

# **BOOK SELECTION AND ITS PRINCIPALS**



# Book selection and its Principles

- Library, in order to be creative, useful and effective instrument of education, should contain the right type of books. “With enormous and constantly increasing output of books the problem of selection of right type come more and more difficult every day.



Financially libraries are not in a position to purchase all books needed or required. On the other hand all books merely published are not useful and up to the standard. It has been, there for, very essential for the libraries to select the most suitable, useful and standard books. Book selection is the choice of material for addition to the stock in library.



# ACCORDING TO ENCYCLOPEDIA OF LIBRARIANSHIP:

- “Book selection is one of the most important technique with librarianship is concerned. For it is a book stock which gives a library its character- more so than either staff or building”.
- To select the best out of the vast and for the mass is the process of book selection



# WHY BOOK SHOULD BE SELECTED?

Right book for the Right Reader in a Right  
Time and in a Right Manner

1. Books are Plenty
2. All are not useful
3. Fund is limited
4. Users requirements are more and different.



# OBJECTIVES OF AN ACQUISITION SECTION

- The acquisition of books is a pre-requisite for a library.
- According to R. B. Downs “Future generations will probably blames us or praise us not for our fine catalogues, classification schemes, circulation systems and reference techniques but for what we manage to save pass on to them.”



These objectives may be differ from one library to another, but the following are considered to be of general applicable to all kinds of libraries:

1. A library should acquire and provide all the relevant reading materials to its clientele.
2. A library should acquire other books in the related topics.
3. A library should contain all the reading material pertaining to the history and culture of a particular country, city, place or institution, as the case may be.



# FUNCTIONS

1. To develop procedures to meet the needs of the library.
2. To handle personally difficult or important correspondence or problems relating to the order of Books etc.
3. To make recommendations of the faculty concerning book selection.
4. To consult the heads of other Departments and divisions concerning books orders.



5. To notify the faculty of the non-expenditure of book funds.
6. To interview publishers, representatives, book dealers, collectors, and other who are interested in building up the universities book collection.
7. To read and appraise books and other materials and make recommendations for their acquisition.
8. To supervise the handling of all gifts and exchanges coming into the library.



# RELATIONS WITH OTHER SECTIONS

1. Relation with the Processing Section
2. Relation with the Reference Section
3. Relation with the Binding Section
4. Relation with Circulation Section



# **BOOK SELECTION AND ITS TOOLS**

1. BNB
2. CBI
3. INB
4. BOOKS IN PRINT
5. BOOKS SELLERS AND PUBLISHERS CATALOGUE

## **BOOKS SELECTION COMMITTEE**

➤IT IS GOING TO VARY FROM ONE LIBRARY TO ANOTHER LIBRARY.  
ACADEMIC LIBRARY, PUBLIC LIBRARY  
AND SPECIAL LIBRARY.



# BOOKS SELECTION AND ITS PROCEDURE

- Any kind of library service that is designed to provide books and to bring together readers and books, whether rendered by public libraries or academic libraries, must be based on intelligent Book Selection.
- Librarians must know how to choose wisely books that offer materials of knowledge, satisfy or stimulate individual development and enlarge and clarify mass intelligence.
- Book selection procedures differ from library to library.



# BOOK SELECTION PROCEDURE

1. Keeping in touch with publishing activities
2. Marking of current items in book lists, reviewing journals, and publishers announcements etc.
3. Deciding which material shall be requested on approval basis.
4. Provisional acceptance of unsolicited gifts.
5. Checking of provisionally selected items in catalogues.
6. Making final decisions on selection.



**SPECIMEN OF A BOOK SELECTION CARD  
(RECTO)**

CALL NO..... ACC. NO.....

AUTHOR: .....

TITLE:.....

EDITION:.....PUBLISHER:.....

YEAR:.....

PRICE.....

NUMBER OF :..... COPIES REQUIRED

LIBRARIANS ORDER  
COMPETENT  
AUTHORITY

SIGNATURE OF



(VERSO)

SUPPLIER: .....

COST:..... FOREIGN.....

INDIAN..... (IF ANY)

CHECKING DATE:.....

ORDER NO.:..... DATE:.....

RECEIPT DATE:.....

BOLL NO.:..... DATE:.....

AMOUNT:.....

PASSED FOR:.....AMOUNT:.....



# Specimen of a Book Selection List:

SL No.	Author	Title	Edition	Year	Publisher	Price

- The cards are arranged alphabetically by author under various subjects and one checked with publishing catalogue.
- To be checked in: Gift and Order Sequence



This list is sent to the library committee by the librarian for approval.

- The library committee meets once in month.
- The order lists are prepared after duplicate checking.
- The list should be prepared in triplicate.
- The first copy sent to Book Seller or Suppliers.
- Second Copy to head of Department.
- Third should preserve in section.



# PRINCIPLES OF BOOK SELECTION

1. select the Right Books for the library's Readers.
2. See to it that No Race, Nationality, Profession, Trade, Religion, School or Thought, or Local Customs is overlooked.
3. Every library collection should be built up According to a defined plan on a Broad General Foundation.
4. Demand is the Governing Factor in Selection.



5. Materials Acquired should meet high standards of Quality in content, Expression and Format.
6. Our purpose is the same as the part of Department.
7. The Librarian do not hesitate to Install a Mediocre Book which will be Read in Preference to a Superior Book that will not be Read.
8. Quality of Materials must be related to the other Two Basic Standards of Selection-Purpose and Need.



9. The collection is inclusive and contains whatever materials contribute to the purpose of the library.

10. Know the Community, knowledge of the Community, consists of two kinds of information.

11. Best Reading for the Largest Number at the least cost principle: coined by Melvil Dewey.



# PERIODICAL

- Periodical Publication of which each volume is made up to distinct and independent contributions, not forming a continuous exposition, normally by two or more personal authors and normally the specific subjects and the authors of the contributions in successive volumes also being, in general, different, but all the subjects falling within one and the same region of knowledge, contemplated to be brought within its perview.



- It is not usually released complete as a volume but only in fascicules or numbers, as they are called. It essentially expounds knowledge and not repeat the same kind of information usually in the same pattern, in each of its volumes just bringing the information up-to-date from volume to volume.



