

THE Library Assistant's MANUAL



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《图书馆助理员手册》翻译组译
马 龙 璧 校订

英 汉 对 照

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(英汉对照)

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内 容 提 要

本书系根据英国弗·约翰·彻格温、菲莉斯·奥德菲尔德合著的《图书馆助理员手册》的正文部分译成的，并以英汉对照的形式贡献给广大读者。

本书浅显易懂，以通俗的语言介绍了图书馆业务的基本原则和工作程序。内容包括有：公共图书馆、学校和专业图书馆的读者及其需求；组织和行政领导；采购和库藏登记；分类和编目；非书资料；良好的内部管理；借阅程序；咨询和参考资料；办公室事务工作等，共十章。有基础理论，也有具体实践。

本书对图书馆工作者，尤其是对初参加图书馆工作的青年同志有较高的参考价值；由于是英汉对照的形式，对希望熟悉图书馆专业的英语词汇和表达方式的同志也会有所补益。

译者的话

为适应我国图书馆事业发展的需要，本着“洋为中用”的精神，我们将两位在英国从事图书馆业务和教育工作多年的馆员和讲师弗·约翰·彻格温、菲莉斯·奥德菲尔德合著的《图书馆助理员手册》翻译成汉语，并以英汉对照的形式贡献给广大读者。

我们所翻译的只是本书的正文部分，共十章。它从各类型图书馆的读者及其需求、图书馆的组织和领导直至图书馆工作的各个环节、每项具体日常工作都阐述得比较清楚。有基础理论，也有具体实践。对计算机检索等现代化的情况也作了较详细的介绍。

本书对图书馆工作者，尤其是对初参加图书馆工作的青年同志会有一定的参考价值；由于是英汉对照的形式，对希望熟悉图书馆专业的英语词汇和表达方式的同志也会有所补益。

由于我们经验不足、水平有限，译文与原文对照，很难做到令人满意，不妥之处，望读者批评指正。

参加本书翻译工作的有马宝仁、杜中元、张亚光、吴楠、温正红同志。在本书的翻译过程中，我们得到了本单位有关同志的大力支持，并参考了中国人民解放军洛阳外语学院图书馆江康、杨永荣同志的译稿，在此谨致谢忱。

《图书馆助理员手册》翻译组

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USERS AND THEIR NEEDS:

PUBLIC LIBRARIES

The public library movement was launched in Britain with the Public Libraries(England)Act of 1850. This act allowed for the establishment of town libraries, to be free and open to all ratepayers, provided by funds from local rates. Because the right to establish such a library on the part of any municipal authority was permissive rather than compulsory, many years were to elapse before the entire needs of all the potential reading public across the country were to be served.

A further act, the Public Libraries Act of 1919, gave the opportunity for greatly increased library provision, empowering county councils to adopt the Libraries Act for those districts within their respective areas which had not already done so. The new county library systems established buildings for branch libraries within their respective areas, in the small towns and large villages where no libraries had previously existed. Even in small villages and hamlets,

第一章

读者及其需求——公共图书馆

英国的公共图书馆运动，是随着 1850 年的《英格兰公共图书馆法案》的颁布而开展的。该法案准许从地方税中提取经费建立城镇图书馆，对所有纳税人免费开放。由于建立这样的图书馆，对任何市政当局来说是可以自行斟酌执行，而不是强制性的，所以，全国广大潜在读者的各种需要多年来都未能得到满足。

另一个法案，即 1919 年的公共图书馆法案，为大量增设图书馆提供了可能。它授权各郡会，凡境内尚未执行图书馆法案的地区都加以执行。新的郡图书馆系统在它们各自的地区内从前没有图书馆的小城镇和大村庄里修建房舍，设立了分馆。甚至在小村小庄和居民点里，在可以定期安排交

centres were set up in schoolrooms or other suitable existing buildings, where periodical exchanges of book stock could be arranged. These libraries were, and still are, organized from a county headquarters, normally sited in the county town.

