THE ROLE OF SECURITY AND PRESERVATION OF INFORMATION RESOURCES IN LIBRARY MANAGEMENT IN TERTIARY INSTITUTIONS IN AKWA IBOM STATE

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ABSTRACT
This paper explains the role of security and preservation as measures taken to guard against sabotage or theft. It also examines all strategies and avenues for achieving sustainability of information resources in their original format. It discusses the role of security which include keeping surveillance, immediate processing of hooks, electronic security system and close circuit television. Also discussed are the need for preservation and preventive measures such as reformatting system, which include in microfilming, digitization, photocopying, deadication, encapsulation and laminating of libraries resources. Among the recommendations are checking users of reading carrels to sign in and out, and the materials consulted be physical examined, all window’s must be gauzed to make it very difficult for books to be thrown out, expulsion of offenders and constant supervision be carried while on duty.

INTRODUCTION
Libraries, generally, are institutions established for the procurement, organization, presentation, dissemination and utilization of humanity's information and communication productions. The ability of the library to meet the diverse information needs of its clientele depends among other things the availability of an array of documentary and information resources. No professional librarian needs to be reminded of the need for security and preservation as the most important issue to be tackled when the library is performing its services to users. User’s negative attitude towards library materials is another serious point of concern for all stakeholders. This necessitates their consideration of preservation as means of safeguarding the lives of resources available in the library. The role of security and preservation programmes is to ensure long term, ready access to the information resources of an institution. Smith (1991) stressed that without preservation, access becomes impossible and collection decay and disintegrate. In support of this, Obi (2007) said that information resources are materials consulted for aid or for knowledge about a topic, a theme, an event, a date, a number, a place or even a word. Therefore for effective management of any library, its major objectives should be to preserve and secure information resources for the utilization of end-users. Libraries should not only strive to acquire information resources but also to ensure that the materials so acquired are kept or preserved in useable conditions for generations of users. Based on these Madu and Adeniran, (2000) deduced that preservation of information resources refers to the activities associated with maintaining library materials for use either in their original physical format or in some other format. That is Why Feather and Sturges (1997) referred to the preservation as anything which contributes to the physical well being of the collection as a vital part library management which all must be partakers.

THE ROLE OF SECURITY
Webster dictionary (2006) defines security as the state of being secure of safety. Security of information resources in its entire sense, as defined by Ogbodo (2004) involves all measures taken to guarantee the safety of books, staff and other information resources within the library. The security of information resources in libraries is an important issue which demands special attention, yet less attention is paid to this service, that is why sometimes libraries complain of theft, mutilation and vandalism.
Security is a way of life. This implies that constant vigilance on the part of library staff, readers and the security staff may help prolong the life-span of information resources. Since replacement of lost texts is very expensive for the libraries in developing countries, it is imperative that libraries take drastic measures to safeguard their resources against loss or willful damage. In consonance with the above statement (Aguolu, 2002) Madu and Adeniran, (2000) believe that information and library materials are our enlightenment heritage, efforts must be made to protect them. They need to be kept secured for generations yet unborn. Trained security men and women ought to man the exit doors and some move around the library to minimize mutilation and theft of these scarce resources. Therefore information resources should be free from danger and protective measures against espionage adopted such as:

(i) Staff Surveillance:
New Webster’s Dictionary. (1991) defines surveillance as a watch kept over some person or thing, especially in the case of spying or guarding; superintendent. In the library, it involves staff keeping careful watch on library users in readiness for any antisocial behaviour. Duru and Okon (2004) explained that libraries should arrange all stacks within the sight of staff and have evenly arranged ranges of shelving in parallel rows to improve visibility. This will ensure adequate security thereby safeguarding the information resources.

(ii) Immediate Processing of New Books:
The library should process all new materials immediately they are brought into the library to prevent library staff and the patrons or clientele from stealing them.

(iii) Electronic Security System:
This is a system whereby books are synthesized and shelved. The desynthesized books should set at the circulation desk to indicate to the administrative system that the materials have been legally checked out. This will automatically check those patrons who wanted to take out Library books by giving alarm signal or sound.

(iv) Closed Circuit System:
Duru et al., (2004) and Ama (2003) observe that close circuit television system should be installed in the reading areas of the library. Activities of patrons are conveyed to a central location in the library where a library staff watches what is going on in the reading room. This helps reduce loss of library materials.

THE NEED FOR PRESERVATION
Muhammad (2006) says preservation is the act of safekeeping or conserving of items. This can be anything e.g. food, one’s health, painting or books. Preservation prevents loss of separate issues and maximizes the usefulness of information resources in libraries. It is normally done to prevent deterioration. On the other hand Webster's dictionary (1991) defines preservation as a keeping from injury, loss or decay. This concept is used to refer to all necessary strategies, measures and steps invested into prolonging the lives of information resources. In the same vein Smith (1999) opined that preservation is used to denote all those activities and measures intended at preserving library materials for posterity. In preserving materials, there is need to adequately consider the value of records in terms of its educational, sociopolitical and economic impact on society. Madu (2004) also stresses the need to preserve collection of National, regional or Local importance. He further mentioned that there is a need to preserve titles which have artifact, biographical or intellectual values. This shows how needful preservation is to the library and the academic community.

