

LIBRARY MANUAL

by

S. R. RANGANATHAN

and

K. M. SIVARAMAN



DELHI
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LIBRARY MANUAL

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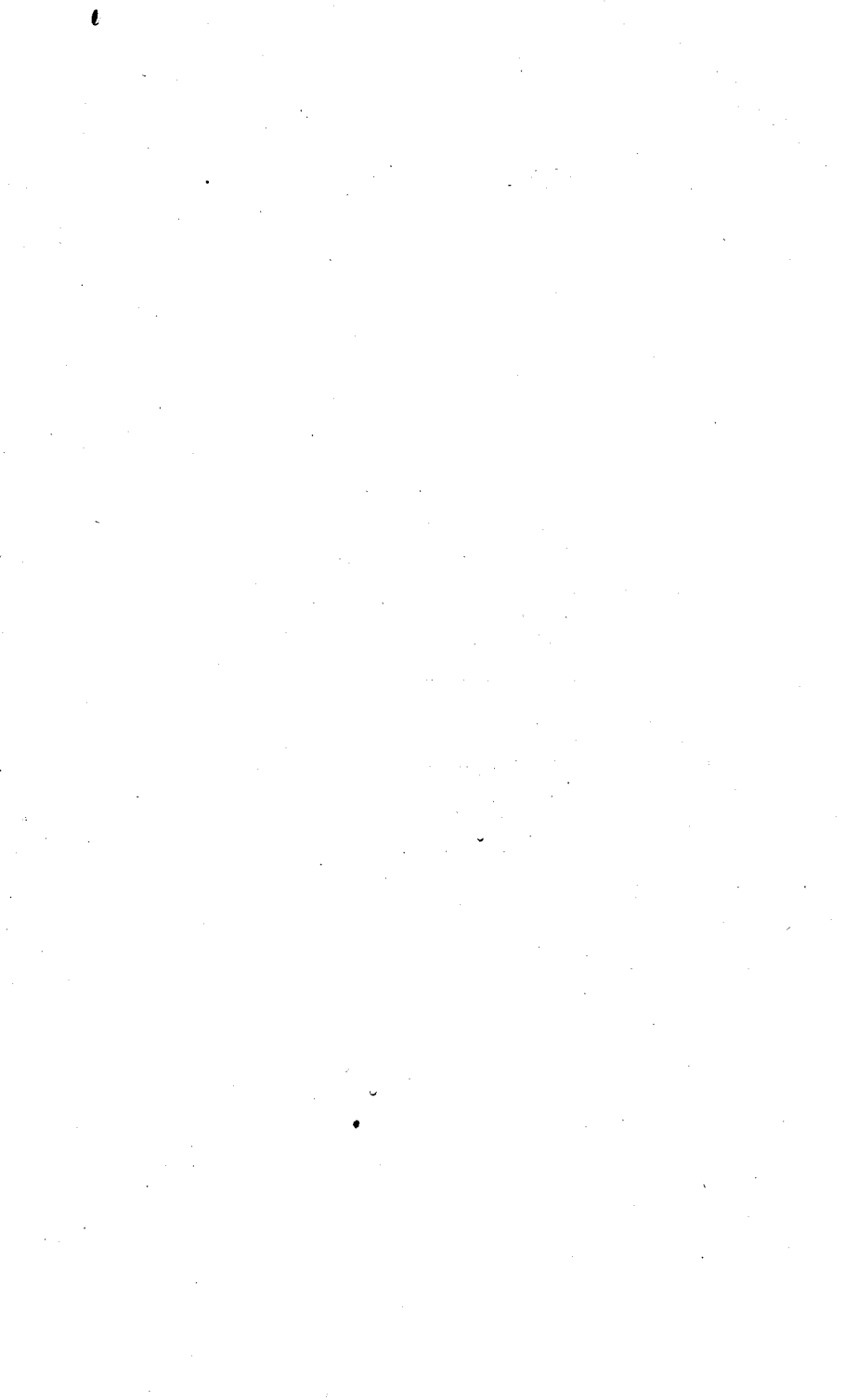
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CONSPECTUS

Mahatma Gandhi brought India upto the eventful date 15 August 1947; and before the first year of India's independence would be completed, he had disembodied himself. His arduous work till that date and his sudden disappearance afterwards finds a parallel in Visvamitra's arduous work which led up to the marriage between Rama and Sita and his disappearance on the very next day. We the survivors in India and the new generation which is yet to be born have the sole responsibility of making our freedom really helpful to the perpetual unfoldment of the personality of every one belonging to India, at the vital, mental and spiritual levels. In the present stage of human evolution the integral unfoldment of personality at all the three levels has to depend essentially on mental effort and intellectual growth. When the intellectual growth of millions of adults has to be provided for, we cannot help looking to the library as an appropriate agency. It behoves us, as the first generation of the people of free India, to lose no time in adapting the library for this important social function of universal, perpetual self-education of one and all of the people and in making a net-work of that agency truly established throughout the length and breadth of our motherland.

