UNIT 2: SECTIONS OF THE LIBRARY (2)

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2.1 LEARNING OBJECTIVES

After going through this unit you will be able to

- Acquaint yourself with the accessioning work in the library;
- Describe the different classification schemes followed in the library;
- Define the meaning of cataloguing in the library and its aims and objectives;
- Discuss the activities in the processing section of the library.

2.2 INTRODUCTION

A library can be divided into sections based on the functions performed by it. Besides the other, it covers processing and maintenance of a library's physical collection. It is also known as Library housekeeping operation or Technical works of a library. It handle those tasks associated with bringing materials into the library and making them ready for use for the general public or for the service population and thus include the job of identification, selection, acquisition, organization of the collection (classification and cataloguing) and preparation (labeling and others), covering, security processing, and/or distribution of materials. Within the purview of technical service also come such things as serials, binding / repair, copy cataloguing, original cataloguing, and gifts and exchange.

2.3 ACCESSIONING WORK

The accessioning work includes the following activities

a) **Receiving the Books and Bills:** From the vendors books are received along with bills.

b) **Checking the Books:** After receiving the books they should be checked for page missing, damaged binding, and for such other issues.

c) **Arranging the Bills and the Books in Parallel Sequence:** The books should be arranged in the sequence in which these have been entered in the order placed to the vendor.

d) Verification: Then the bill should be verified in regards to the order in terms of books received and the amount to be paid. The order slip with the bill and books should be submitted at the accession corner. If books are not received in time then reminder letters should be sent to the vendor.

e) Accessioning: Accessioning involves the following

i) Entering details in the accession register: In the accessioning process, the details of the books are entered in the accession register. Documents are entered date-wise according to their receipt in the library. All purchased books are entered in the order of their bills.

ii) Entering accession number in the document: Accession number is recorded at the back of title page and on the conventional clue place of the volume.

iii) Certifying the bills: Accession number is also written against the respective item in the bill for purchased book. After entering all the items covered by one bill a certificate must be furnished on the bill which should be like the following. A rubber stamp for this purpose may be usefull

Certified that all the books as per the bill have been duly entered in the accession register vide numbers from ——— to ——.

f) Transmitting Books: Then the books are sent to the technical department for classification and cataloguing (processing). At this step each book should also be provided with a process slip (7.5 cm X 12.5 cm) as well as earlier order slip.

g) Transmitting Bills: Then bills are passed for payment.

h) Books – In-Process: The cards belonging to them, after noting the date of accessioning and the accession numbers, are filed in a tray labelled as “Books – In-Process”.



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i) Accession Register: Accession register is the official stock record in the library about each document forming part of its collection; it is a bound register consisting of essential field in regards to a description of a reading material. This record gives a complete history of each book / periodical acquired by the library. The general practice in libraries is to have a single register in which all types of document whether purchased or received as gift or on exchange or as deposit is entered. But some libraries have the practice of using separate accession registers for gifts. When a book is withdrawn, then the corresponding accession slip is withdrawn or the note regarding withdrawal is given in the accession register. In case, a user loses a book, then with the help of details given in the accession register, the user may be asked either to make payment or to replace the copy.

ii) Accession Number: Every volume added to the library receives a serial number in the order of acquisition to the library collection. This includes book purchased or received in exchange or as gift. This number is called accession number. Cumulated volumes of periodicals, which are to be bound and preserved in the library, are also accessioned.

2.4 CLASSIFICATION

Classification means putting together the like-entities and separating the unlike entities. The characteristics of entities are used as a basis for determining the likeness and unlikeness between them. A class consists of entities which are like in some respects and possessing certain qualities in common. This helps in distinguish them from another class of entities.

2.4.1 Definition

A library classification is a system of coding and organizing library materials (books, serials, audiovisual, computer files, maps, photographs, manuscripts, regalia, gramophone records, tape records, microfilm and so on) according to their subject. It provides formal access to documents in a library.

Sayers define library classification as “the arrangement of books on shelves or description of them in the manner which is most helpful to those who read”. The emphasis is on usefulness so that the users can locate the document without complication.

According to Margaret Mann, classification is “the arranging of things according to likeness and unlikeness. It is the sorting and grouping of things, but in addition classification of books is a knowledge classification with adjustment made necessary by the physical forms of books.”

According to S.R. Ranganathan, “it is the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers and the individualization of the several books dealing with the same specific subject by means of a further set of ordinal numbers which represents some features of the book other than their thought content”. The first of these ordinal numbers is called the class number of the book. The second ordinal numbers is called its book number. The class number and the book number together constitute the call number of the book.

2.4.2 Need

Until 19th century, most libraries had closed stacks, so the library classification only served to organize the subject catalogue. In the 20th century, libraries opened their stacks to the public and started to shelve the library material itself according to certain library classification scheme to simplify subject browsing. So classification is needed for providing the following advantages

i) *Helpful Sequence:* Classification brings the like documents together on the shelf in a helpful sequences providing approach through subject.

ii) *Locate a Particular Document:* A library collects / preserves documents. It is very difficult to locate a required document from a system of disorderly collection. So, it needs classification to bring order to the collection.

iii) *Self Help:* Classification helps the locating of document by the patron of the library itself, thus requiring less assistance from the library staff.

iv) *Correct Replacement:* Documents would be taken out from shelves by the users or library staff. The classification helps in the correct replacement of documents after these have been returned from use.

v) *Mechanical Arrangement:* The classification helps the mechanization of the collection by allocating notation.

