

Management of Personal Information by Library and Information Science Students for Effective Information Retrieval in Universities in Rivers State, Nigeria

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Abstract

The study examined the management of personal information by Library and Information Science students for effective information retrieval in two universities in Rivers State. Six research questions guided the study and descriptive survey research design was adopted for the study. The sample size for the study is 321 students of Department of Library and Information Science in the two selected universities in Rivers State. The instrument used for data collection is questionnaire. The data collected was organised, analysed and the results were presented in frequency, percentage and mean distribution tables. The findings revealed that, the types of personal information managed by the students are: information for assignment, information for research, information for term paper/seminar, lecture materials, entertainment information, religious information, and political information. The major methods of organising personal records/information are: subject by subject, labeling of the files, shelving the print information on my rack, creating individual folder for each information type, and creating directory for related folders. The major methods of preservation of personal information are dusting and cleaning of print information, digitalising of personal information, uploading of the files in online and cloud storage platform, binding related personal information together, covering the files with leather cover, and shelving the print personal information. The major challenges to the management of personal information are: inadequate skills, lack of awareness, lack of technology, erratic power supply, low Internet connectivity, lack of Internet access at home, and information overload. The study recommended among other things that students should endeavor to acquire adequate skills for managing their personal information, especially with emerging technologies.

Keywords: *Management, Personal Information, Library and Information Science, information retrieval, Students*

Introduction

A university is an institution where formal education is acquired; it is “an institution of higher learning which provides facilities for teaching and research and authorised to grant academic degrees; specifically, a university is an institution of higher education, usually comprising a liberal arts and science colleges, graduates and professional schools that confer degrees in various fields. Universities revolve around three basic activities- teaching, learning and research (Collins, 2016). It as “an institution of higher learning that awards degree in special fields and where research is performed. A university is one made up of an undergraduate division which confers bachelor's degrees and post graduate division which comprises a graduate school and professional schools each which may confer master's degrees and doctorates

(Merriam, 2016). Universities are made up of different departments which include Library and Information Science.

Library and information science is an interdisciplinary field of study that applies the practice, perspectives and tools of management; information technology; education and other areas of libraries; the collection, organization, preservation, and dissemination of information resources; and the political economy of information. Ochogwu (2010) viewed s library and information science as a discipline geared towards training professionals who will appreciate information generation, collection, processing, storage and dissemination. Ali (2009) stated that historically, library and information science had also included archival studies. Aina cited Onah (2017) opined s that library and information science is a large and active profession covering such related and important fields as journalism, broadcasting, librarianship, achieves, records management, printing, publishing, book trade, museum and information and communication technology (ICTs).

Library and information science profession is a service profession which places at the centre of its business the provision of relevant information services to its numerous customers. The aim of the library and information profession is to satisfy as many customers as possible by ensuring that information resources and services are utilised. In the view of Umar (2013), library and information science is a service profession which places her users at the centre of it service. The author argued that the aim of library and information profession is to satisfy as many customers (patrons) as possible by ensuring that information resources and services are utilised. Ochogwu (2010) enumerated the objectives of library and information science education programmes to include; to training information professionals who will appreciate the information challenges of the society; to train information professionals with skills those who will be able to develop appropriate strategies in response to the information needs of the society.

In the course of training, undergraduate students of library and information science acquire information in diverse formats information resources which require to be organised so as to aid effective retrieval when needed to perform either personal or academic tasks. The act of organizing information for effective information retrieval when needed forms part of what is referred to as management of personal information or better still Personal Information Management (PIM). Management of personal information and P personal information management are used interchangeably to mean both the practice and the study of the activities people perform to acquire, organize, maintain, retrieve, use, and control the distribution of information items such as documents (paper-based and digital), W web pages, and email messages for everyday use to complete tasks (work-related or not) and to fulfill a person's various roles (as parent, employee, friend, member of community, etc.). According to Al-Nasar, Mohd and Ali (2011), P personal I information M management (PIM) involves methods and procedures to store, manage, retrieve and show information such as files, emails, bookmarks and multimedia data. Chang, Morales-Arroyo, Chum, Lim, and Yuen (2010) defined P personal information management system as tools that can be

found in software applications or devices that assist users to organize, store, and retrieve information pertinent to their personal and professional lives. People used to organize their data in distinct ways. Zacks, Tversky, and Iyer (2001). showed in their study how people tend to break down events into smaller pieces to organize and reuse the information. Also relevant is how people may organize information by temporal cues. At this time, users' cognitive and behaviours are one of the hot topics in PIM, and previous researches has shown the importance of users' behaviour and cognition in order to obtain a desired personal records in the required time.

