

**PRESERVATION AND SECURITY OF INFORMATION RESOURCES IN NATIONAL
INSTITUTE FOR POLICY AND STRATEGIC STUDIES**

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Abstract

The study investigated the preservation and security of information resources in National Institute for Policy and Strategic Studies (NIPSS) Jos. The purpose of the study were to ascertain the information resources in the library, the preservation and security measures in the library, challenges that hindered preservation and security of information resources as well as the strategies that enhanced preservation and security of information resources. It was a survey research. The population of the study comprised twenty library staff in national Institute for Policy and Strategic Studies (NIPSS) Jos. No sampling technique was adopted as the population was small. Questionnaire was the instrument adopted for data collection of the study. Data gathered in the study were analyzed with descriptive statistics using percentages and mean scores. The findings revealed the books, journals, computers, internet sources, pictures are the information resources in the library. Binding of books, use of staff surveillance, laminations, fumigation, insurances, use of close circuit television etc., are measures adopted in preservation and security of information resources. The challenges discovered were inadequate infrastructure, inadequate finance, lack of preservation and security policy among others. The study recommended that librarians should tighten security measures by strategizing on disciplinary measures for offenders as well as enforcing preservative methods adopted by the library.

Introduction

Library is a social institution that serves information to the people in the society. It houses books and non-book information resources which are organized and kept for use. These resources are preserved for the dissemination of information and knowledge as well as for the benefit of the society it is meant to serve. This shows the important roles libraries play in the society through their collections of books, newspapers, facilities and equipment (Ogunmodede & Ebijuwa, 2013).

Libraries are good place for reading and studying as wee as obtaining information for problem. It can also be described as a room containing a collection of books for use of the public institution or establishment changed with the care or collection of books and the duty of making them accessible to those who require to use them. The indication is that the collection of books need to be secured and preserved for future users. These are ensured in all types of libraries as every library stores information resources that are consulted and archived for preservation. These different types of libraries also have their various types of with special information resources that meet the needs of their users. Information resources are materials that provide

content (data) and information services for the user. The libraries develop and maintain these resources which also include standard books, journals, audio-visual collections, databases, digital-resources and services. They come in both print and electronic formats such as textbooks, journals, indexes, abstracts, newspapers, magazines, reports, CD-Rom database, internet, video tapes/cassettes, diskettes, magnetic disk, computers, microfilms, flash, etc. They are channels through which ideas, opinions or feelings are stored, secured and preserved.

Preservation and security of library materials are very important. This is because they protect the resources from harm, damage and theft. They also help to safeguard the ideas, knowledge and experiences that are passed on from generation to generation. Hornby (2016) defined preservation as the degree to which something has not been changed or damaged by aged, weather, etc. it is simply the act of ensuring that something is kept at its original state for a very long time without reducing in its quality and value.

It involves all the managerial, technical and financial considerations applied to retard deterioration and extend the useful life of materials to ensure their continued availability. Actions are taken on storage and accommodation provisions, staffing levels, policies, techniques and methods involved in preserving library and archival materials and information contained in them. These are what library and information resources are done to retain the quality of materials in order to make them available for generations to come.

Importantly, security is freedom from risk or danger, safety, doubt, etc. it encompasses all the equipment, personal practices and procedures used to assure safety to prevent a crime such as burglary, etc (Abioye & Adew, 2013). It refers to protection against disasters as well as thieves or intruders (Isebe, 2014). It also deals with the protection of buildings, equipment, resources and staff. Preservation and security of information are interchangeably used to embrace all actions taken by the library users. They are integral library operations that can make libraries to remain perpetually useful. Library materials should not be allowed to first deteriorate before repair work is done. Preventive measures should rather be embarked upon to prolong the life span of such materials to prevent and avoid costly repair and restoration. Preservation and security of information resources are important when it comes to the matters of the library. It helps to improve the life span of those resources in the library. The need to preserve materials stemmed from the desire to link knowledge of the past with that of the present and future. The fact remains that library materials should not be allowed to first deteriorate before repair work is done. This is the reason preventive measures are embarked upon to prolong the life span of the library materials.