# Types of Periodicals:

- Serials
- Indexing Periodicals
- Abstracting Periodicals
- Reviewing Periodicals



## • **Selection of Periodical and Serials:**

- The selection of periodicals should be conditioned by the kind of library and its clientele.

## **Criteria's of selection and Acquisition of Periodicals By ASL1B**

- Recommendations by specialists.
- Recommendations by members of the library staff.
- Opinions of librarians of other institutions.
- Announcements and reviews.
- Consultation of lists of most cited serials.



# General Principles:

- The financial resources of the library.
- Periodicals already taken
- The scope of the library
- Demands of Readers
- Whether the title is easily available elsewhere.



## J.A. Gable has prescribed the following Criteria for selecting periodicals for small libraries.

1. Magazine should supplement rather than duplicate each other.
2. The library should not buy, or accept as gifts, periodicals which are directly propagandist.
3. It should furnish clean, popular titles for all tastes.
4. Quality, variety and interest should be considered.
5. Periodicals useful for circulation as well as reference should be chosen.



6. The library should be conservative on new titles, which have not had time to prove their value.
7. It should choose for present value rather than remote eference use.
8. A title should not be bought simply because the public wants to read it.
9. Reading - room use, reference use, pleasure reading and informational value should all be considered.
10. A variety and balance for all age people's
11. abilities and cultural levels should be provided.



# Periodicals Selection Tools:

1. Ulrich's International Periodicals Directory: A classified guide to a selected list of current periodicals foreign and domestic 2001 in 5 Volumes.
2. Nifor Guide to Indian Periodicals/ Selection Work: By Dr. S.R. Ranganathan
3. Making a complete list of all the periodical publications current in the year, which may be referred to as Current list Preparing



4. Current List Reviewing
5. Co-operating Library Consulting
6. Financial Position Reviewing
7. Current List Consulting
8. Current List Noting
9. Current List Forwarding



# ACQUISITION OF PERIODICALS

- The Periodicals and magazines can be acquired by any one or more of the following methods:
  1. Subscription
  2. By becoming as Member of Societies and leamed institutions.
  3. By Gift 4. By Exchange



- **Ordering Procedure:**

- After selection the orders are to be placed with the publishers to supply the periodicals either
  1. Directly or through
  2. Reputed Agents
  3. Standing Vendor



# Conditions of Standing Vendor:

1. Names of the periodicals to be subscribed.
2. Number and year of volume from which the subscription is to be started.
3. The cost is to be indicated on the bill in the original currency.
4. Discount, if any, is to be clearly indicated on the bill
5. Handling Charges if any is to be clearly indicated on
6. the bill.
7. Guarantee is to be given for prompt supply.
8. Post free supply of journals is to be made.
9. Supply of Title, Contents and Index pages on the completion of a volume of periodical is to be made.



# Order Work:

The periodicals order work involves the following jobs:

1. New Periodicals ordering
2. Renewals Ordering
3. Back Volumes of Periodicals ordering.



# ACCESSION WORK (REGISTER)

- It is an important and authentic document in the library to know the total collection of the concerned library.
- Authorities, the auditors they are very much depend upon this useful record. A stock register is maintained in the library in which all the books purchased/received in exchange or as a gift are an entered.
- Each book is given a consecutive serial number. This register is known as Accession Register and the serial number is called Accession Number.



- In bigger libraries, separate registers are maintained for accessioning books which are received:-
  1. By Purchase
  2. By Exchange
  3. As Gift
  4. By becoming member of Organizations and Institutions.



Even there may be a separate registers for each kind of materiel as under

- Books
- Pamphlets
- Serials and Bound periodicals
- Films and Filmstrips etc
- Micro cards and microfilms
- Maps 7.MSS
- Photos, Prints, etc.
- Gramophone Records etc.



# The register also maintained language wise

- English books
- Kannada books
- Hindi books and others.
- All these registers are allotted a consecutive number and in such a system, more than one person can do the accessioning work, if necessary in rush periods.



The specimen columns of Accession Register which are printed on both the sides of the fullscape superior paper are given as under

- Assistant is responsible for maintaining this register. If something goes wrong he will be held responsible, at the time of doing this work. So that, he must be wellversed in this work and he should train other assistants also for this work.



[illegible]



# TECHNICAL PROCESSING

- The work of the processing section is basic to other functions of a library. This section which helps in the transformation of a collection of books into a service agency.
- THERE ARE TWO IMPORTANT FUNCTIONS
- 1. CLASSIFICATION    2. CATALOGUING



# CLASSIFICATION

- Classification is considered as a foundation of Librarianship.
- What is Classification? and its importance?
- \* Selection of Scheme of classification.
- \* Merits and Demerits of Schemes



# Different Kinds of Schemes

- Dewey Decimal Classification by Melvil Dewey
- Universal Decimal Classification
- Library of Congress Classification
- Subject Classification By J.D. Brown.
- Expansive Classification by C.A. Cutter.
- Bibliographic Classification by H.E. Bliss
- Riders International Classification
- Colon Classification by Dr. S.R Ranganathan



# PERSONNEL

- Needs an insight and Scholarship.
- 
- Subject Specialists should be appointed (Faculty wise i.e., Science and Technology, Social Science, Humanities etc.,)



# TOOLS FOR CLASSIFICATION

- 1. code for classifiers by Merrill.
- 2.BNB
- 3. Library of Congress Catalogue
- 4.INB



# CLASSIFICATION PROCEDURES

- The books are received from the order section after accessioning,
- The following jobs are performed for classifying the books:
  1. Duplicate checking
  2. All books are divided into two main groups : Fiction and Non-fiction.
  3. All these books arranged alphabetically by Authorls



4. All these books are taken to the public Catalogue for checking
5. The word 'Add' is marked on the flyleaf of those books for which the catalogue cards are found in the catalogue and the call numbers should be written on the verso of the title page.
6. Other books are taken back to the classifier



# Determining the Specific Subject

- The following parts of the books are checked in a
- .
- successive manner.
- 1. Title      2. Sub-title      3. Foreword 4. Preface
- 5. Table of Contents      6. Book Jackets
- 7. The thought Content      8. Book Reviews.



# ALLOTING CLASS NUMBERS

- Use of Scheme of Classification
- Librarians should make a policy decision as to whether close or broad classification is to be practiced.
- The class numbers should be tallied from other standard catalogues, in case of doubts.