Management of personal information becomes imperative because of the explosion of information in both electronic and paper format, hence, the need to organize, store and preserve information for effective and easy retrieval when needed for personal or academic tasks like assignments, test, examination, term paper, etc by undergraduate students who might be overpowered by the present information overload. Supporting the above assertion, Gahnström (2018) opined s that, making academic today do often not have the problem of yesterday, lack of information. Instead they have an abundance of information flowing through their organizations and computers but the tools for managing this data are not good enough, much precious academic productive time are spent organizing and locating data with inferior tools. The statement above clearly illustrates how lack of proper management of information can cause waste of time to retrieve information previously acquired and stored on one's computer, smart phone, tablets, or even cloud computing services.

Information retrieval is concerned with retrieving documents that are likely to be relevant to a user's information need as expressed by his request. Fordjour, Badu, and Adjei, (2010) defined s information retrieval as the processes involved in representation, storage, searching, finding, and presentation of potential information desired by a human user. Rijsbergen (2017) argued s that information retrieval has to do with the retrieval of documents likely to be relevant to a particular request from a searcher with an information need. Keenan and Johnston (2014) stated that information retrieval is the "process of searching (emphasis I on the original) a collection of items in order to identify those documents (emphasis in the original) that deal with a particular subject." From these definitions it seems that information retrieval excludes non-relevant documents. However, information retrieval encompasses finding relevant as well as non-relevant records of documents or actual documents. In the context of this study, Personal Information Management (PIM) is the storage, organization, and retrieval of information by an undergraduate student for his/her own use for personal or academic tasks.

Personal Information Management is a fundamental aspect of computer-based activity in which, undergraduate students manage personal information (e.g. files, email, contacts, bookmarks, reminders) every day to support their work and leisure needs. The need for management of personal information is necessitated by the presence of information overload which will make retrieval of personal information difficult if not properly managed. In other words, abundance of I information is a source of learning. But unless it is organized, processed, and available to the right people in a format for

decision making, it is a burden, not a benefit, thus, the need to investigate the technique of managing personal records/information for effective information retrieval by undergraduate students who are most often confused on which information to use in performing a particular task due to information overload.

When personal information is managed effectively by process of organizing and labeling, it will aid easy retrieval of information by an individual when needed. However, lack of effective management of personal records/information will result to loss of personal records/information or inability to retrieve such information when needed to perform a task. Having made the effort to search and find information from the multiple of database online, it is imperative to properly organize the information so as to retrieve it again with as little effort as possible. Personal observation shows that many undergraduate students always complain of losing their files or even forgetting the name they used to save a file or folder on their personal computer or their mobile phones. The frequent loss of files or folder on computer or mobile phone is the consequences of lack of proper management of personal records/information. Though undergraduates engage in searching, finding, organizing and retrieval of personal information on daily basis, little attention has been given to investigating the ways undergraduate students organize and retrieve their personal records/ information which constitute personal information management or management of personal records/information. This is the knowledge gap that the present study seeks to fill, by examining the management of personal records by students of Library and Information Science for effective information retrieval in two universities in Rivers State, where similar study has not been conducted to the best knowledge of the researcher.

