Indexing and Abstracting Techniques for Provision of Easy Accessibility of Materials in Bayero University Library Kano, Nigeria.

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Abstract

Indexing and Abstracting Techniques for Provision of Easy Accessibility of Materials in Bayero University Library Kano, Nigeria.The study uses qualitative research method and survey design was also adopted. The study was guided by five (5) research questions, what type of indexing and abstracting techniques are available in Bayero University Library, Kano? What types of materials are being indexed in Bayero University Library, Kano? Who are the patrons of the indexing and abstracting techniques in Bayero University Library, Kano? What are the challenges facing the provision of indexing and abstracting techniques in Bayero University Library, Kano? The populations of the study consist of academic and non-academic librarian of Bayero University Library, Kano. Structured questionnaires were used as an instrument of data collection, 130 copies out of 156 copies the questionnaires was successfully retrieved. Frequency table and percentage was used in analyzing the data collected. The finding of the study revealed that All types of abstracting techniques are available in Bayero University Library, Kano and the most used are informative abstract with 23% response rate followed by subject abstract, author abstract and critical abstract all with 15.4% response rate each. The only type of materials index and abstract in Bayero University Library, Kano are books and newspapers each with 38.5% response rate and also journals which has 23% response rate while magazine has 0% response rate. The most highest user of the indexing and abstracting in Bayero University Library, Kano are academic staff with 46.1% response rate followed by student with the 30.8% response rate and also administrative staff with 23% response rate. Lack of knowledge of indexing and abstract by the staff is the most constraint of indexing and abstract in Bayero University Library, Kano with the 46.1% response rate followed by inadequate facilities with 30.8% response rate while inadequate fund constitute 15.4% response rate so also all of the above has 7.7% response rate. Among the recommendations: The management of Bayero University Library, Kano should provide more of indexing and abstracting services such as chain index and specific index. The library should improve/ promote more of the service of review and descriptive abstract. The library should extend their indexing and abstracting services to the difference type of materials such as magazine etc. The library management should provide an awareness of the importance of indexing and abstracting so as to have a full number of administrative staff accessing indexing and abstracting techniques. The library management should send their staff for training and retraining and also provide the necessary facilities for executing indexing and abstracting services.

Keywords: indexing, abstracting, techniques, accessibility, library

Introduction

Indexing and abstracting techniques has a vital role to play in information retrieval. These tools help library users to retrieve their information need with or without little difficulty when searching and more importantly lead library users to acquired efficient and relevant information within shortest period of time possible in the library. For centuries indexing and abstracting services have served scholars and researchers around the globe through the provision of easy access and retrieval of the information resources in the library, and also saving their limited time period because of its importance.

As part of his laws in Library science Ranganathan, stated that as cited in Garba, Mohammed and Umar (2015) ''save the time of the reader. '' Time is very important in every human endeavor, time is precious when it's gone, it has gone forever so therefore, its managements is the key to success in every things in life. So with this regards librarians need to be saving the time of their patrons. The main objective of any library is to provide easy access of its information resources to the patrons so as their information need will be satisfied within shortest period of time. Thus, indexing and abstracting can also be form to the library material so as to help the library patrons. Library services are joining together towards user satisfaction for the fulfill library needs. Libraries provide indexing and abstracting services for prints and non-prints materials. These library resources need to be arranging so as to provide easy accessibility to the users who are willing to satisfy their information need. According to the British indexing standard (BS 3700:1988), as cited in Olayinka (2010) ''an index is a systematic arrangement of entries designed to enable users locate information in a document''.

A document in this instance can be book, journal, audiotape, computer film and so on. However, a clear distinction between indexes to a book and indexes to a volume of journals is that

while indexes to a book is an alphabetical list with page reference

to a subject, persons and places dealt with within a particular book,

indexes to journals or other periodicals indicate what articles have

been written on subject, commentaries on a case, statutes, official

reports or any other document. However, indexes to legislation

cover the laws of a particular jurisdiction that are either in force,

repealed or spent (Olayinka 2010).

