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NATIONAL CENTER FOR STATE COURTS

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Nigeria Rule of Law Assistance Project

**REPORT ON
LIBRARY DEVELOPMENT ASSISTANCE**
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DISCLAIMER

This report was prepared by Julie Tessmer, Co-Acting State Law Librarian/Director of Collection Management at the Wisconsin State Law Library in Madison, Wisconsin, for the National Center for State Courts (NCSC) under the Indefinite Quantity Contract #AEP-I-00-00-00011-00, awarded by the United States Agency for International Development to NCSC in the year 2000. The points of view and opinions expressed in these materials are those of the NCSC project consultants and do not necessarily reflect the official policies or positions of the United States Agency for International Development.

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INTRODUCTION

This report was prepared by Julie Tessmer, Co-Acting State Law Librarian/Director of Collection Management at the Wisconsin State Law Library in Madison, Wisconsin, as an assessment of the law libraries at the three pilot courts of the Nigeria Rule of Law Assistance Project.

Ms. Tessmer traveled to Nigeria in September 2001, to assess the resource and equipment needs in the High Courts of the States of Lagos and Kaduna, and FCT Abuja. In addition to the three pilot courts, she visited other court law libraries to develop a perspective on the condition of other law libraries and what is practical for law libraries in Nigeria at this time.

Among her activities, she conducted interviews with relevant staff and judges, assessed the current information resources and information access, discussed potential alternatives and their viability, and assessed staff and training requirements. Special attention was given to the feasibility of technology and on-line access to library resources and related staff and training requirements.

This report analyzes current conditions in the law libraries of the pilot courts, and recommends modernization of the libraries and expansion to other areas, with a particular focus on technology and on-line library access.

Section I. Overview

The libraries visited were all in dire straits financially. Most of the libraries had not received any funds for years. Such lack of funding greatly affects the libraries ability to serve the judges and members of the legal community.

Libraries should be much more than just facilities to house books. Court libraries should operate as a vital part of the court system. In order to best serve the judges, libraries must have:

- a) Current materials,
- b) Adequate funding,
- c) Trained staff,
- d) Working equipment,
- e) Proper facilities.

These five components are necessary for libraries to fulfill their missions. Unfortunately, it is often difficult to achieve all of these factors because of lack of funds. This report outlines the needs in these areas and offers suggestions for resolving some of the deficiencies.

A. Methodology

In preparing this report, the following methods were employed:

1. Interviews with Chief Judges, Chief Registers and library staff conducted September 2-14, 2001, at the following libraries:
 - i. Federal Capital Territory Judicial Library, Abuja;
 - ii. Supreme Court Library, Abuja;
 - iii. Court of Appeals Library, Abuja;
 - iv. Kaduna State Judiciary Library, Kaduna;
 - v. Ministry of Justice Library, Kaduna State; and
 - vi. Lagos State Judiciary Library, at
 1. Ikeja, and
 2. Lagos Island.

A sample survey is attached at Appendix A;

2. Review of materials sent by NCSC staff, including a report by former Chief of Party, Judge Henry Ramsey, Jr. (Ret.); and
3. Review of written materials received during visits.

B. Library Collections

All of the collections inspected were years out of date. This is extremely detrimental to the operation of law libraries. In general, up to 90% of a law library collection receives some kind of supplementation whether it is in the form of pocket parts, supplements, interfiling, or advance sheets.

It is absolutely necessary to have complete collections that are kept current. Without current resources, law libraries are of little use to the judges. Having volumes 1-10 and 12-20 does not help the user who needs volume 11. Administrators often have the incorrect impression that all libraries operate in the same manner and that users will simply choose from the books that are available regardless of their currency. It is important that librarians are able to communicate to the judges, registers and other administrators their need for a continuous source of funding.

The lack of funding has greatly affected the judges' ability to act in an independent manner. Because judges do not have up-to-date materials, they may have to ask the attorneys presenting cases before them to either supply copies of the cases that they cite in their arguments or loan the volume. These requests are considered a professional courtesy and not a court order. Therefore, the judiciary is put in a very awkward position and the judges are left at the mercy of members of the bar. The judiciary needs to maintain its independence in order to operate in an impartial manner. Depending on the parties in a case, to supply judges with case law compromises this principle.

As recommended in NCSC's original proposal, a one-year subscription of the Nigeria Supreme Court Reporter and the Nigeria Weekly Reports (law reports) should be provided to the libraries. Most of the libraries have not received any substantial funds for at least three years and in some cases it has been over a decade. I would propose spending money to acquire the 2000 and 2001 law reports and then starting a subscription for the 2002 reports.

In addition, all the cumulative index volumes to the law reports should be purchased. The law reports started in 1985. There is a cumulative index that covers 1985-1990, and then annual indexes for 1991-1999. 1999 is the latest index available. Even if all the libraries do not have full runs of the reports, the indexes can still be a useful research tool.

The Nigerian Bar Association recently voted to compile a new set of federal statutes. The last compilation of statutes was in 1990. I would recommend that the project set aside funds to purchase the newly published Laws of the Federation of Nigeria for all the libraries when they are available. Another useful title that should be in all the libraries is the Guide to Federal Statutes published by the Centre for Law and Development Studies in 1999.

All the libraries collect and save daily newspapers. Newspapers in Nigeria play an important role in reporting news of the court, commentary on court cases and, in some cases, publishing the text of court decisions. Many of the major newspapers have websites, but they only contain selective articles from the print newspaper; they do not reproduce the entire issue. It was difficult to ascertain the scope of coverage available at the newspaper websites I visited. *The Guardian*, for instance, offers an online subscription for 3,000 Naira per year. As a subscriber, one can also access the archives, but, again, I was not able to determine how far back the archives go. There is also a search engine, which allows one to search the entire website, which makes this a powerful research tool. I have included a list of Nigerian newspaper websites in my list of Internet Resources at Appendix B. However, the newspapers should be considered only as a secondary source to law reports.

Several of the libraries inquired about binding newspapers. There are pros and cons to binding. Binding does organize and maintain the issues. If issues are bound on a routine basis the paper does not curl up and turn yellow as fast. Single issues are more likely to be stolen than bound volumes. On the down side, newsprint does not have a very long shelf life and the paper will get brittle with age. Generally, newspapers do not issue indexes, which makes it often impossible to retrieve articles without going through the newspapers page by page.

There were libraries that spent time doing clipping services on relevant articles pertaining to their courts. This is a very time consuming process, but it does give retrospective access to articles.

I was not able to find microfiche or CD-ROM archives of any of the newspapers. One librarian asked about scanning the newspapers, but this would take an extraordinary amount of staff, equipment and resources. If the libraries feel the need to keep the newspapers, they should be bound otherwise they will crumble within a few years. The cost for binding is minimal. However, binding should not take priority over buying law reports.

I received mixed messages about how much foreign law was used by the judges. My impression is that most of the courts are no longer consulting foreign law materials. If needed, foreign law materials can easily be found on the Internet. I would not recommend allocating funds towards the purchase of paper copies of foreign law materials at this time. I have attached a list of reliable Internet resources for foreign law in Appendix B. If judges need to refer to foreign law materials, law schools often collect foreign law materials. Librarians should pursue reciprocal agreements to loan and borrow books with academic institutions. Interlibrary loan programs benefit all involved. I did not have time to assess the accessibility of publications at all libraries, but this would be a worthwhile effort.

C. Library Services and Programs

Each library should have a written mission statement to outline the library's goals and services. An example of a statement would be:

“The Wisconsin State Law Library exists to serve the legal information needs of the officers and employees of this state, attorneys and the public by providing the highest quality of professional expertise in the selection, maintenance and use of materials, information and technology in order to facilitate equal access to the law.” WSL¹ Manual, 2001

In addition to having a mission, librarians need to think of themselves as salespeople with a customer base. Several of the librarians said that no one used their libraries.

Of course, outdated collections have a high impact on use. However, appearance, services and staff all have a huge impact on how users view their libraries. If the project is going to aid the libraries with books and equipment, the librarians need to advertise this to their users. Librarians should make a concerted effort to promote their libraries. The following are suggestions on how to improve the libraries' visibility:

- Conduct periodic library orientations and tours especially for new users;
- Invite Court personnel to a library open house;
- Conduct workshops of areas of law such as procedures for updating statutes;
- Create a library newsletter to publicize new collections and services, highlight staff activities and present newsworthy items;
- Post current articles about the judiciary on a bulletin board;
- Promote fee based services such as photocopying or faxing; and
- Do outreach, such as having librarians talk to bar associations and law schools.

Services are another area where the librarians need to think in business terms. Librarians should ask themselves what they could offer their non-Court users such as attorneys, other government agencies or business owners. The Lagos and Ikeja Court Libraries produce a court directory and a calendar for sale. Many law libraries in the US are also struggling with shrinking budgets and have implemented fee-based services to help supplement their budgets. The following are some possible fee-based services that libraries may want to consider implementing:

¹ Wisconsin State Law Library.

