The Adoption of Microsoft Excel in Resource Processing (Cataloguing and Classification) Section and Readers' Services (Circulation) Section of University Library, University of Uyo, Uyo Akwa Ibom State, South – South, Nigeria

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ABSTRACT

The study aims at identifies the importance of adopting Microsoft excel in Resources processing (Cataloguing and Classification Section and Readers' Services (Circulation Section) of the University Library Uyo, it is a short communication. An effort was made to reviewed the available literatures on Microsoft excel, cataloguing and classification. For the literature search, valid sources of electronic databases, published and unpublished information sources were consulted (i.e., books, journal articles, reports, conference/workshop proceedings, theses, etc.). Conclusion and recommendations were made based on the findings. The paper reveals the importance of circulation of information resources in any library, no matter the qualities and quantities of the resources stocked when the resources are not circulated to the users it is a museum. Moreover, it reveals the importance of cataloguing and classification (processing) of information resources as that which enables users to have access into the holdings of a library, Furthermore, the paper reveals the importance of Microsoft excel in circulation of library resources, in cataloguing and classification (processing) of library resources and in taken the library stock. Therefore, the paper recommended amongst others that academic libraries should adopt the use of Microsoft excel in their cataloguing and classification (processing) of information and their daily circulation routines.

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KEYWORDS: Adoption, Microsoft excel, Resource processing section, cataloguing and classification section, Circulation section, Readers' section, Charging and Discharging

INTRODUCTION

Microsoft Excel is an electronic spreadsheet program that is used for storing, organising and manipulating data. Felix, (2017) posited that Microsoft Excel is a spreadsheet software program that allows you to store, organise and manage data. Unlike [Microsoft Word](#), Excel documents consist of a collection of small rectangular boxes or cells organized into rows and columns. The horizontal rows are identified by numbers (1, 2, 3) and the vertical columns by letters of the alphabet (A, B, C). Each of these cells can contain either text or numerical values that can be calculated using [formulas](#). French, (2019). Excel spreadsheet programs can store several spreadsheet pages in a single computer file. Microsoft (MS) Excel is a very fascinating and useful package. It gives the platform for various solutions to numerous life problems. For instance, with an Excel spreadsheet, you could create a monthly budget, track business expenses, or sort and organise large amounts of data. MS Excel is the most commonly used spreadsheet and has now grown into more powerful software that can be used virtually by all branches of science and engineering. El-Gebeily&Yushau, (2007).

Excel helps in the calculation of library stock. According to Penn Libraries, (2019) Librarians and other information professionals organise data by using Microsoft Excel for a variety of purposes including tracking resource acquisitions and circulation and building catalogues and metadata. Spreadsheets are especially useful when it comes to planning the reorganisation of library materials because planning a move is an arithmetical operation. Spreadsheets kept library staff from reinventing the wheel each time data is needed to be manipulated, though the software could assist in the visualisation of data that proved to be the most useful. Wright and Blase, (2006).

Cataloguing and Classification is a vital aspect of library particularly on accessing and retrieval of information resources. David – West and Angrey, (2018) stated that cataloguing and classification is the central nervous system of librarianship. Cataloguing and Classification are used to develop an index or access to the library collection to enable users to determine the availability of the resources in the library. Cabonero and Dolendo, (2013). Cataloguing and classification enable the readers to know the holding of a library in regards to the author's name, titles, publisher, year of publication and subject terms that describe the resources. (all the bibliographic details of the record). In a library, Information resources are useless when access is not provided to the resources. This fundamental function is within the concept of the Cataloguing and Classification Section of any library.

Thus, cataloguing is an essential process that provides access to all acquired information resources of the library for it allows people to find information needed for their personal and professional growth and development. Assigning of call number or a class number and the descriptive cataloguing identifies important bibliographic and physical features of a material, books, serials and audio-visuals such as author, title, edition, publisher, date of publication, place of publication volume, size and production of cataloguing cards are done by the cataloguing and classification section of any library. Luther, (2010) reported that cataloguing and classification always held a position in the curriculum of library schools. Therefore, cataloguing and classification are very important in the library profession. The Resources processing section of the University of Uyo library performs all the above-enumerated functions.

The Circulation section links the library collections to the readers. It is the image-maker of the library. The circulation section ensures the use of books by readers by offering them issue/return facilities. It is responsible for giving books to the users, keeping records of what has been given to whom; what has been returned or what is overdue now. When the books, documents are returned to the library, it is the duty of the circulation section to put them back on the shelves, at the right places, and also get them repaired if the need arises. This section has records of all the books which are issued to the users, and which are still on the shelves.

