

The Functions and Services of Library Institutions in the Town of Jolo to the Teachers, Students and Out-of-School Youth

Whelma J. Sahipa, DPA¹, Brian G. Alawi, DPA²

¹Basilan State College, Isabela City, Basilan, Philippines

²Basilan State College, Isabela City, Basilan, Philippines

Email address: wjsahipa@gmail.com

Abstract— This study examined the functions and services of libraries in Jolo for teachers, students, and out-of-school youth. A validated questionnaire was used, and respondents were randomly selected. Data analysis employed descriptive and inferential statistics. Findings revealed that most respondents were Sulu State College students who frequently visited its library and other institutions for research. Libraries in Jolo perform key functions such as maintaining collections, providing access to diverse media, preserving cultural records, and supporting education and governance. Respondents rated library performance as moderately high to high, with NDJC, SSC, and MSU-Sulu libraries excelling in service delivery. The hypothesis stating low service exposure was rejected, confirming that library services range from moderately high to high. Differences in perception were noted: students and out-of-school youth rated library functions highly, while teachers assessed them as moderately high. A significant difference was found between responses from teachers and students regarding library services and exposure.

Keywords— Educational Support, Community Libraries, Library Services, Library Functions.

I. INTRODUCTION

Library is an institution involved in the collection of books and other informational materials made available to people for reading, study, or reference. The word library comes from *liber*, the Latin word for "book" (Halsey, 2005). However, library collections have nearly always included a diverse array of materials. Modern libraries, as noted by Moran (2006), hold collections that encompass not just printed items such as manuscripts, books, newspapers, and magazines, but also art reproductions, films, audio and video recordings, maps, photographs, microfiches, CD-ROMs, computer programs, online databases, and other forms of media. Besides curating collections within library premises, contemporary libraries frequently offer telecommunications connections that allow users to access information at distant locations. The primary role of a library is to gather, arrange, conserve, and provide access to knowledge and information. By executing this role, libraries safeguard a precious account of culture that can be transmitted to future generations. Libraries serve as a vital conduit in this exchange between the past, present, and future.

Whether the cultural record is held in books or in electronic formats, libraries guarantee that the record is maintained and made accessible for future use. Libraries

provide people with access to the information they need to work, play, learn, and govern (Goldberg, 2006).

Individuals in various careers utilize library resources to support their professional tasks. Additionally, individuals turn to library resources to acquire information regarding personal interests or to access leisure materials like movies and books (Lane, 2006). Learners make use of libraries to augment and enrich their educational experiences, to acquire skills in finding information sources, and to cultivate effective reading and study practices. Government officials rely on libraries to investigate legislation and public policy matters. Considered one of the most esteemed cultural institutions, the library offers information and services that are vital for learning and advancement (Aman, 2006).

This study provides an overview of the different types of libraries in the little town of Jolo and explains in detail their various collections, functions, and services. It also investigates the extent of services and exposure towards teachers, students and out of school youth.

This study is designed to answer the following problems:

1. What are the functions of the Library Institution towards teachers, students and out of school youth in the Town of Jolo?
2. What is the extent of services and exposure of the Library Institution to the teachers, students and out of school youth in the town of Jolo?
3. Is there significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth?

The results of this study provided information to professionals, heads of offices, students, teachers, administrators, and other educated sectors about the existence of the Library Institution in the Town of Jolo. The services and exposure of the Library Institution in Jolo had remained unstudied in previous years; however, the findings of this study created opportunities for teachers, students, out-of-school youth, and other interested members of society to engage in efforts to further explore the knowledge preserved in the Library Institution. Librarians were able to recognize the importance of the library's functions and services in acquiring knowledge across various aspects of life, including spiritual, moral, religious, political, economic, business, and

cultural dimensions. Additionally, public administrators were able to assess the resources available in the Library Institution in Jolo in comparison to national, international, and other library institutions.

The function of library is involved in the collection of books and other informational materials (Halsey, 2006) includes art reproductions, films, sound and video recordings, maps, photographs, microfiches, CD-ROMs, computer software, online databases, and other media (Moran, 2006 and Lane, 2006). Libraries maintain a significant record of culture that can be handed down to future generations. It acted as a crucial connection in this communication between the past, present, and future (Goldberg, 2006). Students utilize libraries to complement and improve their classroom experiences, to acquire skills in finding sources of information, and to cultivate good reading and study habits. Public officials use libraries to research legislation and public policy issues. Library is one of the most valued of all cultural institutions (Aman, 2006). The offerings of contemporary libraries frequently include telecommunications links that give users access to information at distant locations. The library delivers information and services that are vital to learning and advancement. It provides people with access to the information they need to work, play, learn, and govern (Goldberg, 2006).