- Photocopying -- charges can vary depending on whether the user makes the copies, the staff makes the copies, or the request is considered a “rush.” Rush requests would require an added charge;
- Faxing -- charge for both sending and receiving faxes. Charges can be based on the number of pages or the transmission time;
- Email and Internet access. Charge for online time and printouts;
- Telephone calls; use of conference call equipment;
- Cite-checking briefs;
- Extending reference services, such as compiling legislative histories; and
- Offering online research using legal databases.

D. Library Classification and Organization

Most of the libraries were using the Moys Classification System, which is the preferred scheme for common law countries. Some libraries use the Dewey Decimal System. I was told that some of the academic institutions were using Library of Congress classification. All three systems are established classification systems. It would benefit resource sharing, including future automation projects, if all the court libraries used the same system. At Appendix B, I have included a list of Internet sites for each of these systems. The websites have the entire class schedules as well as instructions on how to use them.

Because law library collections grow constantly, space planning and maintenance are important components of a librarian’s duties. Shelf reading should be done as often as possible. This type of shelf maintenance can be integrated in the cleaning section, which will be discussed under Facilities, in this section of the report. If all materials are classed, they can then be shelved in their class order. In several libraries, it seemed the books were shelved on any available shelf. This makes it very difficult for users to find materials. Because several of the library collections were housed in multiple rooms, it would be helpful to indicate the room numbers on spine labels to help the shelvees return books to their proper location.

Often the shelves were overcrowded. Even though the collections were sparse, librarians should consider weeding obsolete or out of date materials. For instance, books on oil law published in the 1960s should not be used for practice in 2001. If the librarians want to retain these types of books for historical purposes, it would be better if they were moved

to a storage area to ease up shelf space and ensure that users are not using obsolete information. Libraries that choose to retain prior editions of standard works may also want to shelve those in a storage area and keep current editions in the active shelf area.

Complete inventories of the collection should be done on an annual basis. Security concerns and how inventories play an important part in verifying theft problems are discussed later in this report. Although doing an annual inventory is time consuming, it can be useful for several things:

- Documenting of the size of the collection for budget planning;
- Documenting of the size of collection for insurance purposes;
- Identifying missing or damaged materials;
- Identifying materials out of order or incorrectly labeled;
- Identifying obsolete materials for storage or discard;
- Reviewing of collection areas for collection development purposes; and
- Preparing of the collection for migration to an automated system.

E. Staff and Training

The best part of my visit was talking with the librarians about the staff and collections. For the most part, head librarians had graduate degrees in Library Science. Other staff had varying educational background and received most of their training on the job.

Unfortunately, I was unable to meet the Supreme Court and FCT librarians because they were attending a law librarian convention in Lagos. However, I did receive the print materials from the convention and read that many law libraries were experiencing problems similar to what are being discussed in this report.

The head librarians all raised very similar concerns. Staff salaries are very low. Although I was not given access to any salary figures, the librarians did indicate that salaries are being paid and that the appropriation was from a separate fund as not to take money away from the book or operations budget. Many of the staff had no prior knowledge of legal materials or court systems in general.

Vacancies often are not filled. Most librarians feel that their libraries are understaffed. In such a short period of time, it was difficult for me to accurately assess the staffing

needs. Certainly there would be more work if the collections were current, but based on the size of the collections and the usage of the library, the staff seemed adequate.

Court librarians often must face different issues than law firm or academic librarians as far as their mission, their funding and their collections. It was encouraging that several of the Court librarians were able to attend the law library seminar in Lagos. Librarians should stress to administrators and judges the importance of attending future conventions. Additionally, in-house training for staff is important, as Court librarians often must rely on their colleagues for training and professional development. I was told that the Supreme Court law librarians had conducted some seminars in the past for other Court librarians. This is an excellent use of internal resources.

It is unfortunate that the study tour to Williamsburg, VA and Washington, DC was eliminated from the project. It would have been very useful for the librarians to visit modern law libraries. Several of the discussions concerning the use of equipment and technology would have been more profitable if the use of integrated automated systems, webcrawlers and legal databases, etc. could have been demonstrated to the librarians. Librarians are sharers of information; making some connections in the US would enhance their ability to share resources or aid in training. If the project were extended, funding a study tour for the Court librarians should be considered a top priority.

Also in Appendix B, several web resources for law library associations, which focus on international, comparative and foreign law collections and issues, are identified.

F. Facilities

The physical set-up and the environmental conditions of libraries are of major importance. Most of the spaces I visited were overcrowded. Often there was just too much furniture for the number of staff and users.

The majority of the libraries do not have proper lighting. Either there are not enough fixtures, they are in need of repair, or bulbs are burnt out. In every instance, I was told that there is no money available to purchase new ones.

If possible, the libraries should be air-conditioned to control the air temperature and humidity levels for the books and the people. If air-conditioning is not an option, fans can at least serve to reduce the humidity and maintain airflow. This issue is addressed further in a technical leaflet that is included at Appendix H.

Several of the libraries were very musty and had water damage due either from rain or from plumbing problems. Water damage, including humidity, is very dangerous to books. Mold and mildew will grow rapidly under the right conditions and once a book molds the spores will attack the rest of the collection. Mold and mildew can also cause health problems for the staff including headaches, allergies and respiratory problems. Efforts

should be made to keep the libraries dry. If mold or mildew are present, scraping and repainting can help slow the effects.

Libraries need regular cleaning including dusting the shelves and the books. The best equipment to use is a vacuum cleaner but a soft, dry rag can remove a substantial amount of dust and dirt. It is important to keep the shelves and the books clean to reduce the amount of dust mites. Although most of the libraries have a janitor, I would recommend that all the libraries institute some kind of systematic cleaning schedule for the stack areas. As an example, one library closes every Friday at 3:00 pm and the entire staff participates in cleaning the shelves, books and furniture.

Eating and drinking should not be allowed in the libraries. Spills, crumbs and food wrappers all invite rodents and insects. Fumigation should be done on a regular basis and whenever insects are noticed. No smoking should be permitted in libraries.

Windows should be kept closed to reduce the chance of insects getting in the spaces and to keep the humidity level down. If windows do need to be opened they should have screens. Many of the libraries had their shades drawn, I assume this was to reduce the temperature and protect the books from ultraviolet rays. Since the interior lighting is often inadequate, I would suggest allowing as much natural light in as possible. Unless the books are considered rare, the harm from exposure to natural light is minimal.

The goal is to have an inviting space for users. A space that is kept clean, well organized and well lit benefits both the staff and the books.

If there were a way to allocate a portion of funds for facilities, I would recommend the following:

- Thoroughly clean the entire library by removing all the books.
- Clean the books in a separate room.
- Wipe down all the shelving and let it dry completely before reshelving the books.
- Minimize the amount of furniture. I would suggest not having more than 10 seats total for library users.
- Scrape and repaint the walls, preferably with a mold resistant paint.
- Reorganize the layout to have a central reading area visible by staff with the shelves around the perimeter.

All the above facilities environment issues are elaborated in the technical leaflet at Appendix H.

G. Security

Several of the librarians mentioned that theft and/or mutilation of the library materials is a problem. Messengers have been known to sell stolen library books in the market places. This can be reduced by simple security measures. As an example, some libraries have established separate reading rooms for library users. Staff members pull books from the stacks and check them out to users. This is a good way to control theft problems.

All libraries should have photocopiers. Having photocopiers available can reduce the need to circulate as many books and therefore help to keep the collections intact. Also, if photocopiers are available, users may be less likely to cut pages out of books.

Most libraries had either security guards or staff at the entrance. A few of the libraries had closed-circuit cameras. This is a very expensive way to monitor library users. Most of the monitors were in the head librarian's office. If closed-circuit cameras are used, the lower level staff at the entrances should monitor the screens. This frees up the head librarian's time and acts as a visual deterrent. The following are some additional actions which may help with security:

- Have a written circulation policy and have borrowers sign an agreement. It is especially important to instill some sense of accountability for messengers.
- Require a deposit in order to check out books. If books are not returned the deposit is forfeited.
- Keep reading areas as open as possible.
- Require that all bags and briefcases be inspected upon entering and exiting the library.
- If selling library books is a crime, post the code section with the penalties throughout the library.

A few of the librarians asked about electronic security systems. A major vendor in the field is Checkpoint Systems, Inc., which is an electronic radio frequency article surveillance system. This system is extremely expensive and time consuming to run. Even with a sophisticated system such as Checkpoint, many libraries still encounter theft or mutilation problems. If people want to steal or mutilate a book, they will figure out a way to do it. A visible staff presence is still the best in-house security system.

H. Technology and Equipment

There were very few libraries using much in the way of technology. Only the Court of Appeals library has an automated library system. They had recently purchased a program called "Library Master" and were just beginning to enter catalog records into the database.

One of the major problems of bringing in technology is the need for proper staff training on both hardware and software applications. Several of the head librarians said the majority of their staff had no keyboard experience. If the decision were made to purchase computers for the libraries it would be a disservice if proper training were not part of the package. Instruction with hands-on training is the best way for people to learn how to use new equipment and new programs. People have different skill levels and the instructor can see what each individual is able to do and work with them to improve their skills.