According to Nwalo, (2023: 38) An institution that owns one book and allows people to use it is a library, and another that may have million books and does not allow anyone to use them may simply be a museum. It is in the circulation department that the library materials change hands. One person makes use of a library book, drops it and another picks it up for use. Therefore, circulation work includes the followings: Registration of members, Lending, i.e., charging and discharging, Renewals, i.e., persons who seek an extension of time for borrowed books, Recall, i.e., requesting a borrower to return a book, Holds, i.e., books that are reserved for a member that is already on issue and Notification, i.e., communicating with members on all the above, as needs arise. The circulation section is one of the most important section of a library.

This paper aims to discuss how to adopt and the reasons for the adoption of Microsoft (MS) Excel in the Resource processing (Cataloguing and Classification) section and Readers' (Circulation) section of University Library, University of Uyo Akwa Ibom State. South-South, Nigeria.

THE UNIVERSITY OF UYO LIBRARY CATALOGUING AND CLASSIFICATION SECTION

The University of Uyo (UNIUYO) library cataloguing and classification section also called the Resources processing section is under the Technical division of the university's library. The central library is at the main campus at Use – Ufot and have collections for all the programmes mounted by the university. (University of Uyo library, 2014). It is the administrative seat of the university library and also houses the technical division of the library. The Technical Division of the University of Uyo (UNIUYO) library comprises of Acquisition section and Resources processing section. The Resource processing section is of UNIUYO is subdivided into pre- cataloguing unit and the main cataloguing unit. The pre – cataloguing unit is responsible for the assigning of the descriptive cataloguing following AACR2 (Anglo American Cataloguing Rule 2). by writing the names of the author, year of publication, publisher and other bibliographic details of the book are written on the work - slips. The pre – cataloguing unit now move the resources to the main cataloguing unit which are responsible for the classification or cataloguing of the resources according to the subjects using Library of Congress Classification tools. The subject call number or class number are assigned to each book with these tools and they are written on the cataloguing work - slips before they are typed and printed on the spine of each book. The computer operators type the descriptive information on the cards, print them on the catalogue cards (3 by 5) cards. The cards are filed in the catalogues cabinet in the main library circulation unit and the shelf list cabinet are kept in the cataloguing room. The online version is the Online Public Access Catalogue (OPAC). The Online Public Access Catalogue operating by the University of Uyo library needs data to access it. The book lists containing the bibliographic information about books are attached with the books and before they are sent to the readers' services section.

University of Uyo Library Resources Processing Section uses Microsoft words to type the book lists which have the shortcoming of the inability of storing large data and not able to do simple arithmetic summation and subtraction like Microsoft excel but the use of Microsoft Excel could be adopted in the daily routines of the processing section.

THE UNIVERSITY OF UYO LIBRARY CIRCULATION UNIT

The University of Uyo library's circulation section is under the Readers' services division. The University of Uyo Library operates multi library system facilities. A library system in which all the faculties have libraries or resource centres in their different locations and perform circulation functions like registration of library users, charging and discharging of books through the use of card charging system and other functions as enumerated above. Recently the cataloguing cards are not yet filled into the catalogue cabinet due to some logistic reasons. University of Uyo library circulation department can adopt the use of Microsoft Excel in the daily circulation routines.

EXAMPLES OF WORKSHEET FROM RESOURCE PROCESSING SECTION AND CIRCULATION SECTION OF UNIVERSITY LIBRARY UNIVERSITY OF UYO.

In the Resource processing section of the University of Uyo, the library supplies processed books to the circulation section of the library and the faculties' libraries accompanied with books lists. The book list can be typed on an excel spreadsheet rather than Microsoft words. The resource processing section can use the spreadsheet to create a shelf list record.

An example of a book list from the resource processing section typed on a spreadsheet and books Charging and Discharging of record list from circulation section are attached as figure 1 and figure 2.

LIST OF BOOKS SENT FROM PROCESSING SECTION TO CIRCULATION SECTION					
S/NO.	**AUTHOR**	**TITLE**	**YEARS**	**CALL NO.**	**COPIES**
1	VOLLAND, Walt	Study guide with selected solution to accompany world of Chemistry Essentials/	1999	QD 33 .V899	1
2	JOESTEN, Melvin D.	World of Chemistry essentials/	1999	QD 33 .J64	1
3	CRACOLICE, Mark S.	Introductory : An active learning approach/	2013	QD 33.2 .C883	1
4	BROWN, Theodore L.	Chemistry: The central Science/	2000	QD 31.2 .B881	1
5	ZUMDAHL, Steven S.	Chemistry: Volume One/	2009	QD 31.3 .Z93	1
6	GILBERT, Thomas R.	Chemistry: The Science in Context/	2004	QD 33.2 .C517	1
7	CHANG, Raymond	General Chemistry: The	2006	QD 33.2	1

