



## Research Article

Volume-01|Issue-01|2021

## An Evaluation of Reprographic Services in Theological Institutional Libraries in Edo Land

Edogiawerie Samuel\*

College Librarian, Baptist College of Theology, Benin City, Nigeria

## Article History

Received: 15.09.2021

Accepted: 17.11.2021

Published: 30.11.2021

## Citation

Samuel, E. (2021). An Evaluation of Reprographic Services in Theological Institutional Libraries in Edo Land. *Indiana Journal of Multidisciplinary Research*, 1(1), 11-19.

**Abstract:** Aim of this study was the evaluation of reprographic services in theological institutional libraries in Edo land. Reprographic services are one of the fundamental activities rendered in the reprographic units of libraries. Reprographic services are one of the fundamental activities of libraries. Reprographic service helps in the reducing of the cost of printing, Xerox and other related services provided for library users in the periphery of academic institution. However, lacking of ineffectiveness of reprographic service is results in poor dispersal of information between library and its users. The researchers in the course of the investigation formulated the main objective which is to appraise the state of reprographic services in theological institution libraries in Edo land. The study employed descriptive –survey research methods in the course of the study. Questionnaires and observable checklists were the instruments used for data collection. The target population librarians and library users of theological institution libraries in Edo land. Findings from the study showed that; reprographic services is been carry out in most theological institution libraries in Edo land. Reprographic service in theological institution libraries in Edo land is not effective. Library’s users do not make use of reprographic services in theological institution’s libraries frequently because it is not available or effective. There are challenges that affect reprographic services in theological institution library. There are strategies that theological institution libraries in Edo land can used to improve the state of reprographic services with provision of alternative source of power and improved funding of reprographic as most strategies to curb the challenges encountered by libraries as regard reprographic services. The study recommends that theological institution libraries in Edo land should continue to carry out reprographic services to continue to satisfy the needs of users. The researchers also recommend that theological institution libraries in Edo land should enlarge the reprographic service they render for commercial purposes so that they can meet the need of more people in the community where the library is situated.

**Keywords:** Library, Reprographic service, Evaluation, Theological Institutional library, Edo land, etc

Copyright © 2021 The Author(s); This is an open-access article distributed under the terms of the Creative Commons Attribution 4.0 International License (CC BY-NC 4.0).

## INTRODUCTION

In present technological era Information and its transfer are source of the wellbeing of humanity and played a major role in decision making. It is also kind of economic sources which could increase the investment that leads to boosted productivity. Access to information increases knowledge in the society. The role information plays in the development of individuals, organizations, institutions, and society at large cannot be quantified. Experts over time have effectively placed information to be a vital commodity for national development, (Edogiawerie, 2020). Pastors in training generally rely on seminaries, theological colleges for their development and their sustainability. This is because theological seminaries were recognized as prime institution for the spiritual, educational and moral development of society by improvement and diffusion of idea and knowledge. Theological seminaries and colleges are important for decision making in academics and management organization.(Yusuf & Onasanya, 2004; & Agabi & Uche, 2006). Central purposes of the theological studies are training, research, teaching, and community service. Jega (2007) sees theological institution system as “an institutions for knowledge spiritual, moral, cultural educational and social generation and transfer to the

society. It is central to development, contributing ideas, skills, technology, and expertise in many spheres of human endeavour.” As such, the functions of the theological education in Nigeria include: “preaching, teaching, research, production of texts, certification, storage and retrieval of knowledge, counseling, community service and enlightenment service.

Library in theological institution is an integral part of the seminary. Existence of library was to provide the information needed by the academic and other community. Theological institution library is a depository of knowledge and wisdom of renowned scholars of the ages. Its services are designed according to the institutional curricular and instructional programme of the host institute and promote research through its activities and fulfilling and carrying its objectives (Ebijuwa, 2005).

In general, aim of the seminary library is to support spiritual and educational training of pastors who in turn will serve the community. To achieve this goal resorces of all kinds should be in place justify the spiritual training, academic needs of the users (Gbaje & Ukachi, 2011). This procedure is maintained by the facilities of available information resources in both the formats (print and electronic) which could be easily

found by users for mitigating their queries. Diverse services were also provided by the seminary library including indexing and abstracting services, cataloguing services, bibliographical services, reference services, inter library loan services, user education services, selective dissemination services, circulation services, reprographic services, etc.