In addition to training the staff, someone needs to be able to set up the hardware, load the software and subsequent upgrades, troubleshoot daily problems, do system backups, control passworded programs, etc. A growing field in librarianship is that of an Electronic Services Librarian, which combines library science with a background in information technology (IT).

Another area of discussion was the use of the Internet in lieu of purchasing books. Unfortunately, there is very little Nigerian law on the Internet and there doesn't seem to be much initiative to increase its availability there.

Another problem with the Internet is finding the information that may be there. Many experts have described the Internet in terms of a huge library where all the books have fallen on the floor and the lights are out. The fact that a percentage of data is free to use on the Internet doesn't mean that it's inexpensive to use. Equipment, phone lines and contracts with Internet Service Providers are all costly. Without continuous funds, I am reluctant to recommend the purchase of computers. However, should computers be purchased, a list of suggested requirements for computer equipment is provided at Appendix G.

Additionally, if computers are purchased as part of the project the following areas need to be addressed:

- There must be a reliable power supply so that data is not lost during power outages. During my visits I experienced several temporary brown outs in the courthouses. Uninterrupted power sources (UPS) should be included as part of the package.

- There must be reliable phone service. The FCT and Kaduna State libraries do not even have telephone lines in the library spaces. In addition, from the project office's experience, service from Nigerian Telecommunications (NITEL) is inconsistent.
- There is not much Nigerian law available on the Internet. For instance, there is a website www.nigeria-law.org that has the entire index to the Laws of the Federation of Nigeria, 1990. But of the 850 chapters, less than 30 of the chapters hypertext to full text. This site is often down and the link to the home page does not always work. Attached at Appendix B is an extensive, though not necessarily exhaustive, list of other relevant Internet sites.
- Current staff is not prepared for automation. This is really the key aspect that concerns me. In the libraries where there are computers, they simply were not being used for even the most routine applications such as word processing or spreadsheets. The libraries are still using handwritten accession registers, collection inventories and circulation records. One staff member used word processing for writing speeches for a judge, but did not save the files electronically. Rather, the speeches were printed and kept in a notebook.

Section II. Federal Capital Territory Abuja Library

A. Collection

The Federal Capital Territory Library (FCT) is in great need of assistance. The library was started in 1984. The last year the library received any funds was 1997.

I was unable to meet with the librarian because she was at the law librarian seminar in Lagos. I did meet with the Chief Judge and Judge Bage who oversaw the library. I also met with the Chief Magistrate, Mrs. Bage, who supplied me with budget information and some general information about the library.

The library materials are in need of organization; volumes were shelved out of order, many books were upside down and there were several books just piled on tables. I did not see any library records and therefore I spent time conducting a cursory inventory of the collection. To the best of my ability from this inventory, I have created a suggested shelving order, which is attached at the end of this report at Appendix C.

The library has the Nigerian Weekly Law Reports (law reports) for 1993-1998. To complete the collection the project should purchase law reports for the years 1999-2001, and start a subscription for the 2002 law reports. In addition to this, all the cumulative index volumes to the law reports should be purchased. The law reports started in 1985. There is a cumulative index that covers 1985-1990, and then annual indexes for 1991-

1999. 1999 is the latest index available. Even if the library does not have full run of the law reports, the indexes can still be a useful research tool.

Funds should be allocated for the new edition of the Laws of the Federation of Nigeria, which is scheduled to be published sometime this year, and the Guide to Federal Statutes, 1999. I did see some issues of newspapers in the library, but it did not appear as though the library attempted to retain the newspapers.

B. Library Services and Programs

Currently the library does not offer any services or programs.

C. Library Organization and Classification

It did not appear that the library was using any classification system for the books. Since the collection is small, I would recommend shelving the Nigerian primary law materials first, then the secondary Nigerian materials, followed by foreign law materials and any miscellaneous titles.

D. Staff and Training

Since I was unable to meet with the staff, my comments will be brief. Given the condition of the library, it is evident that the staff could definitively benefit from training opportunities. The librarian did attend the law library seminar in Lagos. I would recommend that the FCT librarian take advantage of her close proximity to the Supreme Court Law Library and the Court of Appeals Law Library to seek advice, training and feedback from the law librarians at these larger libraries.

E. Facilities

The facility was very dirty and should be thoroughly cleaned. I would suggest removing everything from the room, cleaning it and then rearranging the stacks and furniture in a slightly different manner. The book stacks are double units, meaning the books can be shelved on both sides. The collection is very small and only takes up the inside portion of the stacks. I would suggest moving the shelving units to the perimeter to make more space in the room. I have enclosed a proposed layout at the end of this report at Appendix I.

In 1994, construction started on the High Court Extension building. The library space is located on the ground floor. The space was well designed and will be a comfortable size for the library users and staff. Unfortunately, no funds have been allocated since 1997 to complete the building.

F. Security

The Chief Judge did report that there were some problems with theft of materials. My drawing at Appendix I recommends how to rearrange the room. This should give staff better control over the collection and may alleviate some of the problems with theft.

G. Use of Technology

In my summary on other court libraries, I recommended pursuing the installation of a computer with Internet access for the librarian. I am much more reluctant to make that recommendation for the FCT Library because it is not as isolated as Kaduna. The FCT should take advantage of being located in the Federal Capital Territory and work to establish relationships with the librarians at the Supreme Court and Court of Appeals law libraries. If willing, the staff at these larger libraries can serve as mentors for the FCT staff. I would hope that the FCT staff would be able to receive some training from the Supreme Court librarians on computer applications for libraries which would prepare them for automation in the future.

H. Equipment needs

- Photocopier;
- Telephone;
- Fax – this will require installation of a second phone line – or a combination telephone/fax machine. One drawback to buying combination machines is that if one feature breaks, often times, the other functions do not work.

I. Final Observations

I picture the FCT library operating as reading area with current law reports and statutes for the judges. Since Abuja is home to both the Supreme Court and the Court of Appeals libraries it would be most economical if the Court librarians could promote resource sharing including establishing an interlibrary loan service. If the larger libraries would be willing to fax or send materials by messenger, the FCT library could provide excellent service to the FCT judges for minimal costs.

The FCT staff needs direction on how to organize and maintain their collection. Again, if the Supreme Court or Court of Appeals staff would be willing to work in a collaborative manner, many improvements could be realized at the FCT Abuja High Court library.

Section III. Kaduna High Court Library

A. Collection

The Head Librarian, Mrs. Ajibode, indicated that the library has received no new materials since 1992. Because the collection was so out of date, very few people use the library. I was told that on average three or four people visit per week and generally they are there only to read the newspapers.

The librarian said that there is no need for foreign law materials. The library has old collections of sporadic volumes of US, English and Indian law materials that have never been used. Since they were extremely out of date, I recommend discarding them if the space is needed for other books. Many of these materials were on the third level of the library, which has water damage; the source of the water damage has been located and the problem fixed.

The Court has been purchasing the Nigerian Weekly Law Reports this year with overhead funds from the budget. The January through June issues have been purchased, and there is money available to purchase the July through December issues. The project therefore may want to purchase law reports for 2002, as well as the annual index to the law reports for the years 1991-1999.

Although the librarian listed "new books" as a need, she did not list specific titles. At a minimum, funds should be allocated for the soon to be published Laws of the Federation of Nigeria and the Guide to Federal Statutes, 1999.

The library receives the *New Nigerian* and the *Weekly Vanguard* newspapers. The library starting binding the newspapers in 2000, at a cost of 550 Naira per volume. Three months of issues are compiled per volume.

The staff completed an inventory of the collection in August 2001. I have included the inventory as an attachment at Appendix J. It appears as though there are multiple copies of a number of the titles. Since space is a premium, I would suggest weeding and discarding extra copies that are not needed. Exceptions should be made if a title is considered rare or valuable.

B. Library Services and Programs

Currently the library does not offer any services or programs.

C. Library Organization and Classification

The library is using the Moys Classification System. However, only a portion of the titles have call numbers. The librarian requested a new edition of the Moys Classification

Manual as part of the project. This information is very accessible on the Internet. If Internet access were installed, there would be no reason to purchase the print version. The organization of the collection is a bit confusing because of the three levels. It was obvious from the inventory that there was an attempt to shelve the collection in order at one time, but now things are shelved wherever there is available space. I would like to see the collection reorganized and I have addressed that below in the Facilities area of this section.

D. Staff and Training

The staff at Kaduna would benefit from training opportunities. In addition to the librarian, there are two library assistants. The librarian did not attend the law library seminar in Lagos. Mrs. Ajibode said that the state university does offer some courses in Library Science but nothing specific for law librarians. Because Kaduna is more isolated, having access to email would allow the librarian to communicate with her colleagues in other cities and enhance her ability to solicit feedback or advice from other law librarians.

E. Facilities

The library was very overcrowded with book stacks and furniture. It is on three levels, which are connected by an internal spiral staircase. Level two is currently accessible by users, but level three is locked and only staff has access. We discussed rearranging the three levels in the following manner:

- Level One: Library entrance, staff offices, reading area and heavily used materials.
- Level Two: Restricted to staff access, where secondary materials, high theft materials, and titles considered rare or valuable can be housed.
- Level Three: Restricted to staff access for storage.