According to Encyclopedia Britannica as cited in Olayinka (2010) defines an abstract ''as a complete citation, condensation and summary of essential facts of theories and opinions presented in an article or book. Abstract usually occur in journals, conferences and meetings, books, thesis/dissertation, research reports''.

Types of Indexing and Abstracting

According to Aina (2004), as cited in Onwuchekwa (2013) there are various types of indexes, depending on what is being used as access points and the subject indexes are popularly used in the Library because most users generally approach the Library through the subject. The different types of Subject indexes are

☐ **Citation Indexes**

One of the earliest subject indexes is the coordinate indexing which involves a combination of more than two single terms in order to create a phrase that will meet the request of the user. This is particularly used in specialized Libraries where readers request for multi terms when information is required than single items which are generally assigned to documents. This type of indexing is commonly associated with post –coordinate indexing because coordination is done at the time of searching, and it is also called manipulative indexing or computerized indexing where Boolean Logic operators are used.

permuted Title Indexes

This is a type of subject index that is based on using the keyboard in the title of the document and is very common. This is based on the assumption that the title correctly reflects the content of the document. Thus the keywords in the title correspond to the subject terms of the document. This type of index employs natural indexing language. It is worthy to note that the assumption that the title correctly holds the content of the document does not necessarily hold true in the sense that some titles may not be informative enough when they do not contain information conveying words. .

 Back of the Book Index

It is very common for every standard book to have back of the book indexes as presently librarians during their acquisition processes access the quality of a book with the presence of the back of the book index. The back of the book index usually contains important topics described in the document, names of personalities and corporate bodies and geographical names and the pages with which they are located. This index makes the topics treated in the book more accessible to the user thereby saving the stress of scanning or going through the whole book in search of a topic or issue. In traditional back-of-the-book indexing, the index is a list of terms or terms phrases arranged alphabetically with locator references that make it possible for the user to retrieve the desire content.

 Periodical Index

Periodical index play a vital role in the library since they convey the most up-to-date information resources on developments in the library users. Universities that are strong in research spend huge amount of money on periodicals index. The importance of periodical index in university libraries cannot therefore be overemphasized. According to Matanji (2012), as cited in Onwuchekwa (2013) ''there are two types of periodical indexes. There are periodical indexes to

a single journal and periodical indexes to several journals''. Very often, the editors of most journals will issue an index at the end of the volume. This is generally an index of authors and subjects included in all the issues for a particular year. The terms are selected form the title of each article in the journal and there is no need for controlled language.

 Alphabetical Indexes

One of the best known methods of index arrangement is the single alphabetical index in which names and subject entries are filed together. Many people are used to and also familiar with this kind of general purpose and simple index forms. Alphabetical indexes are the most common index method, many index types also follow this alphabetical format of arrangement not only because it is simple to create but also because it follows a known pattern which people are used to. Alphabetical indexes according to Cleveland and Cleveland (2013) is based on the orderly principle of the letters of the alphabets and it is used for the arrangement of subject headings, cross-references and qualifying terms as well as main headings. All the entries come in one alphabetical arrangement with subject terms, author names and place names. Many times, alphabetical index arrangements also have some element of classified order and vice-versa in order to guarantee its effective use.

 Classified Indexes

This is the type of an index in which entries are arranged under headings indicating hierarchy divisions and sub-divisions with classes based on the subject matter being indexed. This type of index does not follow the conventional alphabetical style; its arrangement is hierarchical, of related topics and working down to the specific. It is a systematic arrangement by classes or subject headings. Many times users who are naturally conversant with alphabetical index arrangement find classified indexes difficult to use because the method arrangement is strange to them.

