

Cataloguer the Driver behind the Scene of Information Access and Retrieval in a Global Society

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Abstract:- This paper discusses the role of cataloguer, cataloguing in the library in preparing the data for meeting the access to knowledge retrieval of information. Libraries have in recent time been challenged in all areas of practices most especially on area of organization of knowledge and retrieval of information. The paper is descriptive, it take a critical look at the role of the cataloguer as the hub for building the information retrieval of both the traditional catalogue and online access public catalogue (OPAC), However, the exponential growth in the world wide web (www) can only be enjoy when it pass through the processing principle of the cataloguers and when these is done there is a free flow of usage of information by the clientle.

Keywords:- Cataloguer, Access, Information, Driver and Cataloguing.

I. INTRODUCTION

Library services have been revolutionized by both practice and management of cataloguing and classification in the librarianship profession. Cataloguing is a global phenomenon which is to be seen in all aspect of life in the information and knowledge retrieval. The functions of librarian and information practitioner are to provide information access on all issues that are relevant to the development of human life. They also provide patrons easy access to the collection. The information provided may be factual or imaginary and every library needs to keep their patrons abreast of the development in the global information.

II. CATALOGUERS AND LIBRARY CATALOGUE

The cataloguer is very important personnel who direct readers to the catalogue for information source in ay library settings. However, according to Ndagana, (2000) for proper, efficient and effective use of library, a reader cannot bypass or completely ignore the catalogue, because he/she may not know very well the library's complete comprehensive holding, though there are some readers that go straight to the shelve and pick books, but this is not the right way of using the library book because such reader may not know the where about some of the books he/she may wish to use.

The cataloguer, therefore, is the mastermind behind the activities of cataloguing. There are some certain types of materials such as articles from newspapers or magazines clipping and other that are not available to the reader for use that may not be available in the catalogue. In this case the reader needs to consult the cataloguer who is a librarian and responsible for cataloguing to give you information on such materials that is not available in the catalogue, its where about and how to get such materials. This type of materials includes, government documents, periodicals, films, recording microforms and other are audio – visual materials, etc.

The libraries all over the world use catalogue but differs from one library to another. The types of catalogue, includes, Card catalogue, printed books catalogue, visible index (Stripdex), Sheaf catalogue, computer printout catalogue, etc. All organization of knowledge in the catalogue is done by the cataloguer. As such, its work focuses on descriptive and subject cataloguing, copy cataloguing, classification, and authority control. This work often involves use of bibliographic networks. The cataloguing process generally consists of two types. Copy cataloguing and original cataloguing. Copy cataloguing based on the pre-existing record provide by another organization such as Library Congress and provided through a bibliographic utility such as OCLC.

➤ *The Catalogue*

The catalogue is very essential in the library. It contains some very vital information to enable the reader(s) to go about his/her sourcing of materials. These includes; the name of the author who can also be the publisher of such materials. However, bibliographic cataloguing gives the user a list of books and other resources thought to be useful on a particular subject. It ranges from cited works' lists at the end of books and articles to complete or independent publications, (Nkuma-Udah, 2012). The scholar further posits that bibliographic cataloguing works different in the amount of detail depending on the purpose, and can be generally divided into two categories, thus; enumerative bibliography which is also known as compilative, reference, or systematic, which he said is an overview of publications in a particular category. Another he referred to is what is called an analytical, or critical bibliography, which aimed at studying the production books.

Today, the library catalogue operates in more different ways due to the advent of technology that made rapid changes information sourcing, processing and dissemination, it has risen the expectations of library patronage everywhere in the world. This technology has actualized what a communication scholar Marshall McLuhan's concepts of Global Village which he said "as the media "shrink" the world, the people will become increasingly involved in one another lives." As people come to know more about others who were once, separated from them by far distances; he added that such people would form a new beneficial relationship of a global village. Today the global village concepts are widely used by many scholars, Akinfele, (2007).

The online public access catalogue or OPAC has rapidly become the catalogue of choice (COC). However, effective catalogue in any format should possess certain qualities that will allow it to be easily consulted and maintained. However, Nkuma-Udah, (2012) further note that cataloguing has had a tremendous development, which was seen originally in the book style catalogs such as those of the British Library, but today research revealed that, we have what is now called a card catalogs that comprised thousand of drawers at large institutions. He further stated that;

The Microfilms and Microfiche, are microreproductions of documents inform of reels (and flat sheets) used for transmission, storage, reading and printing of information.

This was however, before the coming of the Online Public Access Catalog (OPAC) which is purely an online database of materials organized by the workers and are used for searching a library catalog to local books, periodicals, audio/visual materials or other items of great importance which under control of the library.