# ALLOTING BOOK NUMBERS

- After allotting the class numbers, the classifiers assign the Book Numbers, The following are the systems of allotting Book Numbers:
- Cutter Author Table.
- Cutter Sanbome Author Table
- Merrill's Author Table
- Author' Table of L. Stanley Jast.
- Biscoe Time Numbers,



- For Ex: Cutter - Sanbome Author Tables are used to allot author marks , for the book written by *W. CBentick* Sayers, i.e., Introduction to Library Classification.
- The Book Number is: **S274 I**
- **S** is the first letter of the surname
- **274** is the number given by Cutter- Sanbome Table
- **I** stands for the first letter of the first word of the title



# ASSIGNING SUBJECT HEADINGS

- The following tools may be used;
  - Library of Congress List of Subject Headings.
  - Sear's List of Subject Headings.
  - A.L.A. List of Subject Headings.
  - Chain Procedure.
- 
- CHECKING' BY CHIEF CLASSIFIER:
  - MAINTENANCE OF STAFF MANUAL



# Cataloguing Department

- Classification fix the position of the books on the Shelves. Physically book can be placed only at one place according to the subject content of the book. But the readers search the books through various approaches such as Author, Title, Collaborators, Series, etc. (ACTS approach).



- What is Catalogue and its Importance
- It is a mirror of a library
- It is key to its collection



- *Edwards Edward* in his book, "Memories of libraries, of museums and of archives" described the importance of catalogue, in his own words, "There is no matter connected with the administration of Public Library. Which can vie, in point of importance, with the character and the condition of its catalogues."



- However Liberal its accessibility, however -able its chief: however numbers and well trained its staff however large and well-selected its store of books, it will fall lamentably short of the true standard of a good library if its catalogue be not
  - (i) well constructed
  - (ii) well kept up with the growth of collection and
  - (iii) thoroughly at the command of its frequenters.



# Cataloguing Tools

- The cataloguing Department needs various tools for effective and correct cataloguing. These tools include the cataloguing code in use and various important biographical dictionaries, dictionaries of names and dates besides the following:
- I.N.B.
- B.N.B.
- Library of Congress Catalogue/ National Union Catalogue.
- American Book Publishing Record etc.



# PERSONNEL

- Well qualified and Experience
- Good hand writing and accuracy should be maintained
- **Kinds of Catalogues and Catalogue Codes:**
  1. Selective
  2. Simplified
  3. Descriptive
- **There are two types of Catalogue Codes**
  1. Classified: for Research and University Libraries
  2. Dictionary: for Public Libraries



- **Types of Catalogue Codes:**

1. ALA
2. AACR I and AACR II
3. CCC
4. MARC I and II



# Cataloguing Procedures

- It must be planned intelligently
- The following are the jobs, which are involved in the cataloguing department:
  1. Preparation of the Main Entry
  2. Preparation of Shelf List
  3. Preparation of Added and Reference Entries;  
and
  4. Label pasting



- Label writing and assigning location marks
- Checking of the catalogue cards by the Chief Cataloguer.
- Alphabetization of Cards - word-by-word or letter-by-letter.
- Card Filing - ALA rules to be followed
- Maintenance of Staff Manual and Authority file
- Preparation of List of Additions.



# CIRCULATION SECTION (WORK)



# Introduction

- Nerve centre of a library.
- Counter Librarian, Welcome with a smile it won't cost.
- Libraries are collecting and preserving the books, Books are displayed on the shelves.
- Reference desk is provided so that readers may get guidance for selecting their reading materials.
- Sympathetic staff is provided to help the readers.



- The book may be used within the library premises but all persons, who are animated with the desire of reading may not be able to find out so much spare time that they cannot sit in the library for reading purposes. All persons are busy throughout the day.
- Teachers : Classes
- Scientists : Laboratory
- Students : Attending classes/ Labs
- Business people, Doctors, Lawyers, Housewives etc.



- The question arises as to how the library resources can be utilized properly or Exploitation of library resources  
Are the books to be preserved?
- Libraries are providing seating arrangement for all?
- If so would it be economical?
- Since, olden times, in order to solve these formidable questions the issuing of books for home reading has been resorted.



- According to **Yenawine Wayne S.**
- "The circulation function in libraries involves every use of library materials and the successful performance of the function is a measure of the effectiveness of all other duties to which librarians devote themselves.
- The best equipped library located in the most modern plant and staffed with the more capable Librarians would be a museum of recorded knowledge, if the circulation function was omitted.
- The processes and services which result in bringing users and library materials into productive relationship, is the circulation function in libraries."



# Circulation Section and its Functions

1. Vigilance at entrance and exit
2. Registration of members  
Renewal of membership  
Withdrawal of membership
3. Issue, return and renewal of books.
4. Charging of overdues.
5. Issue of reminders for overdue books.
6. Reservation of books.



7. Issue of reminders for overdue books.
8. Reservation of books.
9. Work relating to books lost or damaged by users.
10. Maintenance of records.
11. Maintenance of statistics.
12. Inter Library loan.
13. Property counter.
14. Miscellaneous jobs.
15. Staff.



# Vigilance at entrance and exit

- Circulation staff has to maintain vigilance at entrance and exit of the library.
- This approach should be human one; they should be courteous, strict and friendly but not offensive.



# Registration of members

- Anyone want to become member
- He will be given an application form
- He will fill up, completing formalities
- Academic-Head has to recommend
- Public library-Noted man or a member
- British library
- Procedures to be followed to become a member of University Library.
- He will become member



# Purpose of Registration

- To know the borrower
- To know his where about
- Statistics for measuring the usefulness of books
- Profession-Student, employ, Doctor, engineer, lawyer
- General characteristics of the borrower- Old or young, male or female etc.



# Issue Return and Renewal of books, Charging and Discharging

- Some books are required by readers again, because they may require it constantly or that the books being lengthy, may require to read more thoroughly.
- Renewal procedures:-
  - By presenting the books in person
  - By Post
  - By Telephone
  - By e-mail



# Overdue Charges

- Traditionally levied for those books which are returned after the due date.
- Why not punishment
- Procedures collecting the fine differs from library to library
  - Academic
  - Public
  - Special
- Conscience box is a locked box with slit in the lid to drop coins or notes with a glass top.
- In this case no account maintaining is necessary.