2.4.3 Different Schemes of Classification

To derive the particular class number different libraries use different classification schemes. All classification schemes can be categorized into three kinds- based on the language, based on the synthesis and based on arrangement. Let us discuss them in detail

a) Based on the Language

i) *English-Speaking World:* In the English –speaking countries Dewey Decimal Classification (DDC), Library of Congress Classification (LC), Bliss Bibliographic Classification (BC), Dickinson Classification are generally followed.

ii) *Non English Speaking World:* Non English speaking countries use Nippon Decimal Classification (NDC), Principes de Classement des Documents Musicaux (PCDM), Chinese Library Classification (CLC), Korean Decimal Classification (KDC), etc.

b) **Based Upon Synthesis:** Synthesis means combining codes from different lists to represent the different attributes of a work. Examples include Bibliographic Classification by Bliss, Colon Classification by Ranganathan, Expansive Classification by Cutter, Universal Decimal Classification, etc.

c) **Based on Arrangement:** Based on the arrangement there are three main types of classification systems:

i) Enumerative: Produce an alphabetical list of subject headings; assign numbers to each heading in alphabetical order. The most common classification systems, LC and DDC, are essentially enumerative, though with some hierarchical and faceted elements, especially at the broadest and most general level.

ii) Hierarchical: Divides subjects hierarchically, from general to specific.

iii) Faceted or analytico-synthetic: Divides subjects into mutually exclusive orthogonal facets. The first true faceted system was the Colon classification of S. R. Ranganathan.

iv) Specialist Classification: Specialist classification systems have been developed for particular subject areas, and some specialist libraries develop their own classification system that emphasizes those areas they specialize in. An example is the Medical Subject Headings devised by the US National Library of Medicine (NLM). Another example is the specialist classification system for art and iconography (Iconclass). There are also emerging metadata standards that are being developed for web resources, digital images, and other specialized materials.

2.4.4 Dewey Decimal Classification

The Dewey Decimal Classification (DDC) system is the world's most widely used library classification system. American

librarian and library educator Melville Dewey devised the system in 1873 while he was a student at Amherst College in Massachusetts. The Dewey Decimal system was first published in 1876 as "A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library". This system has been owned by OCLC since 1988. DDC used numbers and decimal fractions to indicate the subject content of a given work.

The Dewey Decimal Classification divides human knowledge into ten basic categories, with subdivisions indicated by decimal notation. Each of the ten main classes has the potential to be broken down into smaller multiples of ten. The word decimal in the name of the classification system comes from decem, the Latin word for "ten". For example the DDC number for public administration is (350).

The ten primary classes of DDC are as follows:

000 Generalities
100 Philosophy and psychology
200 Religion
300 Social sciences
400 Language
500 Natural sciences and mathematics
600 Technology (applied sciences)
700 The arts; fine and decorative arts
800 Literature and rhetoric
900 Geography and history

2.4.5 Library of Congress Classification

In 1898 a group under the guidance of J. C. M. Hanson, the head of the catalog division at the Library of Congress in Washington, D.C, and Charles Martel, the library's chief classifier, developed the first part of the Library of Congress (LC) Classification system. In the years that followed, numerous specialists contributed to the further development of the system and expanded it to cover other subject areas.

The Library of Congress Classification system divides human knowledge into 21 major classes, using letters of the English alphabet for each, with further subdivisions indicated by decimal notation. The system does not use the letters I, O, W, X, and Y.

The major classes of the Library of Congress Classification system are as follows:

A General works
B Philosophy; psychology; religion
C Auxiliary sciences of history
D History: General and Old World
E F History: America
G Geography; anthropology; recreation
H Social sciences
J Political science
K Law
L Education
M Music and books on music
N Fine arts
P Languages and literature
Q Science
R Medicine
S Agriculture
T Technology
U Military science
V Naval science
Z Library science

2.4.6 Other Classification Schemes

a) **Universal Decimal Classification (UDC):** UDC, which was designed to facilitate the organization of a universal bibliography of all recorded knowledge, first made its origin at Belgium in 1895 by bibliographers Paul Otlet and Henri La Fontaine. Initially

UDC was based on the fifth edition of the Dewey Decimal Classification that combines notation to express multiple concepts. The Universal Decimal Classification system is issued by the International Federation for Documentation, in the Hague, Netherlands, which is responsible for its ongoing revision.

b) Colon Classification: In 1933 Indian librarian Shiyali Ramamrita Ranganathan introduced the Colon Classification system, which classifies all knowledge into broad, fundamental concepts. The Colon system then divides these concepts into several distinguishing characteristics, which Ranganathan called facets. The classification system uses colons (:) to distinguish between the various facets in a single notation and the name "Colon Classification system" is derived from its use in its notation scheme.