Research Question

The following research questions guided the study:

1. What are the information resources in the library of National Institute for Policy and Strategic Studies, in Jos?
2. What are the preservation and security measures in the library of national Institute for Policy and Strategic Studies, in Jos?
3. What are the challenges that hinder preservation and security of information resources in the library of National Institute for Policy and Strategic Studies, in Jos?
4. What are the strategies to enhance preservation and security of information resources in the library of National Institute for Policy and Strategic Studies, in Jos?

Preservation involves stabilizing the importance under which the library materials are kept. Stabilization of the environment implies control of excessive temperature, relative humidity and instituting good house-keeping practices. The materials must be in good state and available for consultation. The non-current books or files are often relegated to corners of rooms, the corridors and basements. They are also badly stored that they get exposed to dust, sun and rain which are responsible for their fast deterioration.

But the library consciousness has been growing during the past few years and attention is devoted to their books and records with poor storage (Akporhonor & Azonobi, 2015). The librarians are therefore forced with the task of providing not only accommodation that will ensure the maintenance of the physical composition of the materials but also facilities for repair and restoration of these items already in their custody requiring treatment and to plan for new occasions which arrived in varying conditions. Security methods therefore are measures taken to make information resources safe from attack or danger. Patkus

(2010) provide a brief review of the basic elements of library security and preservation programs as background for an exploration of security and preservation issues, problems and politics. The author discusses environmental control, disaster preparedness, fire protection, storage and handling and controlling access to collections. Nicely (2008) discussed different types of security systems for libraries and explains the differences between electromagnetic, radio frequency and microwave technologies.

A list of questions to assist in system evaluation is provided and preventive measures used to curtail theft and the protocol for handling situations that trigger security alarms are also included. Security measures are instituted in aid of preserving our materials and their value to our users and of protecting our building and occupancy. That is why library personnel's are making efforts to combat deterioration, theft of library materials and other crimes. Adetunla and Osuride (2010) revealed that library security is a must measure of preservation and security practices. Dust and particular matters are the greatest causes of deterioration of library materials. Security refers to all the measures that are taken to protect a place or to ensure that only people with permission enter it or leave it. It is the protection of data to ensure that only authorized personnel have access to computer /information resources.

Information resources in the library

These are channels through which ideas, opinions or feelings are stored or preserved. In securing information resources, libraries need to have safety and security plans to ensure that staffs are prepared to respond to fire, water emergencies and other large scale threat to collections. These information resources come in two forms: book and non-book. ICT was considered an indispensable tool for enhancing productivity, yet little attention was paid to the information management issues and to the understanding the forces of changing that affects the form and integrity of the record created within an IT environment.

Information sources can be in print or in electronic version and they are vital and delicate. The way they are handled can affect the lifespan of the records contained in them. These records must be preserved and secured for future purposes. According to Awoyobi (2014), he defined information resources as vital resources that must be managed to achieve reader's information access. Some information resources in the library lend themselves to quick and easy use and are called reference sources. Other types of information resources are journal, official publications and statistics, non-book materials like cartographic materials, sound recordings, and motion picture.

All those information resources are stored in the library to provide information that the users need. Afolabi (2004) stated that information is indispensable, an ingredient for social, economic, industrial, political and technological advancement. It is a stimulus and responding to it, prompt us to act the way we do, information may be stored in books of various types such as reference materials like dictionaries, maps and directories or non-fiction materials like books on various subject (Ajayi & Akinniyi, 2014). The information may be contained in audiovisual material like television, radio or other ICT resources like computers, flash and video cassettes.

Information resources can be written documents to give insights to financial transactions, constructions, literacy and other problem solving. They also include electronic resources like websites, online databases, e-journals. E-books, CD-Roms, audiovisuals, multimedia, projectors, microfilm reader, cassette, microfiche reader, audio cassette, radio and TV (Awoyobi, 2014). Information resources are basically resources through which information can be gotten so as to meet the information needs of the users. They are channels through which ideas, opinions, or feelings are stored or preserved.