Objectives of the Study

The objectives of the study are to:

1. identify the types of personal information managed by students of library and information science students in selected in two universities in Rivers State, Nigeria.
2. ascertain the method of organizing personal information by students of library and information science students in two universities in River State, Nigeria.
3. examine methods of preservation of personal information by students of library and information science in two universities in Rivers State, Nigeria.
4. examine the extent to which the management of personal information facilitates effective information retrieval by students of library and information science in two universities in Rivers State, Nigeria.
5. identify the factors affecting the management of personal information by students of library and information science for effective information retrieval in two universities in River State, Nigeria.
6. proffer techniques to enhance the management of personal information by students of library and information science for effective information retrieval in two universities in River State, Nigeria.
- 7.

Literature Review

Personal records/information management (PIM) are the activities people perform in order to acquire, organize, maintain, retrieve, and use personal information items such as documents (paper-based and digital), web pages, and email messages for everyday use to complete tasks (work-related or not) and fulfill a person's various roles as parent, employee, friend, member of community, etc. (Jones, 2008). Practically, PIM is concerned with how people organize and maintain personal information collections, and methods that can help people in doing so. People may manage information in a variety of settings, for a variety of reasons, and with a variety of types of information. PIM considers not only the methods used to store and organize information, but also is concerned with how people retrieve information from their collections for re-use. One ideal of PIM is that people should always have the right information in the right place, in the right form, and of sufficient completeness and quality to meet their current need. Indiscriminate acquisition of information and its mismanagement can also create information overload. As a result, it is now becoming crucial for all individuals in society, whether employed or unemployed, even for housewives, senior citizens and children, to properly manage their personal records/information. Personal Information Management includes activities such as storage, organization, and retrieval of information by an individual for his/her own use. However, A more comprehensive definition of PIM is provided by Jones (2007) and it states: Personal Information Management (PIM) refers to both the practice and the study of the activities a person performs in order to acquire or create, store, organize, maintain, retrieve, use and distribute the information needed to meet life's many goals (everyday and long-term, work-related and not) and to fulfill life's many roles and responsibilities (as parent, spouse, friend, employee, member of community, etc.). PIM places special emphasis on the organization and maintenance of personal information collections in which information items, such as paper documents, electronic documents, email messages, web references, handwritten notes, etc., are stored for later use and repeated re-use. Jones divides personal information management into seven interrelated activities which are finding, keeping, organizing, maintaining, managing information flow, measuring and evaluating, and making sense.

In order to facilitate personal information management activities, a wide range of tools and systems have been developed. For example, personal digital assistants (PDAs) usually provide many PIM features such as organizer, calendar, to-do list, tasks management, notes, etc. A previous study identified 27 artifacts used by mobile workers to manage their information (Smart, 2015). The 10 most commonly used artifacts were diary, mobile phone, loose paper, work file, filofax, Dictaphone, electronic PIM, address book, notepad, and laptop. Since then some of these tools have been replaced with new and more powerful tools (Majid, San, Tun, and Zar, 2010). The popularity and improvement in features provided by various Internet services are leading us to a situation where personal information items can be stored and managed online.

Majid, San, Tun, and Zar (2010) conducted a study on Using Internet Services for Personal Information Management among university undergraduates in Singapore. It

was found that 75% of the respondents were using Internet services for storing and managing some of their personal information items. The Internet services were mainly used by the students for storing email addresses and messages, personal text documents and photos. Only a small number of the students were using online storage for maintaining information about their appointments, telephone numbers, draft documents, audio and video recordings, and list of thing to be done. Over two-thirds of the respondents revealed that they only store non sensitive personal information due to their concerns related to privacy and security of personal information. The paper also suggests certain measures for the improvement of personal information management skills of students and the general public.

In another study carried out by Ameen (2016) on Personal Information Management Practices and Behaviours of Social Sciences' Students. The key findings revealed that most frequently used tools for relocating information once found are downloads on personal computers, self-created digital document (e.g. MSWord, Excel, Google Docs, etc.), URLs and hyperlinks. URLs are the most commonly used elements to save online information for future use. The revelation of their practices establishes that they need appropriate training regarding their personal information management.