Librarian functions should be imperative so that it meets the user needs and expectation. But it is disheartening to note that, most of the libraries in theological seminaries and colleges in Nigeria are short in need of information resources and facilities for the library to continue to provide quality services to users. The acute shortage of textbooks, equipment's and other materials which theological education libraries in Nigeria is a serious concern for many which increasing day by day in alarming rate. This situation has to be addressed in an urgent basis to serve and satisfy the needs of their clients.

The term reprographic was first used in Cologne, Germany in 1963 as office printing (Ashikuzzaman, 2018). Reprographic services are one of the fundamental activities of libraries. Agada *et al.* (2020) see it as services that are rendered in the reprographic units of libraries. It was defined as the duplicating the graphics through electrical means such as photocopy or printing. It was also defined by the Sacket (2002) as the art of duplicating or reproducing same copy in various numbers of documents either by photocopy or other means. Now a days Reprography is used photo duplicating, photocopying, duplicating, printing, document reproduction or documentary reproduction, (Anyawu, 2008).

Objectives of reprographic entities in theological institutions' libraries such as reducing of the cost of printing, Xerox and other related services provided for library users in the periphery of academic institution, large scale exchange of information among and between libraries their patrons, reproduction and prevention of documents and library resources. However it has been observed the level of reprographic service in theological institution libraries has reduced drastically. Factors such as funding, lack of maintenance, the problem of constant power supply has affected libraries in providing reprographic services to users. Basse & Iyisho (2007) in their study mentioned that quantitative and qualitative reprographic facilities which were available on commercial basis in theological education libraries didn't meet the expectations and demands of the users which was not encouraging. Funding and lack of spare parts are the major contributor to this problems (Igbeger, 2009). Funding plays a very important role in the discharging of reprographic services; this is because when a library is underfunded, every activity is on standstill which can pose a serious problem, as the library needs money to run efficiently and effectively. However, other scholars

like Akadaku, 2019; Fademi, 2017; & Idagho, 2020 noted that even though theological education libraries in Edo Land are facing some problems, they still render reprographic services to user. Thus, this study tends to look at the evaluation of reprography service in theological institutional libraries in Edo Land.

### Statement of Problem

User of libraries found it difficult to efficiently collect the information which were already as resources. It is need of the hour to make available services and resources that will helpful for mitigate expectations and needs of the users. If all the resources are available in the library making it accessible and indicate that the users' needs might be fulfil. Availability of reprographic services make it possible for large scale exchange of information among and between libraries their patrons, reproduction and prevention of documents and library resources. However, lacking of ineffectiveness of reprographic service is results in poor dispersal of information between library and its users. This study is geared towards appraising the reprographic services in theological institutional libraries in Edo land with the view to recommend appropriate measures for its improvement based on findings from the study.

### Objectives of the Study

The objectives of this study are to evaluate the state of reprographic services in libraries in theological institutions in Edo Land. The specific objectives are to:

- To find out the state of reprographic services in theological institutional libraries in Edo Land;
- Determine the effectiveness of reprographic services in theological institutional libraries in Edo Land;
- Ascertain the extent to which students use reprographic services in theological institutional libraries in Edo Land;
- Find out the probable problems related to reprographic services in theological institutional libraries in Edo Land;
- Probable problems for the mitigating the problems related to reprographic services in theological institutional libraries in Edo Land.

### Research Question

Based on the above mentioned objectives of this study, the following research questions were formulated to guide this study.

- What is the state of reprographic services in theological institutional libraries in Edo Land?
- How effective of reprographic services render by in theological institutional libraries in Edo Land?
- To what extent do users make use of reprographic services by in theological institutional libraries in Edo Land?

- What are the problems related to reprographic services in theological institutional libraries in Edo Land?
- What are the strategies in solving the problems related to reprographic services in theological institutional libraries in Edo Land?