Preservation and Security Measures in the Library

In securing information resources, libraries and archives need to have safety plans to ensure that staffs are prepared to respond to fire, water emergencies and other large scale threat to collations. Taking precautions against theft and protecting the collection should include ensuring good security to prevent theft. Abioye and Adeow (2013) noted that the basic functions of library resources security are: freedom from danger, protection from unauthorized access, loss avoidance, damage prevention and reduction of long term threat posed by improper environmental conditions.

Thus, the protection in form of sock control, checking at the entrances and exits as well general vigilance is ideal. If a library is uncertain about the types and quantities of materials it has in its possession, determining

whether and when a theft has been committed will almost be impossible. In a study conducted by Oyesiku, Buraimo and Olusanys (2012) on disruptive readers, it was revealed that there was a lack of security in the libraries. Users resorted to delinquent behavior because demand outstripped the supply of library material. This result in competition for resources, which invariably tempts users to steal, mutilates or engages in illegal borrowing. If library materials are not clearly identified, proof of ownership will be difficult to establish even if stolen materials are discovered in someone's position.

As for mark of ownership, library material should be clearly identified with a mark of ownership. This ownership mark not only identifies artifacts as the property of the library, but also discourages theft, especially if the mark is not readily removable. Marks of ownership should be made with a prominent and permanent ink stamp on an inseparable portion of the artifact. It is also good to guard against vandalism and mutilation as suggested by the author whether a library uses open stack (allowing readers to access the bookshelves) or closed stack (requiring readers to locate a book in the catalog and rely on the staff to deliberate mutilation or vandalism of library materials). Mutilation often takes the form of cutting out book leaves or illustration sometimes, to avoid photocopying charges.

Cleaning, maintenance and janitorial staff should always be admitted in the company of staff members and unauthorized visitors should never be left alone in the storage area. Allowing a potential thief full and unsupervised access to library materials is tantamount to encouraging theft. In general the more knowledgeable the visitor, the greater the risk to the collection. And while it is acceptable for readers to bring laptop, computers into research area, all readers understand that their computer case must be checked when they leave the area. Bee (2008) urged that most libraries would not question the importance of preserving works of intrinsic value.

Challenges against the preservation and security of information resources in the library

Information managers especially librarians and archivists are currently facing the problem of ineffective preservation and security of information materials in their libraries. These are also issues of support of organizational efficiency and accountability, lack of stewardship and coordination in handling records, absence of core competencies in records and achieve management, insufficient manpower to enhance preservation and security programmes in the libraries (Ngulube, 2006). This is because preservation and security of information resources is a specialized field of knowledge that requires information professionals who understand the physical and chemical nature of the materials in their libraries.

Wamukoya and Mutula (2013) also identified lack of information technology skill (IT) due to inadequate training and lack of preservation and security policy as one of the impediments to the preservation and security of information resources at Moi University, Kenya. In the same vein, Gbaje (2012) advocated the need to expose librarians to preservation and security practices during their training and that such training programmes should include operating environmental control, storage and housing, operating environmental systems, designing new buildings and renovation of buildings. Victor (2017) noted the following:

1. **Inadequate Fund:** Most libraries lack the financial resources to purchase and install security systems and devices that can help to protect the level of security required as a result of the budgetary allocations from their parent organization.
2. **Lack of Literate or Skilled Personnel:** Most libraries lack skilled personnel that can operate, teach and instruct the use of these security systems even when they are made available in the library.
3. **Poor Power supply:** these security systems or devices need electricity to power them and due into the poor power supply, these systems often time are not working and as such are incapable of performing their expected task of security the library and its collection.

Strategies to Enhance Preservation and Security of Information Resources in the Library.

Fadehan (2009) listed measures that will enhance preservation and security of information resources in the library as improved finance, awareness creation, reformatting the books, storage, punishment and user education.