Kearns, Frey, Tomer and & Alman (2014) conducted another empirical study on Personal Information Management Strategies for Online Faculty. The study reveals among other things that, "filter failure" rather than information overload is the key issue in personal information management. The study recommended that, if replying to a chain of e-mail messages, consider changing the subject line to reflect the new information you added to the ongoing dialogue. Create folders for each course you teach. Within each folder, create sub-folders for different semesters. Use file names that effectively describe the contents of the file to enable intuitive discovery. If you cannot remember where you filed something, use your computer operating system's Search function. Develop a structured bookmarking system, Subscribe to Really Simple Syndication (RSS) readers to keep current with relevant and timely information, Utilize a web-based reference management system like Zotero as a way to store and organize bibliographic references etc.

Creegan (2017) carried a study on the Personal Information Management practices of Librarians. The study found that librarians have broad skills in the realm of personal information management, with many techniques found to deal with common problems in PIM such as information fragmentation. However, librarians' strong personal skills and ability to organize their own information leads to their information regularly being difficult to find for other librarians, as many use their own idiosyncratic structures even within shared systems.

Otopahamddadzie (2013) carried out a study on personal information management practices of students and its implications for library services. The findings of the study showed that format, skills, size of the collections, memory, and habits accounted for diverse personal information management practices among students. Among the major drawbacks were inadequate skills, information fragmentation, inappropriate habits,

and imperfect memory. The study recommended that, the aspects when improved would enhance the effectiveness of students' personal information management practices tremendously. The study also recommended that through comprehensive information literacy programs offered by libraries; students-oriented personal information management researches; the formation of personal information management clubs spearheaded by librarians and supported by university administrators, benevolent organizations and individuals, the personal information management practices of students can be made better.

Research Methodology

The study adopted descriptive survey research design. Descriptive survey research design aims at collecting data on and describing it in a systematic manner, the characteristics, features or facts about a given population (Nworgu, 2015). The descriptive survey was considered appropriate because this study seeks to collect, describe and summarize empirical data on the management of personal information by students of Library and Information Science for effective information retrieval in two Universities in Rivers State. Undergraduate students of government owned universities in Rivers State, Nigeria made up the population of the study. Three hundred and twenty one 321 undergraduate students were sampled for the study using multistage sampling technique. Structured Questionnaire was constructed by the researchers and used for the study. The questionnaire consisted of two parts. The first part consists of the demographic information of the respondents, while the second part consists of the research questions that guided the study. In distributing the questionnaires, the researchers employed the services of research assistants drawn from the universities studied. Thus, one student each was trained to function as the research assistant. Data collected were analyzed using frequency count, percentage, mean and standard deviation. All computation of collected data was done with SPSS version 22. Real limit of number was adopted for taking decision.

Presentation and Interpretation of Results

These results deal with the presentation of data collected from the field and analysis. The presentation and analysis were based on the six research questions that guided the study. All the copies of questionnaires distributed to the respondents were filled completely and returned, thus found valid for the study, which is 100% response rate and considered valid for the study. Out of the 312 undergraduates studied, 88(22.2%) were male while . While 224(71.8%) a were female. Also out of 312 students studied; 68(21.8%) were are 100 level students, 85(27.2%) were are 200 level students. 96(30.8%) were are 300 level students while . While 72(23.1%) were are 400 level students.

Table 1: Mean Responses on the types of personal records/information managed by students of Library and Information Science in Universities in Rivers State, Nigeria

S/N	Types of personal records/information	SA	A	D	SD	Mean	St. D	Decision	Rank
1	Political information	312	9	0	0	3.97	0.17	SA	1st
2	Information for research	272	45	4	0	3.83	0.40	SA	2nd
3	Information for term paper/seminar	254	67	0	0	3.79	0.41	SA	3rd
4	Religious information	272	14	23	12	3.70	0.76	SA	4th
5	Information for assignment	199	116	6	0	3.60	0.53	SA	5th
6	Entertainment information	179	138	4	0	3.55	0.52	SA	6th
7	Lecture materials	189	88	28	16	3.40	0.85	A	7th

Table 1 above shows that the types of personal records/information managed by students of Library and Information Science in the selected universities university in Rivers State are Political information, with 3.97 mean score ranked 1st. Information for research, with 3.83 mean score ranked 2nd . Information for term paper/seminar, with 3.79 mean score ranked 3rd. Religious information, with 3.70 mean score ranked 4th. Information for assignment, with 3.60 mean score ranked 5th. Entertainment information, with 3.55 mean score ranked 6th. And Lecture materials, with 3.40 mean score ranked 7th.