## METHODOLOGY

Descriptive survey design was adopted for the study. The population of the study was total number of librarians, and registered library users in Theological Institution libraries in Edo Land. A total number of 1,512 librarians and library users were used for the study. A sample size of 200 users representing 5% of

Engagement of Reprographic Service	Frequency	Percentage
Yes	184	92
No	16	8
Total	200	100

The analysis of the above table shows that, most theological institution libraries carry out reprographic services with 184 (92%) of the respondents saying yes as against 16 (8%) of the respondents said no.

the population was drawn using accidental sampling technique. The scope of the study was private and public universities libraries in Delta State. The instrument for data collection was questionnaire, and observable check list. The researchers administered them on the respondents in the various institutions directly and through Google questionnaire form. Data collected were analyzed using simple percentage method.

## DATA ANALYSIS

### Research Question 1

What is the state of reprographic services in theological institutional libraries in Edo Land?

### Research Question 2

How effective is reprographic services' in theological institutional libraries in Edo Land?

Question 2, were used to analyzed using observable check lists with the use of frequencies and percentages rate. Result is as shown in table 2.

S/N	Types of Reprographic Service	Available Frequency	Not Available Frequency	Percentage	Decision
1	Photocopying Services	√		75	Effective
2	Printing Services		√	15	Not Effective
3	Binding Services	√		75	Effective
4	Laminating Services	√		15	Not Effective
5.	Computer Services		√	10	Not Effective
6.	Microfilming Service		√	10	Not Effective
7	Scanning Service		√	15	Not Effective
8	Camera Service		√	5	Not Effective
9	Projector & Screen		√	5	Not Effective

The table above shows the type of reprographic services and the level effectiveness in most in theological institutional libraries in Edo Land. From the analysis, it was deduced that photocopying services is effective with 75% of the respondent saying that most in theological institution libraries rendered photocopy services to users. The level of printing service is not effective in theological institution libraries with only 15% of the libraries rendered its services. The analysis shows that binding services is theological institution libraries is effective with 75% of the respondents stated that the most theological institutional libraries engage in binding services. The analysis shows that laminating service is not effective in theological institution libraries, with 15% of the theological institution libraries in Edo land. The analysis shows that most theological institutional

libraries in Edo land do not carry out computer appreciation services with 90% of the respondents attesting by saying it is not available or not effective. The analysis shows that theological institution libraries don't carry out microfilming services, indicating 10% of the theological institution libraries carry out these services. The analysis in the table shows that most universities libraries don't carry out scanning services, with only 10% of the universities libraries carry out this services. While camera, projector and screen service is not available in most theological institution libraries in Edo Land.

### Research Questions 3

To what extent do users make use of reprographic services in theological institutional libraries in Edo Land?

<b>Making use of Reprographic services</b>	<b>Frequency</b>	<b>Percentage</b>
Frequently	87	43.5
Not Frequently	113	56.5
Total	200	100

The above table shows that the library’s users do not make use of reprographic services frequently with 113 (56.5%) of the respondent attesting to it as against 87 (43.5%) of respondents that said users

frequently make of reprographic services in theological institution libraries.

**Research Question 4**

What are the problems related to reprographic services theological institutional libraries in Edo Land?

<b>Problems Associated with Reprographic Services</b>	<b>Frequency</b>	<b>Percentage</b>
Fading of Photocopied documents	10	5
Inability to print coloured documents	19	9.5
Lacking of power supply	33	16.5
Expensive nature of machines	11	5.5
Frequent breaking down of machines	27	13.5
Non availability of indigenous repairers	7	3.5
Restrictions on importation of machines	7	3.5
Difficulties in getting spare parts	9	4.5
Lack of maintenance culture	21	10.5
Copy write violations	10	5
Wear and tear of original documents	13	6.5
Lack of fund	33	16.5
Total	200	100

The table above depicts the various challenges that affect reprographic services in theological institution libraries in Edo Land, with lack of fund having frequency of 33 (16.5%), while non-availability of indigenous repairers and restrictions on importation

of machines occupies the lowest in the frequency with 3.5%.

**Research Question 5**

What are the strategies in solving the problems associated with reprographic services in theological institutional libraries in Edo Land?