Author Indexes

Author indexes are usually alphabetical arranged indexes in which the headings are the names of the individual or corporate body responsible for creating the works or document indexed. The entries essentially refer to persons, organizations, government agencies, universities who are chiefly responsible for the intellectual content the documents. These entries provide users with a guide to the title and subject of the document or works. In effect, author indexes act indirectly as a lead to the titles and subjects of documents. Users as we all know will usually approach the literature from the point of view of authors. This is what they know about the document to be retrieved. It is important to note that author indexes should be created under some well spelt out guidelines, so that crucial decisions as regards the nature of authorship are made in a consistent manner. Such decisions concern number of names to be allowed per entry in the case of multiple authors, alphabets titles to be used, the form of names for authors (use of full names or initials, authors" use of pseudonyms etc.)

 Word Indexes

Word and name indexes, sometimes called concordances ''are indexes to the individual names and words that the author used and in some sense they closely represent the information and ideas that authors had in mind when creating the manuscript (Cleveland and Cleveland, (2013)''. The terms used in word indexes are the exact terms or words within the context of a document which direct the user to the information resources or subject and also its location. Word indexes are essentially a list of words and names appearing in a work or document, arranged alphabetically, with reference to the page number(s) on which each word or name is found in the text. Not all books or documents have a separate word index aside the general index or the subject index. When present in a single volume book, the word index is part of the back matter while in a multi-volume work, it is usually found at the end of the last volume.

☐ **Indicative Abstracts**

As it names implies, indicative abstracts merely indicates, usually short and objective with the aim of alerting the user or reader of the existence of documents. Indicative abstracts describe the type and form of the work abstracted, indicating the major topics covered in the work and providing a brief description of the treatment of the facts and issues. It does not summarize the content or evaluate its quality. What an indicative abstract does is that, it indicates the type of document being abstracted. In most cases abstracts are short, written in general terms and do not provide the reader a step by step account of the documents development. Indicative abstract outlines topics covered in a document so the reader can decide whether to read the document or not. In several ways, the indicative abstract is similar to table of contents in a paragraph form.

Unlike an informative abstract, reading an indicative abstract cannot substitute for reading the real document as it does not capture the content of the document or paper. And because indicative abstracts fail to meet the other main objectives of abstracts as well as informative abstracts do, they are less common. Indicative abstracts seldom provide the real content of documents and therefore they cannot be used as surrogate of the original document. They only inform the user what they can find in documents and not the real data or information contained in them.

☐ **Informative Abstracts**

This is an abstract that summarizes as much of the essential content of a document as possible within the limitation of a paragraph. Informative abstracts attempt to convey the message of the original document, indicating all the important data including observations and conclusions. It captures all the essential details of a document presenting the actual information contained in the original document. This enables the user of the abstract to have adequate knowledge of the content of the original document. It is a surrogate of the original document unlike indicative

abstracts. Informative abstracts attempt to provide as much quantitative and qualitative data as possible, providing a useful guide to documents reporting an experimental investigation. They are a type of abridgement of the original document with the major ideas and fact well captured such that the users" needs not look for the original document or paper.

An informative abstract should cover four essential points:

- ✓ Objective and scope of the document

- ✓ Methods used

- ✓ Results

- ✓ Conclusion

- ✓ Critical Abstracts

Critical abstracts are prepared with the purpose of making a value judgment on document. It may also be an editorial comment on the paper. Critical abstract reflect the content of document, indicating its depth and also commenting on the different aspects of the document. The abstractor is therefore a subject specialist who has a good grasp of the documents content. Although some abstractor are of the opinion that a good abstract should stay clear of the bias and critical comments that characterize critical abstracts, it is nonetheless a useful and powerful tool. Its strong point is that the abstractor is sufficiently knowledgeable of the subject areas of paper or document, its methodologies and other critical areas such that he is capable of making value judgments. Critical abstract according to Cleveland and Cleveland (2013) is generally used on general   papers with broad overviews, on reviews and also on monographs but can also be used for single papers. It is important to say that the type of material or document and the users are the basis for deciding which type of abstract should be used.