As an institution, library in Jolo comply with its functions and serve its people with maximum services to enhance professional literacy. This concept is presented in the conceptual paradigm in Figure 1.

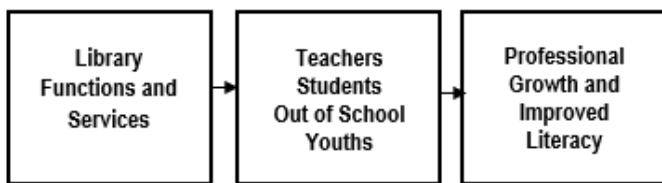


Figure 1. Conceptual Framework

II. METHODS

Research Design

This study used the descriptive survey design to acquire information about the functions and services of library institution in the town of Jolo. It utilized checklist questionnaire to be accomplished by the respondents.

Research Locale

This study was conducted in the Town of Jolo using the provincial library, municipal library and colleges and university library as its main subject of research. The provincial library is located in the Capitol building. Municipal library is located in the building adjacent to the Municipal Hall. The library colleges include the library of the Sulu State College and Library of the Notre Dame of Jolo College. These libraries are located within the school campuses. The library of the school of graduate school in Sulu State College is located in the SSC Gymnasium, at Serantes, Jolo, Sulu. The University library will be the library of the Mindanao State University-Sulu. The building is located in the school campus.

Sampling Procedure

This study employed simple random sampling procedure selecting 10 teachers and students from Sulu State College, Notre Dame of Jolo College, and Mindanao State University-Sulu. Randomly select 30 out of school youth regardless of age and educational level.

Respondents

The number of respondents in this study is given in table 1.

TABLE 1. Distribution of Respondents

Source	Students	Teachers	Librarian	OSY	Total
SSC	10	10	1		21
MSU	10	10	1		21
NDJC	10	10	1		21
Any Sector				30	30
Provincial			1		1
Municipal			1		1
Total	30	30	5	30	95

Instrument

The instrument of this study is personally prepared by the researcher because the study is originally first of its kind. The researcher validated the questionnaire by trial testing. Using 10 out of school youth, 10 students and 5 teachers. The result was analyzed using the correlation method of validating questionnaire. The result of the validation test was given in the appendices.

Data Gathering Procedure

The researcher used the assistance of the dean of the graduate school of Sulu State College to send letter to the school heads, mayor and governor asking permission to launch the questionnaire. The researcher also sent a letter to the individual respondents together with the questionnaire. The letter and the questionnaire was personally delivered by the researcher and her assistant to the respondents. The date and time of retrieval is given in the letter to give the respondents enough time to answer the checklist questionnaire. The researcher retrieved the questionnaire at exactly dated and timed.

Statistical Tools

The researcher analyzed the data using descriptive and inferential statistics. She answered problems one and two using frequency, percentage and arithmetic mean. She answered problem three and proven the hypothesis using One Way Analysis of Variance (ANOVA).

III. PRESENTATION OF KEY FINDINGS

This section dealt with the discussion of the presentation, analysis and interpretation of the raw data. The presentation, analysis and interpretation of the data follow the sequence of the following problems.

1. What are the functions of the Library Institution towards teachers, students and out of school youth in the Town of Jolo?

2. What is the extent of services and exposure of the Library Institution to the teachers, students and out of school youth in the town of Jolo?

3. Is there significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth?

Based on the defined problems the researcher proved the following hypotheses:

1. The extent of services and exposure of the Library Institution

to the teachers, students and out of school youth is very low.

2. There is no significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth.

Nature of the Respondent

The respondents of this study include Teacher, Students and Out of School Youth. The frequency distribution is given in Table 2.

TABLE 2. Frequency and Percentage Distribution of Respondents

Nature of Respondents	Frequency	Percentage	Cumulative Percent
Teachers	14	23.3	23.3
Students	34	56.7	80.0
Out-of-School Youths	12	20.0	100.0
Total	60	100.0	

The selected respondents of the study were composed of 23 percent teachers, 57 percent students, and 20 percent Out of School Youth. The data indicates that majority of the respondents are students.