In United States, most research and academic libraries use Library of Congress Classification, while most schools and public libraries use Dewey Decimal Classification. The UDC system is widely used in Europe, Latin America, Russia, and Japan. Although the use of the Colon Classification system is limited to a few Indian libraries, Ranganathan's concept of facet analysis in classifying knowledge has been widely recognized. Some of its key concepts have been adopted by subsequent editions of the DDC or UDC, among others.



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Classifier: The library professional who is engaged in the process of classifying of library materials is called a classifier or classifier librarian.

2.4.7 Allotting Class Number

In classifying, a classifier first takes up those books which are additional copies or new editions of works available in the library. In such cases, he/she would put down the call number in the book order slip and on the process slip along with the fact whether the book in hand is an additional copy or a new edition. Sequence numbers are also copied in the processing slip. The rest of the books received by a classifier are sorted by basic classes. The indexes attached to the classification schedules are used to find out the basic class numbers. Each basic class is taken, one by one. In the process of classification, based on the subject content of the item, a class number is assigned by consulting the schedules. The classification of the document can be made by manual means or by copy cataloguing, etc. The practice of complete reliance on the indexes for deriving the class number of any document is not advisable. The class numbers so arrived at should be tallied with the other standard catalogues, if necessity arises, especially in doubtful cases. The class numbers are given in pencil on the upper half portion of the verso of the title page. It is in pencil, because in case there is some changes in the class numbers, in future it may be corrected without any damage to the book by rubbing the earlier class numbers. This phenomenon is common because almost every classification scheme is revised periodically.

2.4.8 Allotting Book Number

Generally, the author marks constitute a book number. Cutter's Author Table, Cutter-Sanborne Author Table, Merrill's Author Table, Author Tables of L. Stanley Jast, Biscore Time Numbers, Ranganathan's Book Numbers System may be used to allot author marks. A decision is to be taken by each library as to which system is to be used for allotting book numbers.

The class number and book number together constitute the call number of the book. The call numbers should be written on the processing slips, adding the sequence number, wherever required.

2.4.9 Assigning Subject Heading

Subject heading is the words or group of words under which books and other materials on a subject are entered in a catalogue. The heading may include punctuation to which an arranging significance may be assigned. In a classified catalogue the subject heading consists of a classification symbols with or without its verbal meaning. It may also include entries for all materials on the same subject in an index or bibliography. For assigning subject heading, Library of Congress List of Subject Headings, Sears List of Subject Headings, ALA List of Subject Headings, Ranganathan's Chain Procedure may be used. The chain procedure method is useful in deriving proper subject headings. The smaller libraries, where minute subject headings are not required, may use Sears List of Subject Headings or ALA List of Subject Headings. But large, research or special libraries may user the Library of Congress List of Subject Headings which is a very comprehensive and standard one. Each library due to some local and special conditions may adopt certain subject headings of its own in order to meet the readers' demand.



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Cataloguer / Catalog Librarian: The library professional who is engaged in the process of cataloging of library materials is called cataloguer. He compiles the list of documents according to a definite set of rules to enable the item to be located in the collection.

2.5 CATALOGUING

The cataloguing department decides on the appropriate form for identifying authorship of works in the collection, describes the item as a physical item or a virtual source, and assigns subject access points. In the cataloguing, on the process lip, headings for different types of entries to be prepared should be listed. The headings should be listed on the pattern of a tracing section. At this state, the cataloguer should pass on the volumes along with process slips to the typist to type out catalogue cards or to handwrite the card. So at the end, the product of cataloguing is just like a card or in modern sense an entry in the OPAC giving essential general information about informational entity. This essential general information includes details about author, title, place of publication, name of publisher, year of publication, edition, editorship, pagination, illustration etc. The individual cards which bear the class number or call number to enable the item to be located are arranged in some definite order. It may be noted that for each volume, an additional card called shelf list card shall be prepared.

2.5.1 Definition

Cataloguing meant those activities that record, describe and index the resources of a collection that were acquired in a manner that will aid the end-user in locating materials in the collection(s). Library items that are written in a foreign script are, in some cases, transliterated to the script of the catalog.

Ranganathan has defined a library catalogue as “a list of document in a library or in a collection forming a portion of it”. A “list” refers to some kind of arrangement based on a set plan and a “document” constitutes embodied thought, which is a ‘record of work on paper or other material fit for physical handling, transport across space and preservation through time’. This means that document includes all types of records in which information can be stored or presented.

According to Ruth French Strout, a catalogue may be considered "a work in which contents are arranged in a reasonable way, according to a set plan or merely word by word".

2.5.2 Need and Purpose

The objective or function of the early catalogue was to serve as an inventory list with progressive pattern of arrangement based on the order of accession chronologically by date of publication or period of author. From this arose a wide variety of approaches and an expansion of the inventory idea to include retrieval.