		essential concerts/		.C454	
8	Loudon, Marc	Organic Chemistry/	2016	QD 251.3 .L886	1
9	PETRUCCI, Ralp H.	General Chemistry: Principles and Modern Applications/	2007	QD 31.3 .F324	1
10	SILBERBERY, Martin S.	Chemistry: The molecular nature of matter and change/	2006	QD 33.2 .S581	1
11	ATKINS, Peter	Physical Chemistry/	1998	QD 453.3 .A873	1
12	McMURRY, John	Chemistry/	2001	QD 33 .M167	1
13	McMURRY, John	Chemistry/	2001	QD 33 .M167	1
14	BROWN, Theodore L.	Chemistry: The Centre Science/	2003	QD 31.3 .B881	1
15	NATHON, Harold D.	Cliffs quick review chemistry/	2001	QD 31.3 .N274	1
16	HEIN, Morris	Foundations of College Chemistry/	2000	Q 33 .M875	1
17		SOLVING Problems: A Chemistry Handbooks, Glencoe Science Chemistry Matter and Chance/		QD 65 .S684	1
18	JESPERSEN, Neil D.	Chemistry: The molecular of matter/	2011	QD 33.2 .J58	1
19	VOLLHARDT, Peter	Organic Chemistry: Structure and Function/	2011	QD 251.3 .V923	1
20	BRUICE, Paula Yarkanis	Organic Chemistry Chem 2750 & Chem 2760/	2014	QD 251.3 .B886	1
21	FINLAYSON-PITTS, Barbara J.	Chemistry of the Upper and Lower Atmosphere; Theory, Experiments and Applications/	2000	QC 879.6 .F512	1
22	ANLIKER, Keith	Experimental Chemistry 11: Chem 126/	2008	QD 41 .A612	1

23	McMURRY, John	Fundamentals of General Organic and Biological Chemistry/	2010	QD 31.3 .M168	1
24		CHEMISTRY in the Community: Chem Com/	2002	QD 43 .C517	2
25	HALL, James F.	Introductory Chemistry: A Foundation Introductory Chemistry Basic Chemistry/	2004	QD 31.2 .H174	1
26	ZUMDAHL, Steven S.	Introductory Chemistry/	2004	QD 31.2 .Z93	1
27	TIMBERLAKE, Karen C.	Chemistry: An Introduction to General, Organic and Biological Chemistry/	2006	QD 31.3 .T583	1
28	BISSESSUR, Rabin	Chemistry: Student Activity, Chemical Reactivity, Strategies, Skills, Activities for Student Success/	2012	QD 65 .B621	1
29	SILBERBERG, Martin S.	Chemistry: The Molecular Nature of Matter and Change/	2012	QD 31.3 .S581	1
30	BURDGE, Julia	Chemistry: For St Cloud State University/	2014	QD 40 .B949	1
31	TRO, Nevada J.	Chemistry: A Molecular Approach/	2008	QD 453.3 .J843	3
32	McMURRY, John	Organic Chemistry/	2004	QD 251.3 .M113	1
33	TIMBERLAKE, Karen	Basic Chemistry/	2005	QD 31.3 .S83	1
34	STANITSKI, Conrad L.	Chemistry in Context: Applying Chemistry to Society/	2003	QD 415 .S784	1
35	ZUMDAHL, Steven S.	Chemistry: Volume two/	2010	QD 31.3 .Z93	1
36	Atkins, Peter	Chemistry Principles: The quest for insight/	2002	QD 31.3 .A873	1
37	BROWN, Theodore L.	Chemistry: The Central Science/	2012	QD 31.3 .C517	40