The reading room on Level One should be in the center of the room and, if possible, visible from the librarian's office.

The library was fairly clean, but could benefit from regularly scheduled cleaning, as discussed earlier in this report. None of the air-conditioning units or fans were in working order. Many of the lights were in need of repair. The purchase of lights and fans would benefit staff, users and the books.

F. Security

The librarian said there were some problems with theft of materials. Rearranging the collection as stated above would give staff better control over the collection and may alleviate some of the problems with theft.

G. Use of Technology

The Chief Judge and Chief Register each have computers in their offices with Internet access. Their primary purpose for using the PCs was for writing correspondence and email. There was no mention of using the Internet for research purposes, although the Chief Judge did ask about the availability of law journals on the Internet.

H. Equipment needs

- Photocopier;
- Telephone – wiring will need to be fixed in the librarian’s office;
- Computer and printer;
- If a computer is not purchased, an electric typewriter should be;
- Fax – this would require installation of a second phone line – or a combination telephone/fax machine. One drawback to buying combination machines is that if one feature breaks often times the other functions do not work.

I. Final Observations

Because Kaduna is more isolated than the other libraries, it could benefit the most from the use of technology. However it is the least prepared for automation. The library would greatly benefit if computer resources were available, but I am quite concerned about its ability to provide proper training for the staff and receiving technical support. I also am leery about having reliable power and telephone lines to operate equipment.

The staff needs exposure to other law libraries and law librarians. Email access would at least give them the means to communicate in a timely manner with their colleagues. As I’ve stated in earlier in this report, participating in a study tour to the US would be very beneficial for the librarian. What is needed most is hands-on help with collection management, including classifying the collection, shelf maintenance and space planning.

Section IV. Lagos State Libraries

I visited both the Ikeja Judicial Division Library and the Lagos Judicial Division Library. The third Judicial Division in Ikorodu does not have a library. The Director of Library

Services, Mrs. Allen was very prepared for my visit. I include her memo entitled "Profile on the Lagos State Judiciary and Libraries" at Appendix D. of my report. I also include a letter from the Honorable Chief Judge, I.A. Sotuminu concerning the Lagos libraries at Appendix E. In this report, I address both the Ikeja and Lagos libraries as one unless otherwise indicated.

A. Collection

As of September 12, no funds had been received for the library in 2001. The library did receive most of the funds requested in the 2000 budget, although the Chief Register, Mrs. Taiwo, indicated that the procurement was cut by 10% in 2000.

The library orders, receives, processes and distributes books for the Ikeja, Lagos and Ikorodu Divisions, including materials for 55 judges. The Nigerian Law Reports are purchased in bulk every six months and then shipped out to the libraries and judges. The judges rely on the libraries' copies between shipments of law reports.

Mrs. Allen said that foreign law materials, primarily English materials are used in the library. In her memo, she lists outdated English materials in the library. Certainly, funds could be allocated to purchase these materials, but there is a major initiative in Britain to provide web access to statutes, legislation and case law. It is my opinion that most of the users' needs for British materials could be met if the library had Internet access.

I did not have a sense for the staff's experience using or searching the Internet. I would recommend that, if computers are purchased as part of the project, funds be allocated for training and receiving technical support.

Mrs. Allen mentions in her memo that the library has very limited funds to purchase Nigerian legal textbooks. However, she did not mention specific titles and I was not able to collect this information.

The library does have funds to pay for the Nigerian Weekly Law Reports and the daily newspapers. The library receives seven newspapers and a weekly news magazine. The papers are retained for two years. The librarians maintain a clipping service and keep files on articles about the courts and individual judges.

The librarians are interested in binding materials in-house. The Nigerian Weekly Law Reports, which come out in a pamphlet form, are currently sent to a government printing facility for binding. I would not recommend in-house binding because of the amount of equipment, supplies and staff time it would require.

In the past, the staff made a cardfile cross index of case names for the weekly law reports because the index is only published once per year. This index also serves as a digest by subject matter. This process is no longer done because there is no staff to do it. More

than likely, within the next few years, more case law should be fulltext searchable on the Internet, so there is no reason to compile paper indexes.

The last inventory of the collection was done 20 years ago. I suggested that an inventory be completed prior migrating to an automated system. Automation is discussed in more detail in the Technology section of this report.

B. Library Services and Programs

The librarians are involved in a number of innovative projects. The library staff is compiling information for a book of Who is Who in Lagos State Judiciary. A questionnaire was sent out to all judges currently on the Bench and research was conducted on retired judges back to 1967. This publication will be distributed to all the judges and libraries in Lagos State and be available for purchase by attorneys or other legal professionals. The Supreme Court and the Court of Appeals publish similar directories about members of their judiciary.

The librarians are involved in the compilation of the Rules of Civil Procedure and the publication of an annual Judicial Diary which is a day organizer for attorneys. They also produce a wall calendar with pictures of the judiciary. The money taken in from these sales must first cover the printing costs incurred by the government printing office and the profits can be kept in the State Court's expenditure account.

The librarians serve as speechwriters for the Chief Judge. Using an interview form, they gather information from the judge about the speech and then prepare a draft for her approval. These speeches are typed on a computer, but are not saved as computer files. Rather they are printed and compiled in a notebook. I suggested that computer templates could be saved for the different topics the judge speaks on regularly such as retirements, graduations, initiations into the Bar, etc. This would make the process more efficient, and retaining the files in Word would give the librarians the ability to search and retrieve by keyword.

The librarians were very interested in discussing the idea of fee-based services such as charging for faxing or emailing. I have outlined ideas for fee-based services in my main report. The librarians did express some concern that, because of the Anticorruption Act, they would not be able to keep money raised for providing services and therefore it may not be worth their time to offer these services. This needs to be explored further.

I also discussed a number of outreach ideas such as offering library tours and orientations, training seminars and workshops. The staff at these libraries should definitely be able to take on projects like these.

C. Library Organization and Classification

The library moved in to its current location in 1993, and is out of shelving space. The librarians could probably gain some space by weeding obsolete materials. Weeding can be incorporated as part of an inventory project.

The library uses the Moys Classification System. Some materials are still classed using a system designed by a local librarian. It did not appear as though everything was classified or in call number order. The collection was spread out through several offices which made it difficult for me to understand the organization. I think improvements could be made in classifying and organizing the collection. Space planning and growth projections are much easier to do if the collection is in call number order.

D. Staff and Training

Mrs. Allen indicated that there have been no new staff positions added in the last 15 years. She would like to have 5 additional librarians and 15 additional library assistants in Ikeja. In Lagos, she felt there is a need for 3 more librarians and 12 more library assistants. I was surprised at these numbers and asked what type of work was not getting done with the current staff. Mrs. Allen said that one area that had fallen very behind was indexing legislative amendments for the judges' sets of laws. Currently, the staff updates only the four sets of the laws for the entire state court system. Since it is not realistic that new staff positions will be added in the library, the librarians will have to either train more of the current staff how to do these types of processes or they will need to communicate to the judges that only certain sets of laws are being updated.

The librarians did attend the law librarian seminar in Lagos. The Chief Judge also attended the conference. Some of the staff are enrolled in library science programs at the state university. Staff members attend the university there and have their tuition paid, receive their entire salaries, and are only required to work during semester breaks and holidays. Overall, this is a very positive program, but it can leave the library short staffed.

I continue to maintain that all the librarians I visited would benefit from a law librarian study tour to the US. I think the Lagos State librarians would find a study tour especially beneficial and insightful.

E. Facilities

The facilities were in fairly good shape. The library closes at 3:00 pm on Thursday and all of the staff spend time cleaning the library, including dusting the shelves, books and furniture. This is an excellent program and should be instituted in the other libraries.

The library is fumigated quarterly so there is no problem with insects. The library is air-conditioned and also has working fans.

The Lagos library did have some facility issues. It has requested budget funds for renovation. There is asbestos in the ceiling and the paint is peeling on the walls. There is water damage by some of windows. The water has run down and affected the carpeting. The air-conditioning was not working.

F. Security

There was a security guard at the entrance to the library, and closed circuit cameras were in the reading room and stack areas. Even with these measures, the librarians indicated that theft and mutilation of books occurred. The monitor for the cameras was in the Head Librarian's office. I would suggest that a lower level staff member monitor the cameras and report any disturbances to the librarian. The librarian's time should not be spent watching the monitor.

The staff also inquired about electronic security systems. I explained the cost for these systems can be close to 100,000 Dollars (US) and that people are still able to steal or mutilate books. The presence of a security guard along with an alert staff is a good visual deterrent against theft.

G. Technology

Computers were purchased for both Ikeja and Lagos in 1996. They have small printers attached. The computers have Windows 95, with Microsoft Word and Excel programs. I would recommend that new computers with Internet access and printers be purchased for the two libraries. My only hesitation is that the staff seems very progressive in some ways, but not in others such as using Word or Excel for library record keeping or creating spreadsheets for circulation forms and accession registers. All the library records were either handwritten or typed on a typewriter. Perhaps it simply has not occurred to them to prepare some of these documents on a computer.