Author Abstract

Author abstract are prepared by authors who are experts in their discipline and so they are capable of distilling the essentials point in the document. The author(s) probably has many years of training and experience in writing of abstracts. Authors being experts in their subject areas should write good abstracts, however they do not necessarily make good abstractors especially because many of them are not skilled in the art of writing high quality abstracts. Despite the foregoing, author abstracts are produced on time; they come with the manuscript and are less costly because no additional cost is needed if the author abstract is used. Authors are generally not likely to produced good abstracts. They are very close to their manuscript to do an objective abstracting work. They fail to note that what they think is important may not necessarily be what users want in the document. Some use their abstract as a promotional tool for their papers neglecting the importance of users. For these, and also because authors may not be well skilled in the techniques, procedures and methods of abstract writing, they lack the experience required to do a good job, they are usually not good abstractors.

 Structure Abstract

A structured abstract follow a set of sub-headings and the writer of the abstract fill in the blanks. It is believed that structured abstracts contain more cogent information and are of high quality and facilitate peer review. Structured abstracts are being adopted in the medical field and other disciplines today because of the inaccuracy of many abstract. It is a kind of bibliographic control device for abstracting. Scientists now think that the publishing, storage and retrieval of their papers are integral part of their activities; they rely on tools like structured abstract to achieve retrieval of their documents.

Importance of Indexes and Abstracts

Information seekers are basically the users of indexes and abstracts. The importance of indexes and abstracts will continue to increase as information explosion deepens; as the cyberspace and cloud becomes the more filled with information and as people need information to access. Indexes are instrument used in pointing of possible important information while abstract guides the user to make judgment about the relevancy of the particular information for use. Both tools are retrieved by users in order provide a guide to toward what they need to know leading to finding the required information. Other important of indexes abstracts and according to Cleveland and Cleveland (2013) are the follows:

− To assist users to locate their information need in a particular information resource given to them by a reference or a colleague.

− To find application of some new procedures or discovery in their field.

− To find recent trends or ideas in the field.

− To provide a comprehensive overview of a field, sub-field or concept.

− To discover the background of a problem.

− To locate other works by an author recently discovered by users

− To find out a piece of data that may be in an abstract or a document.

The above stated uses are general to abstracts and indexes. Both tools can complement each other. Abstracts are representative of documents and by summarizing information contents they help the objective of indexing. To make effective use of abstracts, they need to be indexed. There

is always a meeting point in the use of abstracts and indexes, though they cannot fully represent the original document, they remain a useful surrogate.

Accordind to Bayero University, Kano (2018) Annual Report. The Library involved from College Library to University College Library and now University Library. It has grown from a single-site, single-branch complex to a multi-site, multi-branch system that currently has eight (8) branch libraries in four locations spread over Kano metropolis. It has advanced from print only to multimedia, e-, online and offline information resources and services. It has a total print collection of 222,656 volumes of books and 97,385 volumes of local and international journals. The Library also has a total electronic collection of 812,065 books and journals articles downloaded and managed through offline designated computers and servers for easy access and usage. The Library therefore holds a total collection of 1,132,106 print and electronic information resources. The Library subscribes to a number of renowned online academic databases with millions of journal articles and thousands of abstracts and full-text books. It has special collections which include:

- Arabic manuscripts
- Archival materials on Kano and beyond
- Unpublished PG Theses and Dissertations

The library has recorded appreciable progress of digitization its special collections from 2013 to date. In its efforts to improve preservation and easy access to manuscripts and PhD Theses and Masters Dissertations, a total of 7,038 Dissertations and Theses have been digitized. It also has dedicated server which hosts its digitized information resources as the University's institutional repository.

Statement of the Problem

Bayero University Library, Kano spent huge amount of money in acquiring, processing and storing of the information resources to serve its patrons. This library has been established to supports its patrons especially in the area of teaching, learning, and research. Therefore, to make information resources relevance, available and accessible to the patrons, the library need to adopt the techniques of indexing and abstracting in order to facilitating easy accessibility to the information resources and services in the library, which to a great extent saves the time of the library patrons. However, despite the significant role play by indexes and abstracts the researcher observed that it does not receive much attention by some library. That is to say indexes and abstracts techniques are not adequately adopted by some libraries. What must have constituted this challenges and how can this be ameliorated is the problem statement of the study.