# Issue of reminders

- Depending upon policy of the library

# Reservation of books

- Depending upon policy of the library
- Due to general awakening and increased interest in reading among the general public.
  - Important books
  - Rare books
  - Text books



# Loss or damaged books

- Depending upon policy of the library.
- Cost replace the copy number pay 5-6 times.
- Damaged-binding.
- Karnatak University Library-2 times for Indian books, 6 times for foreign books.



# Maintenance of records

- Membership
- Loan of books
- Overdue Money
- Gate register – know the visitor- Name, Address, Status of Visitor



# Maintenance of Statistics

- At the end of the day
- Total up the statistics
- For number of registered members
- Renewed members; Withdrawn members
- Number of books issued- Subject wise
- Number of books reserved
- Visitors
- Depend upon policy.



# Interlibrary Loan

- According to 5<sup>th</sup> Law of Library Science inadequate financial resources and space.
- Important business
- University College to College
- INFLIBNET



# Property counter

- Personal belonging to readers. They must be preserved in the counter, token should be issued to readers.

## Miscellaneous Jobs

- Provision of lockers
- Carrels
- Issue of clearance certificates, etc.



# CHARGING AND DISCHARGING METHODS



- The books are acquired, processed and kept in libraries for use. They are written not for their own sake but to enlighten readers. Their destination is in readers hands.
- In olden days the books were very few, the chosen few could read and write and the specially privileged classes could have access to the books.



With the invention of press, multiplication of books was facilitated and the prices of the books became reasonable.

- Chained Libraries
- Books are for preservation
- Books are for use
- Libraries started issuing the books.
- Issuing and receiving of books is called charging and discharging system



# Pre-requisites of a Good issue system

- **Book Records:**

- Whether a certain book has been issued or not? If so
- When is it due?
- To whom it has been issued?



## ★ Readers Record:

- ★ How many books can a reader draw?
- ★ To whom a certain book is issued?
- ★ Identification of a particular reader?



## ★ Time Records:

- ✧ For how many days a particular book has been issued?
- ✧ For how many days a particular reader can keep a book?

## • Miscellaneous Records:

Fine from readers (Overdue Charges).



# Salient Features of Ideal Issue System

1. There should be enough speed in issuing or returning the books.
2. It should economize the staff time, money, materials and stationary.
3. It should be fool proof system so that accurate and regular information is available.



4. There should not be any congestion (Abnormal) at the counter.
5. There should be minimum backlog work.
6. There should be minimum need for preparatory work.



# Issue System

1. Register System
2. Card System
3. Machine System
4. Photographic System
5. Audio System
6. Other Systems.



**1. Register System:** may be divided into following three systems

i. Day book system

ii. Ledger system

iii. Dummy system



- **Day Book system:** This system is very simple, whole transactions can be recorded in one register.

- **Specimen**

Date	Name	Particular of Book	Remarks	Sign
27-8-88	S L Naik	Colan Clasfn	One Week	
27-8-88	N K Naik	History	3 days	



# Disadvantages

- 1) Who has got particular book?
- 2) How many books issued to a particular reader?



i. Ledger system: Day book system was very crude and did not suit the library staff and the readers in any way, it is improvement of day book system.

- A numbered register was maintained and every reader was allotted one page
- Index to the Borrower name will be provided
- First in day book then it will be transferred into ledger.



- Specimen
- Name of the borrower: .....
- Address : .....
- Sl. No. Date of Issue Author Title Date of Return  
Librarian Sign
- 1 27/8/88 S R R CC 12/9/88



- **Disadvantages:**

- 1) When the book is due?

- 2) How many books are due?



# Dummy System

- If a particular book was required by a reader which was issued to some other reader, it was cumbersome to search it in Ledger.
- The new method, provided a dummy on the shelves to represent each issued book size was equalent book by wooden or paper.
- In this system dummy has provided on the shelves to represent each issued book. Dummy was made up by wood. Size equalent to book.
- It was covered with ruled paper. On which particulars like, Call number, Title, Borrowers number, etc are recorded.



# Disadvantages:

1) It is inadequate in many respects;

- Ex: Searching a document.

1) No paper record with librarian.

- UK and USA they are the pioneers in introducing Public library bills and latest schemes and techniques and system.



**Card system:** in the card systems cards are used for keeping issue records instead of bound registers and loose papers.

- **Pre-requisites:**

- a) **Book**

- a. **Date slip**

- b. **Book card**

- c. **Book pocket**



- **Reader**

- Borrowers ticket
- Identify card

- **Library**

- Stamp (Library and Date seal)
- Tray, etc.



- Types of Card systems:

1. Browne charging system;
2. Ranganathan's readers ticket, book ticket method;
3. Newark charging system.



# Browne Issue System:

- Designed and developed by Miss Ninae Browne. Who was the librarian of the Library Bureau in Boston (America) served as a Secretary to ALA.
- It is an irony that this system is not much used in that country like USA but very popular in India



- Required materials:

1. For Book

- Date slip
- Book pocket
- Book card

2. For the Borrower

- Borrowers ticket
- Identify card



- For (Library) counter staff
  - Registration cards of Borrower
  - Date stamp and ink pad
  - Date guide cards
  - Charging tray Steel (Metal) or wooden.



# Specimen:

- **Book Pocket:** 5"X3" Pasted on front or back card board

- 

- **Book Card:** 4"x2"

**Acc. No**

**Cal No.**

**Author**

**Title**



**Brief Library Rules  
and Instructions**

The diagram illustrates the layout of a book pocket and card. It features a large rectangular frame with a diagonal line forming a V-shape at the top, representing the pocket. Below this, a smaller rectangular frame contains the text 'Brief Library Rules and Instructions'. To the left of the pocket, a vertical rectangular frame contains the text 'Acc. No', 'Cal No.', 'Author', and 'Title'.



- **Borrower Ticket:**

**Name:.....**

**Address:.....**

**Date of Expiry:....**

**Non-transferable**

**Sing of the  
Borrower**



- **Charging procedure:**

- Open access / Closed access system when borrower comes to the counter identification of Barrower, Arrangement of Barrower card alphabetically of classified.

- **Discharging procedure:**

- Ascertaining the date from concerned due date slip, due if any.
- Reservation Ticket/ If readers wants to get already issued book.



# Advantages:

1. The issue procedure being very simple takes very little time.
2. Since only one date stamp is put on the date slip, the rapidity in issuing books is ensured. It is estimated that at least 300 books can be issued in an hour.
3. Reminders can be issued without loss of time. While consulting date guides in tray.