Mrs. Allen included a section in her memo on "Computerization of Library," which outlines the desire for a very sophisticated integrated automation system. Throughout my trip, I had many conversations with librarians about automating library records. It was difficult for me to explain to the library staffs that there must be complete and accurate data put into an automated system to get anything out of it. Having gone through the Wisconsin State Law Library's automation project in 1990, I tried to emphasize that, without up to date paper records, trying to automate will be a time consuming, cumbersome process whose end result will be less than satisfying.

I would not recommend that the library purchase an automated system without first addressing my suggestions in this report about completing an inventory, weeding the collection, completing the classification of all the materials and reorganizing the collection.

H. Equipment needs

The libraries have telephones including cell phones for the head librarians.

The librarians did indicate that fax machines would be a useful piece of equipment. I would recommend purchasing fax machines for the libraries.

Sharp photocopiers, Model AR 161, were purchased in August 2001, for both Ikeja and Lagos. The librarians reported that these copiers are slow and not big enough for their needs. Both libraries wanted machines with document feeders and sorters. I would consider their current machines adequate for their needs at this time.

I. Final Observations

The Lagos State libraries are the best suited to embrace modern technology, including use of the Internet. The librarians have instituted some excellent services which benefit both judges and the legal community. I believe that the staff could improve the access to their collection by employing some of the collection maintenance procedures discussed above. I see the Lagos State law librarians as leaders in their field and I believe with the right resources they could be even better providers of legal information.

CONCLUSION

The current law library collections are of little use to the judges and court personnel because they are seriously out of date. The project can help by buying law reports for the libraries, but the court system needs to find a way of ensuring a continuous source of funding for its law libraries.

Overall, the collections are in need of shelf maintenance including cleaning, labeling, weeding, space planning and better organization. The facilities have been victims of years of neglect. They need cleaning, painting, wiring, air conditioning, fumigating and improved lighting. While ways are identified on how this project can help provide funds, the librarians need to implement programs for collection management and work with administrators to ensure proper upkeep of the facilities.

In addition to all these factors, the librarians are struggling with staff members who need training in a number of areas. Throughout my report I have mentioned useful Internet sites and discussed how technology could be used in the law libraries. However, I fail to see how much of this can be implemented without some hands-on support and training. As I stressed several times earlier in this report, I strongly recommend revisiting the idea of a study tour to the US for the court librarians. Not only could the librarians visit a number of law libraries, but training courses on library automation, legal research and web resources could be part of the visit. I believe this would give the librarians an excellent grounding in how technology can be used in their libraries.

If the criteria I have listed under the Technology sections of this report can be met, I would recommend more computers be purchased for the libraries. I must emphasize that computers will be of little use unless training and technical support are part of the package. Currently, Nigerian primary law materials are not available in any comprehensive manner on the Internet. So the use of computers will not negate the need for books. At Appendix F., I list my procurement recommendations, and I identify PC Requirements at Appendix G.

As discussed throughout my report, a clean, well-lit environment is important to both the library resources and the individuals who use them. The technical leaflet on Temperature, Relative Humidity, Light and Air Quality for libraries, at Appendix H, provides additional guidance.

The court libraries have a lot of challenges ahead of them. I hope that I have been able to outline areas, which can be improved and have given some guidance on preliminary steps that can be implemented.

APPENDICES

- A. Survey of Court Libraries
- B. List of Internet Resources
- C. FCT Abuja Library Collection Inventory and Suggested Shelving Order
- D. Profile on the Lagos State Judiciary and Libraries
- E. Letter from the Honorable Chief Judge, I.A. Sotuminu
- F. Procurement Recommendations
- G. PC Requirements
- H. Technical Leaflet on Temperature, Relative Humidity, Light and Air Quality
- I. Proposed Floor Plan for the FCT Abuja High Court (attached file)
- J. Kaduna High Court Library Inventory

APPENDIX A

SURVEY OF NIGERIAN COURT LAW LIBRARIES

Librarians:

What days of the week is the library open?

What hours is the library open?

How is the library funded?

What is the annual library budget?

Do you buy books for other offices (such as the judges' chambers) out of the library budget?

Is the library open to other federal and state employees or just to the judiciary?

Is the library open to the public?

How many seats/work areas are there for library users?

Do you have cooperative agreements with other libraries to share resources?

How many employees, including the Director does the library have?

What is the salary range for your current fulltime professional staff?

Can library users check out materials for use outside the library?

Does the library have any of the following:

- CD-ROM
- Microfiche/Microfilm
- Videotapes
- Audio tapes

What is the number of volumes in the collection?

What services does the library staff perform:

- Research
- Cite checking
- Updating materials
- Photocopying

Survey of Nigerian Court Law Libraries con't

What equipment does the library have:

- Telephone
- Voice mail
- Fax machine
- Photocopier
- Computer
- Internet access
- Email
- Access to online databases such as Westlaw or LEXIS
- Microform reader

Library Users:

In the last 6 months approximately how many times have you used the library.

- Daily
- Weekly
- Monthly
- Seldom
- Never

If the materials/information you need are not available at the law Library, what do you do?

- Do without?
- Use another resource?

If you use another resource, please name the one most often used.

APPENDIX B

INTERNET RESOURCES

The list includes government sites, educational or nonprofit sites as well as some commercial sites.

Nigerian legal resources:

<http://www.nigeriagov.org> (Federal Republic of Nigeria)

<http://www.nigeria-law.org/> (International Centre for Nigerian Law)

<http://www.nigerianlawyers.org/> (Nigerian Lawyers Association, NLA)

<http://www.dawodu.com> (Dedicated to Nigeria's socio-political issues)

<http://www.nigerianlaws.com/> (Commercial site from Australia)

<http://allafrica.com> (AllAfrica Global Media)

<http://www.columbia.edu/cu/lweb/indiv/africa/cuv1/Nrgen.html> (Columbia University Department of African Studies) includes several links to newspapers.

<http://www.loc.gov/law/guide/nigeria.html> (United States Law Library of Congress)

<http://jurist.law.pitt.edu/world/nigeria.htm> (Jurist: the Legal Education Network)

Nigerian newspapers:

<http://www.onlinenewspapers.com> (Includes links newspapers worldwide including the Nigerian newspapers listed below)

www.vanguardngr.com (Vanguard, Lagos)

<http://www.ndirect.co.uk/~n.today/mirror.htm> (Abuja Mirror)

<http://www.ngrguardiannews.com/> (Guardian, Lagos)

<http://www.postexpresswired.com/> (Ogun)

Foreign and International Law:

<http://www.lib.uchicago.edu/e/law/intl.html>

<http://www.lawschool.cornell.edu/lawlibrary/International-Resources/foreign.htm>

<http://www.uni-wuerzburg.de/law/index.html> (includes constitutional background and documents)

<http://www.law.nyu.edu/library/foreign.intl/>

<http://www.un.org/> (United Nations)

<http://www.austlii.edu.au/> (Australasian Legal Information Institute)

<http://www.bailii.org/> (British and Irish Legal Information Institute)

<http://www.ukonline.gov.uk> (United Kingdom)

<http://firstgov.gov/> (United States Government)

<http://thomas.loc.gov/> (United States Legislative Information)

http://www.access.gpo.gov/su_docs/index.html (United States Government Printing Office)

<http://lp.findlaw.com/> (United States case law and statutes)

<http://www.microzoo.com/> (United States newspapers)

<http://www.lawsources.com/also/usa.cgi?usj> Links to web pages maintained by U.S.-published law reviews)

<http://www.hmsa.gov.uk/> (Her Majesty's Stationary Office manages and regulates the use and the licensing of the re-use of all information produced by government which is protected by *Crown copyright*.)

Law Library and Law Librarian Resources:

<http://www.lib.uchicago.edu/~llou/iall.html> The International Association of Law Libraries

<http://www.lawsch.uga.edu/fcil/fcil.html>

American Association of Law Librarians (AALL), Foreign, Comparative and International Law Special Interest Section (FCIL SIS).

“The main goal of this Section is to serve as a forum for the exchange of ideas and information on foreign, comparative, and international law, and to represent its’ members’ interests and concerns within AALL.”

FCIL newsletter v.15, no.2 (May 2001)

<http://www.lawguru.com/ilawlib/> The Internet Law Library

<http://www.ala.org/rusa/mars/best2001.html> The Best Free Reference Web Sites

Library Classification Systems:

Dewey Decimal Classification

http://www.oclc.org/dewey/about/about_the_ddc.htm

<http://www.oclc.org/dewey/about/thousands.htm> see 340-349 for law-related nos.