Research Questions

The study seeks to find answers to the following questions:

1.   What type of indexes and abstracts techniques are adopted in Bayero University Library, Kano?

2.   What types of materials are being indexed in Bayero University Library, Kano?

3.   Who patronized the indexes and abstracts techniques in Bayero University Library, Kano?

4.   What are the challenges facing the indexes and abstracts techniques in Bayero University Library, Kano?

Objectives of the Study

1.   To know the types of indexing and abstracting techniques adopted in Bayero University Library, Kano

2.   To determine the kinds of materials being indexed in Bayero University Library, Kano

3.   To know who patronized the indexes and abstracts techniques in Bayero University Library, Kano

4.   To identify the challenges facing the indexes and abstracts techniques in Bayero University Library, Kano

Review of Related Literature

Index is an indicator or locator that assists library patrons to locate information resources in the library. It has so many infect apart of locating a words in an information resources nin the library. It also guides to finds out words that are available in an information resources. An index consists of series of entries appearing in alphabetical order to enable users find information with references to show where each item is located. According to the British indexing standard (BS 3700:1988), as cited in Olayinka (2010) ''an index is a systematic arrangement of entries designed to enable users locate information in a document''. ''Indexing is the systematic process of arranging of entries designed to enable information users to locate items in a document''. Indexing is defined by Reitz (2004) cited in Musa and Dangani (2013) defined indexing as the "process of compiling one or more indexes for a single publication such as a monograph or multivolume references work or adding entries for new document to an open end index covering a particular publication format (example newspapers), works of a specific literacy form (biography, book reviews etc.) or the literature of an academic field discipline or group of disciplines" It is a process fixed at providing a guide to the information and knowledge contained in documents. Subject terms or heading and descriptors which described the intellectual content or cover the main theme of documents are carefully chosen in indexing. In essence, indexing is the process that produces entries in an index by analyzing the content of documents, revealing the essential details of the document item in a summarized form and indicating the location of the information; creating substitutes to information items.

An abstract is a summary of document along with adequate bibliographical details so that one can trace the document. The concerned document may be a book, an article from a periodical or some other form of recorded knowledge, but mainly the contributions to periodicals are listed. According to Encyclopedia Britannica cited in Olayinka S. A. (2010) defined abstract ''as a complete citation, condensation and summary of essential facts of theories and opinions presented in an article or book''. Wikipedia cited in Umar, Muhammed and Shitu (2014) define ''abstract as brief summary of a research article, thesis, review, conference proceeding or any in-depth analysis of a particular subject or discipline, and is often used to help the reader quickly ascertain the paper's purpose''. Nwadozie (2007) cited in Musa and Dangani (2013) describes abstracting ''as the process of producing a brief summary (precise, or synopsis) of a document showing salient issues like the objective, scope, procedure or methodology, findings, discussions and recommendations". Abstract usually occur in journals, conferences and meetings, books, thesis/dissertation, research reports.

Olayinka S. A. (2010) in her studied on Indexing and abstracting service in library: A legal perspective the conclusion of the studied indicated the important of indexing and abstracting in which she stated that ''it help in the timely dissemination of information especially in a developing country like Nigeria and most other developing countries where readership promotion is low''. Therefore the indexer and abstractors in our various law libraries should always ensure that for every document we classify and catalogued (whether electronically or manually) there is need for indexing and abstracting of such documents. This may be a Herculean task for the law librarian performing both the work of classification and cataloguing. Therefore, there is need to employ the services or at best train some staff of the library as indexers and abstractors who will in turn be better equipped for ability to sort and classify, better equipped to have passion for accuracy, ability to read rapidly, ability to have a good memory

and wide general knowledge. This, no doubt, will improve our library services as centers for retrieval and dissemination of legal information.