Table 2: Mean Responses on the method of organizing personal records/information by students of Library and Information Science in Universities in Rivers State, Nigeria

S/N	method of organizing personal records/information	SA	A	D	SD	Mean	St. D	Decision	Rank
1	Subject by subject	308	13	0	0	3.96	0.20	SA	1st
3	Shelving the print information on my rack	268	45	8	0	3.81	0.45	SA	2nd
2	Labelling of the files	219	95	3	4	3.65	0.57	SA	3 rd
4	Creating individual folder for each information	141	136	44	0	3.30	0.70	A	4 th
5	Creating directory for related folders	128	161	24	8	3.27	0.71	A	5 th

Table 2 above shows that the major method of organizing personal records/information by students of Library and Information Science in universities in

Rivers State are Subject by subject, with 3.96 mean score ranked 1st. Shelving the print information on my rack, with 3.81 mean score ranked 2nd. Labelling of the files, with 3.65 mean score ranked 3rd. Creating individual folder for each information, with 3.30 mean score ranked 4th. And Creating directory for related folders, with 3.27 mean score ranked 5th.

Table 3: Mean Responses on the Methods of Preservation of Personal Records/Information by Students of Library and Information Science in Universities in Rivers State, Nigeria

S/N	Methods of preservation of personal records/information	SA	A	D	SD	Mean	St. D	Decision	Rank
1	Digitalization of my personal records/information	264	57	0	0	3.82	0.38	SA	1st
2	Binding related personal records/information together	252	54	15	0	3.74	0.54	SA	2nd
3	Shelving the print personal records/information	252	54	15	0	3.74	0.54	SA	2nd
4	Uploading the files online a cloud storage platform	179	119	21	2	3.48	0.65	A	4th
5	Dusting and cleaning of print information	176	115	28	2	3.45	0.68	A	5th
6	Covering the files with leather cover	112	137	56	16	3.07	0.85	A	6th

Table 3 above shows that the major methods of preservation of personal information by students of Library and Information Science in universities in River State are Digitalization of my personal records/information, with 3.82 mean score. Binding related personal records/information together, with 3.74 mean score; also Shelving the print personal records/information, with 3.74 mean score; Uploading the files online a cloud storage platform, with 3.48 mean score; Dusting and cleaning of print information, with 3.45 mean score; and Covering the files with leather cover, with 3.07 mean score.

Table 4: Mean Responses on the Extent to Which the Management of Personal Information Facilitates Effective Information Retrieval by Students of Library and Information Science in two universities in River State, Nigeria

S/ N	Items	SA	A	D	SD	Mean	St. D	Decision	Rank
1	Management of personal records/information reduce the time spent in information retrieval	280	35	6	0	3.85	0.40	SA	1st
2	Management of personal records/information facilitates efficient information retrieval	236	62	18	5	3.65	0.66	SA	2nd
3	Management of personal records/information reduces cases of missing information	210	92	19	0	3.60	0.60	SA	3rd
4	Management of personal records/information helps to retrieve the exact information needed	211	83	22	5	3.56	0.69	SA	4th
5	Management of personal records/information reduces frustration when retrieving information	190	112	14	5	3.52	0.66	SA	5th
6	Management of personal records/information facilitates easy information retrieval	140	131	41	9	3.25	0.78	A	6th
7	Management of personal records/information enhance information retrieval	115	142	53	11	3.12	0.80	A	7th

Table 4 above shows that the extent to which the management of personal records facilitates effective information retrieval by students of Library and Information Science in two universities in Rivers State are: Management of personal records/information reduce the time spent in information retrieval, with 3.85 mean score; Management of personal records/information facilitates efficient information retrieval, with 3.65 mean score; Management of personal records/information reduces

cases of missing information, with 3.60 mean score; Management of personal records/information helps to retrieve the exact information needed, with 3.56 mean score; Management of personal records/information reduces frustration when retrieving information, with 3.52 mean score; Management of personal records/information facilitates easy information retrieval, 3.25 mean score; Management of personal records/information enhance information retrieval, with 3.12 mean score.