Improved Finance: Alternative sources of funding could be sought other than depending solely on Federal subvention.

Awareness Creation: the preservation and security agency should create awareness through all forms of media on the need for the protection on these resources. The agency shall engage in periodic research,

exploration of international bench-marks and serve as a pressure and advocacy group through its publications and public discourses on this subject.

For Brittle Books: reforming the books through microfilming, photography or digitization.

Storage: Good storage condition can help books in good condition for a long time. Observing some preservation and security procedures like everyday care of materials e.g. good procedures for leaning and shelving of books.

Punishment: Appropriate punishment should be meted out on library offenders. Users should know the punishment for all the library crimes and they should range from the paying fine, warning, withdrawal from using the library.

User Education: In addition to the orientation programme given to fresh students, user education course should be taught to all students in the institution, whereby they will learn the proper use of library materials and their organizations of knowledge in the library because most of the library malpractices committed by users is a result of ignorance.

Research Question1:

Information Resources in the Library.

Table1: Observation check on Information Resources in the Library.

S/N	Resources	Available	Not Available
1	Books	•	
2	Pictures	•	
3	Maps	•	
4	Charts	•	•
5	Sound recordings		
6	Video tapes	•	
7	Radio		•
8	Television	•	
9	Journals	•	
10	computers	•	

Result of the analysis on table 1 shows that during the observations the following resources were in the library: Books, Pictures, maps, Charts, Video tapes, Television, Journals, Computers, Internet. No sound recording and radio were found.

Research Question 2 Table 2: Preservation and Security Measures used in the Library

S/N	Preservation and Security measures	Agree	Percentage	Disagree	Percentage
1	Binding of books	20	100%	0	-
2	Use of surveillance	15	75%	5	25%
3	Repairing damaged resource	15	75%	5	25%
4	Fumigating the materials	14	70%	6	30%
5	Digitizing the materials	20	100%	0	-
6	Use of micro film	5	25%	15	75%
7	Lamination	14	70%	6	30%
8	Use of insecticides	14	70%	6	35%
9	Insurance	13	65%	7	35%
10	Close circuit television system	16	80%	4	20%
11	Electronic security	15	75%	5	25%
12	Proper storage of information sources	16	80%	4	20%

Results of the analysis in Table 2 shows that the preservation and security measures in the library were provided for binding books and digitization of materials by the values of 100% respectively. They also used staff surveillance, repairing damaged resources (75% respectively), fumigating the materials, lamination, use of insecticide (70% respectively), insurance (65%), close circuit television system and proper storage of information sources (80% respectively) and electronic security (80%). Also shown was that use of microfilm was disagreed at 75%.

Research Question 3: Table 3: Challenges against the Preservation and Security of Information Resources in the Library.

S/N	Challenges	Agree	Percentage	Disagree	Percentage
1	Inadequate infrastructure	16	80%	4	20%
2	Lack of power supply	5	25%	15	75%
3	Inadequate finance	15	75%	5	25%
4	Lack of preservation and security policy	14	70%	6	30%
5	Lack of trained staff	16	80%	4	20%
6	Inadequate personnel	15	75%	5	25%
7	Lack of equipment for preservation and security of information resources.	14	70%	6	30%

Result of the analysis on Table 3 shows that the respondents strongly agreed that lack of preservation and security policy and equipment (70% respectively), inadequate finance and personnel (75%), lack of trained staff and inadequate infrastructures (80% respectively) challenge preservation and security of information resources. However, they disagree that power supply is a challenge.