The modern library catalogue serves both the inventory (listing) and retrieval (finding) function. Without cataloguing, it would be difficult for anyone to know what is in the collection, how many items dealing with a particular topic are in the collection and so on. What one sees in the public catalogue is the result of the efforts of the cataloguing staff and the extent of the use of library resources depends greatly upon the quality of it. A well made catalogue definitely adds to the reputation of the library. Library cataloguing allows library aids to assist the end-users in locating the materials. The need and purpose of the library catalogue can be viewed from the following points of view

a) General Objectives: The general objectives of a library catalogues are-

i) Register: At any time the user may not find the entire collection of the library on the self. Therefore, to know about the entire collection (what is available) at any time reliance is to be given to some other dependable tool. Catalogue, which is a register of all informational items found in a particular library or group of libraries serves this end.

ii) Finding Aid: Cataloguing helps the user in locating the document in the stack. Simply it guides the user to the exact location of a stack in which he / she will find the book of his/ her interest.

iii) Describes an Entity: Catalogue is only one of the many forms of bibliography, giving essential general information about an informational entity (e.g., books, computer files, graphics, regalia, cartographic materials, a webpage etc.).

iv) Satisfies Different Approaches: Cataloguing satisfies different kinds of approaches of the patron of the library, say author, title, series, subject approach etc.

b) Charles Ammi Cutter Objectives: Charles Ammi Cutter made the first explicit statement regarding the objectives of a bibliographic system in 1876. These have been frequently quoted and criticized. According to Cutter, those objectives are

A) To enable a person to find a book of which (Finding objective) one of the following is known

i) The author
ii) The title
iii) The subject.

B) To show what the library has (collocating objective)

i) By a given author
ii) On a given subject
iii) In a given kind of literature

C) To assist in the choice of a book (Choice objective)

i) As to its edition (bibliographically)
ii) As to its character (literary or topical)

It is only a few readers who are able to express their subject requirements in specific terms. They think of either a narrower or broader subject rather than the specific subject they require. Considering this, Ranganathan raised an important point by quoting “if it is the interest in the subject which takes him to the library, his wants will be better served if the catalogue can spread before him a full connected panorama of all materials on his specific subject, all its subdivisions and all broader subject of which it is itself a subdivision”. Ranganathan in the light of the

five laws of library & information science expressed the objectives of a catalogue as the following

A catalogue should be so designed as to

i) Disclose to every reader his or her document;

ii) Secure for every document its reader;

iii) Save the time of the reader and with this save the time of the staff.

The Cutter objectives are more specific in comparison to the Ranganathan approach in describing the objectives of a library catalogue.

c) Paris Conference: The principles adopted by the International Conference on Cataloguing Principles held in Paris in 1961 are considered a landmark that leads to the standardization of practices. The Paris conference resolved the function of a catalogue as given below

The catalogue should be efficient instrument for ascertaining

A) Whether the library contains a particular book specified by

i) Its author and title or

ii) If the author is not named in the book its title alone or

iii) If author and title are inappropriate or insufficient for identification, a substitute for the title and

B) i) Which work by a particular author and

ii) Which edition of a particular work in the library.

The function as adopted by the Paris conference is more or less a restatement of the Cutter objectives as described in his first edition of 1876.

d) Simonton Objectives: According to Simonton (1964) a library catalogue serves three purposes in the conventional library and especially in the research library.

i) Describing all items catalogued to a degree of precision permitting positive identification.

ii) Establishing and describing the relationship of all items catalogued in terms of community of authorship or sponsorship, similarly of context and continuity of bibliographic history.

iii) Serving as a finding list.

Though the objectives stated by Cutter have been criticized a great deal and quoted very often, these can only explain the explicit objective of a catalogue. These have stood the test of time and according to Patrick Quigg "later statements' are most usually restatements of them".

2.5.3 Different Kinds of Catalogue

The catalogue may be of different types based on different approaches to division.

a) Based on Physical Form of Presentation

i) Printed Catalogue: The printed catalogue is also known as dictionary catalogues or bound book catalogue. This type of catalogue is just like a book where individual catalogues are printed to make it easy to consult for the user. The printed catalogues sometimes are interlaced with blank leaves on which additions could be recorded. This type of catalogue is difficult to produce and update; it's very difficult to interpolate new entries and maintain correct sequence in it. Again, its portability can be a disadvantage to other users because when a single volume is taken to nearby table to be used by a particular user, it makes difficult for the other user to consult and there is no guarantee that the user will keep the volume in the proper place. The British Museum catalogue of printed books is an example of this kind of catalogue.

ii) Guard Book Catalogue: This type of catalogue is also known as paste down catalogue. In paste down catalogue, the base is a bound volume of thick blank sheets; each typed

or printed entry is pasted in the correct sequence on the successive right hand pages, leaving space for at least five more entries to be inserted between any two consecutive pages. The left hand page is left blank for pasting down any new entry not finding its due place vacant on the right hand page, in the corresponding position. In case a given portion of the catalogue becomes too crowded, the stripes are lifted and redistributed. This is similar to a printed catalogue except that additional new entries can be pasted in and also new pages can be inserted. It is sometimes used in conjunction with a printed catalogue and used prior to its production, bringing a new edition or in producing a supplement for making addition, deletion, amendment and so on.