It was only as recently as 1964 that public library provision became compulsory. The passing of the Public Libraries and Museums Act in 1964 meant that for the first time all parts of England and Wales were given as of right a comprehensive and nationally-linked library service. With local government reorganization in 1974 came changes in the boundaries of public library authorities. Some county branch libraries were transferred to adjacent municipal authorities and became branch libraries served by the central library of the municipal authority, instead of as formerly, by the county headquarters. But whether under the auspices of a county or municipal authority, and of whatever size or type, all public libraries continue as the Kenyon Report (1927) proposed that they should, 'to serve not only the earnest seekers after knowledge, but also all those who are . . . gratifying an elementary curiosity, and those who are seeking relaxation and recreation.'

Having the library of his or her choice easily accessible and open at convenient times are obviously

换藏书的教室里或其他现成合适的房屋内也建立起了一些中心。这些图书馆过去是，现在仍然是由通常设在郡城里的郡总馆来组织的。

直至1964年，公共图书馆的设立才成为强制性的。1964年通过公共图书馆和博物馆法案，意味着整个英格兰和威尔士首次有权建立起一个综合性的与全国相联系的图书馆事业。1974年，由于地方政府改组，公共图书馆的隶属关系也随着有所变更。有些郡的分馆被转交给了邻近的市政当局，成为由市政当局中心图书馆主办的分馆，而不象从前那样由郡总馆主办。但是，无论由郡主办，还是由市政当局主办，也不管其规模或类型如何，所有公共图书馆仍象1927年凯尼恩报告所建议的那样，应该“不仅为那些热心追求知识的人服务，而且也为那些要满足单纯好奇心的人以及那些寻求娱乐和消遣的人服务”。

任何潜在的借阅者的第一个要求，显然是要他（或她）

the first requirements of any potential borrower. It is essential that public libraries are sited centrally in their respective cities, towns or villages, preferably on or near main roads giving access to public transport, and on sites where car parking facilities can be made available. Libraries built adjacent to or as part of a shopping complex are thus helped to attract and retain a borrowing public. Well-placed libraries are able to advertise and draw attention to their facilities by the use of posters and by well-arranged displays in their outside windows and foyers. If the majority of the public who never use libraries are to be persuaded at least to explore them, the possibilities for self-advertising on the part of libraries need to be much more actively pursued.

The lending department

Once inside the building, almost certainly the first person the potential borrower will make contact with is the library assistant, who is thus given an excellent opportunity for performing a very useful public relations exercise. A good first impression of a library often stems from the tactful way in which the discerning assistant can provide information and help with form-filling. Sensitivity to the individual needs, and indeed the fears, of differing personalities is

所选择的图书馆来往方便，开馆时间适宜。所以，公共图书馆必须座落在各市、镇、村的中心，最好位于或者靠近公共交通方便的大街上，在便于利用停车场的地方。图书馆靠近或者位于商业中心区，有助于吸引和保持阅览的群众。位置适中的图书馆，能够利用招贴画以及在图书馆的户外橱窗和门厅内布置得当的书籍陈列，来进行宣传和吸引人们注意图书馆的各种设施。如果想诱导多数从未来过图书馆的群众至少也能进来看一看。就图书馆来说，则需要更积极地寻求进行自我宣传的可行办法。

外借部

一踏进图书馆，潜在的读者需要打交道的第一个人几乎肯定是图书馆的助理员，这就给图书馆助理员提供了一个非常有益的、练习联系群众的极好机会。一个图书馆给人的第一个好印象，往往是由于精明的助理员能够熟练地介绍情况，并帮助他们填写借书单而产生的。这就需要助理员对不同读者的个别要求，当然还有他的顾虑，非常敏感。尤其是年龄

needed. Older people in particular often lack confidence and can be helped by unobtrusive guidance.