Research Question 4: Table 4: Strategies to Enhance Preservation and Security of Information Resources in the Library

S/N	Strategies	Agree	percentage	Disagree	Percentage
1	Being vigilant always	16	80%	4	20%
2	Improved funding of the library	20	100%	5	75%
3	Insuring the materials	15	75%	5	25%
4	Formulating policy in preservation	18	90%	2	10%
5	Punishing offenders	20	100%	4	20%
6	Continuous training of staff	18	90%	2	10%
7	Trained security personnel	14	70%	6	30%
8	Installing CCTV camera in the library	20	100%	-	-
9	Installing burglary proofs on the windows	16	80%	4	0%
10	Fumigating library premises from time to time.	15	75%	5	25%

Result of the analysis on Table 4 shows that the respondents strongly agreed that continuous training of staff, installing CCTV camera in the library, use of trained security are the strategies, formulating policy on preservation, installing burglary proofs on the windows are the strategies to enhance preservation and security of information resources in the library.

Findings

Results of the analysis of data revealed as follows:

Books, pictures, maps, charts, video tapes, television, journals, internet and computers are information resources in the library studied. Binding of books, digitization of the materials, lamination, use of insecticides, insurance, close circuit television system, proper storage of information sources are preservation and security measures in the library studied. Lack of preservation and security policy, inadequate finance, lack of equipment needed for preservation and security of information resources, inadequate infrastructure are among the challenges against preservation and security measures in the library. Continuous training of staff, installing CCTV camera, use of trained security, formulating policy on preservation, installing burglary proofs on the windows are the strategies that will be used to enhance preservation and security of information resources in the library.

Information Resources in the Library

The finding of the study (Table 1) indicated that books, pictures, maps, charts, video tapes, television, internet, computers, journals are the information resources in the library of study. The findings indicate that there are books, pictures, maps, charts, video tapes, television, journals, computers and internet. The findings are in consonance with the studies of Ajayi and Akinniyi (2014) and Abdulsalam (2013) on the availability of resources for the libraries.

Preservation and Security Measures in the Library

Findings on preservation and security measures adopted in the library studied (Table 2) showed that the preservation and security measures used in the library are: use of staff surveillance, repairing damaged resources, fumigation the materials, lamination, use of insecticides, insurance, close circuit television

system, poor storage of information resources. The finding shows that lots of efforts are in place to preserve and secure the resources. This is in line with Ejija (2005) who posited that electronic security systems, laminations, use of staff surveillance are effective in preserving and securing information resources in libraries.

Challenges against the Preservation and Security of Information Resources in the Library.

The findings of the study (Table 3) showed that: lack of preservation and security of information resources policy, inadequate finance, lack of equipment needed for preservation and security of library resources, inadequate infrastructure are the challenges against the preservation and security of library resources in the library studied. As the finding earlier indicated that effort on issues of preservation and security of information resources was been taken seriously, the findings on challenges indicate that more effort is still needed. The findings on challenges agreed with Voters (2017) who noted that challenges of finance, unskilled staff and power supply affect preservation and security of information resources in libraries.

Strategies to Enhance the Preservation and Security of Information Resources in the library

The findings of the study (Table 4) on the strategies that can enhance the preservation and security of information resources in Libraries indicated that continuous training of staff, installing of CCTV camera in the library, use of trained security, formulating policy on preservation, installing burglary proofs on the windows, are strategies that can enhance preservation and security of library resources. This finding is in consonance with Fadehan (2009) who also found that the above mentioned strategies, if applied to the libraries could help in reducing or eliminating challenges against preservation and security of information resources in libraries. The finding is also supported by Olatukun (2008) who encouraged libraries to have skilled staff in the libraries for preservation and security programmes because of the specialized activities involved.

Conclusion

Based on the findings of the study, the following conclusions were made:

1. That most problems of preservation and security of library materials can be said to be man-made.
2. That the measures adopted in preservation and security of information resources in the library were adequate.
3. That the strategies for improving the preservation and security should be implemented for effective preservation and security of library resources

Recommendation

Based on the findings, the following recommendations were made:

1. Librarians should patrol the reading rooms to ensure that users do not mutilate or rough handle the books.
2. Preservation and security policies should be drawn and implemented in libraries.
3. Disciplinary measures should be instituted and stipulated fines paid by defaulters.
4. Embarking on training and retraining of library security men on the importance of ensuring that tight security is maintained.

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