4. Delay fine is calculated easily.
5. Statistics of issue can prepared without any loss of time.
6. Reservations are affected promptly.
7. The reader's ticket in the library automatically indicates that how many books are issued to a single reader.
8. No signatures are required at the time of issue or return.



# Disadvantages:

- It cannot easily be ascertained as to with whom a particular book is issued and when is it due.
- No permanent issue record is available and there is always a danger of loss of cards.
- Possibility of wrongly merging the card in due date.
- If wrong book card is slipped in a readers ticket.



- This system takes lots of space for keeping the issue records.
- It is not possible to know as to how many books and which book have been issued to a reader at any time.
- Reader is not in a position take another book before discharging.
- Very efficient and vigilant staff is required to practice this system.
- In a rush hours it becomes difficult for a Counter Assistant to file the cards.



- In spite of all these defects, this system is very popular in UK and Indian Libraries.



# MAINTENANCE SECTION



# Introduction

- The services rendered by each and every library's mainly depending upon the maintenance section.
- Arrangement of books in logical sequence;
- Systematic manner, proper order;
- Responsibility;
- Relationship with other sections;
- Shelving-sequence and methods;
- Guides and Boards;
- Maintenance of NBM.



# Responsibility

- The books reach stack room from different sections.
- Here the books are to be arranged on the shelves and maintained for use of the readers.
- The Jobs that are to be performed by this section are:
  1. Arrangement of books on shelves;
  2. Maintenance of Guides;
  3. Stack verification and rectification;
  4. Withdrawal and weeding;
  5. Care and preservation, Binding and Repair, etc.



- In addition to this section also deals with:
  - i. Cleanliness and orderliness in the stack room;
  - ii. Training of staff in shelving, Re-shelving, rectification etc.;
  - iii. Assistance to users;
  - iv. Display of latest books;
  - v. Maintenance of proper records of stack;
  - vi. Vigilance etc.



# Relationship with other sections:-

- Processing;
- Circulation;
- Reference;
- Binding;



# Stacking methods:

- Double rows on single shelf.
- Hinged stacks (Two shelves are joined together).
- Rolling stack (Ball-bearing wheels are provided).
- Multi-tier stacks: Extended from base to roof.
- Compact storage: No space is left between the stack.
- Convention shelving: Single rows 7' height Racks are used.



# Shelving sequence

- Books and other documents are arranged on consideration of one or more of the following:-
  - i. Open Access/Closed.
  - ii. Size of the document (normal, over, under sized)
  - iii. Content (Text, normal reference books etc.)
  - iv. Category (Children, Adult, Neo-literates etc.)
  - v. Form (Print, Non-print, CD's Cassettes, etc.)
  - vi. Special collection (Gift, Donation, etc.)
  - vii. Broken order.



- **Methods of Shelving:**

- According Dr. S. R. Ranganathan- “Variation Arrangement” and “Multiplication of Collection” may be applied whenever possible.

It all depends on- type of library and the clientele.

1) Classified Arrangement

2) Parallel Arrangement.

Large books can be shelves in one of the following:

- In a separate sequence.
- On the bottom shelves of each tier.



### 3) Ribbon Arrangement etc.

- Stacks and maintenance
- Guides
- Repairs
- Maintenance of NBM.

### Conclusion:

- Maintenance section and staff working in the section can play a dominant role in increasing the use of books in a library.



# Enemies of Books

- The following are the 5 enemies of Books.
  1. Insects
  2. Water
  3. Fire
  4. Dust and
  5. Human being.



- Injurious Insects:

- Cockroaches: DDT or Gemmexane.
- White ants: Dangerous enemies of books.
- Termites Dig the site and kill the queen ant.

Carbon biosulphide or Carbon tetrachloride.

- Building
- Furniture's



- Book warms:            Eat paper and binding  
                                 Poison/ Fumigation are effective.
- Fungus:                    Another injurious insect omnivorous  
                                 the mildew.
- Humidity is mainly responsible for this.
- Silver fish: very strong insect.
  - Paste and gelatin attract these insects.
  - Cleanliness is the permanent cure.
- Open access system is best prevention against all the above mentioned ills.



- Human beings: are the greatest enemies of books

- While taking out from shelves.
- Using a book roughly.
- Reading on bed.
- While shelving a books.



Reference Department  
or  
Section or Work



# Introduction

- Reference section is another important section in a library.
- The services are depending upon the organization and administration including the internal organization.
- The reference collection is backbone of library and its services.
- It is a personalized service.
- This section is established to advise/assist or guide the users in selection and exploitation of library collection.



# Organization

- In large libraries the reference section can be administratively organized in any of the following ways:-
  - 1) Division by subject, and consolidation of resources in related subject areas.
- Ex: Social sciences, Humanities and Science & Technology.



## 2) Division by Form.

- For Ex.: Reading materials organized by “forms” like periodicals, govt. publications, MSS, maps etc.
- Reference dept should be a combination of ‘form’ and ‘subject’ divisions.

## 3) Provision of subject specialists

- The reading materials should not be decentralized according to subjects. Instead reference librarian through his knowledge become specialist in the literature of the field concerned.



# Reference Sect- Organisation and Equipment

- Organization of a section in which reference services is carried on should depend on
  1. Maximum efficiency of the service;
  2. Maximum comfort for inquiries, readers;
  3. Supervision of enquiries and readers.

Ex:    a)Academic Library  
          b) Public Library  
          c) Special Library.
- A reference section should be equipped with a telephone, ready reference tools, stands for Dictionaries, Table with enough space.



# Duties of Reference Dept

1. Assistance to readers in making them to acquainted with the reference tools and the character of the library.
  2. Instruction to readers in the most effective methods of using library materials; and
  3. Rendering personalized service to readers by interview and queries and preparation of ad hoc bibliographies, etc.
- Reference service is “a Sympathetic and informed personal aid in interpreting library collection for study and research.”



# In Large /Particular University Libraries

- Reference Service may be provided by
- Central reference dept in general library building;
- Central reference dept. in a separate building like Delhi University Library.
- Decentralized depts. Within central building or in separate departmental libraries.