<http://www.livingweb.com/index-social.html>

<http://www.wopac.murdoch.edu.au/search/c>

Moys

<http://www.saur.de/Titel/11502.htm>

<http://www.law.unimelb.edu.au/lawlib/catalogue/moys.html>

<http://www.slais.ubc.ca/courses/libr517/winter2000/group8/moys3.html>

Library of Congress

<http://www.loc.gov/catdir/cpsolcco/lcco.html>

<http://www.loc.gov/catdir/cpsol/>

APPENDIX C

FCT ABUJA LIBRARY COLLECTION INVENTORY & SUGGESTED SHELVING ORDER

Nigerian materials:

Primary Law:

The Constitution of the Federal Republic of Nigeria 1999, 3 copies
Laws of the Federal Republic of Nigeria, 1v., (1971)
Laws of Nigeria v.3 (1981) Butterworths
Laws of the Federation of Nigeria 1990. 16v.
Shari-a Law. 5v.
Laws of the Federation of Nigeria and Lagos, v.1, 3-5, 7- 9, 12, (1958)
Laws of the Federation of Nigeria, (1958-1960, 1962, 1965, 1967-1974)
Laws of Northern Nigeria (1962-1965) 20v.
Reserved Judgments of the Supreme Court of Nigeria, April 1976
Judgments of the Supreme Court of Nigeria, (1977-1987)
Supreme Court of Nigeria Law Reports v.1-3, (1983)
Nigeria Supreme Court Cases, v.8, 11, 14, 17, 19, 22-24, (dates range from 1974-1993)
& Index v.2 (1988-1993)
Supreme Court Rules 1985
Judgments of the Court of Appeals, (1974-1986)
All Nigerian Reports (1961-1968)
All Nigeria Law Reports v.1, pt.1 (1973)
Nigerian Weekly Law Reports, (1993-1998)
African Law Reports (1964-1974) 20v.
Benue State Law Reports, (1981-82 & 1989)
Federal Republic of Nigeria Official Reports (1986-1990)
High Court of Lagos State, (1979-1981)
Law Reports of Nigeria v.2 (1981)
Northern Nigerian Law Reports Index 1956-1973
Plateau Law Reports v.1 (1980)-v.3 (1981)
Reports of cases decided in the Federal Supreme Court and High Court of Western
Selected Rulings and Judgments of Honorable Justice A.A. Kolajo v.11, (1995)
Nigerian Criminal Reports v.1 (1982)
Criminal Law Reports of Nigeria v.1, (1989)
National Industrial Court Law Reports, (1978-1979 2 copies, 1980-1981, 1982-1983, 3
copies, 1984-1985)

Nigerian Law materials continued

Secondary Law:

Company Law and Practice in Nigeria 2nd ed, Orojo v.2
Essays on Civil Proceedings v.3-4, Obi-Okoye (2 copies)
Estoppel and the Law in Nigeria, Awogu, (1990)
Nigerian Land Use Act: policy and principles, James, (1987)
Nigerian Law of Conveyancing, Oluyede, (1978)
Nigerian Law of the Press Under the Constitution and Criminal Law, Chief Gani Fawehinmi, (1987)
Nigerian Legislature: a historical survey, Timothy Ojo, v.1-3 (1997)
Muhammadu Uwais Law Journal, v.1, no. 1 (1999), 7 copies
Nigerian Constitutional Law Review v.2, (1981)
Nigerian Current Law Review (1982)
University of IFF (1975-76)
Digest of the Supreme Court Cases v. 1 Index 1956-1984, Gani Fawehinmo
Encyclopedia of the laws of the Federal Republic of Nigeria 1st ed, v.3-13, Law and Education Publishers Limited, (1992)

English materials:

Primary Law:

Halsbury's Law of England 3rd ed, 43v. (1970)
Halsbury's Laws of England 4th ed., v.4, 9, 11-12, 14-16, 18, 20 (1973)
All England Reports reprint, (1775-1972) approximately, 161v.
Reports of Tax Cases (Ireland), v. 1 (1875) – v.40 (1963)
Criminal Appeals Reports, v.1 (1909) –v. 83 (1986)
Cox's Criminal Law Cases, v.1 (1843)-v.28 (1929)
Weekly Law Reports, v.1-3 (1984); v.3 (1985); v.1-3 (1987); v.1-3 (1987)
Lloyds Law Reports v.1-2 (1984); v.1-2 (1985); v.1-2 (1986); v.1-2 (1987)
English and Empire Digest, v.1-56 (60v.) (1958), Butterworths

Secondary Law:

All the Modern Cases on Negligence 2nd ed., Bingham (1964), Sweet and Maxwell
Concept of Law, Hart, (1961), Oxford
Consequential Loss of Insurance and Claims 4th ed., Riley, (1977) Sweet and Maxwell
Encyclopedia of Forms and Precedents Other than Court Forms 4th ed. v.1, 2, 4, 7, 18, 20, (1964), London
Law of Landlord and Tenant 27th, Woodwall, (1968), Sweet and Maxwell
Megarry's Manual of the Law of Real Property 6th ed., Hayton, (1982)
Palmer's Company Law 22nd ed., Schmitthoff, (1976)
English materials continued

Secondary Law:

Pleading, Evidence and Practice in Criminal Cases 42nd ed., Archibold
Quantum of Damages in Personal Injury and Fatal Accident Claims v.1, Kemp, (1986),
Sweet and Maxwell, Supreme Court Practice (1985) 2v.
Criminal Law Review, (1984, 1986-1987), Sweet and Maxwell

United States materials:

Languages of Law (1990)
Law and Legal Reasoning (1977)
Supreme Court Policymaking and Constitutional Law, (1986), West
Corpus Juris Secundum with 1981 supplementation, West.
Words and Phrases with 1981 supplementation, West
Cambridge Law Review (1985-1987)

Miscellaneous:

New Encyclopedia Britannica 15th ed., v.1-29 and 2v. Index, (1998)
New Universal Library, 14v. (1968) London
New Standard Encyclopedia, 15v., 2 copies, (1984), Chicago.
World Bank Discussion Papers 1995
World Bank Annual Report 1996
World Bank Development Reports 1990, 1994, 1995 (4 copies)
World Bank Uganda Series 1993

APPENDIX D.

PROFILE ON THE LAGOS STATE JUDICIARY AND LIBRARIES FROM THE INCEPTION OF LAGOS STATE.

Lagos State was one of the twelve states created out of the erstwhile Western, Eastern and Northern Regions of Nigeria by virtue of the provisions of the States Creation and Transitional Provisions/Decree No. 14 of 1967 which came into effect on 27th May, 1967.

Lagos State Judiciary has a hierarchy of courts ranging from High Courts Magistrate Courts and Customary Courts each with its own rules of court guiding its affairs. As presently constituted, Lagos State Judiciary has as its head *Hon. Justice Ibitola Adebisi Sotuminu* who was sworn-in on 28th May, 2001. She is the professional Head and Chief Executive of the Judiciary with 56 High Court Judges under her control. These constitute the higher Bench. Lagos State has the largest and oldest Judiciary in the Federation of Nigeria as a result of it being the former capital of Nigeria. It also has the largest concentration of legal practitioners.

JUDICIAL DIVISIONS

Lagos State Judiciary has 3 Judicial Divisions, viz:

1. Ikeja Judicial Division where the Headquarters is located.
2. Lagos Judicial Division.
3. Ikorodu Judicial Division.

Ikeja Judicial Division has a Library complex which services 27 Hon Judges at present and numerous legal practitioners and research students. Each Judge also has a Chamber Library. Lagos Judicial Division also has a Library which caters for 27 Hon Judges and numerous Legal Practitioner who are mostly based in Lagos and researchers. All Judges also have Chamber libraries.

Ikorodu Judicial Division with only one High Court Judge has no library but the Judges Chamber Library is fully stocked since there is no library nearby. Badagry High Court also has one High Court Judge with a fully stocked chamber library.

On the lower Bench of the Lagos State Judiciary are 103 Magistrates ranging from Chief Magistrate Grade I to Magistrate Grade II magistrates are provided with a set of 1994 Laws of Lagos State and a few text books because of inadequate funding. Each group of courts are however provided with libraries e.g Yaba, Apapa, Igboere for the use of Magistrates and Legal Practitioners.

At the grass root level are the Customary Courts classified into Grade 'A' and 'B' according to their jurisdiction. Customary courts are manned by a panel of one President and not less than three other judges called members. They are not legally qualified but are experienced men and women. There are no libraries here due to inadequate funding of the Judiciary.

AREAS OF NEEDS/ASSISTANCE.

Training.

Exposure to training programme abroad for all categories of Librarians to enhance their performance.

FUNDING.

Insufficient vote to this Library been a major problem we have been facing over the years in the High Court of Lagos Library. The Library though, through much pressure was able to secure 3 Sub-Heads under the Recurrent Expenditure Budgetary allocation through which we were given paltry sum for the library. The Sub-Heads are as follows:

1. Sub-Head 18 - Law Reports for Libraries.
2. Sub-Head 23 - Basic Law Reports Text books and Library equipment.
3. Sub-Head 30 - Publications.

The highest sum that had been approved over the years for the above mentioned 3 Sub-Heads put together have not been more than N5m. and instead of it to be increasing as a result of inflation and increase in the number of new Judges and Magistrates, it is decreasing as can be seen in the year 2000 Approved Estimate shown below.

<u>Sub-Heads</u>	<u>Approved Amount</u>
Sub-Head 18 Law Reports for Libraries	NI ,000,000.00
Sub-Head 23 Basic Law Reports, Text Books and Library Equipment.	N2,500,000.00
Sub-Head 30 Publication	N 800,000.00

The resultant effect of the shortage of fund is the fact that we have to limit book purchases to the Nigerian Weekly Law Reports and just a few of Nigerian text books and this can only be done through efforts made by the head of Library to have nearly all the acquisition through direct purchase from the Publishers.

