

Library Manual



Krishan Kumar

Library Manual

KRISHAN KUMAR

Head

Department of Library and Information Science

University of Delhi

Delhi



VIKAS PUBLISHING HOUSE PVT LTD

VIKAS PUBLISHING HOUSE PVT LTD
Regd. Office: 5 Ansari Road, New Delhi 110002
H.O. Vikas House, 20/4 Industrial Area, Sahibabad 201010
Distt. Ghaziabad, U.P. (India)

First edition 1982

Reprint 1983

COPYRIGHT © KRISHAN KUMAR 1982

IV2K37G3

ISBN 0-7069-2292-1

Printed at Pushp Print Services, Delhi

LIST OF ABBREVIATIONS

CLASSIFICATION

- BC 1 *Bibliographic classification* (1940-1953)
BC 2 *Bliss bibliographic classification* (Second edition, 1977-)
CC *Colon classification* (CC7 represents 7th edition, similarly CC6 stands for 6th edition)
DDC *Dewey decimal classification* (DDC19 represents 19th edition)
ISI *Indian standard glossary of classification terms*
LC *Library of Congress classification*
Prolegomena S.R. Ranganathan, *Prolegomena to library classification*, 3rd edition
UDC *Universal decimal classification*, abridged English edition, 3rd revised edition, 1961

CATALOGUING

- AACR 1 *Anglo-American cataloging rules*, North American Text, 1967
AACR 2 *Anglo-American cataloging rules*, 2nd edition, London, the Library Association, 1978
CC Classified catalogue
CCC *Classified catalogue code with additional rules for dictionary catalogue code*, 5th edition, 1964
DC Dictionary catalogue

PREFACE

DEVELOPMENTS

At one time, a library was regarded as a storehouse and books were meant for preservation. The librarian was supposed to be a custodian, who did not encourage the use of books. As far as possible a librarian kept out of the way of the readers. Libraries tended to be passive and archival institutions. A modern library, with a few exceptions is regarded as a service institution. Its aim is to enable the users to make the most effective use of the resources and services of the libraries.

The field of library science has witnessed tremendous developments during the past few decades. The decades of 1960s and 1970s have witnessed unparalleled growth and development of library automation especially computer application. We are on the threshold of a revolution. This revolution will make it possible for information to be made available to the **farthest** corners of the globe, thanks to the latest information technology. The essence of this technology lies in the enormous storage capability of the computer, coupled with speed in its retrieval of information.

We should recognize the true dimension of the revolution in terms of scope and range. Application of new technology to library functions and services is highly significant. Hopefully, its use will lead to qualitative improvement of existing library and information services. It will also become possible to start certain services which are difficult to provide otherwise. There is no doubt that its impact on libraries and users is going to be tremendous. Libraries of tomorrow will become more of information service centres. A user will have tremendous resources at his command because libraries will have on-line terminals connected to large data bases.

Ideally speaking the future development of Indian libraries should take place along the lines mentioned above. The sooner our libraries get involved in automation the better it will be. However, we should take advantage of the experience of other countries. We need not undergo all the stages of development undergone by them, but can cut down certain stages. Library schools should take up the responsibility for training personnel who would become available to take up the challenge. Large majority of our libraries shall continue to be

run along traditional lines for a long time to come.

AIM

Library science is a specialized area of study. During recent years library science has become a vast and complicated field of study using a technical terminology. Therefore descriptions as simple and direct as could be possible have been given. The purpose of this book would be well served if the interest of the users in the subject of library science is aroused, encouraged and developed along the right lines.

With the above points in view, the book has been especially written to meet the requirements of semi-professionals undergoing short-term training. This will serve as an introductory work for students preparing for their library science/information science/documentation diplomas and degrees. Librarians working in small libraries will also benefit equally from it.

SCOPE

The book seeks to provide an overall view of the field of library science. The manual has been divided into six parts as given below:

- Library and Society
- Administration and Management
- Classification
- Cataloguing
- Bibliography and Book Selection
- Reference Service

Keeping in view the requirements of small libraries, greater emphasis has been given to description of administration and management. Routines have been described in brief without giving too many details. The book contains catalogue entries prepared according to S.R. Ranganathan's *Classified catalogue code* (5th edition) and *Anglo-American cataloguing rules* (AACR1 and AACR2). Class numbers prepared according to *Colon classification* (6th edition) and *Dewey decimal classification* (19th edition) have also been provided. As library science has become a vast field, therefore many of the topics have been left out or treated rather briefly. However, further readings have been suggested for further study.

PRESENTATION

A special attempt has been made to make this work readable. As the work is introductory in nature, description of topics has been made as simple as could be possible. As far as possible, the presentation follows the order of development of ideas.