TABLE 3. Distribution of Respondents by School

Nature of Respondents	Frequency	Percentage	Cumulative Percent
SSC	25	41.7	41.7
MSU-Sulu	15	25.0	66.7
NDJC	13	21.7	88.3
Out-of-School Youths	7	11.7	100.0
Total	60	100.0	

42 of the respondents are from SSC, 25 percent from MSU-Sulu, 22 percent from NDJC and 12 percent Out of School Youth. Majority of the respondents are from SSC.

Visitation of the Libraries

There are so many libraries in the town of Jolo. Majority of these libraries are School Libraries. Some are found in Provincial Library and in Municipal Library.

Provincial Library

The respondents were asked the question "Have you visited the provincial Library?" 5 reasons were noted for the no answers and 2 reasons for the yes answer. The frequency and percentage distribution of the responses is given in Table 4.

TABLE 4. Frequency and Percentage of the reasons

Reasons	Frequency	Percentage	Cumulative Percent
It was not publicly announced	6	10.0	10.0
I don't feel to research	2	3.3	13.3
Lack of research materials	1	1.7	15.0
I have no research work	3	5.0	20.0
Others	3	5.0	25.0
I always visit libraries	17	28.3	53.3
I visit library when I have research work	28	46.7	100.0
Total	60	100.0	

10 percent of the respondents believed that the provincial library was not publicly announced. 3 percent do not have the feeling to research. 1.7 percent does not visit the provincial library because it lacks the research materials. 5 percent have no research work. 5 percent have other reasons. 28 percent always visit libraries and 47 percent visit the library only when there is research work. The data indicates that majority of the respondents visited the library only when there is research work.

Municipal Library

The respondents were asked, "Have you visited the Municipal Library? The frequency and percentage of the answers are given in Table 5.

Municipal Library	Frequency	Percentage	Cumulative Percent
Yes	42	70	70
No	18	30	100
Total	60	100.0	

70 percent of the respondents answered yes and 30 percent answered no. The frequency and percentage of the reasons are given in Table 5.

TABLE 6. Frequency and Percentage of the Reasons

Reasons	Frequency	Percentage	Cumulative Percent
It was not publicly announced	5	8.3	8.3
I don't feel to research	2	3.3	11.7
I'm not interested	2	3.3	15.0
Lack of research materials	2	3.3	18.3
I have no research work	5	8.3	26.7
Others	3	5.0	31.7
I always visit libraries	13	21.7	53.3
I visit library when I have research work	28	46.7	100
Total	60	100.0	

8 percent of the respondents believed that the municipal library was not publicly announced. 3 percent don't feel to research. 3 percent not interested. 3 percent believed that municipal library is lack of research materials. 8 percent does not have research work. 5 percent of them believed for some other reasons. 22 percent always visit libraries and 47 percent visit library only when there is research work. The data

indicates that the majority respondents visit the library only when there is research work.

School Library

The respondents were asked the question, "Have your visited school libraries? 100 hundred percent of the respondents answered yes. The frequency and percentage distribution is given in table 6.

TABLE 7. Frequency and percentage of the respondents visited school

Nature of Respondents	Frequency	Percentage	Cumulative Percent
SSC	30	50.0	50.0
MSU-Sulu	13	21.7	71.7
NDJC	17	28.3	100.0
Total	60	100.0	

50 percent of the respondents visited the Sulu State College Library, 22 percent visited the MSU-Sulu Library and 28 percent visited the library of the Notre Dame of Jolo College. The majority of the respondents visited the Sulu State College Library. The background information of the survey on the visitation of the libraries of Jolo was used to determine the level of performance of these libraries in terms of the library functions.

The Functions of the Library

The respondents were asked to evaluate the level of performance of the libraries in the town of Jolo. The mean of the responses are given in Table 8.