Table 5: Mean Responses on the challenges to the management of personal information by students of Library and Information Science for Effective Information Retrieval in Universities in Rivers State

S/N	Factors affecting	SA	A	D	SD	Mean	St. D	Decision	Rank
1	Information overload	283	38	0	0	3.88	0.32	SA	1st
2	Low Internet connectivity	230	84	7	0	3.69	0.51	SA	2nd
3	Erratic power supply	213	94	2	12	3.58	0.69	SA	3rd
4	Lack of awareness among students	193	113	10	5	3.54	0.64	SA	4th
5	Inadequate skills	134	145	42	0	3.29	0.68	A	5th
6	Lack of technology	161	98	51	11	3.27	0.85	A	6th
7	Lack of internet access at home	161	98	51	11	3.27	0.85	A	6th

Table 5 above shows the major challenges to the management of personal records/information by Students of Library and Information Science for effective information retrieval in University in Rivers State are Information overload, with 3.88 mean score; Low internet connectivity, with 3.69 mean score; erratic power supply, with 3.58 mean score; Lack of awareness among students, with 3.54 mean score; Inadequate skills, with 3.29 mean score; Lack of technology, with 3.27 mean score; Lack of internet access at home, with 3.27 mean score.

Table 6: Mean Responses on the strategies to enhance the management of personal information by Students of Library and Information Science for Effective Information Retrieval in Universities in Rivers State, Nigeria

S/N	Strategies	VA	A	LA	N A	Mea n	St. D	Decision	Rank
1	Provision of emerging technology to students at low cost	283	38	0	0	3.88	0.32	VA	1st
2	Creating adequate awareness of managing personal records among students	278	25	18	0	3.81	0.52	VA	2nd
3	Provision of adequate skills to students through training	211	110	0	0	3.66	0.48	VA	3rd
4	constant power supply	211	110	0	0	3.66	0.48	VA	3rd
5	Adequate information management skills	211	110	0	0	3.66	0.48	VA	3rd
6	Provision of Internet access at home	199	96	26	0	3.54	0.64	VA	6th
7	high Internet connectivity	173	94	54	0	3.37	0.76	A	7th

Table 6 above shows the major strategies to enhance the management of personal records/information by Library and Information Science students for effective information retrieval in universities in Rivers State are provision of emerging technology to students at low cost, with 3.88 mean score; creating adequate awareness of managing personal records among students, with 3.81 mean score; provision of adequate skills to students through training, with 3.66 mean score; constant power supply, with 3.66 mean score; adequate information management skills, with 3.66 mean score; provision of Internet access at home, with 3.54 mean score; high Internet connectivity, with 3.37 mean score.

Discussion of Findings

The findings revealed that, the types of personal records/information managed by students of Library and Information Science in university in Rivers State are political information, information for research, information for term paper/seminar, religious information, information for assignment, entertainment information, and lecture materials. The finding is in accordance with that of Smart (2015) who stated that the personal information collections of students are paper documents, electronic documents, email messages, web references, handwritten notes, etc.,

The findings revealed that, the major method of organizing personal records/information by students of Library and Information Science in university in Rivers State are Subject by subject, the print information on my rack, Labelling of the files, Creating individual folder for each information, and Creating directory for related folders. The finding is in accordance with that of Majid, San, Tun, and Zar (2016) who stated that students organizes their information using varieties of methods that will aid in retrieval of the information resources when needed.