Large number of headings and subheadings have been provided, each of which has been assigned a number based on sector notation, where 9 has been used as a sectorising digit. Thus the following numbers represent coordinate headings: 1 2 3 4 5
6 7 8 91 92 93 94 95 96 97 98 991
992 992 993. 998, etc.

The subdivisions of 1, for instance, would be represented by the following coordinate numbers:

11 12 13 14 15 16 17 18
191 192 193. 198 etc.

Similarly subdivisions of other numbers have been constructed.

Where essential footnotes have been given and at the end of each chapter a list of further readings has also been provided. The aim of further readings is to stimulate the reader to use these for further study.

The author will greatly appreciate suggestions for desirable changes and improvements, which could be incorporated in next edition.

KRISHAN KUMAR

CONTENTS

PART I LIBRARY AND SOCIETY

| | |
|-------------------------------------|----|
| 1. INTRODUCTION | 3 |
| 2. LAWS OF LIBRARY SCIENCE | 10 |
| 3. SCHOOL LIBRARY | 16 |
| 4. COLLEGE LIBRARY | 30 |
| 5. UNIVERSITY LIBRARY | 37 |
| 6. SPECIAL LIBRARY | 62 |
| 7. PUBLIC LIBRARY | 73 |
| 8. PUBLIC LIBRARY MOVEMENT IN INDIA | 82 |
| 9. PLANNING OF A LIBRARY BUILDING | 89 |

PART II ADMINISTRATION AND MANAGEMENT

| | |
|-----------------------------------------------------|-----|
| 10. PRINCIPLES UNDERLYING THE PROCESS OF MANAGEMENT | 103 |
| 11. ELEMENTS OF THE MANAGEMENT PROCESS | 109 |
| 12. PATTERN OF ORGANIZATIONAL SYSTEMS | 113 |
| 13. RELATIONSHIP OF THE LIBRARY TO THE PARENT BODY | 119 |
| 14. STAFFING | 125 |
| 15. HUMAN RELATIONS IN STAFFING | 137 |
| 16. REPORTING | 139 |
| 17. LIBRARY FINANCE | 145 |
| 18. LIBRARY BUDGET | 148 |
| 19. BOOK SELECTION (ROUTINES) | 153 |
| 20. BOOK ORDER | 155 |
| 21. ACCESSIONING | 162 |
| 22. PROCESSING | 165 |
| 23. CIRCULATION SECTION | 170 |
| 24. CHARGING SYSTEMS | 174 |
| 25. LIBRARY RULES | 181 |
| 26. MAINTENANCE WORK | 186 |
| 27. PERIODICAL PUBLICATIONS | 200 |
| 28. STATISTICS | 219 |
| 29. ANNUAL REPORT | 223 |

PART III
CLASSIFICATION

| | |
|----------------------------------------|-----|
| 30. NEED AND PURPOSE OF CLASSIFICATION | 229 |
| 31. DEWEY DECIMAL CLASSIFICATION | 241 |
| 32. COLON CLASSIFICATION | 254 |
| 33. INTRODUCTION TO UDC, LC AND BC | 277 |

PART IV
CATALOGUING

| | |
|---------------------------|-----|
| 34. THEORY OF CATALOGUING | 293 |
| 35. KINDS OF ENTRIES | 304 |

PART V
BIBLIOGRAPHY AND BOOK SELECTION

| | |
|--------------------|-----|
| 36. BIBLIOGRAPHY | 339 |
| 37. BOOK SELECTION | 347 |

PART VI
REFERENCE SERVICE

| | |
|--------------------------------------------|-----|
| 38. INTRODUCTION TO REFERENCE SERVICE | 359 |
| 39. KINDS OF REFERENCE BOOKS | 364 |
| 40. KINDS AND ASPECTS OF REFERENCE SERVICE | 373 |
| <i>INDEX</i> | 383 |

PART I
LIBRARY AND SOCIETY

Chapter 1

INTRODUCTION

1 EARLY LIBRARIES

At one time, a library was regarded as a storehouse and books were meant for preservation. The librarian was supposed to be a custodian, who did not encourage the use of books. The readers were expected to use the library on their own. At the most, if a reader asked for a book, then so called librarian would pass on the book and leave him alone. As far as possible a librarian kept out of the way of the readers. Libraries tended to be passive and archival institutions. Perhaps, there was not enough incentive for them to become dynamic.

2 MODERN LIBRARIES

According to Ranganathan, a library is “a public institution or establishment charged with the care of a collection of books, the duty of making them accessible to those who require the use of them and the task of converting every person in its neighbourhood into a habitual library goer and reader of books”.¹ Thus a library is regarded as a public institution, which is also expected to convert the potential readers into actual readers. This is the concept of a modern library.

In the above definition, the term ‘public’ must be distinguished from ‘private’. ‘Public’ refers to the community to be served. The term ‘book’ refers to documents of different types such as printed, handwritten and engraved materials, including books, periodical publications, microfilms, photographs, gramophone records, tape records, etc.