# Conclusion:

- Proper records and statistics of reference work should be kept for measuring the quantity and quality of reference work;
- Depend upon collection and staff;



- But unfortunately even till today Dr. S. R. Ranganathan dream is not fulfilled by any of the university libraries in India i.e., the establishment of 'Reference Desk.'
  - Dr. S. R. Ranganathan Established in 1930 at Madras University Library.
1. Photocopying or Xerox section.
  2. Text book section
  3. Translation section are the other section of a larger library.



# Other sections of Library

1. Book selection and acquisition;
2. Technical (Processing);
3. Maintenance;
4. Circulation;
5. Binding;
6. Reference section;
7. Reprographic section;
8. Audio Visual Aids, etc.



# Book Binding, Stock Verification & Archives



# Introduction:

- History of Library Binding:
- Books are main assets or tools of a library, are to be preserved for future as the older books have been handed over to us by our ancestors.



- “It is however beyond dispute that the
- (1) Problems of book binding;
- (2) Book protection; and
- (3) Book restoration; have been an integral part of librarianship from the earliest times”



## **Importance of the Knowledge of Binding materials and the Technique of Binding:**

- A library is a collection of books both old and new and its value probably depends old and rare books than an new books because while the latter are easily available, the former are not.



- ◎ The knowledge of the binding materials and methods of binding is also essential for the librarian because thereby he can instruct the binder as to how to retain old binding, how to guard the damaged folds in an old book.etc.
- ◎ A librarian equipped with this knowledge may also easily detect if the book is in its original condition and as such determine whether it deserve higher prices.



- This knowledge is also help him to date and undate book, for the binding.
- This may also enable him to detect if there is an Fraud in its old look, cover and binding.



◎ Knowledge of this also help him to determine which materials of binding are suitable for different varieties of books and other reading materials.

◎ The knowledge of materials and methods of binding enables a librarian to determine the correct condition for storage and preservation of manuscripts and old printed.



- ◎ It help him to supervise the work of the binders, to guide and instruct them.
- ◎ As he knows the craft, he can easily detect the defects in a bound volume.
- ◎ A librarian having thus a fair measure of knowledge of binding may get best possible work from the binders which means less work for the binders and less cost of binding for the library.



# Necessity of Binding or Why Binding ?

- Books in the past until the advent of printing were considered to be as precious metals of gem and hence they were jealously guarded by those who possessed them.
- This was because they were at once very rare and costly and their production was highly time consuming.



# The Reasons for Binding:

- To avoid damage from Mis-handling
- To fight against Wear and Tear.
- To avoid shabbiness( In bad repair or Condition).



- To create new cover appeal amongst reader and attract them towards them.
- To preserve and protect the perishable and frail materials.
- To ensure entire satisfaction of the users.



# What to Bind

- Such books naturally suffered much from the effect of time as well as from wear and tear.
- If the book of the rare book is broken and the leather in which it was originally bound has been eaten away, re-sewing should be avoided if possible and trimming never be allowed.



- ◎ In the case of popular books, it is however; better to rebind the original edition than to buy reprints because reprints often appear on cheaper paper with margins too narrow to permit rebinding.
- ◎ Book binding and rebinding of books in a library are perennial problems due to existence of various kinds of reading materials, their constant use and limited amount of binding fund, a librarian has to frame certain guiding principles so that maximum utility is secured by minimum effort and input.



# Principles of Book Binding:

- ◎ Securing general efficiency and economy in case of library materials.
- ◎ Rebinding according to A. L. A, Library Binding Institute specifications despite contrary pressures.
- ◎ Developing less expensive specifications for materials not requiring much long.



- Seeing that books are slipped into the bindery every month large libraries, and quarterly for small libraries and that are returned within a month.
- Keeping repair work in the library flowing promptly and economically.



- The librarian must keep the following practical points in his mind while deciding as to whether the particular book is to bound or not and what kind of library binding should be given-
- Full Leather,
- Half Leather,
- Full Cloth,
- Half Cloth; or
- Paper Binding Etc.



# It always depends on the following Factors:

- ◎ Kind of book i.e. Rare, MSS, Fiction, Non- Fiction etc.;
- ◎ The present value of the book;
- ◎ The future value of the book;
- ◎ Whether a new edition would replace the existing edition within a short period?
- ◎ The existing physical condition of the book.



# Types and Editions of Books (Documents):

1. Popular Edition
2. Student Edition
3. Paper back
4. Library Edition



# Kinds of Binding

1. Publisher's Casings and Paper backs;
2. Library / Reinforced binding;
3. Library Binding;
4. Full Leather Binding;
5. Half- Leather Binding;
6. Full Cloth Binding;
7. Half-Cloth Binding.



# Binding Materials

## 1) Covering Materials

- Leather
- Cloth
- Paper
- Boards.



## ◎ Sewing and Pasting materials

- A. Thread
- B. Thread gauze
- C. Tapes Paste,
- D. Glue, Gum etc.

## ◎ Ornament materials:

- A. Dust Cover
- B. Lettering Materials.



# Administration of Binding Work:

1. Home Binderies;
2. Co-Operative Binderies;
3. Press Binderies
4. Commercial Binderies



# Binding of other Reading Materials:

1. Binding of Periodicals;
2. Binding of Pamphlets;
3. Music Bindings;
4. Binding of Maps;
5. Binding of Manuscripts.



# Binding operations

1. Collection of Books for Binding;
2. Binding sequence;
3. Verifying and Collecting of Books;
4. Deciding the kind and Colour of Binding;
5. Recording Binding Information.



# Conclusion

- It is the prime responsibility on the part of the librarian to preserve the documents in a proper condition,
  - Ex. How Doctors will give the rebirth to the patients. Librarian has to give rebirth to the documents.
- At the last, binding is the only tool, it can alone attract the eyes of the readers and it can find its own readers.



# STACK VERIFICATION



# Introduction:

- The word 'Stack Verification' is familiar with Business Firms, Govt. and Semi-govt. offices and Educational Institutions. What not where huge transaction taken place everyday.

## Meaning:

- Stack verification means the physical check-up of the articles or commodities or things on record.



# Why Stack Verification:

- The basic purpose behind stack verification is to ascertain the correct position of the article or articles in stock on a Particular day after a specified time or period on during year or so.



- The idea of stock verification with a Business Firm may, in all probably to know the actual stock of a particular article.
- This is very much essential and a deciding factor for the firm to strengthen the stock of that particular article or commodity to meet the ensuring demand in the day to day business.
- As against this to ascertain the loss or damage of the commodity and to account for it or so on.



