of such approach.
4. To help users to become familiar with a text or document such that those who intend to exploit the text can do so easily.
5. To act as a kind of summary to text or document serving as a selection guide to the content.
6. To help reduce the time and energy a user expends in accessing or finding a topic of interest in a given document or set of documents stored in a collection.
7. To create or generate terms or descriptors that serves the purpose of describing the intellectual content of documents.
8. To serve as an information retrieval tools for libraries, archives, information centres or documentation centres.
9. To help increase usage of document.
10. To decide on the optimum number of subject entries, and thus economise the bulk and cost of cataloguing indexing.

Indexing is also important for discovery of materials, this means that it allows users of academic libraries, to search and find materials from various sources (such as other libraries) by their subject matter, author, title and other relevant fields. Additionally, indexing is crucial for preservation since it enables tracking and identifying the resources that are available, as well as their availability, location, and methods of access.

Effect of Newspaper Indexing on Service Delivery to users in Academic Libraries

Newspaper indexing can greatly improve service delivery in academic libraries by making it easier for patrons to locate and access relevant articles. The processes of indexing have been crucial in guaranteeing the efficient flow of scholarly communication and the quick access of library users to information resources. It helps every user locate articles according to the terms they search for, enabling them to access information and material and increasing the likelihood that the entire record will be useful (Jones, 2018). Mohammed (2015) claimed that indexing serves as a guide to a publication's content and what literature is available in a particular field or by a given author; as a result, it acts as a locator to the location of a specific resource or piece of information. A catalogue or database of the articles and their contents, along with pertinent metadata such the date of publication, author, and keywords, must be created in order to index newspapers in academic libraries. Customers may simply find the pertinent information by searching for articles by keyword, author, or date thanks to this feature. Indexes, abstracts, and bibliographies are considered secondary sources by David-West, 2019 because they analyze and reorganize original sources to meet users' informational demands.

Additionally, one of the responsibilities of a librarian is to provide services requiring technical expertise in indexing; however, some librarians lack the necessary training in this area, and in order for a library to function effectively, it must ensure that librarians receive the necessary training (Akinwumi, 2013). Additionally, indexing newspapers in academic libraries can assist librarians in better managing and organizing the collection of newspapers so that users can easily access them. This invariably helps academic libraries' librarians perform services. Overall, newspaper indexing enhances the effectiveness and efficiency of academic libraries' service delivery by making it simpler for users to locate the information they require.

Newspaper indexing can improve service delivery in academic libraries in a number of additional ways in addition to making it simpler for users to find and access pertinent articles, including:

1. *Remote Access*: With a digital index of newspapers, users can access the articles at any time and from any location. This feature is especially helpful for users who live far away or have limited mobility.
2. *Preservation*: Digitally indexing newspapers can assist in keeping them around for future generations. Newspaper articles can be kept and backed up as digital copies on servers, preventing loss due to physical deterioration.
3. *Interlibrary loan*: Thanks to digital indexing, it is simple to share articles with other libraries using

these services, which can help library users at other institutions have easier access to material.

4. *Economical*: Because it eliminates the need for physical storage space and lowers the costs involved with keeping and preserving physical copies, digitally indexing newspapers may be more economical than retaining paper copies.
5. *Support for Research*: Newspaper indexing makes it simple for students and researchers to get pertinent information for their research projects by allowing users to search for articles by keyword, author, or date. For users who would normally need to manually browse through printed newspapers to obtain the information they need, this can save a significant amount of time.
6. *Support for the Curriculum*: Indexed newspapers can be utilized to enhance the curriculum by giving students access to the most recent information and occasions that are pertinent to their area of study. Students studying journalism, history, and political science may find this to be very helpful as they can utilize indexed newspapers to better comprehend current events.

Consequently, newspaper indexing can greatly enhance service delivery in academic libraries by providing patrons with easy access to relevant information that can support their research and learning. Newspapers preserved digitally give a cost-effective solution to conserve the collection while also ensuring that historical material is accessible to future generations. Interlibrary loan services enable the sharing of items with other libraries.

Problems in Indexing Newspaper in Academic Libraries:

A number of problems and issues are associated with newspaper indexing which are enumerated below:

1. Complexities in the subjects of documents-usually multi-word concept;
2. Users with a variety of needs for information; Choice of terms from several synonyms;
4. Choice of word forms (Singular / Plural form);
5. Distinguishing homographs;
6. Identifying term relationships – Syntactic and Semantic;
7. Depth of indexing (exhaustively);
8. Levels of generality and specificity for representation of concepts (specificity);
9. Ensuring consistency in indexing between several indexers (inter-indexer consistency), and by the same indexer at different times (intra-indexer consistency);
10. Ensuring that indexing is done not merely on the basis of a document's intrinsic subject content but also according to the type of users who may be benefited from

it and the types of requests for which the document is likely to be regarded as useful;

11. The kind of vocabulary to be used, and syntactical and other rules necessary for representing complex subjects; and
12. Problem of how to use the 'index assignment data'.

In academic libraries, indexing can be done manually or automatically using indexing software. While automated indexing uses algorithms to evaluate and extract data from documents, manual indexing entails assigning subject terms and keywords to each text.

Conclusion and Recommendation

In conclusion, newspaper indexing plays a crucial role in academic libraries by providing quick and efficient access to information contained in newspapers. It helps to organize and make sense of the vast amount of information contained in newspapers, making it easier for researchers, students and academics to find relevant articles and information. By indexing newspapers, academic libraries provide a valuable resource to their patrons and enhance their ability to carry out research and improve their knowledge in various fields. The purpose of newspaper indexing in academic libraries is to support teaching, learning and research, and to ensure that valuable information contained in newspapers is preserved for future generations.

The maintenance of indexing as a library function is critical to the availability of information. This serves the impacts of assisting users in locating relevant content that can meet their informational wants. When it comes to development and change, indexing is not exempt. It challenged librarians to grow or get better in the area of their knowledge and proficiency in the field. Newspaper indexing is considered essential since it can be a valuable source of information for learning, research, and study. It is important to keep indexing as a function in the library since it helps users find the relevant material they need more easily and is a highly helpful tool for easing information retrieval. Therefore, to stay up to date with the most recent trends and advancements in indexing, librarians should build and improve their indexing practice abilities.

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