iii) Sheaf Catalogue: This type of catalogue is also known as loose leaf book form catalogue. It contains about six entries on a single paper slips with holes or slots at one edge so that they can be fastened into binders. Each binder has a locking / releasing mechanism to allow the insertion of new entries when required yet ensures that the slips remain securely in place when the catalogue is consulted. Owing to the fact that more than one entry was included on a single leaf sometimes a break-down in sequence occurres.

iv) Card Catalogue: In Card catalogue the size of leaf is reduced so that each leaf containes one entry only and as the small leaf is inconvenient to handle so it has been replaced by the card. Each card is of 125 mm X 75 mm. The cards are arranged in trays and held in their relative position by a rod passing through holes near their bottom edge. The trays are all built into a cabinet. The specification for the catalogue cabinet is given by the Indian Standards Institution. The card catalogues allow much more flexibility.

v) Online Public Access Catalog (OPAC): The card catalogue was a familiar sight to library users for generations, but the computerization of library activities has led to rethinking regarding the form, purpose and function of a library catalogue. Now the card catalogue has been effectively replaced by the OPAC or Web OPAC. Some libraries with OPAC access still have card catalogues on site, but these are now strictly a secondary resource and are seldom updated. Some libraries have eliminated their card catalogue in favour of the OPAC. The other form of catalogue can be easily obtainined as an output from OPAC.

b) Based on Source Where Cataloguing is Done

i) Individual Cataloguing: Cataloguing done by individual libraries, institution, people to serve their own need and purpose or for their own sake are known as individual cataloguing.

ii) Cooperative Cataloguing: Cooperative cataloguing refers to a situation where a number of independent libraries share the work of producing a catalogue for their mutual benefit. It is done in two or more libraries for the benefit of each participant and the results may or may not be made available to other libraries. One of the important outputs of cooperative cataloguing is Union catalogue.

iii) Centralized Cataloguing: Centralized cataloguing is defined as the cataloguing of documents by some central organization for the benefit of other libraries. This form of cataloguing can take place within one library system or within a number of library systems. Sometimes centralized cataloguing may be done by another agency. Some of the forms of centralized cataloguing services are Card or shelf service, Cataloguing in source, Cataloguing in publication, and Prenatal cataloguing.

The term "Prenatal cataloguing" was used by Dr. S.R. Ranganathan. In this process the cataloguing work has been done by the National Central Library of a country on each book before its release by the publisher. This is done with the help of a copy of the form proof of each book sent by each publisher. The National Central Library prepares a muster stencil of the catalogue cards for each book before its release. The catalogue cards are later made available for distribution to libraries on order along with the release of books themselves, Call numbers are also printed on the back of the title pages and tooled on the binding as well. According to Ranganathan, this type of process leads to saving 79% in the technical manpower of an intra National and inter National Library System.

c) Based on Type of Entry: Based on the type of entry catalogue can be divided into the following

i) Author Catalogue: A formal catalogue, sorted alphabetically according to the authors' or editors' names of the entries.

ii) Title Catalogue: A formal catalogue, sorted alphabetically according to the title of the entries.

iii) Keyword Catalogue: It is a subject catalogue, sorted alphabetically according to keywords. The keywords are derived by using some system.

iv) Mixed Alphabetic Catalogue: It is a mixture of author / title, or an author / title / keyword catalog.

v) Systematic Catalogue: A subject catalogue, sorted according to some systematic subdivision of subjects is called systematic catalogue.

vi) Shelf List Catalogue: It is a formal catalogue with entries sorted in the same order as bibliographic items are shelved on the stack.

d) Based on Scope: Based on the scope of a catalogue unit, cataloguing can be divided into

i) Individual catalogue and

ii) Union catalogue. When a library catalogue lists holding or part of holding of two or more libraries then it is called a union catalogue.

e) Based on Purpose: Based on purpose catalogue can be classified as Library Catalogue, Book Sellers Catalogue, Publisher Catalogue, Dealers Catalogue, etc.

2.5.4 Criteria for Selection of Library Catalogue

In selecting the forms of catalogue to be adopted by the librarian, he / she may consider the following factors

i) Economic to produce and handle: The production and its subsequent maintenance cost and labour of the catalogue should be minimal.

ii) Compact in size: It should not occupy much space in the library.

iii) Bring together like entries: It should have the provision to bring together entries with the same heading or leading section.

iv) Updating: The selected catalogue should have the provision to insert or withdraw entries easily as and when required.

v) Reproduction: It should have the provision to produce duplicate copies.

vi) Durability: The catalogue should be durable.

vii) Accessible: It should be reasonably accessible (within approach) to both users and staff members of the library.

viii) Easy to handle and consult: To enable a user to find entries with ease. It should be easy to handle and consult.

ix) Speed of searching: It should be amenable to fast speed of search.

x) Portability: It should be easily portable to enable to user / staff to consult it from inside or from outside the library. The user should be able to take it home and consult it there.

2.5.5 Cataloguing Rules

Cataloguing rules have been defined to allow for consistent cataloguing of various library materials across several persons of a cataloguing team and across time and space. Users can use them to clarify as to how to find an entry and how to interpret the data in an entry.