TABLE 8. Mean and Standard Deviation

Functions of Library	N	Mean	Std. Deviation
1. Collection of books and other informational materials made available to people for reading, study, or reference.	60	3.60	1.12
2. Maintain collection of art reproductions, films, sound and video recordings.	60	3.22	1.08
3. Maintain the collection of maps and photographs	60	3.17	1.06
4. Maintain the collection of microfiches, CD-ROMS, computer software, online databases, and other media	60	2.82	1.41
5. Feature telecommunications links that provide users with access to information at remote sites	60	2.65	1.44
6. Collect, organize, preserve, and provide access to knowledge and information	60	3.37	0.92
7. Preserve a valuable record of culture that can be passed down to succeeding generations	60	3.32	0.87
8. Essential link in this communication between the past, present, and future	60	3.50	0.95
9. Ensure that the record is preserved and made available for later use	60	3.40	0.89
10. Provide people with access to the information they need to work, play, learn, and govern	60	3.32	0.98
11. Assist professionals in their work	60	3.52	0.91
12. Provide information about personal interests or to obtain recreational materials such as films and novels	60	3.43	0.85
13. Supplement students and enhance their classroom experiences, to learn skills in	60	3.38	0.89

locating sources of information			
14. Supplement students to develop good reading study habits	60	3.68	0.89
15. Provide current information on legislation and public policy issues	60	3.47	0.99
16. Provides information and services that are essential to learning and progress	60	3.55	0.89

Point Scale Interval:
 4.50 - 5.00 - Very high
 3.50 - 4.49 - High
 2.50 - 3.49 - Moderately High
 1.50 - 2.49 - Low
 1.00 - 1.49 - Very Low

There are 16 items describing the functions of the library. The respondents rated the items according to the level of performance of organize, preserve, and provide access to knowledge and information; Preserve a valuable record of culture that can be passed down to succeeding generations; Ensure that the record is preserved and made available for later use; Provide people with access to the information they need to work, play, learn, and govern; Provide information about personal interests or to obtain recreational materials such as films and novels; Supplement students and enhance their classroom experiences, to learn skills in locating sources of information; and Provide current information on legislation and public policy issues are performed by the libraries of Sulu moderately high.

Services of the Libraries in Jolo

There are five libraries included in the study Provincial Library, Municipal Library, NDJC Library, MSU-Sulu Library, SSC Library and SSC Graduate School Library. The respondents were asked to evaluate the performance of the identified libraries in terms of their services to the teachers, students and out of school youth. The mean of the responses are given in Table 9.

TABLE 9. Mean and Standard Deviation Services of the Services of Libraries In Jolo

Libraries in Jolo	Frequency	Percentage	Cumulative Percent
Provincial Library	60	3.10	0.915
Municipal Library	60	3.07	0.899
NDJC Library	60	4.10	0.681
SSC Library	60	3.73	0.710
MSU-Sulu Library	60	3.58	0.671
SSC Graduate School Library	60	3.25	.773
Total	60	100.0	

Point Scale Interval 4.50 5.00 - Very High
 3.50 4.49 - High
 1.50 -2.49 Low
 1.00 1.49 Very Low
 2.50 -3.49 - Moderately High

The mean of the responses on the evaluation of the services of the libraries such as Provincial Library, Municipal Library, and SSC Graduate School Library are 3.10, 3.07 and 3.25 respectively. These means fall on the point scale interval 2.50 - 3.49 with verbal description moderately high. The data

indicates that the services of the provincial library, municipal library and graduated school library are moderately high. The mean of the responses on the evaluation of the services of the NDJC library, SSC library, and MSU-Sulu library are 4.10, 3.73 and 3.58 respectively. These means fall on the point scale interval 3.50 – 4.49 with verbal description high. The data indicates that the NDJC library, SSC library and MSU-Sulu Library have high performance in terms of the services rendered to the people of Jolo. The hypothesis, "The extent of services and exposure of the Library Institution to the teachers, students and out of school youth is very low" is rejected in favor of the alternative hypothesis. Therefore, The extent of services and exposure of the Library Institution to the teachers, students, and out of schools is moderately high to high.

The extent of services of the provincial, municipal and SSC Graduate libraries is moderately high while the extent of services of the NDJC, SSC and MSU-Sulu is high.

Significant Difference Among Functions of Library

The problem, "Is there significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth? Analysis of Variance was used to determine the significant difference among the functions of libraries in the town of Jolo. The results of the computations are given in table 9. The result of the computation of the F-test statistics is 7.02 at degree of freedom 2/57. The sig. Or probability value is 0.039, which is less than the significant level of confidence 0.05. The data indicates that the null hypothesis, "There is no significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth" is in rejection region in favor of the alternative hypothesis.