Umar, Muhammad and Shitu (2014) on their research on An Assessment of Indexing and Abstracting Services in Nuhu Bamalli Politechnic Library, Zaria, Nigeria. The research finding reveals ''that all types of index and Abstract are available in Nuhu Bamalli Polytechnic. Finding from the interview conducted reveals that ''the reasons for the non-usage of indexes and abstract were as a result of low level of awareness about the existence of some types of indexes and abstract. The researchers also observed lack of skills on the importance of indexes and abstracts in information retrieval process as the major impediment for their non-usage. The research also indicated that Academic Staffs are the majority of the user of Index and Abstract''.

Musa and Dangani (2013) from their studied on The Assessment of the use of indexing and abstracting services by patrons of Federal College of Education Katsina Library their findings revealed that ''Indexing and abstracting services are available in federal college of Education library. The findings also revealed that lack of user's awareness of its availability of indexing and abstracting services. From the findings also it was discovered that lack of knowledge of indexing and abstracting by staff, lack of funds to underwrite production cost, lack of facilities and absence of a comprehensive Nigerian thesaurus are all the challenges faced in providing the service of indexing and abstracting''.

Garba, Mohammed and Umar (2015) from the findings of their studied on an appraisal of Indexing and Abstracting services in the institute of education library, Ahmadu Bello University Zaria, Nigeria the findings revealed that ''indexing services are moderately utilized while abstracting services are not utilized. The findings also revealed that inadequate facilities, insufficient funds and lack of awareness are the major challenges militating against the effective

provision of indexing and abstracting services in the institute of education library, Ahmadu Bello University, Zaria''.

Methodology

Quantitative research method was adopted for this study this is because the data that the researcher collected are quantitative in nature. Survey research design was adopted for this study. It is very appropriate for this research because of the nature and size of the population of the study. Nworgu (2006) asserted that survey research design is an appropriate method that is suitable for studies where the population is large over an area. The population of this study comprises of academic and non-academic librarian of the Bayero University Library complex which has the total number of about 156 librarians. Therefore, 156 questionnaires were distributed to the population of the study whereas 130 questionnaires were duly returned. Descriptive statistics of frequency table, simple percentage were used to analyses the data for this study. The instrument was administered using research assistance.

Data presentation and Analysis

The data obtained from the result of the complete questionnaires that guided the study was presented and analyze. Thus, the analysis of the data collected is given bellow:

Table 1.1 Types of indexing techniques adopted in Bayero University Library, Kano

S/NO	Types of indexing techniques	Frequency	Percentage (%)
1	Author index	20	15.4%
2	Back of book index	10	7.7%
3	Chain index	0	0%
4	Citation index	6	4.6%

5	Relative index	4	3%
6	Specific index	0	0%
7	Subject index	50	38.5%
8	Title index	40	30.8%
Total		**130**	**100%**

From the above table, it indicated that subject index has the highest response rate with 50 (38.5%) followed by title index with the response rate of 40 (30.8%) while the lowest response rate is relative index with the response rate of 4 (3%). While chain index has a 0% response rate so also specific index has also 0% response rate.

Table 1.2 Types of abstracting techniques adopted in Bayero University Library, Kano

S/NO	Types of abstracting techniques	Frequency	Percentage (%)
1	Author abstract	20	15.4%
2	Critical abstract	20	15.4%
3	Descriptive abstract	10	7.7%
4	Indicative abstract	25	19.2%
5	Informative abstract	30	23%
6	Reviews	5	3.9%
7	Subject abstract	20	15.4%
Total		**130**	**100%**

From the table 1.2, it shown that all type of abstracting techniques are adopted in Bayero University Library, Kano but the most common are informative abstract with 30 (23%) response rate, indicative abstract with 25 (19.2%) response rate, subject abstract with 20 (15.4%) response rate, author abstract with 20 (15.4%) response rate and critical abstract with also 20 (15.4%) response rate.