Cataloguing rules prescribe which information from a bibliographic item is included in the entry; how this information is presented on a catalogue card or in a cataloguing record; how the entries should be sorted in the catalogue. Currently, most cataloguing rules are similar to, or even based on, the International Standard Bibliographic Description (ISBD), a set of rules produced by the International Federation of Library Associations (IFLA) to describe a wide range of library materials. These rules describe an item in terms of: title and statement of responsibility (author or editor), edition, material-dependent information (for example, the scale of a map), publication and distribution, physical description (for example, number of pages), series, note, and standard number (ISBN).

The most commonly used set of cataloguing rules in the English speaking world are the Anglo-American Cataloging Rules, 2nd Edition (AACR 2). The revised version of the AACR 2 is known as Resource Description and Access (RDA). The AACR2 has been translated into many languages for use around the world. AACR2 provides rules for descriptive cataloguing only and does not touch upon subject cataloguing.

2.5.6 Sorting

In a title catalogue, one can distinguish two sort orders-

a) **Grammatic Sort Order:** In the grammatic sort order, the most important word of the title is the first sort term. The importance

of a word is measured by grammatic rules; for example, the first noun may be defined to be the most important word.

The most important word of the title is also a good keyword and it is the word most users remember first when their memory is incomplete. This is an advantage in favour of grammatic sort order. However, it has the disadvantage that many elaborate grammatic rules are needed, so that only expert users may be able to search the catalogue without help from a librarian.

b) **Mechanic Sort Order:** In the mechanic sort order, the first word of the title is the first sort term. Most new catalogues use this scheme. Still, the mechanic sort order includes a trace of the grammatic sort order as they neglect an article (A, An, The etc.) at the beginning of the title.

c) **Alphabetic Sorting:** Here entries are arranged alphabetically.

In a subject catalogue, one has to decide on which classification system to be used. The cataloguer will select appropriate subject headings for the bibliographic item and a unique classification number (class number).

2.6 PROCESSING

Cataloguing is followed by the processing phase. The processing transforms a collection of books into serviceable items, thus making books fit for use.

a) **Stamping:** It is necessary to put a library stamp on lower half of the title page, bottom of the last page of text, bottom of the last page of the volume, and the secret page. In addition each plate, map and other pages not included in pagination should also be stamped. The stamp should be put properly and carefully without falling on the printed matter. The stamp should contain the name of the library and its address.

b) **Tagging:** Paste a tag (spine label) on the back of the volume, after removing the jacket, if any. It should be fixed one inch above the bottom

of the spine of the volume. This is done so that the call number may be properly visible to the readers when the book is shelved in a books rack.In case the volume is not thick enough to allow space for a tag then apply it on the front cover close to the back. Gummed white cloth is cut into round or square pieces of about 1.25 each to make the spine label where class no., book no and location mark of the book are written. The location marks are written on the left hand upper portion of the label. Such marks may be Reference, Rare, Text Book, etc.

c) **Date Labelling:** A date label or slip should be pasted on the first page after the cover. It should be fixed symmetrically and pasting should be done only along the top edge. In case of reference books, manuscripts and other books which are not to be issued, this slip is not pasted.

d) **Book Pocket Fixing:** Near the right hand bottom corner of the inside of the front cover of the book, the pocket should be fixed. For reference and other non–issuable books, this pocket is not pasted.

e) **Book Card:** One printed book card of 5X 3 cm size is put in the book pocket of each book.

f) **Fixing Ownership Slip:** Ownership slip is generally pasted on the inner side of the front cover at left hand top most corners. The slip may be of 3 X 2.5 cm, made of glazed paper. It may be printed giving the name of the library, its logo, class number, book number, and accession number.

g) **Entering Call Number:** The call number should be written in pencil at the back of the title page and also on the secret page to be decided by the library. Call number can be written in ink over tag, date label and book card to be put in the book pocket.

h) **Entering Accession Number:** Accession number is to be added on the date label, book card and to the written near the book pocket.

i) **Filling Book Card:** Author, title, edition and year of publication are written on the book card.

j) **Checking:** All the call numbers and catalogue entries must be carefully checked. Any mistakes found must be corrected.

k) Filling of Cards: The catalogue cards should be taken out from the books. From the main cards, a list of latest additions can be prepared. It is a list of books added to the library. A mimeographed or printed list can be distributed widely.

The catalogue cards except the shelf cards should be filed in the public catalogue. Shelf cards should be filed in the shelf list. At this stage, the books can be released for display for a week and then merged in the general collection. Book releasing work also includes making lists of new additions or accession list. The accession list may be put up on the notice board and the printed or cyclostyled ad copies are to be mailed to members, or published in the weekly editions of library newsletter, etc.