The data suggests that there is significant difference of the services and exposure of the library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth.

TABLE 10. F-test and Sig. Values for responses of Teachers, Students, and Out of School Youth

	Df	F	Sig.
Functions of Libraries in Jolo	2/57	7.02	0.039

The scheffe test sig. Value 0.041 is less than the significant level of confident 0.05. The data indicates that the significant difference is observed between the responses of teachers and the students. The sig. Values 0.657 and 0.277 are greater than the significant level of confidence 0.05. The data indicates no significant difference between the responses of the teachers versus out of school youth and students versus out of school youth. That means the perceptions of the teachers and out of school youth is homogeneous. The perception of students and out of school youth is homogeneous. The perceptions of teachers differ from the perception of the students.

Dependent Variable	(I) Nature of Respondents	(J) Nature of Respondents	Mean Difference (I-J)	Std. Error	Sig.
I-j	S	T	0.994*	0.294	0.041
I-j	S	O	0.279	0.312	0.657
I-j	O	T	0.661	0.362	0.277

*The mean difference is significant at the 0.05 level.

The students and out of school youth perceived that the functions of the libraries in Jolo was highly performed while teachers believed that the performance of the functions are only moderately high.

IV. CONCLUSIONS AND RECOMMENDATIONS

The analysis and interpretation of the raw data has derived the following significant findings. Majority of the respondents are students from Sulu State College. They often visited the Sulu State College library. They visited the provincial, municipal and other school libraries when they have research work. The knowledge of the students about the functions of the libraries has initiated to describe the answer of the problem about the functions of the Library Institution towards teachers, students and out of school youth in the Town of Jolo. The functions (1) Maintain collection of art reproductions, films, sound and video recordings; (2) Maintain the collection of maps and photographs; (3) Maintain the collection of microfiches, CD-ROMs, computer software, online databases, and other media; (4) Feature telecommunications links that provide users with access to information at remote sites; (5) Collect, organize, preserve, and provide access to knowledge and information; (6) Preserve a valuable record of culture that can be passed down to succeeding generations; (7) Ensure that the record is preserved and made available for later use; (8) Provide people with access to the information they need to work, play, learn, and govern; (9) Provide information about personal interests or to obtain recreational materials such as films and novels; (10) Supplement students and enhance their classroom experiences, to learn skills in locating sources of information; and (11) Provide current information on legislation and public policy issues as perceived by the students, teachers and out of school youth was moderately high.

The respondents believed that the libraries in Jolo have high performance in terms of the functions (1) Collection of books and other informational materials made available to people for reading, study, or reference; (2) Essential link in this communication between the past, present, and future; (3) Assist professionals in their work; (4) Supplement students to develop good reading and study habits; and (5) Provides information and services that are essential to learning and progress. The problem on the extent of services and exposure of the Library Institution to the teachers, students and out of school youth in the town of Jolo was answered by the students, teachers and out of school youth that the services of the provincial library, municipal library and graduate school library are moderately high while the NDJC library, SSC

library and MSU-Sulu Library have high performance in terms of the services rendered to the people of Jolo.

The hypothesis, "The extent of services and exposure of the Library Institution to the teachers, students and out of school youth is very low" is rejected in favor of the alternative hypothesis. Therefore, The extent of services and exposure of the Library Institution to the teachers, students, and out of schools is moderately high to high. The extent of services of the provincial, municipal and SSC Graduate school libraries is moderately high while the extent of services of the NDJC, SSC and MSU-Sulu is high.

The problem about the significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth was answered and the null hypothesis, "There is no significant difference of the services and exposure of the Library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth" was proven in rejection region in favor of the alternative hypothesis. Therefore, there is significant difference of the services and exposure of the library Institution in the Town of Jolo when the respondents are grouped according to teachers, students and out of school youth. The significant difference is observed between the responses of teachers and the students. The students and out of school youth perceived that the functions of the libraries in Jolo was highly performed while teachers believed that the performance of the functions are only moderately high.