- In a govt. or semi-govt. offices, the periodical work stock verification is taken up to know the actual of commodity either out of its sale from the bulk, at the beginning, or of its loss due to negligence or on account of faculty handling of the issue during the course of the business, in a particular period of time.



- Here also the basic concept of taking the stock is just to account for the loss, if any or to gauge the demand for a particular article or commodity and, then, act accordingly so on so forth.
- It may be altogether different where business is not involved however, it is quite common to know the stock of any article(s) that are being used in day today work.



- As compare to all other factors narrated above, the stack verification in a library is totally different in its approach it can be seen from the following analysis.



## **Stack verification is Essential in a Library:**

- There is no second opinion for periodical stack verification in a library but there may be differences in periodicity of it, depending upon the size and collection of the library.
- As like, there may be different methods of stack verification for reason best known to the library concerned or for the reasons prevalent in a particular region.



- But the basic idea in all these cases remains the same.
- The idea behind it is to know or to ascertain the stack position not of one type of book or books but the entire stack on the shelves.
- The prime motive, here, is not to assess as to what title is rarely used but to know the stock position on a particular day or date.
- Therefore, stack verification is a must in a library.



# Essential Factors involved in stack verification

- The total number of titles lost during the period
- It is a common practice in almost all kinds of libraries who have adopted 'open access' system that there are bound to be losses of some books.



- The reasons are many or varied like

- a. Inadequate supervision;

- b. Issuing the books without recording them in the respective register;

- c. Wrong shelving.

- By taking up the periodical stack verification one can very well find the reasons narrated above for the loss of books during the specified period.



# Titles Loaned out but not returned

- The stack verification is bound to reveal the total number of titles loaned out during the period and it will remind the staff to take necessary action for the return of these expiry of the specified time.
  - Ex. Faculty members, and employees



# The total number of titles worn out due to frequent use

- The periodical stack verification will give an idea as to how many titles are worn-out due to frequent use during the specified period. It will therefore, help the librarian to add such of the titles which are beyond repair or to get bound those which can be used after necessary repairs.
  - **Open access:** This is good for users point of view.
  - **Closed access:** Management point of view.



## Stack verification in Western countries

- As compared to the stack verification done in almost all types of libraries in India, the stack verification in the libraries of the Western countries receives no importance or is treated as less significant.
- On the other hand they are giving much importance to the collection of the library and the maximum use it receives by the readers.



- They are of the opinion that much of the time is wasted in taking the periodical work and that will hinder the readers and ultimately curb their keen interest in making use of the library materials to the maximum.



# Why books are lost in a library

- After knowing the basic concept stack verification both in open and closed access system, it is uniformly accepted that there is no second opinion regarding the loss of books in both the systems and there may however be a difference in degree and not in the issue, as a whole.



- The reader in a library he can consult any title he likes, while doing so some title may create interest in him so much so that he may just get tempted to own it against his conscience that it is not of his own purchase and it is owned by every reader whoever picks it up for consultation.
- While such may steal away the title.



- Apart from this some of the readers may remove some of the important pages carefully. Such of the titles, though not actually lost, but will be of no use for consultation since the flow of idea will be cut in the middle.

- **It is desirable for an educated man or individual:** It will question the very integrity of mankind.



# Responsibility for the loss of books

- In Indian libraries the librarians are made responsible for the loss and they asked to pay for it but the latest trends suggest the proper remedy.
- The Punjab University in 1961 on a representation from the Punjab College Librarians Association, Jullandur, recommended to its affiliated colleges to consider a loss of 3 books per thousand of stack as normal loss which may be written off:



- The Library Advisory Committee appointed by the government of India of 1959 and modern Public Libraries Bill. The librarians are held responsible for the loss of books.
- In foreign countries, the loss books are written off and no librarian is held responsible for such losses.



- If this is the case, then almost all the librarians spending their valuable time for unnecessary work, the librarians will have to act as a watch dog at the doorsteps to catch the so-called educated thieves, which is quite graesome job for a librarian.
- But it is a practice in almost all the libraries in the countries to hold responsible the librarians for the loss of books in the libraries.



- The stack verification in a college should be entrusted to the professionals rather than teaching staff.
- There are good number of disadvantages are noticed.
- Since they are not professionals and they are not aware of the professional skills and techniques.



# Advantages and Disadvantages of stack taking

- **Advantages**

1. Stock verification reveals the lost of books during the period.
2. Stock verification enables the librarians to replace the essential lost books.
3. Stock verification helps the misplaced books are restored to their proper places.



# Advantages

- It helps the library authorities to introduce open access or closed access.
- It also enables the library authorities to ascertain as to whether the library staff is dishonest, negligent and careless.
- It further helps to the library authorities to judge the popular subject books.



# Advantages

- It indirectly helps to maintain their cleanliness in the library.
- It provides an opportunity to survey the worn out and weed out some older editions which are not in use.
- It further provides an opportunity to the staff members to acquaint themselves with the stock of the library. So that they can provide better reference service.



# Disadvantages

- Periodicals stock verification indirectly (affect) pose some problems on users of the library.
- It is unnecessary wastage of money, materials and manpower. Without any tangible results because as stated above some books must be lost.
- The cost of stock verification is not commensurate with the cost of books misplaced and the lost of books. It will be an extra expenditure.



- It doesn't serve any purpose either lost off book(s) or damaged book(s).
- It is not going to fulfill any important purposes in the library.
- When physical checking is essential the issued books are called back which breaks the rhythm and certain readers are discouraged from becoming a member of the libraries.



# Stock taking methods

- Stock-taking by accession register.
- Stock-taking by using a separate register with accession number.
- Stock-taking by preparing separate sheets which contain accession number in a consecutive order.
- Numerical counting.



- Stock-taking by the shelf list having special column on the card for stack taking record.
- Stock-taking by shelf list without any specific columns on the card.
- Combining of stack rectification and Stock-taking processes.
- Computer machines and sample stack verification.



- Stack rectification means the restoring of misplaced books in their proper places and sequences. It is done by reading the shelves and arranging the books on the shelves in proper classified order.
- Dr. Ranganathan suggested that the stack verification and stack rectification should be combined so as to save time and energy the staff.