The findings revealed that, the major methods of preservation of personal records/information by students of Library and Information Science in university in Rivers State are digitalization of my personal records/information, binding related personal records/information together, also shelving the print personal records/information, uploading the files online a cloud storage platform, dusting and cleaning of print information, and covering the files with leather cover. The finding is in accordance with that of Ozioko (2011) whose earlier study revealed that, the existing practices of preservation includes clearing and dusting of library resource, Binding, Digitization, Photocopying, Lamination, Reformation, proper shelving of books to allow free flow of air, provision of enough security personnel to prevent theft and mutilation of library resources, and installation of air conditioner in the library.

The findings revealed that, the extent to which the management of personal records facilitates effective information retrieval by students of Library and Information Science in two universities in Rivers State are management of personal records/information reduce the time spent in information retrieval, management of personal records/information facilitates efficient information retrieval, management of personal records/information reduces cases of missing information, management of personal records/information helps to retrieve the exact information needed, management of personal records/information reduces frustration when retrieving information, management of personal records/information facilitates easy information retrieval, management of personal records/information enhance information retrieval. The finding is in accordance with that of Creegan (2017) who stated that when student effectively manage their personal information, there will spend less time in retrieving such information when needed. This increases precision in information retrieval.

The findings revealed that, the major challenges the management of personal records/information by students of Library and Information Science for effective information retrieval in University in Rivers State are information overload, low internet connectivity, erratic power supply, lack of awareness among students, inadequate skills, lack of technology, and lack of internet access at home. The finding is in accordance with that of Otopah and dadzie (2013) who found out that, inadequate skills, information fragmentation, inappropriate habits, and imperfect memory among others are the challenges associated with personal records/information by students.

The findings revealed that, the major strategies to enhance the management of personal records/information by students of library and information science for effective information retrieval in University in Rivers State are provision of emerging

technology to students at low cost, creating adequate awareness of managing personal records among students, provision of adequate skills to students through training, constant power supply, adequate information management skills, provision of internet access at home, and high internet connectivity. The finding is in accordance with that of Otopah and Dadzie (2013) who recommended that through comprehensive information literacy programs offered by libraries; students-oriented personal information management researches; the formation of personal information management clubs spearheaded by librarians and supported by university administrators, benevolent organizations and individuals, the personal information management practices of students can be improved upon.

Conclusion

The study examined the management of personal records by Library and Information Science students for effective information retrieval in universities in Rivers State. Based on the findings, the study concluded that, the types of personal records/information managed by students of Library and Information Science in university in Rivers State are Political information, Information for research, Information for term paper/seminar, Religious information, Information for assignment, Entertainment information, And Lecture materials. The major method of organizing personal records/information by students of Library and Information Science in university in Rivers State are subject by subject, the print information on my rack, and Labelling of the files, it also concluded that, the major methods of preservation of personal records/information by students of Library and Information Science in university in Rivers State are digitizing of my personal records/information, binding related personal records/information together, also shelving the print personal records/information, uploading the files online a cloud storage platform. The extent to which the management of personal records facilitates effective information retrieval by students of Library and Information Science in two universities in Rivers State are high.

Finding of the study also indicated that, the major challenges to the management of personal records/information by Library and Information Science students for effective information retrieval in universities in Rivers State are information overload, low Internet connectivity, erratic power supply, lack of awareness, inadequate skills, lack of technology, and lack of Internet access at home. Finally, it was concluded that, the major strategies to enhance the management of personal records/information by students of library and information science for effective information retrieval in university in Rivers State are provision of emerging technologies to students at low cost, creating adequate awareness of managing personal records among students, provision of adequate skills to students through training, constant power supply, adequate information management skills, provision of Internet access at home, and high Internet connectivity.

Recommendations

The following recommendations are made:

1. The university management should provide of emerging technology such as laptop to students at low cost and which can be paid in installment so that students will use it for managing their personal information
2. The University libraries should engage in creating adequate awareness of managing personal records among students through adequate user education
3. The university management should provide adequate telecommunication infrastructural facilities such as Internet and making it accessible for undergraduate students to utilize.
4. The university management should also provide adequate constant power supply around the university campus for students to charge their devices.
5. The university management should provide high Internet connectivity accessible and strong for easy browsing among students.

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