Conclusions

The light of the significant findings has initiated the following significant conclusions. Majority of the respondents are students from Sulu State College. They often visited the Sulu State College Library. They visited Provincial, Municipal, and Graduated school libraries when they have research work. Eleven of the functions of the library perceived by the students, teachers and out of school youth moderately highly functioning and five of the functions are perceived highly functioning. The perception of the students, teachers and out of school youth on the extent of services and exposure of the provincial, municipal and graduate school libraries is moderately high while the colleges and university libraries is high. The significant difference is observed between the responses of teachers and the students. The students and out of school youth perceived that the functions of the libraries in Jolo was highly performed while teachers believed that the performance of the functions are only moderately high. The perception on the functions and services of the libraries in the Town of Jolo is influenced by the nature of the respondents.

Recommendations

The significant findings and conclusions serve as bases in formulating the following recommendations. The librarians in the provincial, municipal and graduate school should initiate the government to provide appropriate funding to sustain and improve the library resources so as to treat the functions and services of the libraries in the town Jolo to its maximum capacity. The students, teachers and out of school youth in the town of Jolo should increase the time spent to research in the

provincial, municipal, and school libraries to enlighten the government officials the basic functions and services of the libraries in the Town of Jolo. As such, the provincial, municipal and school libraries become place of learning and source of current information of the events not only in the local setting but also in foreign circumstances.

The school administrators, deans, business sectors and other academicians should emphasize publicly the functions and services of the libraries as a source of current data on weather, climate, business up dates and other current events that would patronize the knowledge about the welfare of human life.

The governor, mayor, and other officials in the public administration should support the functions and services of the libraries in the town of Jolo to encourage the students, teachers and out of school youth to visit the libraries rather than loitering around doing nothing on the streets, recreation centers and other lose places tempted them to do forbidden acts as taking drugs, adultery and other works against the teaching of Islam.

The Public Administrators should support the Librarian to provide The following functions (1) Maintain collection of art reproductions, films, sound and video recordings; (2) Maintain the collection of maps and photographs; (3) Maintain the collection of microfiches, CD-ROMs, computer software, online databases, and other media; (4) Feature telecommunications links that provide users with access to information at remote sites; (5) Collect, organize, preserve, and provide access to knowledge and information; (6) Preserve a valuable record of culture that can be passed down to succeeding generations; (7) Ensure that the record is preserved and made available for later use; (8) Provide people with access to the information they need to work, play, learn, and govern; (9) Provide information about personal interests or to obtain recreational materials such as films and novels; (10) Supplement students and enhance their classroom experiences, to learn skills in locating sources of information; and (11) Provide current information on legislation and public policy issues; (12) Collection of books and other informational materials made available to people for reading, study, or reference; (13) Essential link in this communication between the past, present, and future; (14) Assist professionals in their work; (15) Supplement students to develop good reading and study habits; and (16) Provides information and services that are essential to learning and progress. Thus, the libraries of Jolo become centers of learning not only for research work but also serves as recreational places for the students, teachers, and out of school youth.

REFERENCES

- [1] Aman, M. M. (2006). *Bibliotheca Alexandrina: A link in the historical chain of cultural continuity*. University of Wisconsin-Milwaukee.
- [2] Dempsey, B. J. (2005). *Microsoft Encarta*.
- [3] Goldberg, B. (2006). *American Libraries*. Microsoft Encarta.
- [4] Halsey, R. S. (2005). *School of Information Science and Policy*.
- [5] Ikem, J. E. (2006). *Microsoft Encarta*.
- [6] Lane, N. D. (2006). *Techniques for student research information technology: Design and application*. Academy of Science.



- [7] Marco, G. A. (2006). *Music and fine arts in the general library*. Graduate School of Library and Information Science, Dominican University.
- [8] McNamara, C. B. (2004). *French books and manuscripts, 1700-1830: An exhibition and description of collection in Cornell University Library, Ithaca*. Chapel Hill, NC.
- [9] Moran, B. B. (2006). *Library and information center management*.
- [10] Pierce, S. J. (2006). *Weeding and maintenance of reference collection*. Catholic University of America.
- [11] Saye, T. O., & Saye, J. D. (2003). *Manheimer's cataloging and classification: A workbook*. University of North Carolina, Chapel Hill.
- [12] Tibbo, H. R. (2006). *Microsoft Encarta*.
- [13] Wiegard, W. A. (2005). *Irrepressible reformer: A biography of Melvin Dewey*. University of Wisconsin-Madison.