Promotion of library service and the establishment of a net-work of libraries in the shortest possible time needs the co-operation of the library profession, the government and the public at large. They have all to agree upon the purpose of library service, upon the means of promoting it and upon the successive stages in the action to be taken therefor.

Since years of subjugation and protected life have disabled us from thinking and acting vigorously and from knowing our rights and duties, it is the Govern-

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ment—particularly the wise men constituting the first governments of the Union of India and the constituent States—who should take the initiative. Thanks to the prior preparation of the public in sensing their library rights—a preparation done during the last twenty years by the Madras Library Association without respite—the Government of Madras has given a lead by putting a library act on its statute book. It is hoped that this example of Madras and the appeal made to the Union Government and the Governments of Bombay, Madhya Pradesh, Uttar Pradesh, the United States of Travancore and Cochin, and Kashmir will not go in vain and that these governments too will provide for library service through legislation.

It is, therefore, felt that it is time for the library profession to make its own contribution to the efficiency of library service and the success of library movement. It can make its best and full contribution, to the point of enlisting the co-operation of the public at large, only after the full contingent of the profession comes into being. But this is going to take some time. As it is usual with all new services, there is the initial wrong notion among the public, the Local Bodies, the Governments and, alas, even in the university circles which must know better, that anybody can enliven a library—particularly even those whose general ability is too far below par to make their living elsewhere.

Those who have a slightly greater awareness damn the cause by faintly conceding that subnormal beings can be rigged up for library service by a short course of instruction for two or three months. Those that see more clearly concede that graduates with fuller training are necessary for library work, but fail to agree to provide the status and salary-scale that will attract and retain men of the right calibre in the creative and leading ranks of the library profession.

It will take some years before all these initial blunders would be avoided. But the nation's library-

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work cannot wait till then. It must go on. Indeed it is its own going on in spite of these obstacles which will provide the necessary stimulus to the public to enable them to remove the obstacles. It is in this view that we have reconciled ourselves to the idea that during the next few years libraries will have to be worked either by socially minded intelligent men without training and/or by a lower order of men without the gift of initiative but with some sort of a rapid mass-instruction for about three months. This view led to the feeling that a special responsibility attached itself to the handful of men of the library profession, by whom our society had already done well in the matter of status and salary. These are pioneers. They should conduct themselves as such. They should not give themselves away Sugriva-like to private physical enjoyment or allow themselves to drift into a life of indolence, gossip and intrigue. Nor should they take advantage of the fact that the public do not know what service to expect of libraries. They should not organise their time and life on the assumption that they have only to live to earn their assured annual increments! On the other hand they should pour themselves into their work. They should practice the most severe form of work-chastity. It is also their bounden duty that the experience which has fallen to their share should be formulated in the form of books for the guidance of the non-professional and quasi-professional men who will be manning most of the public libraries of the land in the next few years. This book is our own little contribution to the discharge of that responsibility by the present-day library profession of India.

It must be made clear that this reach-me-down type of manual is justifiable only in the transitory context described above. We trust that it will not lead the authorities to imagine that it can form the permanent basis of library service. We appeal to the Local Bodies, Governments and Universities that they

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should forthwith take steps to create a full contingent of a fully trained library profession made up of able persons. They should work on this matter according to an agreed programme so that at least by 1980 the library profession will reach its full strength of 1,20,000.

Such a large number of professional librarians will be necessary to man the fully developed library-grid of India which will consist of one National Central Library, 24 State Central Libraries, 321 Rural Central Libraries, 144 City Central Libraries, 5,000 Branch Libraries, 14,000 Travelling Libraries, calling at 3,00,000 Delivery Stations, about 1,000 Business Libraries, 30 University and Research Libraries, 1,000 College Libraries, 321 District School Libraries and 15,000 School Libraries. A variegated but articulated chain of training institutions will be necessary to provide the country with an army of 1,20,000 professional librarians of all the necessary standards. The top-group may have to be 1,000 strong. They must be the best of the persons which India can find; they must be persons of a highly integrated personality, capable of creative thought, leadership, daring vision and above all, single-minded devotion to their calling. 30 such men should be trained each year. They cannot be trained in isolation in the different constituent States. Wisdom will lie in the Union Government maintaining in its own University at Delhi an advanced Union College of Library Science to produce these path-finders and the governments of the constituent States sending their chosen men to this College to get fitted up. These men should finish off their training with a Doctorate in Library Science. These persons will become the top-men of the National Central Library, the Librarians and the Deputy Librarians of the State Central Libraries, Chief Librarians of Rural Central Libraries, City Central Libraries of large size and of University and apical Business Libraries.