Table 1.3 kinds of materials index and abstract in Bayero University Library, Kano

S/NO	Type of materials index and abstract	Frequency	Percentage (%)
1	Journal	30	23%
2	Magazine	0	0%
3	Newspapers	50	38.5%
4	Book	50	38.5%
Total		130	100%

The table 1.3 reveal that all kinds of materials are indexed and abstract in Bayero University Library, Kano accept magazine with zero (0%) response rate.

Table 1.4 user categories in Bayero University Lokoja, Kano

S/NO	User categories	Frequency	Percentage (%)
1	Academic staff	60	46.2%
2	Administrative	30	23%
3	Student	40	30.8%
Total		130	100%

Table 1.4 above indicate that the academic staffs are the majority user of index and abstract in Bayero University Library, Kano with the response rate of 60 (46.2%) whereas the students response rate is 40 (30.8%) and followed by administrative staffs with response rate of 30 (23%).

Table 1.5 Challenges face indexing and abstracting

S/NO	Challenges face in proving the techniques	Frequency	Percentage (%)
1	Insufficient indexing and abstracting knowledge by the library staff	60	46.1%
2	inadequate of fund	20	15.4%
3	Lack of facilities	40	30.8%
4	All of the above	10	7.7%
Total		**130**	**100%**

Table 1.5 reveal that insufficient indexing and abstract knowledge by the library staff is the most constraint of the indexing and abstracting services with the response rate of 60 (46.1%) followed by the facilities with the response rate of 40 (30.8%) whereas 20 (15.4%) response rate indicate lack of fund in which 10 (7.7%) response rate indicate all of the above as the major challenges face in providing indexing and abstracting services in Bayero University Library, Kano.

Summary of the Major Findings

1. It is clear that all types indexing techniques is much adopted in Bayero University Library, Kano with the exception of chain index and specific index both with 0% response rate.

2. All types of abstracting techniques are adopted in Bayero University Library, Kano and the most used are informative abstract with 23% response rate followed by subject abstract, author abstract and critical abstract all with 15.4% response rate each.

3. The only kinds of materials index and abstract in Bayero University Library, Kano are books and newspapers each with 38.5% response rate and also journals which has 23% response rate while magazine has 0% response rate.

4. The most highest user of the indexing and abstracting in Bayero University Library, Kano are academic staff with 46.1% response rate followed by student with the 30.8% response rate and also administrative staff with 23% response rate.

5. insufficient indexing and abstract knowledge by the library staff is the most constraint of indexing and abstract in Bayero University Library, Kano with the 46.1% response rate followed by inadequate facilities with 30.8% response rate while inadequate fund constitute 15.4% response rate so also all of the above has 7.7% response rate.

Conclusion

The research Indexing and Abstracting Techniques for Provision of Easy Accessibility of Materials in Bayero University Library Kano, Nigeria. It was discovered that all types indexing and abstracting techniques are much adopted in Bayero University Library, Kano, Nigeria with the exception of chain index and specific index. Books, journals and newspaper are the only material to be index and abstract. Academic staff, student and administrative are the only patrons of the indexing and abstracting in Bayero University Library, Kano, Nigeria.. Insufficient indexing and abstract knowledge by the library staff, inadequate facilities and inadequate fund is the major constrain of indexing and abstracting in Bayero University Library, Kano, Nigeria.

Recommendations

The following recommendations are made base on the major findings of the study:

1. Management of Bayero University Library, Kano, Nigeria should provide more of indexing and abstracting services such as chain index and specific index.

2. The library should improve/ promote more of the service of review and descriptive abstract.

3. The library should extend their indexing and abstracting techniques to the difference type of materials such as magazine etc.

4. The library management should provide an enlighten method of the importance of indexing and abstracting so as to have a full number of administrative staff accessing indexing and abstracting techniques.

5. The library management should send their staff for training and retraining and also provide the necessary facilities for executing indexing and abstracting techniques.

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