The written formalities completed, some people appreciate being taken on a quick tour of the library, and the library assistant can point out where their special interest areas are to be found. For those who prefer to explore by themselves, a wall-plan of the library floor, or floors, should be provided. In addition, a printed floor plan can be incorporated into a handout or guide to be made available to all new members. Such a guide will include, in addition, information about the library, its rules, services offered, borrowing facilities and so on. It serves the needs of library users by explaining how books can be borrowed, and for how long. It outlines the procedures for reserving books, and indicates how requests for new additions to the library should be made. It informs readers of the inter-library loan network, demonstrating the fact that all libraries, however small, are part of a nationally-linked scheme. Further, it can explain how the library classifies and catalogues its stock, list all the non-book materials that are available, and can also draw attention to any special services offered, such as photocopying. Borrowers will learn from it how to locate books not in normal sequence on the shelves for reasons of size

较大的人们往往缺乏信心,这可通过谦和的指导来帮助他们。

办完填写手续后,有的人很喜欢有人领着他们迅速观看一下图书馆,这时图书馆助理员便可以指点他们去看他们特别感兴趣的地段。而对于那些喜欢亲自去了解的人,则应该在墙上张贴一张图书馆各层的平面布置图。此外,还可以把平面布置图编入免费赠送的图书馆使用说明或指南之中,以供初来者参考。这种指南还要包括有关图书馆的情况介绍、规则、提供的服务项目和借阅办法等。该指南通过阐明怎样借书和可以借多久来满足图书馆读者的需要。它概略说明预约书刊的方法,并指出应该如何向图书馆提出添购新书的要求。它还要向读者介绍馆际互借网络的情况,说明所有的图书馆,不论其规模大小,都是与全国相联系起来的一个系统的一部分。进而,指南还可以阐明图书馆的藏书是如何分类、编目的,并列举所有可资利用的非书资料;它还应提醒人们注意图书馆所能提供的任何特殊的服务项目,如照相复制等。读者将从中得知如何去找因为开本特异或由于主题范围的缘故

or subject matter. Finally, the guide should state clearly all the essential rules relating to the lending of books and to general use of the library itself.

It is necessary to draw readers' attention to the catalogue. Many people are unaware that they can consult it since they imagine it is solely for the use of the library staff. A library catalogue, whether consisting of five by three inch cards in drawers, cassette tapes, or of the sheaf type, needs to be augmented by displayed instructions concerning its handling. It is becoming increasingly common for school classes to visit their nearest public library, where they are taught, amongst other things, how to handle the catalogue for themselves, and also how subjects are inter-related. This area of work could well be extended: many older people, especially those with more leisure time available, would welcome talks on how to exploit their library and its resources to the full.

The larger public libraries usually aim to provide a readers' advisory service point, where the borrowers' specific information needs can be met. Here all the bibliographical aids are to hand to enable the advisor to answer questions concerning titles of books in print, and of newly-published books not held in the library. The *British national bibliography* (BNB),

未按正常顺序排架的图书。最后，指南还应该清楚地说明有关图书外借和如何利用图书馆的一些主要规则。

必须提醒读者去注意目录。许多人不知道他们可以查阅目录，因为他们以为目录只是供图书馆的工作人员使用的。一个图书馆的目录，无论是由放在抽屉里的5×3英寸的卡片，还是由盒式磁带或者是由一叠一叠的目录组成，都必须加上明显的使用说明。学生们整班整班地去参观学校附近的公共图书馆一事正变得日益普遍，他们到图书馆时，可以教给他们的事情包括：他们如何自己去查用目录，也教他们各个主题之间是如何相互联系的。这类工作还大有发展的余地，许多老年人，特别是那些有较多余暇时间的老人们，会欢迎听到有关如何充分利用图书馆及其各种资料的介绍。

较大一点的公共图书馆通常都要极力设置一个读者咨询服务点，读者的一些具体咨询都可以在那里得到解答。服务点近旁放有一切书目参考书籍，以使咨询工作人员能据以解答有关已出版书籍的书名，以及馆内没有入藏的新出版书籍的书名等。《英国国家书目》(BNB)、《在版英国图书》