<b>Strategies in Solving the Problems Associated with Reprographic Services</b>	<b>Frequency</b>	<b>Percentage</b>
Inter Library Cooperation	13	6.5
Purchase of Locally Made Machines	200	100
Training of Handlers	5	2.5
Regular Checking of Machines	6	3
Relaxed Conditions for Importation Reprographic Machines	3	1.5
Copy Write Laws Should Favours Reprographic Services	3	1.5
Provision of Alternative Source of Power	58	29
Employment of Qualified Personnel	33	16.5
Copy Write Violations	6	3
Wear And Tear of Original Documents	5	2.5
Improved Funding of Reprographic Section of Libraries	58	29
Total	200	100

The table above showed the various strategies that theological institution libraries in Edo Land can improved the state of reprographic services with provision of alternative source of power and improved funding of reprographic section of libraries have the highest frequency of 58 (29%) respectively. While relaxed conditions for importation reprographic machines, and Copy write laws should favours

reprographic services occupies the least with a frequency of 3 (1.5%) respectively.

**DISCUSSION AND FINDINGS**

The findings from research question 1 showed that reprographic services are been carried out in most theological institutional libraries in Edo Land. These services include photocopying services, binding, and

laminating and computer services among others. This result was in line with findings from Olubusuyi (2005) who reported that university librarian photocopied on an average of over 7000 materials annually. He mentioned that textbooks comprised 53 percent of duplicated and copied materials and remaining were comprised with newspapers, magazines and encyclopedias. Similarly, Aghauche *et al.* (2017) further asserted that, reprographic services available in Festus Aghagbo Nwako Library. They listed some reprographic services that are available in the most university libraries include photocopying services, binding, laminating and computer services among others.

Collaborating on this, Anyaoku (2008) reported that reprographic services available most theological institutional libraries involved exchange of knowledge on a large scale basis and reproducing and duplicating books, documents, catalogue and other related item which is required for academic purpose.. Likewise, Eze (2004) who reported that, university libraries carry out reprographic services because is a fast and cheap means of recycling information and has become a major activity in modern library.

Research question 2 showed that most reprographic services render by theological institutional libraries in Edo Land is not effective. These discoveries was based on the analysis in table 2, which shows that, services like laminating service, computer appreciation services, microfilming services, scanning services, camera, projector and screen service is not effective as a result of the fact that, these services are not available in most theological institutional libraries. This result was similar to the findings of the research carry out by Udochukwu (2019) who observed that out of thirteen reprographic services, four services/devices were frequently used while the remaining nine were used in occasional basis. Most frequently used services were personal computers and desktop, printers and photocopying machines, binding, and punching services. While other machines were not effective because it is rarely available.

Also, findings Agada *et al.* (2020) revealed that reprographic services such as labeling services, digital cameras services, scanners services, paper services punching services, projectors and screens services are not effective because these services was not seen to be usable in libraries in Kogi state.

Research Question 3 showed that, library's users do not make use of reprographic services frequently with 113 (56.5%) of the respondent attesting to it as against 87 (43.5%) of respondents that said users frequently make of reprographic services in libraries. This results was in line with the results reported by Basse & Iyisho (2007) in their study, study mentioned that quantitative and qualitative reprographic facilities

which were available on commercial basis in theological education libraries didn't meet the expectations and demands of the users which was not encouraging. Similarly, Udochukwu (2019) add that, attitude of users in Enugu State University of Science and Technology is line with the findings of this research. Udochukwu (2019) revealed that, most users in Enugu State University of Science and Technology libraries they were dissatisfied with the existing services in the library that is why most student do not used this services.