Most of the books in the Library are therefore terribly out dated. We find it difficult to up-date our foreign Law Reports and text books such as All England Law Reports, Encyclopaedia of Forms and Precedent, Common Law Library series etc.

The Library presently needs to cater for 56 Hon. Judges, 103 Magistrates, 2 High Court Libraries (Lagos and Ikeja), 3 Magistrates Court Branch Libraries (Igbosere, Yaba and Apapa), and numerous legal practitioners and researchers.

With the National Judicial Council (N.J.C.) taking over the funding of Personnel and Recurrent Expenditure, book vote has been removed from Recurrent Expenditure to Capital Expenditure which is being handled by the Lagos Sate Government. This has made it even more difficult to procure books as capital funds are released towards the end of the year or not released at all to the Judiciary since the Lagos State Ministry of Justice handles all the capital projects for the Judiciary.

In the light of the above, we would suggest.

1. That book votes be reverted back to Recurrent Expenditure
2. That 20% of monthly running cost be allocated to purchase of books.

**LIST OF OBSOLETE ENGLISH LAW REPORTS AND TEXT BOOKS
NEEDING UP-DATE**

1. All England Law Report 1997.
2. Weekly Law Reports 1982.
3. Law Reports Reprint 1978.
4. Law Reports Digest.
5. Encyclopaedia of Forms and Precedents 4th Ed.
6. Atkins Court Forms 2nd Ed.
7. The Supreme Court Practice 1999 (White Book).
8. Kelly's Draftsman.
9. Rayden on Divorce 1 5dth Ed.
10. Stroud's Judicial Dictionary 4th Ed.
11. Words and Phases Legally Defined 2nd Ed.
12. Encyclopaedia Britannica.
13. Encyclopaedia Americana.
14. Tristram and Cootes Probate Practice 24dth Ed.
15. Common Law Library Series:-
 - i) Chitty on Contracts - General Principle 26th Ed.
 - ii) Chitty on Contracts - Specific Contracts 26th Ed.
 - iii) Clerk & Lindsell on Torts - 15th & 16th Ed.
 - iv) Chitty & Jacobs Queen's Bench Forms 21st Ed.
 - v) Bullen & Leake & Jacob's Precedents of Pleadings 13th Ed.
 - vi) Charlesworth on Negligence 7th Ed.
 - vii) Bowstead on Agency 15th Ed.
 - viii) Gatley on Libel & Slander 8th Ed.
 - ix) Mc Gregor on Damages 15th Ed.
 - x) Phipson on Evidence 14th Ed.
 - xi) Benjamin's Sale of Goods 3rd

COMPUTERIZATION OF LIBRARY.

There is the need to computerize the entire documentary holdings of the

library for easy access and retrieval of information.

Other information technology devices that will enhance the work of Library workers and users are internet which is an important tool because of the following:

- i) Electronic mail. This is becoming the telephone of the future as it is an excellent way to forward and receive information.
- ii) The ability to exchange visual information in readable and re-usable formats and this opens up possibilities for collaboration at the global as well as local levels. This facility makes it possible to actually work with colleagues in the same fields scattered all over the world.

It is being envisaged that the Library automation to be used must demonstrate amongst others the following capabilities

- i) it should be a client/server software.
- ii) The software should utilize a client/server database management system.
- iii) The software should utilize laser barcode technology for cataloguing as well as circulation.
- iv) It should feature full MARC (Machine Readable Cataloguing) support for bibliographic
- v) It should be custom usable to meet specific needs of the Library.
- vi) There should be a built-in security module for assigning privileges to the functional areas of the Library such as cataloguing, circulation desk, serials, acquisition, offices of the Director and Asst. Director of Library Services.
- vii) The Software should provide audit capability.
- viii) The catalogue module should be able to classify Library materials by

books, reference, serials, tapes.

- ix) The Software must be modular in design and capable of handling various tasks such as: -
- a) Legal Practitioners registration.
 - b) Patron Management.
 - c) Cataloguing and Classification.
 - d) Circulation control.
 - e) Audit.
 - f) Serial Management.
 - g) Acquisition/collection.
 - h) Bindery jobs.
 - i) Advanced search capacity.
 - j) Administration and Reports.
 - k) Security.

APPENDIX E.

**COURTESY CALL ON THE HON. CHIEF JUDGE OF LAGOS STATE BY THE
VISITING CONSULTANT *Ms. JULIE TESSMER*, NATIONAL CENTRE FOR
STATE COURTS ON WEDNESDAY 12th SEPTEMBER. 2001**

Ms. Julie Tessmer, .Director of Collection Management,

Wisconsin State Law Library,

Other members from the National Centre for State Courts.

It gives me great pleasure to welcome you to Lagos State, the Centre of Excellence and especially to the Lagos State Judiciary which is the oldest and largest Judiciary in the Federation of Nigeria.

I am especially happy that the National Centre for State Courts, (N.C.S.C.) Nigeria, sponsored by U.S.A.I.D to implement the Rule of Law Assistance Project for the Nigerian Judiciary has a Library Assistance component to it. It is a trite fact that the standard of judicial pronouncements of courts from the lower courts to the apex court is substantially determined by the stock of library materials available in the Library and the capability of its library staff in rendering an effective service.

What you will discover as you move around the three pilot states covered by this project is the decay that has beset the judiciary every where. The physical infrastructure has become greatly dilapidated. Old and disused equipment has the pride of place in our courts. Libraries are ill-equipped and out of date and training for librarians is infrequent and inadequate. It is also

limited to the shores of this country thereby limiting the exposure of the librarians to current trends and practice in their field.

The Lagos State Judiciary has tried over the years to see that each Judge has a standard chamber library but with the problem of inadequate funding of the judiciaries it has not been possible to keep the libraries up to date.

Most of the problems facing the judicial libraries centre on inadequate finding and lack of exposure/training for our librarians. It is hoped that Ms. Tessmer with her wealth of experience will help to see that the Library Assistance Project succeeds in bringing back the lost glories of our judicial libraries.

I wish you a successful and happy stay in Lagos and throughout your journeys in Nigeria.

Thank you for coming.

Hon. Justice I.A. Sotuminu
Chief Judge.

APPENDIX F.

PROCUREMENT RECOMMENDATIONS

Funds should be allocated for the purchase of the following materials and items at the corresponding libraries:

Lagos State Libraries:

- New computers with Internet access and printers
 - Funds should be allocated for training and technical support
- Fax Machines

Federal Capital Territory Library:

- Law Reports for 1999-2001
- Subscription for 2002 Law Reports
- Cumulative index volumes to the Law Reports, 1985 through 1999 (latest index available)
- New edition of the Laws of the Federation of Nigeria and the Guide to Federal Statutes, 1999.
- Photocopier
- Telephone
- Fax Machine (a second phone line would be needed) or combination telephone/fax machine.

Kaduna High Court Library:

- Law Reports for 2002
- Annual index to the reports for 1991-1999
- New edition of the Laws of the Federation of Nigeria and the Guide to Federal Statutes, 1999
- Lights and fans
- Photocopier
- Telephone installation
- Computer and printer (if a computer is not purchased, an electric typewriter should be)
- Fax Machine (a second phone line would be needed) or a combination telephone/fax machine.

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APPENDIX G.

SUGGESTED PC REQUIREMENTS FOR LIBRARIES

	Minimum System	Recommended System (New system to purchase)
Type of PC	Pentium II CPU	At least Pentium III 800 MHz CPU
RAM	128 Mb	256 Mb
Hard disk	At least 6 Gb	20 Gb
Floppy disk	1.44 Mb 3.5"	1.44 Mb 3.5"
CD-ROM	CD-ROM Drive Sound Card required	CD-ROM drive or DVD drive Sound Card required
I/O	2 serial ports 1 parallel port, Mouse	2 serial ports, 1 parallel port, Mouse
Display and monitor	15" SVGA monitor 4Mb display card	17" flat square digital-control SVGA monitor 32Mb display card
Printer	Any printer	Inkjet or laser
Modem	28800 bps AUSTEL (or local Telkom) approved modem	56 K AUSTEL (or local Telkom) approved modem
Operating System	Windows 95/98	Windows ME/XP/2000

APPENDIX H

TECHNICAL LEAFLET: THE ENVIRONMENT

Section 2, Leaflet 1²

TEMPERATURE, RELATIVE HUMIDITY, LIGHT, AND AIR QUALITY: BASIC GUIDELINES FOR PRESERVATION

by Shereilyn Ogden, Preservation Consultant and Conservator, St. Paul, MN

Control of temperature and relative humidity* is of critical importance in the preservation of library and archival collections because unacceptable levels of these contribute significantly to the breakdown of materials. Heat accelerates deterioration: the rate of most chemical reactions, including deterioration, is approximately doubled with each increase in temperature of 18°F (10°C). High relative humidity provides the moisture necessary to promote harmful chemical reactions in materials and, in combination with high temperature, encourages mold growth and insect activity. Extremely low relative humidity, which can occur in winter in centrally heated buildings, may lead to desiccation and embrittlement of certain materials.