2.7 SERIAL CONTROL SECTION

Serials are publications that arrive in the library on a regular basis and require special handling. Each serial usually focuses on just one topic, or perhaps on one type of reader. Serials represent the source of most current printed information for readers. They are often in high demand because of their currency. Serials, especially newspapers and magazines, create a lot of work and numerous problems for the staff. Staff members also recognize, however, the high value that the public place on these publications and therefore they are to make every effort to ensure quality service. A number of methods are available for recording the receipt of periodical publications in a library. They are:

i) Register System: In small libraries receiving up to two or three dozen periodicals, the register system may be used allotting one or two pages each for monthlies, quarterlies, half yearlies, yearlies etc.

ii) Ledger System: Here the record is kept in the form of a bound register wherein each page is allotted to a periodical. On the top of the page usually, details of the periodical is entered. Columns are provided for year and months, volume and number, date of receipt and remarks.

iii) Card System: In the card system, cards of a uniform size can be sued where each card can hold the data relating to a particular periodical. The card can contain all the details normally found in the ledger system.

iv) Three Card System: Three card system method was introduced by S. R. Ranganathan. In this system, three different cards of the size 5X3 cm are maintained for each periodical. They are called the register card, check card and the classified index card.

v) Kardex: The Kardex system was introduced by the Remington Rand of India Ltd. It is a type of visible record system maintained in a steel filing cabinet. Each unit cabinet contains seven trays in all providing more than 5090 card holders. Each card holder can hold two cards, a bottom card and a top card. The top card is fitted opposite to the bottom card. It lies verso of the next card holder such that when any card holder for a given title is lifted then both cards-bottom and the top, face each other.

a) Display of the Periodicals: All current issues of the periodicals are displayed after entering the details. When new issues of a periodical replace the preceding issue in the display rack, the latter issue may be kept in the boxes of the display racks or may be sent to the department concerned for making it readily available.

b) Binding: When all the issues, its title page and index of a journal are received, it is collected and the checking of the issues with contents is done to maintain the sequence. The journal is now a complete one and ready to be sent for binding. The bulky volumes are bound in parts; one volume may have two three or more parts as the case may be.

c) Accessioning the Complete Volume: After binding, the volume may be accessioned, classified and catalogued like books. The procedure of label pasting and writing and stamping are done to the journals as in the case with books. The journals complete and ready in all respects, are sent for shelving or these may be sent to the departments concerned.

2.8 CIRCULATION SECTION

A Library Circulation desk or the loans desk is usually found near the main

entrance of a library. All jobs related to the method of borrowing books and returning them after use, creation and maintenance of relevant records and files etc are referred to as circulation work. The library circulation section houses the main library stacks and it performs the following functions:

a) **Vigilance at the Entrance and Exit:** The staff of the circulation section has to maintain vigilance at the entrance and exit of the library. They are also expected to maintain gate register (name, address, library card no, remarks) and property counter. The concerned staff member of the library may give a token to the user for safe keeping of his belongings.

b) **Registration of Members:** If a person wants to enroll himself as a member of the library, he will be given an application form to fill up. After completing the formalities, he will be registered as a member. Once the period of membership expires, his membership then would be renewed.

c) **Reservation Facility:** The circulation desk can also look after the reserve section. The books on loan can be reserved by the library patron for next circulation on their return to the library by the previous issuer. The reserve section makes available to students the copies of approved textbooks and other books such as past exam papers and unit materials by the faculty as basic readings for specific courses.

d) **Checking Out (Charging):** The circulation desk is needed to provide checking out services for items which are not catalogued, to check whether there are periodicals, government documents, maps, and microforms that are going to be issued. Again, the circulation section will be needed as there is a limit for each category of user to take out the document for home consultation.

There are different charging systems or circulation control system. Some of them are:

i) Ledger System: A register is maintained. Each borrower is allotted one or more pages and an index to the names of borrowers is

given at the beginning or end of the register. At the top of the page, the name of the borrower and his address are given. This is followed by columns for date of issue, accession number, call number, name of author, title, edition, signature of the borrower, due date and date of return.

ii) Dummy System: Dummy system uses a dummy as a substitute for a book on the shelf when it is issued to a user. The name of the user, call number and date of issue are given on the cover of the dummy used for the purpose.

iii) Indicator System: In this system, a large wooden frame having many pigeon holes is made use of. Blocks or pegs representing books issued out are put into the pigeon holes. At each end of such an insert, call number of the book is written. One end has blue background and the other red. Red indicates that book is out. The charging is done by means of a ledger. This system is useful for a close access library.

iv) Browne System: This system consists of a reader's ticket for identification of the user, book card for identification of the book, a date label or date slip. In the charging process the book card is taken from the blank pocket and inserted into the reader's ticket to form the charge. The due date is stamped on the date slip. The charge is filed in an issue tray behind the date due for return. Behind each guide, the further arrangement is by call numbers.

v) Newark Charging System: In this system the user is issued a borrower's card. Details regarding the borrowers are entered there. The user presents the book to be issued along with the borrower's card.

e) Checking In (Discharging): The returned library items are processed by the circulation desk, which involves reading the details in the book and dispatching the item on to the shelves.

f) Renewal of Material: The checking in items also can be renewed if it was not reserved by any other users.

g) **Issue of Reminders:** Depending upon the policy of the library, reminders may be sent for overdue books.