38	LOUDON, G. Marae	Study guide and solutions manual; To accompany organic chemistry/	2010	QD 251.3 .L886	1
39	PETRUCCI, Ralph H.	General Chemistry: Principles and Modern Applications/	1987	QD 31.2 .P498	2
40	EBBING, Darrell D.	General Chemistry; Chem 1110/	2014	QD 31.3 .E15	5
41	Atkins, Robert C.	Student solutions manual to accompany organic chemistry/	2008	QD 257 .A873	1
42	EBBING, Darrell D.	General Chemistry/	2005	QD 31.3 .E15	2
43	McMURRY, John	Organic Chemistry/	2000	QD 251.2 .M168	2
44		COMPENDIUM of oil and gas case in Nigerians: Fiscal issues/	2016	TN 882 .C736	8
45	DENNISTON, Katherine J.	General Organic and Biochemistry/	2014	QD 241 .G324	7
46	TIMBERLAKE, Koren C.	General organic & Biological Chemistry: Structures of life/	2004	QD 33.2 .T583	1
47	ZUMDAHL, Steven S.	Introductory Chemistry/	2011	QD 33.2 .Z93	1
48	McMURRY, Susan	Study guide and solutions manual for McMurry's: Organic Chemistry/	2000	QD 251.2 .M168	1
49	DINGRANDO, Laurel	Chemistry: Matter and change/	2005	QD 31.2 .D584	1
50	TIMBERLAKE, Karen C.	General organic and Biological Chemistry: Structures of Life/	2013	QD 251.3 .T583	1
51	BROWN, Theodore L.	Chemistry: The central science/	2006	QD 31.3 .C517	1
52	McMURRY, John	Organic chemistry: With Biological Applications 2^{e}/	2007	QD 257.3 .M113	1
53	ZUMDAHL, Steven S.	Chemistry/	2000	QD 31.2 .Z93	1

54	McMURRY, I. E.	Organic chemistry: Chem 10172 & Chem 20273/	2012	QD 251.3 .M168	1
55	SUCHOCKI, John	Conceptual chemistry: Understanding our world Of actions and molecules/	2011	QD 33 .S942	1
56	McMURRY, John	Chemistry/	2008	QD 31.3 .M168	1
57	WILBRAHAM, Antony C.	Chemistry: Addison-Wesley/	2000	QD 31.2 . W665	1

Figure 1: An example of a booklist from Resource processing section typed on a Microsoft Excel or spread sheet.

						CHARGING AND DISCHARGING RECORDS LIST						
S/N	NAME OF BORROWERS	FACULTY	DEPARTMENT	REGISTRATION NO	TITLE /AUTHOR OF BOOK	DATE OF PUBLICATION	CALL NO	ACCESSION NO	DATE ISSUED	DATE RETURNED	COPIES
1	Abimbola Agboke	Education	Library Science	LIS/94/1929	Libraries and Librarianship: An Introductry/ UWA, E. O	2014	Z 665.5 .U96	2949	13/01/2019	25/01/2019	2
2	Etim Sunday Okon	Education	Library Science	LIS/PhD/15/004	Fundamentals of library practice: A Manual on Library Routine/ NWALO, K. I. N	2003	Z 665.5 .N96	3457	14/01/2019	28/01/2019	1
3	Edem Etoro Asuquo	Pharmacy	Pharmacy	16/ PH/1267	Ansel"s Pharmaceutical Dosage Dosage Drug Forms. 11th ed. / AlLLEN, L.V.	2018	RS 199.5 .A416	2345	14/02/2019	29/02/2019	1
4	Okon, Comfort Innocent	Science	Chemistry	17/CH/1325	Chemistry: The central science/ BROWN, T . L .	2006	QD 31.3 C.51	1213	15/03/2019	29/02/2019	1
5	Okoro, Chidiebere Deborah	Science	Biochemistry	15/ BIOCHEM/1326	Principles of Biochemistry/HORTON, H. R.	2002	QP 514.2 P.954	4907	03/01/2019	15/03/2019	2
6	Ose, Ifeanyi A.	Science	Computer Science	16/CS/2345	Understanding Computer today and tomorrow/ MORLEY, Deborah	2013	QA 76.9 .C64 M822	2935	15/03/2019	30/ 03/2019	1
7	Yunana Agabi	Science	Computer Science	16/ CS/1567	E-Commerce and mobile commerce technologies / PABDEY, U. S.	2007	HF 5548 . 32 .P189	3459	04/01/2019	15/04/2019	1