Library catalogues (traditional or card) communicate with the users and it contains bibliographic record of print materials including maps, serials, micro forms with other used as adjuncts etc. These are nothing today when you compared to the avalanche of information resources in varied digital format introduced through web, which has a vastly different types of information environment in which information resources include materials such as image, sound, text, electronic, visual and numerical etc, in which the libraries now acquired as part of their professional to their clientele. Thus, the print collections especially in the developed nations have give place to network computer operated user searchable collection such as bibliographic database and online public access catalogue (OPAC)

The OPAC is a computerized online catalogue of materials held in a library system and it can be usually access at computer terminals within the library or other location. For the information to be used effectively it must be organized and the real potential of web information, in any library can be meaningful if it is organized and process, then who can do it better other than the cataloguers, who

have been organizing information for more than two centuries.

Hsai-Yee (1998) explained that "Librarians and cataloguers in particularly have the expertise needed for cataloguing the net. They applied these principles to the cataloguing of materials in various formats and should be able to use or apply the same principle to the cataloguing of web resources. Oketunji (2009) reported that library catalogue has been the key system supporting the mission of libraries to save readers' time and advance the state of knowledge within the library's community by directly connecting users and information. He further mentions that library was the first service to support unmediated information discovery and access and it been doing so far over a hundred years.

➤ *Cataloguing*

Scholars around the world noted that cataloguing is evolving as the trend toward re-engineering the basic structure of the library organization and it is necessary to state here that, cataloguers are central to the library and information profession. Information, play a vital role in the management of any organization or agencies. It is needed for various purposes but how it is sought and used depend on the user of the information. The sources of information differ from print to non-print, also the retrieval method is different from person to person. The present global information environment depends much on the electronic aspect of information and its retrieval system; therefore, providers of the information must be on the match to meet the needs of their patrons. As the universe of knowledge grow and expands, so it called for need to manage the complex situation. The cataloguers, therefore play an important role on development of the data in the access to knowledge grow and expands so it called for need to manage the complex situation. The cataloguers, therefore play an important role on development of the data in the access to knowledge retrieval in the global information environment, having in mind, the importance of information in our daily endeavours. For it to be adequately utilized, it must be properly managed and delivered.

Cataloguing, simply defined as, an act of listing the various reading materials that exist in a given library or in an information centre. Sayer (1964) defined cataloguing as a description of books and their arrangement on shelves in a manner that will make them readily identifiable, easily located and examined by those who want to make use of them.

Access for information may be based on what is known as access versus ownership. In print, all materials in the library collection are organized by the cataloguers. Today through the use of ICT, documents can be accessed in the publishers collection and not in the physical library collection. These now require the cataloguing of the internet resources and the cataloguing of the resources in the internet differs from print resources in two areas, thus;

- The descriptive of the chaining characteristics of internet resources.
- The provision of access to these resources, Liam (2000).

In fact, Anderson (1998) sees cataloguers and other libraries playing related role. As technology expert, guide, scouts and debriefed.

➤ *Cataloguers in the Global Information Environment*

Few concepts in library system gain recognition as to information retrieval while organizing. In recognizing changes, cataloguers will be needed in the electronic era for original cataloguing as well as for providing organization for emerging electronic format (ALA 2010). The emergency of ICT makes the cataloguer to engage in activities ranging from bibliographic searching and description to assigning of subject cases to materials. In the past, cataloguers perform his duties behind the scene but today the story is quite different. Libraries that are using web base software are very sure to have their resources accessed by users from different part of the world through the web access catalogue (WEBPAC).

The global information network is a complex one, therefore tool and technique must be built on aiding the capture, cataloguing and classification of the information resources in the network domain and since the purpose of the library is to collect, process store and disseminate information in satisfying the five laws of library science, the cataloguer must play its role behind the bar in preparing the resources to meet the aims and objectives of the laws and that of the institution.

In fact, the work of the cataloguers has shifted from manual bibliographic description to cataloguing and classification using the internet, where necessary to inform prospective users of the available materials. Users, can have their queries answered directly from the cataloguers online, the reason is the onus lies on the cataloguer to view proper explanation to these questions. However, the quality of responses base on the skill of the cataloguer knowledge of the web and its tools.

Adeyemi (2002) describe the entire process of cataloguing as follows:

- A skillful art, subject to specific rules and guidelines which the practitioner acquires through a period of professional training.
- A skill whose finer(s) and application take time and experience to develop.
- A skill which requires an eye for minute details and include a skill which teaches it. Patience and Sonaïke (2007) summarize the attribute of cataloguing by saying, it is a professional function for which there is no substitute for human being, that technology can only assist it but cannot replace the intellectual regour of capturing the essential details which are required to identify a specific item within a collection.