Research Questions 4 showed that, there are various challenges that affect reprographic services in theological institutional libraries in Edo Land. The study highlighted these challenges to include lack of fund, wear and tear of original documents, copy write violations, lack of maintenance culture, difficulties in getting spare parts, restrictions on importation of machines, non-availability of indigenous repairers, frequent breaking down of machines, Expensive nature of machines, Lack of power supply, Inability to print coloured documents, Fading of Photocopied documents, and Problems associated with reprographic services. This result was similar with the findings from Udochukwu (2019) who pointed lacking of available fund, poor quality machines, copy right items, unavailability of electricity and unskilled manpower were the major attributers hampering the the effectiveness of these services in the university libraries. Similarly, Igbeger (2009) observed that some problems associated with reprographic services to include "lack of spare parts and funding. Funding plays a very important role in the discharging of reprographic services; this is because when a library is underfunded, every activity is on standstill which can pose a serious problem, as the library needs money to run efficiently and effectively." In addition, Rimiru (2017) and Reddy (2017) also highlighted the challenges associated with reprographic services. According to them, these challenges are:

The wrong use of photocopying machine, copies of reproduced documents may fade with time, cost of photocopying documents may be much if large number of copies are involved, expensive nature of the reprographic machines, the machine can break down any minute, non availability of indigenous technical know-how required for keeping machines in working order, restrictions on importation by some countries and difficulties in importing spare parts and consumables inability for libraries to maintain the equipments.

Research Question 5 showed that, there are strategies that theological institutional libraries can used to improve the state of reprographic services with provision of alternative source of power and improved funding of reprographic section of libraries have the highest frequency. Findings from this study is similar to

the study consulted by Agada *et al.* (2020) who stated that, “.....interlibrary cooperation, training of handlers of reprographic machines, regular checking of reprographic machines, relaxed condition for importation of reprographic machines, employment of qualified personnel and improved funding of reprographic units of the libraries...” are the strategies which could increase reprographic services in the institutions. Furthermore, Udochukwu (2019) in her study reported some other strategies to solve the existing challenges of reprographic services for developing the usefulness of materials. Most rated recommendation were

Effective and efficient library management, adequate power supply should be made available for the smooth running of the machines, provision of more machines to avoid over laboring the few available machines, creating awareness services of the available reprographic services by the library management, adequate funding of the library, training and retraining of staff by the library through seminars, workshops and conferences, government should provide policy on reprographic services, maintenance of facilities by reprographic operators through constant servicing, (Udochukwu, 2019)

## CONCLUSION

Reprographic services are important and basic facilities to all libraries and its users. This will reduce the damaging frequency of library resources, prevention of stealing library materials and helpful for users to access large information in the library. This study focuses on the state of reprographic service in theological institution libraries in Edo Land. The scope was limited to theological institution libraries in Edo Land. Based on the findings from the study, the researcher concludes that reprographic services is been carry out in most theological institution libraries in Edo Land, but not all the service that is rendered in reprographic section is available and effective. Library’s users do not make use of reprographic services in theological institution libraries in Edo Land because it is not available or effective. There are various challenges that affect reprographic services in theological institutional libraries in Edo Land, with lack of fund been seen as the most common challenge of reprographic service in theological institution libraries in Edo Land. There are strategies that theological institutional libraries in Edo Land can used to improve the state of reprographic services with provision of alternative source of power and improved funding of reprographic as most strategies to curb the challenges encountered by libraries as regard reprographic services.

### Recommendations

Based on the findings and conclusions of the study, the researcher recommends the following;

- The researchers recommend that theological institutional libraries in Edo Land should continue to carry out reprographic services in order to continue to satisfy the needs of users. The researchers also recommend that theological institution libraries in Edo Land should enlarge the reprographic service they render for commercial purposes, so that they can meet the need of more people in the community where the library is situated.
- The researchers recommend that libraries should ensure that all machines that are needed to carryout reprographic services are available. The researchers also recommend that, libraries should have adequate number of staff to man the reprographic section. The researchers recommend that, theological institutional libraries in Edo Land should contract the reprographic services to private individual and organization, and set out a committee to evaluate the services rendered in order to bring about effectiveness.
- The researchers recommend that theological institutional libraries in Edo Land should carry out user awareness services so that users will be aware of the various services that is been rendered in the reprographic section. The researchers also recommend that, the management of the theological institutional libraries should organize the reprographic section properly so that they can render quality services, and users will be satisfy whenever they visit the section. The head of institutions and library managers are advised to expedite actions towards the effective performance of the machines used for reprographic service.
- The researchers recommend that there should be adequate funding of the reprographic section of the library. The researchers recommend that the theological institution management should provide alternative source of power to libraries.
- The researchers recommend that theological institution management should send their staff working in the reprographic section of the library to seminars, workshop, refresher courses, and conferences to learn new ways to rendering reprographic services to users.