REASONS FOR PRESERVATION
Ogbodo (2004) identified some reasons why library materials should be protected. Thes include:
(1) There is a death of valuable publication under the colonial rule; there was no serious shortage of books and other educational materials, but decades after independence most Africans countries found themselves in the throes of another documentation deficit.
(2) The exchange rate of the local currency in comparison with convertible currencies such as the American dollar and pound sterling is too poor.
(3) There are general dwindling resources for library development and maintenance.
(4) These inadequate materials may be irreplaceable when stolen or damaged. Apart from these reasons, there are factors that warrant preservation as outlined in Madu (2004) which include environmental factors, control of temperature, relative humidity, light and good air. Application of fungicides, bactericides at frequent intervals are surer ways of effective solutions to microbiological attack on library materials, rodents such as indicates and squirrels can be combated through cleanliness of collection areas or storage areas of the library books.

**PRESERVATION TECHNIQUES**

Recently reformatting has been identified as preservation technique. This technique involves the production of copies in place of the original. These include photocopying; microfilming and digitization. Others are deacidification, encapsulation, lamination and binding.

**Photocopying**

According to Muhammed (2006) Photocopying is suitable for heavily used items in situations where microfilming is less appropriate. Photocopying facilities should be provided and made available to users at a subsidized rate.

(ii) Microfilming: According to Alegbeleye (1993) microfilming is the most common format for preservation copying and it is likely to remain so far into the future despite the stiff challenge from digitization. It has a long history of use and many national libraries all over the world are committed to microfilming.

(iii) Digitization: This is the process of transforming an object of idea (an analog signal to code) into a numerical code (a digital to code). Digitization in libraries relativelyis recent having started in the last seven to eight years. Materials at their elementary stage (a book, a manuscript, a photographic negative or reel of microfilm) are straightforward and linear?

(iv) Deacidification: This is another important technique for preserving books and information resources. It is a technique reserved for books that are acidic and risk of loss if no action is taken. This is done when a vacuum or sealed chamber is introduced after materials to be deacidified have been stacked.

(v) Encapsulation: This is a simple technique designed to protect documents from physical wear and tear and from grime. The document is endorsed between two sheets of clear polyester film, the edges of which are sealed with double side pressure-sensitive tape.

(vi) Lamination: This involves placing the original documents together with back up sheet impregnated with adhesive in a hot press. The heat and pressure activate the adhesive eventually fixes or laminates the backup of the original.

(vii) Binding: This is a method whereby when a document has a won cover, a weak spine or torn off from the vain text. It has been observed as anything which binds the cover of a book for continuous usages.

For the role of security and preservation in libraries to be effectively carried out in tertiary institution the following should be considered.
There should be a routine Practice of checking the pH conditions of the library materials. Efforts should be made to always check low pH condition through deacidification of these materials.
Books and non-print should be adequately stored: these materials are subjected to high temperature and high relative humidity due to long periods of non-availability of electricity, uncontrolled lighting, pest attack, etc.

iii) Each institution should liaise with National library of Nigeria and come up with a comprehensive preservation policy towards a well planned security and preservation programme.

iv) A disaster control plan should be established to form part of security and preservation programme. This would enable the institution create emergency response policy to salvage library materials in case of any disaster.

v) A security and preservation unit should be created in libraries in each institution. This will be responsible for formulating security and preservation policies, surveying and coming out with the organizations preservation needs, organizes training, workshops/seminars/conferences and also carry out awareness programmes on security and preservation of library materials.

vi) A condition survey of the collections of the library should be carried out to provide data on which decisions and policy making for security and preservation should be based.

vii) Users should sign in and out, and the materials they have consulted should be physically examined.

viii) Condemnation of library stealing through the mass media, students' newspapers and magazines etc.

ix) Expulsion of offenders from college or university and such expulsion should be widely published to serve as deterrence to others.

x) All windows must be gauzed to make it very difficult for books to be thrown out.

xi) Constant supervision of security personnel by library staff to ensure that they are alert and carrying out their duties as stipulated.

It is no saying that information is as old as the age of humanity, hence it is highly vital that the information sources should be adequately secured and preserved for all sphere of human development, intellectual, political, social, cultural development etc. and for posterity. Since libraries are charged with the responsibility of acquiring, storing, exhibiting disseminating information on materials that are historical document, there should be strategic plan for long term security and preservation to such materials. The institutions should not only strive to acquire materials but should ensure that the materials so acquired are secured and preserved in a usable condition for generation of users. On the whole library in the College of Education, Afaha Nsit should as a matter of urgency embark on security and preservation programme so as to salvage its deteriorating information sources and create awareness to entire students who uses the library for their academic activities.

REFERENCES


Websters dictionary and Thesaurus for students (2006).