h) **Charges of Overdues or for Lost or Damaged Items:** The payment of infringements for late, lost book charges and overdue items are processed by the Circulation desk. They can also lift restrictions for library patrons once the fines have been paid. If the book returned is overdue, then the user would be asked to drop the overdue charges in the Conscience Box or deposit the amount with circulation section. Conscience Box is a locked box with slit in the lid to drop coins or notes with a glass top. In this case, no accounts need to be maintained separately. The box can be opened later, the amount collected and deposited.

i) **Shelving:** Shelving includes returning materials to their proper places in the library. The circulation desk also handles the shelving of items used from the Reserve Section and also the Reference Section.

j) **Lost and Found:** Some circulation desk also provides a lost and found service. This includes commonly found items that are left by library patrons by mistake such as library cards, laptops, wallets, computer media and portable devices.

k) **Reading Room Facility:** As the library does not lend out the valuable reference books, periodicals and the newspapers so there is always a demand for providing the Reading Room service to the user. There is occasional demand for textbook also to read out in the library premises itself. The library Reading Room is to meet all such requirements. It is associated with the Reference Section of the library, Periodical Section and Newspaper Section etc. Reading room facility provides the equipment and space to the end-users to make effective use of the items in the collection(s). The Reading room facility is extensively used to consult newspapers, reference collection, journals and so on.

2.9 SPECIAL SECTION

In some libraries the special collections may be nothing more than a few unusual items of local interest that are kept in a room or office with

restricted public access. Research libraries, on the other hand, sometimes have collections of rare and costly items that are larger than the entire collections of some school districts and public libraries. These collections often contain items usually found in museums such as paintings, furniture, and other artworks. Sometimes these collections contain manuscripts and operational records of organizations. In such cases, they have an archival function. Sometimes the library serves as the city's archive. It is usually a public library that serves this function but occasionally academic libraries also have this responsibility. They house the public records that are no longer active. Higher security levels and environmental controls are required for special collections areas.



CHECK YOUR PROGRESS

A) Match the Following

a) DDC system	a) J. C. M. Hanson
b) OCLC	b) Paul Otlet and Henri La Fontaine
c) Library of Congress Classification System	c) DDC
d) UDC	d) Shiyali Ramamrita Ranganathan
e) Colon Classification System	e) Melville Dewey

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B) Find the True and False Sentences

a) The Dewey Decimal Classification divides human knowledge into ten basic categories.

b) The Library of Congress Classification system divides human knowledge into 21 major classes.

c) The classification system uses colons (:) to distinguish between the various facets in a single notation.

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2.10 LET US SUM UP

The Accessioning Section is planned to perform two sets of activities, namely accessioning or taking into stock all acquired documents, and passing the bills for payment. Then the book passes through a chain of technical processes before it is available for use to readers.

Classification is the task of assigning a classification and author number to the physical items acquired. This is called the call number and it allows the public service staff to group materials on the same topic together. The class number is used not only for identification but also for the purpose of shelving, placing items with similar subjects near one another, which aids in browsing by the library users.

Cataloguing allows library aids to assist the end-users in locating the materials. The cataloguing department decides on the appropriate form for identifying authorship of works in the collection, describes the item as a physical item or a virtual source, and assigns subject access points. So, classification determines the place of a book on the shelves while cataloguing helps the user in accessing the book.

Processing transforms a collection of books or other reading materials into serviceable items and Circulation deals with checking-in and checking out of library items. The serial processing section deals with all aspects of the serial.



2.11 FURTHER READING

1) Krishan Kumar (1997*). Library manual*, 4th rev. ed.. New Delhi: Vikas Publishing house Ltd.
2) Krishan Kumar (2002). *Theory of Classification*, 4th rev. ed.. New Delhi: Vikas Publishing house Ltd.
3) Ranganathan, S.R. (2008). *Library Manual*. Bangalore, Ess Ess.
4) Dhiman, Anil K. and Rani, Yashoda (2005). *Learn library management*. New Delhi: Ess Ess.

2.12 ANSWERS TO CHECK YOUR PROGRESS

A) Match the Following

a) DDC system — a) Melville Dewey

b) OCLC — b) DDC

c) Library of Congress Classification System — c) J. C. M. Hanson

d) UDC — d) Paul Otlet and Henri La Fontaine

e) Colon Classification System — e) Shiyali Ramamrita Ranganathan

B) Find the True and False Sentences

a) True. b) True. c) True.

2.13 PROBABLE QUESTIONS

A) Short Answer Type Questions

a) Accession register. b) Accession number. c) Cataloguing.

d) Class number. e) Book number. f) Call Number.

g) Subject heading. h) Classification.

B) Essay Type Questions

a) Describe the accessioning activities of a library.

b) Describe the need and purpose of classification of books and cataloguing.

c) Write a descriptive note on different schemes of classification of books.

d) Write a short note on DDC.

e) What are the different kinds of catalogue? Briefly describe each of them.

f) Describe the criteria for the selection of a library catalogue.

g) Write a note on procession of library books and reading materials.

h) Describe the activities associated with serial control system.

i) Write a note on circulation system.

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