Fluctuations in temperature and relative humidity are also damaging. Library and archival materials are hygroscopic, readily absorbing and releasing moisture. They respond to diurnal and seasonal changes in temperature and relative humidity by expanding and contracting. Dimensional changes accelerate deterioration and lead to such visible damage as cockling paper, flaking ink, warped covers on books, and cracked emulsion on photographs. In some situations, however, materials may be protected from moderate fluctuations. Mild changes appear to be buffered by certain types of storage enclosures and by books being packed closely together.

Installation of adequate climate controls and operation of them to maintain preservation standards will retard the deterioration of materials considerably.

Climate control equipment ranges in complexity from a simple room air conditioner, humidifier, and/or dehumidifier to a central, building-wide system that filters, cools, heats, humidifies, and dehumidifies the air. It is always advisable to seek the guidance of an experienced climate control engineer prior to selection and installation of equipment. Additional measures can be taken to control temperature and relative humidity. Buildings should be kept well maintained. Cracks should be sealed as soon as they occur. Doors and windows should have weatherstripping and should be kept closed to prevent exchange of unconditioned outside air. In areas of this country that experience cold winter weather, windows can be sealed on the inside with plastic sheets and tape. In storage areas windows can be sealed more completely using both wallboard and plastic.

² Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494; Tel. (978) 470-1010; Fax. (978) 475-6021; <http://www.nedcc.org>

Authorities disagree on the ideal temperature and relative humidity for library and archival materials. A frequent recommendation is a stable temperature no higher than 70°F and a stable relative humidity between a minimum of 30% and a maximum of 50%. Research indicates that relative humidities at the lower end of this range are preferable since deterioration then progresses at a slower rate. In general, the lower the temperature the better. The temperature recommendations for areas used exclusively for storage are much lower than those for combination user and storage areas. Cold storage with controlled humidity is sometimes advisable for remote storage or little-used materials. When materials are taken out of cold storage, however, the radical, rapid temperature changes they experience may cause condensation on them. Gradual acclimatization may be required when materials are transferred from cold storage to warmer user areas.

Maintaining *stable* conditions is of great importance. An institution should choose a temperature and relative humidity within the recommended ranges that can be maintained twenty-four hours a day, 365 days a year. The climate control system should never be turned off, and settings should not be lowered at night, on weekends, or at other times when the library or archives is closed. Additional costs incurred by keeping the system in constant operation will be far less than the cost of future conservation treatment to repair damage caused by poor climate.

While these recommendations may be expensive or even impossible to achieve in many libraries and archives, both experience and scientific testing indicate that the useful life of materials is significantly extended by maintenance of moderate, stable levels of temperature and relative humidity. Where economics or inadequate mechanical systems make it impossible to maintain ideal conditions year round, less stringent standards may be chosen for summer and winter with gradual changes in temperature and relative humidity permitted between the two seasons. The seasonal standards should be as close to the ideal as possible. It is important to note that temperature and relative humidity requirements of non-paper-based materials in the collections may differ from those of paper-based materials. Also, maintaining the ideal level of temperature and relative humidity may be damaging to the fabric of the building that houses the collections. Difficult choices and compromises may be unavoidable.

Temperature and relative humidity should be systematically measured and recorded. This is very important since the data produced 1) documents existing environmental conditions; 2) supports requests to install environmental controls; and 3) indicates whether available climate-control equipment is operating properly and producing the desired conditions. Remember that changing one factor may alter others. If measures are taken without considering the environment as a whole, conditions may worsen rather than improve. It is essential to know (from recorded measurements) what conditions actually are and to seek the advice of an experienced climate-control engineer before making major changes. The importance of continued monitoring after the institution of a change cannot be stressed too much.

LIGHT

Light accelerates deterioration of library and archival materials by acting as a catalyst in their oxidation. It leads to weakening and embrittlement of cellulose fibers and can cause paper to bleach, yellow, or darken. It also causes media and dyes to fade or change in color, altering the legibility and/or appearance of documents, photographs, art works, and bindings. Any exposure to light, even for a brief time, is damaging, and the damage is cumulative and irreversible.

Visible light levels are measured in *lux* (lumens per square meter) or *footcandles*. One footcandle equals about 11 lux. For many years generally accepted recommendations limited visible light levels for light-sensitive materials, including paper, to 55 lux (5 footcandles), and for less sensitive materials to a maximum of 165 lux (15 footcandles). In recent years these recommendations have been debated, with aesthetic concerns and varying rates of light fading for different media being considered.

Although all wave lengths of light are damaging, ultraviolet (UV) radiation is especially harmful to library and archival materials because of its high level of energy. The standard limit for UV is 75 $\mu\text{W/l}$. The sun and tungsten-halogen or quartz lamps, mercury or metal halide high intensity discharge lamps, and fluorescent lamps are some of the most damaging sources of light because of the high amounts of UV energy they emit.

Because total damage is a function of both intensity and duration of exposure, illumination should be kept as low as possible (consistent with user comfort) for the briefest amount of time feasible. Ideally materials should be exposed to light only while in use. When not in use, they should be stored in a light-tight container or in a windowless room illuminated only when materials are being retrieved. Illumination should be by incandescent bulbs. When materials are being used, light should be from an incandescent source. It is important to note that incandescent bulbs generate heat and should be kept at a distance from materials. Light levels should be as low as possible, and exposure should be for the shortest time that is feasible.

Windows should be covered by drapes, shades, blinds, or shutters that completely block the sun. This will also aid in temperature control by minimizing heat loss and limiting generation of heat by sunlight during the day. Skylights that allow direct sunlight to shine on collections should be covered to block the sun or painted with titanium dioxide or zinc white pigments, which reflect light and absorb UV radiation. Filters made of special plastics also help control UV radiation. Ultraviolet-filtering plastic films or UV-filtering Plexiglas can be used for windows to lower the amount of UV radiation passing through them. These filters, however, do *not* provide 100% protection against light damage. Drapes, shades, blinds, or shutters that completely block the light are preferable. Fluorescent tubes should be covered with ultraviolet-filtering sleeves in areas where collections are exposed to light. An alternative is the use of special low-UV fluorescent tubes. Timed switches should be used for lights in storage areas to help limit duration of exposure of materials.

Permanent exhibition of materials should be avoided. Since even slight exposure to light is damaging, permanent exposure is deadly. If materials must be displayed, it should be for the briefest time and at the lowest light levels, with light coming from an incandescent source.

Materials should never be displayed where the sun shines directly on them, even if for only a short time and even if the windows are covered with an ultraviolet-filtering plastic.

AIR QUALITY

Pollutants contribute heavily to the deterioration of library and archival materials. The two major types of pollutants are gases and particulates. Gaseous contaminants - especially sulfur dioxide, nitrogen oxides, peroxides, and ozone - catalyze harmful chemical reactions that lead to the formation of acid in materials. This is a very serious problem for paper and leather, which are particularly vulnerable to damage caused by acid. Paper becomes discolored and brittle, and leather becomes weak and powdery. Particulates - especially soot - abrade, soil, and disfigure materials.

Controlling air quality is difficult and complex and depends upon several inter-related factors. Various standards for air quality have been suggested. However, until more experience is gained, the most reasonable recommendation is that the amount of pollutants in the air be reduced as much as practicable.

Gaseous contaminants can be removed by chemical filters, wet scrubbers, or a combination of both. Particulate matter can be mechanically filtered. Electrostatic precipitators should not be used because they produce ozone. Equipment varies in size and complexity from individual filters attached to vents, furnaces, or air conditioners to building-wide systems. Equipment also varies greatly in effectiveness. It is important that the equipment chosen be suited to both the institution's needs and the level of pollution in the area where the institution is located. A regular schedule of maintenance and filter replacement should be followed. An experienced environmental engineer should be consulted for recommendations.

Several additional measures to control air quality can be taken. One is the provision of good air exchange in areas where collections are stored or used, with replacement air being as clean as possible. Care should be taken to insure that air intake vents are not located near sources of heavy pollution such as a loading dock where trucks idle. Another measure is keeping exterior windows closed. Yet another measure is storage of library and archival materials in archival-quality enclosures, which may help decrease the effects of pollutants on materials. Newly available enclosures made with molecular traps such as activated carbon or zeolites, which will capture pollutants, appear to be particularly effective in this regard. Finally, origins of pollution should be eliminated to the extent that this is possible. Automobiles and industry, major sources of pollution, will probably be beyond control. Other sources, however, may be reduced. These include cigarettes, photocopying machines, certain types of construction materials, paints, sealants, wooden storage/display materials, cleaning compounds, furniture, and carpets.

Temperature, relative humidity, light, and air quality all affect the longevity of library and archival collections. By following the guidelines provided above, one can significantly extend the life of these collections.

**Relative humidity is a ratio (expressed as a percentage) of the amount of water vapor in a specific amount of air compared to how much that same amount of air can hold at the same*

temperature and pressure. Because relative humidity is dependent upon temperature, these two factors should be considered together.

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