## REFERENCES

1. Agabi, O. G., & Uche, C. M. (2006). ICT adoption and information quality in effective university management. *Nigerian Journal of Educational Administration and Planning*, 6(2) 148-160.
2. Agada, A. S., Oche, N. A., & Okpanachi, A. A. (2020). Reprographic Services in State Owned Tertiary Institution Libraries in Kogi State of Nigeria: An Appraisal of Availability and Effectiveness. *International Journal of Library Science*, 9(3), 51-56.
3. Anyaoku, E. N. (2008). Application of ICT to health information service: The experience of the

- Medical library of Nnamdi Azikiwe University, Nnewi. *Library and Information Science Digest*, 2(1), 28-36.
4. Aghauche, E. E., Umeji, C. E., & Ezekwe, O. J. (2017). Accessibility of Library Materials through Reprographic Services in Festus Aghagbo Nwako Library, Nnamdi Azikiwe University, Awka. *Library Research Journal*, 2(1), 84-95.
  5. Ajay, (2012). *Reprographic Equipment for Office Reprography*. Retrieved from: <https://content.wisetep.com>.
  6. Ajayi, N. A., & Adetayo, J. O. (2005). Utilization of Library Books to Enhance Academic Excellence in Nigeria Tertiary Institution: A Case Study of Hezekiah Oluwasanmi Library, OAU, Ile-ife. *Journal of Social Sciences*, 10(2), 119-122.
  7. Amodeo, A. J. (1983). Photocopying Without (much) Damage. *College & Research Libraries News*, 44(10), 365-371.
  8. Anyawu, E. U. (2008). *Fundamentals of Library and Information Science*. Owerri: Springfield
  9. Ashikuzzaman, M. D. (2018). *Reprographic services*. LIS BD Network. Retrieved from: [www.lisbdnet.com](http://www.lisbdnet.com).
  10. Bassey, B. A., & Iyishu, V. A. (2007) Reprographic Services in University libraries in cross river state. *State of the art: Heartland journal of library and information science*, 1(2) 25-37.
  11. Ebijuwa, A. A. (2005). Information and Communication Technology in university libraries: The Nigeria experience. *Journal of Library and Information Science*, 7(1&2): 23-30.
  12. Edogiawerie, S. (2020). Provision of Information Services to Citizens of Edo Land in the Era of Covid-19 Pandemic: The Role of Libraries. *Indiana Journal of Humanities and Social Sciences*, 1(1), 15-25.
  13. Eze, L. (2004). *Reprography as a Preservative Service in Libraries*. Kano: Gukhi Press.
  14. Gbaje, E. S., & Ukachi, N. B. (2011). *An Assessment of Technological Competences of the Academic Librarians in Nigeria*. A paper presented at the 49th NLA National Conference and Annual General Meeting held in Awka.
  15. Philips, S. U. (1986). Reported speech as evidence in an American trial. *Languages and linguistics: The interdependence of theory, data and application*, 154-170.
  16. Igbeger, A. O. (2009). Serial availability, Accessibility, and Use: Perception of in-training Information Professionals in Nigerian University. *The Nigerian Link*, 11(2), 66-71.
  17. Jega, F. M. (2007). Contracting out to improve maternal health: evaluating the quality of care under the Chiranjeevi Yojana in Gujarat, India. *International Health Group: University of Liverpool*.
  18. Saha, K. (1979). Reprographic services at the Indian institute of technology, Delhi, library. *Annals of Library and Information Studies*, 26(1-4), 120-125.
  19. Olubusuyi, K. (2005). Access to information: Myths and reality. *Nigerian Librarians*, 38(1), 48-49.
  20. Popoola, S. O. (2008). The use of information sources and services and its effect on the research output of social scientists in Nigerian universities. *Library Philosophy and Practice*, 183(4), 1-10.
  21. Reddy, C. (2017). *Office machines- Top 12 Advantages and Disadvantages*. Retrieved from: <https://content.wisestep.com>. Retrieved on 14/4/2019.
  22. Rimiru, J. (2017). *What are the Advantages and Disadvantages of Photocopying?* Retrieved from: [www.kenyaplex.com](http://www.kenyaplex.com). January 16, 2021.
  23. Rotundo, M., & Sackett, P. R. (2002). The relative importance of task, citizenship, and counterproductive performance to global ratings of job performance: A policy-capturing approach. *Journal of applied psychology*, 87(1), 66.
  24. Sambo, A. S., Aghojare, B., & Ahutu, A. O. (2016). Students' Perception and Utilization of Reprographic Section in Federal University of Petroleum Resources, Library, Effurun. *American Journal of Social Sciences and Humanities*, 1(1), 57-66.
  25. Singh, S.N., & Garg, B. S. (2002). Impact of Information Technology (Reprographic) on Biomedical Information Centre and libraries (ILCS) India: A Critical Evaluation. *Annals library studies*, 49(3), 113-118.
  26. Yusuf, M. O., & Onasanya, S. A. (2004). Information and Communication Technology ICT and Technology in Tertiary Institution In: Ogunsakin EA. *Teaching in Tertiary Institutions Ilorin*.
  27. Udochukwu, D. (2019). Reprographic Services: Availability and Effective Accessibility of University Library Materials by Students in Enugu State University of Science and Technology. *Library Philosophy and Practice (e-journal)*, 2671.

