

## Lesson 10 : Using the Library

### Objectives of the Lesson

By the end of the lesson, students should be able to:

- Identify the accurate meaning of a library.
- Explain the uses and importance of libraries.
- Distinguish between the various types of libraries.
- Recognize the significance of using libraries in education and society.

### 1. Definition of a Library

- A library is an organized collection of information resources (such as books, journals, newspapers, films, maps, recordings, e-books, databases, etc.) made accessible to a community for study, reference, or borrowing.
- The word comes from the French “librairie” and Latin “liber”, meaning book. Libraries play crucial roles in learning, research, and cultural development.

### 2. Objectives of a Library

The main goal of any library is to meet users' information needs quickly and efficiently. To achieve this, libraries:

- Organize materials systematically through cataloguing and classification.
- Provide catalogues (now often computerized) for easy access.
- Offer reading spaces and staff assistance.
- Employ technical staff to acquire, process, and maintain materials.

### 3. Purposes of a Library

- Libraries serve multiple functions, including:
- Supporting individual study and academic enrichment.
- Providing recreational materials for leisure reading.
- Facilitating research and reference services.
- Promoting literacy, lifelong learning, and public enlightenment.
- Preserving materials with historical and cultural value.
- Creating opportunities for information sharing and community engagement.

### 4. Types of Libraries

Libraries are classified according to their purpose and users:

- Academic Libraries – Found in universities and colleges; support teaching, learning, and research.
- School Libraries – In primary and secondary schools; focus on study materials related to the curriculum and help inculcate reading habits.

- Private Libraries – Owned by individuals; collections may reflect the owner’s interests; access is limited.
- National Libraries – Government institutions that collect and preserve a nation’s published materials; serve as a national archive.
- Public Libraries – Serve everyone in the community; provide diverse materials for education, information, and recreation; often called the “People’s Universities.”

## 5. Sources of Information

Information sources are grouped into three categories:

- **Primary Sources** – Original or firsthand information (e.g., research articles, diaries, speeches, interviews).
- **Secondary Sources** – Interpret or analyze primary sources (e.g., textbooks, biographies, reviews).
- **Tertiary Sources** – Summarize or compile information from primary and secondary sources (e.g., encyclopedias, dictionaries, bibliographies).

## Conclusion

Libraries remain vital even in the digital age. They provide reliable, organized, and accessible information, support education and research, and promote knowledge, culture, and lifelong learning.

**Exercise 01 : Classify the following information sources by ticking (✓) the correct column.**

Source	Primary	Secondary	Tertiary
A newspaper report of an event			
A student textbook			
A dictionary			
A personal letter			
A review article			

**Exercise 02 : Write T (True) or F (False).**

1. Primary sources analyze information from other sources.
2. Libraries help promote lifelong learning and literacy.
3. Encyclopedias are considered tertiary sources.
4. Private libraries are open to all members of the community.
5. Cataloguing helps users locate materials easily.

**Exercise 3:** Read the situations and answer the questions.

1. A student is writing a research paper and wants **original data** on language learning.
  - Which type of source should they consult? Why?
2. A student wants a **general overview** of a topic before starting research.
  - Which type of source is most suitable?

**Exercise 4: Fill in the Blanks**

Use the words below to complete the sentences.

(primary – public – catalogue – tertiary – academic)

1. Encyclopedias are examples of \_\_\_\_\_ sources.
2. A \_\_\_\_\_ library supports teaching and research in universities.
3. Libraries organize materials using a \_\_\_\_\_ system.
4. Interviews and diaries are \_\_\_\_\_ sources.
5. A \_\_\_\_\_ library is open to all members of the community.