# Conclusion

- The latest trend in librarianship is that annual stack taking practice is a sheer wastage and it hinders the regular normal work.
- Especially in Western countries, they are not going to consider book as a property. It is a ordinary reading material.



- So that it should be replaced after some time.  
Moreover important books if lost, can easily be found out because many readers will demand such books.  
These books may be replaced.
- The annual stock taking practice is out of tune now-a-days and librarians due to uselessness of Stock-taking are day by day abandoning it.



**COLLECTION**  
**DEVELOPMENT POLICY**  
**STATEMENT**



Many libraries today have formal selection policy statements (collection development policies). These are prepared for numerous reasons, but generally a statement is considered desirable because it:-

- a. Enables the selectors to work with great consistency towards defines goals, thus shaping stronger collections and using limited funds more wisely;
- b. Informs users, administrators, trustees and others as to the scope and nature of existing collections and plans for continuing development of resources;
- c. Provides information, which will assist in the budgetary allocation process.



There are other reasons for a written statement. The policy will:

1. Assist in establishing methods of reviewing materials before purchase;
2. Help in the determining the best method of acquisition-directly from the publishers or through a jobber;
3. Offer some help against censorship by a clear statement of the type of materials to be purchased and indication that the policy has the support of the ruling body of the library;



4. Help in long-range budget planning by stating priorities and outlining growth and development goals;
5. Assist in planning with other libraries such as cooperative programmes like ILL and networks;
6. Offer suggestions for what types of materials are to be weeded, stored or discharged;



- ▣ The policy statement is an effort to bring order, logic and commonsense to bear on selection and evaluation viewpoints.
- ▣ In some libraries the policy statement is a theoretical document, which stresses the intellectual reasoning used to select materials for inclusion in the collection. For others, it is practical explanation of fiscal, community and space limitations, which control the purchasing of items.



# Who Prepares the Statement?

- ▣ It rests with the librarian, in larger libraries bibliographers, the acquisition department and others involved in selection and acquisition of reading materials.
- ▣ Users of the library should be involved in the preparation of policy. It includes Teachers, Board members, Administrators and others.



- ▣ “Guidelines for the Formulation of Collection Development Policies”. Library Resources and Technical Sources, winter 1977. Prepared by ALA Committee, the guidelines trace step by step what is required for a statement?
- ▣ “Elizbeth Futas, Library Acquisition Policies and Procedures”. A well organised, carefully chosen policy statement for academic and public libraries.
- ▣ National standards and guidelines for various types of libraries.



C. B. Osburn, “planning for a university library policy on collection development’. International Library Review, April 1977. It suggested work plan with step by step, other basic elements including,

- a) Introduction with definitions, operations covered by the policy, the philosophy and goals of the library, and how the policy is to be used.
- b) Subject statements for each subject area, including criteria for selection.
- c) Kinds of materials to be collected or rejected.
- d) Table of contents and good index.



Statements differ in specifics, but most have several things in common: they all deal with objectives, philosophy and purchase of the library. It also includes the following;

1. A Specific statement indicating who has given authority for selection.
2. Method of selection, limitation of budget, community served different types of users and similar information.



3. Problems situation carefully listed. Types of materials, number of copies, rules about binding etc.
4. An indication of how the collection is to be built in terms of specific subject fields are to be emphasized.
5. Statements on foreign languages materials.
6. Definitions at one time “materials” meant little more than books and periodicals, news papers, microforms, Govt. Publications, maps, AV aids.



7. A statement about handling of gifts.
8. Something about Inter Library Loan Policy.
9. Clarification of weeding or discharging practices.
10. Statement regarding intellectual freedom.



# Problems

There are many problems with even the best statement;

- It may not reflect the day-by-day reality of procedures used in the library.
- It may be ideal to admire, but not to use.



## The Guidelines

1. Widening of service patterns.
2. Need to revise attitudes about print /non-print materials.
3. Concern about importance of education and information.
4. Carefully watching the developments in technology, cooperation and managerial skills to provide to all people.



## Solution for the problem

- Review the document periodically most of the small and medium libraries they never think about the written statement. Therefore,  $\frac{3}{4}$  college, university, public libraries have no formal policy of materials selection.



▣ No one is never totally satisfied with a policy statement, but if collection development is to proceed, such a statement is necessary. As one librarian put it “All documents that include guidelines statistics, definitions and principle are boring but they are necessary”.















- Archives are the primary source of information.
- They also provide reliable and authentic information – collection of historical records.



# Special characteristics

1. The relationship that archives bear to the creating agency.
  - The archives of a particular agency or institution reflects the policies, functions and transactions of that agency or institution alone and nothing else.
2. Their official character, being the products or by-products of transactions of certain agency or institution having legal efforts.
  - It should be with creator.



## 1. Their uniqueness:

- Each record created in single copy for a specific purpose.

1.

## Their organicity:

- The archives are not collected, in the usual sense of the term, by the creating agency, but rather grow naturally out of their activities and operations.



- The library collections don't possess the above characteristics. Books and MSS in the libraries are collections but are not isolated pieces.
- They are arranged in some logical order after their collection.
- Archival collections, on the other hand are accumulations.
- Their order and arrangement are determined as they grow.
- There is no uniqueness of official character to the library materials.



# Types of Archives

**Creator:** - As per creating agency. Such as Public, Semi-Public & Private.

**Form:** - The point of view of form - Textual, Cartographic, Audio-Visual and Numeric.

**Legitimate use:** - According to legitimate use open/closed archives.

**State of Compilation:** - on the basis of compilation, current, semi- current and non- current.



- **Subject matter:** - In accordance with subject matter implies the grouping records dealing with particular subject such as Revenue Archive, Judicial etc.



- **Importance:** - Archives have been divided into A. B. C. According to their importance.
  - The papers deals with policy matters, important decisions and organization history etc. Categories as '**A**'.
  - Documents dealing with operational matters are placed under '**B**'.
  - The rest of the documents which are routine in nature are classified under '**C**' category.
  - It was their before the development of the modern filing system.



- **Chronological limits:** - If the collection is big this is more advantages according to time



# Information Quotient of Archives

- ❖ Governments are the greatest creators of Archives, Democracy is rule of records. Besides government archives.
- ❖ Created by Industries, Commercial houses societies, Academic Institutions, Scientific Institutions, Associations, Individuals etc.