## APPENDIX

### Questionnaire

#### Section A

1. Name of the Institutional Library
2. Do you engage in reprographic services in your library Yes ( ) No ( )
3. Types of reprographic services in your library Available ( ) Not Available ( )
  - a. Photocopying Services
  - b. Printing Services
  - c. Binding Services
  - d. Laminating Services
  - e. Computer Services
  - f. Microfilming Service
  - g. Typing Services
  - h. Scanning Service
4. How Effectiveness is The Reprographic Services Render by Libraries In Nigeria? Very Effective ( ) Effective ( ) Non Effective ( )
  - a. Photocopying Services
  - b. Printing Services
  - c. Binding Services
  - d. Laminating Services
  - e. Computer Services
  - f. Microfilming Service
  - g. Typing Services
  - h. Scanning Service
5. What types of Reprographic Equipment/Facilities do you have in your library? Available ( ) Not Available ( )
  - a. Machines used for printing
  - b. Duplicating machines
  - c. Photocopy machines
  - d. Binding machines
  - e. Laminating machines
  - f. Labelling machines
  - g. Computer hardwares
  - h. Computer Accessories
  - i. Digital cameras
  - j. Paper Products
  - k. Scanners
  - l. Paper punches
  - m. Projectors and display screens
  - n. Power generating set
6. To what extent do users make use of reprographic services in your library? Frequently ( ) not Frequently ( )
  - a. Photocopying Services
  - b. Printing Services
  - c. Binding Services
  - d. Laminating Services
  - e. Computer Services
  - f. Microfilming Service
  - g. Typing Services
  - h. Scanning Service
7. What are the problems associated with reprographic services in your library? Agreed ( ) Not Agreed ( )
  - a. Fading of Photocopied documentsI
  - b. nability to print coloured documents
  - c. Lack of power supply
  - d. Expensive nature of machines
  - e. Frequent breaking down of machines
  - f. Non availability of indigenou repairers
  - g. Restrictions on importation of machines
  - h. Difficulties in getting spare parts
  - i. Lack of maintenance culture
  - j. Copy write violations
  - k. Wear and tear of original documents

1. Lack of fund
8. What are the strategies in solving the problems associated with reprographic services in libraries in Nigeria? Agreed  
( ) Not Agreed ( )
  - a. Inter library cooperation
  - b. Purchase of locally made machines
  - c. Training of handler
  - d. Regular checking of machines
  - e. Relaxed conditions for importation reprographic machines
  - f. Copy write laws should favours reprographic services
  - g. Provision of alternative source of power
  - h. Employment of qualified personnel
  - i. Improved funding of reprographic section of libraries.