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The second group, which will consist of the Librarians of the smaller cities and the Heads of Sections in the Central Libraries of the Nation, States, the rural areas and the bigger cities and of Business Libraries may have to be about 3,000 strong. These must be able men. One hundred of them must be produced each year. They must take an intensive post-graduate Degree Course of two years and earn the Master's Degree in Library Science. India will need only one Union College of Library Science for this purpose. It is but appropriate that this college is the same as the one which prepares the top-group and is best left to the care of the University of Delhi.

The third group will consist of about 50,000 men who should be trained to work under direction in the various libraries. A one year post-graduate Diploma Course should prove sufficient for them. To produce 1,700 such men each year, each of the Universities will have to maintain a College of Library Science, the teachers in such colleges being recruited from among those who have taken a Doctorate in the Union College of Library Science in the University of Delhi. The remaining 66,000 men will have to work in very small libraries. They may be men of ordinary ability. In fact it may be necessary for a long time to be satisfied if they are able to do their work with the aid of a manual after being initiated into its use and into a proper library outlook in a rapid three months' course conducted in each constituent State.

Our book entitled *School and college libraries* constitute a manual of this nature for these ordinary workers in academic libraries. It is our intention to write a similar manual for workers in business libraries. The present book entitled *Library manual* is mainly turned on the ordinary workers of small general libraries—the so-called public libraries.

The first chapter, however, is turned also on members of Library Committees, Local Bodies, and

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the public at large. It enunciates the Five Laws of Library Science and derives from them in a rapid manner the outlook which must characterise modern libraries. This chapter reproduces in a short compass, the substance of our basic book *Five laws of library science*.

The second chapter expands more fully the vital work in a library called "Reference Service". It deals with the ultimate purpose of the library, namely helping every reader to get his book and every book its reader in a most personal and pleasurable way with the least waste of time. This is a very brief summary of the first volume of our *Reference service and bibliography*.

The third chapter gives greater details as it is devoted to the daily routine of circulating books for study. It reproduces a large portion of chapter 6 of our *Library administration*.

Chapter 5 is devoted to library classification. It the other chapters of the *Library administration*. It gives a brief account of the work connected with book-selection, book-ordering, periodicals section work, accessioning, maintenance work, accounts, and files.

Chapter 5 is devoted to library classification. It gives ready-made class numbers for the subjects which are likely to figure in the collections of small public libraries. The class numbers have been constructed in accordance with both the *Colon classification* and the *Decimal classification*.

Chapter 6 is on library catalogue. It shows cataloguing technique by a few concrete examples and also reproduces some of the fundamental rules given in our *Classified catalogue code*.

Chapter 7 is on library building and materials for office use.

Chapter 8 is a glossary of library terms with Sanskrit equivalents.

This English edition may be used as the basis for translation or free rendering into the important

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regional languages of India. Thanks to Mahatma Gandhi, it has now been realised how foolish it has been on our part to use a foreign language as the medium for thinking among the classes and for dissemination of knowledge among the masses. The use of foreign language has crippled our languages and they are without a proper terminology for most of the current ideas that have taken shape during the last one hundred years. And Library Science is practically a creation of this period. Mr. Murari Lal Nagar and ourselves are now engaged in working out a means by which all the Indian Languages may at least begin with a consistent library terminology. In fact as one of the means, our fundamental books are all being translated in the form of Sanskrit *sutras* fitted with *vartikas* in Sanskrit and commentaries in Hindi. This will embody a standard terminology. The glossary in chapter 8 gives the Sanskrit terms adopted provisionally till now. We call them provisional since there can be no finality in the matter and certainly it can not be reached in the first attempt. If the translators could use terms of their own languages which are cognate to these Sanskrit terms, they will be helping the formation of a uniform library terminology for all the libraries of India. Discussion of the glossary of terms either in the pages of the *Abgila* or by correspondence is solicited. In this matter, the Canons of Terminology given in V. 1 of the *Abgila* may be borne in mind.

Applications for translating this book may be made to the Indian Library Association.

CHAPTER I

Laws of Library Science

To understand the work in a library and to do it properly, it is necessary to know and remember the purpose of a library. A library is a social organisation charged with the work of providing inspiration, information and recreation through books. Books themselves are the carriers of thought—thought of the thinkers of the past and the present. It is helpful to compare a book with a human being. It has a soul, a subtle body and a gross body. These are respectively the thought-content, the language and the style, and the paper and the print and the cover. A book is thus embodied-thought. It is thought transformed into a portable material—very much like dry cells for electricity. A library is a power-station with a battery of these dry cells. To fulfil itself, therefore, the library should help the re-transformation of books into thought. Library work is the sum-total of all the work needed to help such a re-transformation.

In the *Five laws of library science* (1931), we have shown the spirit in which this re-transformation should be made. That spirit is embodied in the following Five Laws:—

1. Books are for use.
2. Every reader his book.
3. Every book its reader.
4. Save the time of the reader.
5. Library is a growing organism.

Our revered friend, the late Mahamahopadhyaya Prof. S. Kuppuswami Sastriar clothed these five laws in Sanskrit verse. Here is its latest version:—