8	Ugwoke, Esther Chinonye	Business study	Accounting	17/ ACCT/ 116	Accounting Information Systems / ROMNEY, Marshall B.	2012	HF 5679 .R756	2679	16/04/2019	30/04/2019	1
9	Agbo Kingsley Chukwuka	Business study	Accounting	17/ ACCT/ 118	Accounting Information Systems: Controls and Processes / TURNER, Leslie	2009	HF 5679 .T945	2782	05/01/2019	16/05/2019	2
10	Ibanga, Otobong Nathan	Science	Microbiology	16 /MIC/123	Microbiology : Yesterday, today and the next millennium / UDOTONG, Ime R.	2007	QR 58 .U18	6901	05/01/2019	16/05/2019	1
11	Otimanam, Etiemem Hilary	Engineering	Electrical Engineering	17/ELECT/890	Introduction to electric circuits/DOLF, Richard C.	2006	TK454 .U18	1554	17/05/2019	31/ 05/2019	1
12	Anyanwu, Precious Kelechi	Science	Chemistry	16/Chem/3410	Study guide with selected solution to accompany world of Chemistry Essentials/ VOLLAND, Walt	1999	QR 33 .V899	8901	06/01/2019	15/06/2019	2
13	Idem Ukeme obong Etop	Clinical Science	Medicine & surgery	19/M/S/2049	Basic and clinical biostatistics/DAWSON, Beth	2004	RA 648.5 .D269	3489	06/01/2019	15/06/2019	1
14	Douglas Timbuk Ebenezer	Clinical Science	Medicine & surgery	19/M/S/2050	25 Landmark trials in cardiology/ GYENES, Gaber	2011	RC 683.8 .G996	6703	15/06/2019	28/06/2019	2
15	Mbanaso, Annece Chindiebube	Clinical Science	Medicine & surgery	19/M/S/2051	Drugs and drug: A practical guide to the safe use of common drugs in adults/HUL, David	2011	RM263 .H899	7894	15/06/2019	28/06/2019	1
16	Corleb, Nsikak Abasi James	Clinical Science	Medicine & surgery	19/M/S/2052	Mathematical concepts in clinical science/ TIGER Steven	2000	R853 . M3 T56	5679	15/06/2019	28/06/2019	1
17	Nwali, Mmaduabuchi Obumnere	Clinical Science	Medicine & surgery	19/M/S/2053	Step-up to medicine /AGABEGI, Steven	2008	RC59 .A259	6790	15/06/2019	28/06/2019	2
18	Ede Gideon Alegu	Management	Business Admnistration	18/BAM/3422	Foundations of operations management/ Ritzman, Larry P.	2016	HD31 .R598	5679	07/04/2019	17/07/2019	1
19	Udo Nsisong Yakedoho	Management	Business Admnistration	18/BAM/3423	Fundamentals of multinational Finance/ MOFFETT, Michael H.	2012	HF4027.5 ,M675	5680	07/04/2019	17/07/2019	2

Figure 2. An Example of Charging & Discharging Record List on Excel Spreadsheet

THE IMPORTANCE OF ADOPTING MIRCOSOFT EXCEL IN THE RESOURCE PROCESSING AND CIRCULATION SECTION OF THE UNIVERSITY OF UYO.

The resource processing unit can use Microsoft excel in the following ways:

1. It can serve as an access tool to the holding of a library according to author, titles, years of publication, call number, etc.
2. It can be used to calculate the number of resources gave out by the processing unit.
3. The resource processing section can use it to produce a shelf list.

The circulation section can use Microsoft excel in various ways:

1. It can serve as the access point to the resources of the library and circulation section (while the box catalogue is not available or in processing)
2. It can be used for creating a shelf list record.
3. For charging and discharging of books to users.: Create a check out list
4. For searching of records: (How to search: Click on control + find, then press find what, then press next, what you are looking for will come out.)
5. To keep the statistics of issued books: to know the numbers of books issued out daily, weekly or monthly.
6. For record-keeping: who is with a particular record at a particular time and when a particular record will be due for returning or renewal.
7. It could be used to know the number of records in a particular faculty library.
8. Its data free: it is cost-effective
9. It reduces the physical handling of paper.
10. It reduces the stress of typing or printing catalogue cards,
11. Less stress of pasting book pockets and book cards on a book.
12. It saves the time of the library users and library staff because it involves the use of a computer.
13. It takes less space; Library catalogue occupies more space in the library due to its size a computer will take more information without occupying any space.

CONCLUSION AND RECOMMENDATIONS

Due to the important functions of Microsoft excel in resource processing and circulation of library resources, it will be expedient if the University of Uyo library can adopt the use of Microsoft excel in its library practices for effective dissemination of information to the users and store of information resources.

RECOMMENDATIONS

1. The University of Uyo library management should adopt Microsoft Excel to its daily library services and functions
2. The University of Uyo library management should provide more computers to circulation and resources processing section so that all the staff will have access to computers.
3. The management of the University of Uyo library should make provision for the training and retraining of staff of the library on the use of Microsoft excel in library practices.
4. University libraries can adopt the use of Microsoft excel in the Cataloguing and Classification and their Readers' section.
5. All the University libraries staff should be computer literate.

6. Academic libraries can adopt the use of Microsoft excel in their daily circulation works and cataloguing and classification routines.

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