➤ *The Role of Cataloguers*

The role of a cataloguer may not be over emphasis, but it is true that they are fact finding managers in the realm of information gathering and retrieval. The emerging roles of cataloguer in the global information environment are;

- **Management of Library online resources**
- **Networking:** Scientists and scholars engaged in networking so as to achieve efficiency and communication with other to avoid duplication cataloguers engages in networking with colleagues in other libraries in sharing knowledge in meeting up with expected services to users of information.
- **Provision of Access points to internet resources:** the net is browsed with the hope to have useful information, but due to variety of online database it poses confusion to users. This however, brought the need for specific heading to be able to access valuable information. The cataloguer then will organized them according to their subjects and also provide access points for easy retrieval to the users.

➤ *Challenges of the Profession*

Cataloguing is concerned about processing and organizing library information resources both print and non-print in such a way that users can access specific materials and the practice of cataloguing and classification remain the hallmark of librarianship.

The emergence of ICT which lead to the reengineering the basic structure of the library organization poses some challenges to the cataloguers in term of understanding cataloguing practice in the area of networking, internet, cataloguing etc. Bynem Jr (2000) of the Library of Congress, sport of the challenges to library profession "...the sheer magnitude of materials already on the web and being posted there each day present an unprecedented challenge to the profession in term of traditional responsibility to organize, provide access to the preserve information." He also said that internet now has more than 10 billion entries, dating from 1996 and growing at a rate of 10 terabyte per month thereby eclipsing the amount of data contained in every library in the world including the Library of Congress. Bearing the above in mind, the cataloguer needs training and retraining in the scheme of work to enable him or her to perfect itself with the new steps in descriptive process and must be aware of the following tools;

- OCLC – MARC Coding guidelines
- Rich Green
- OCLC Guideline on Choice of type and
- BLXL for Electronic Resource (by Lay Wietz)
- Guidelines for coding Electronic Resource in leader 06-Library
- AACR2 Chapter 9 (2002)
- Cataloguing Internet Resources: A manual and Practice guide – 2nd- 3^{ed} -Nancy Bolson.
- ISBN (ER) international Standard Bibliographic Description for Electronic Resources and RDA.

III. RESEARCH METHODOLOGY

The documentary research method was used for conducting this study. The design involves, gathering data from authenticated document for presentation. The document used the study are published information researched on journals and personal experience. All the sources provided relevant data and information for this study. However, the use of both secondary and primary data are also involved.

IV. SUMMARY, CONCLUSION AND RECOMMENDATION

A. Summary

Libraries have in recent time been challenged in all areas of practices especially on area of organization, identification and cataloguing of knowledge and retrieval of information. However, research shows the importance of identification and cataloguing of information to allow the archiving organization management, the information objects over time. Cataloguing and identification practices are often related to what is being achieved and the resources available for managing the Library and information retrieval.

Cataloguing cannot be achieved without the role of a cataloguer which may not be over emphasis, but it is quite true that they are fact finding managers in the realm of information retrieval in every setting of any organization. The emerging roles of a cataloguer in the global information society can be seen, thus; management of Library online resources, Networking of information so as to have an achieve efficiency and communication with others. However, cataloguers engage in networking with colleagues in other libraries in sharing knowledge in order to meet up with expected services to users of information.

In every setting in an organization, there must be a challenge that poses some threat to the activities of the staff of such organization, which according to research is the emergence of ICT which lead to the reengineering of the basic structure of the library organization poses some challenges to the cataloguers in term of understanding cataloguing practice in the area of internet technology.

B. Conclusion

The cataloguers and the library catalogue have been the keystone supporting the mission and vision of the library to save readers time on the use of information resources within the library's community by directly, connecting users and information resources.

The cataloguer's role as the drive behind the scene of access to knowledge retrieval in the global information society is catalytic, they prepare the intellectual content of the information for both the virtual and physical domain for easy retrieval by the user of the information. The traditional card catalogue or whatever catalogues uses data and the cataloguer uses its principle or rules to convert the data to information. They partner with others on the areas

like developing of standard, discuss patterns with others on local materials and national issue that has to do with resources organization.

To become an international driver of these era, cataloguers need to reposition their skills and competency on the new tools. The challenges of cataloguer are enormous, they appear each day there is an increase in the publication of subjects. It is the duty of the cataloguer to resolve the problem and market the information available to its users so as to help in the development of research.

C. Recommendations

Continuing professional education and research skill will provide ability to analyze emerging trends, tools and technology in the context of how they impact on cataloguing and network environment. Cataloguers needs to partner together to enable them to develop standards and discuss their problems that will bring improvement on subject heading and classification schemes, and on authority control.

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