A modern library, with a few exceptions is regarded as a service

¹S.R. Ranganathan, *Reference service and bibliography*, v. 1, Madras, Madras Library Association, 1940, p. 25.

institution. Its aim being to enable the users² to make the most effective use of the resources and services of the libraries. This type of library acquires material, processes it, and makes it available for use rather than preservation. It allows open access to its collection and provides service to its users. It is expected to convert potential users into habitual users. A habitual user is the one, who goes to a library regularly and uses the library as a matter of habit.

3 IMPORTANCE OF LIBRARIES

For the growth and development of a modern society, communication of knowledge has become increasingly important. The knowledge is becoming increasingly complex and the same is true about the means of communication of knowledge. A librarian is concerned with means of communication such as printed books, microfilms, gramophone records, tape records, etc. In the context of a library, these may be called documents.

4 FUNCTIONS

A library is regarded as a social institution. Therefore, it is expected to perform certain functions. These will vary from one type of library to another.

A library should provide for :

- (a) Life-long self education,
- (b) Information/documents on all subjects including local, national and international affairs to serve economic, political and social welfare,
- (c) Proper use of leisure,
- (d) Advancement of culture,
- (e) Preservation of literary heritage for posterity.

5 TYPES OF LIBRARIES

We may recognize the following types of libraries:

Academic libraries (school, college and university)

²Throughout this book, the term 'user' has been preferred over 'reader' because it indicates use of the library and its resources.

Public libraries

Special libraries

It may be noted that the distinction between one type and another one is not always sharp. An engineering or medical college library can be considered an academic as well as a special library.

A school library serves the students and teachers. The objectives of a good educational system are to equip individuals to be able to play their role in the society effectively. A school library attempts to advance these objectives. A modern school library is supposed to serve as a resources centre. Traditionally speaking, collection of a school library would consist of books and magazines. In a resources centre, besides books and magazines, other documents such as tape recorders, maps, charts, gramophone records, films, newer media, etc. are also acquired. In other words, audio-visual aids for teaching in the class must form an integral part of the library.

A college library serves students and teachers. It is expected to support the objectives of the college. Thus the basic function is to assist its parent body to carry out its programme. It must adequately serve the needs and requirements of the teachers and students towards reading, study and research.

The clientele of a university library mainly consists of students, teachers, research scholars and administrative staff. Occasionally, the alumni and local community may also form the clientele. A university is supposed to perform the following functions :

Teaching, research, publication, conservation of knowledge and ideas, extension and service, and interpretation.³

A university library is a part of a university set-up. In other words, a university library should aim to advance the functions of its university. The major distinction between a college library and university library lies in the fact that a university library lays emphasis upon research.

A public library serves the public. A public library is expected to perform the functions of providing for recreation, information, inspiration and education. It serves the local community and is open to public without any distinction. Obviously the clientele to be served would cover a wide spectrum. It may include students, teachers, research scholars, businessmen, professionals, housewives, retired persons, neo-literates etc. Their educational attainments and cultural backgrounds will vary a great deal.

³Louis Round Wilson and Maurice F. Tauber, *University library*, 2nd ed., New York, Columbia University Press, 1964, p. 25.

6 *Library Manual*

A special library is a one, which is specializing in a particular subject or group of subjects or a particular form of documents. Some people even consider libraries serving the needs of a special clientele (e.g. blinds, prisoners, patients, children, etc.) as special libraries.

A special library exists to serve its parent body. Therefore, aim of a special library is to further the interests of its parent body. The clientele to be served will be generally limited but often being specialist would be well informed in its area of specialization.

6 PARTS OF A SOCIAL ORGANIZATION

A social organization has four parts, each is supposed to perform a definite function. The four parts are given below :

Authority

Service personnel

Material

Clientele

A library is considered a social organization. Therefore, it would have four parts as enumerated above. The parts of different types of libraries are given below:

| <i>Organization</i> | <i>University Library</i> | <i>Public Library</i> | <i>Special Library</i> |
|---------------------|------------------------------------------------------------------|-----------------------------------------|-------------------------|
| Authority | University Authority | Municipal Committee or Corporation etc. | Board of Directors etc. |
| Service personnel | Library Staff | Library Staff | Library Staff |
| Material | Documents etc. | Documents etc. | Documents etc. |
| Clientele | Teachers, research scholars, students, administrative staff etc. | Public | Researchers etc. |

7 PRECONDITIONS FOR THE EXISTENCE OF LIBRARIES

There are certain preconditions which are essential for the existence of libraries. These are given below:

- (a) Existence and availability of literature in recorded form,
- (b) Recorded literature in existence must be of quality worthy of being preserved,

(c) Acceptance of the idea to go beyond the concept of personal possession of recorded literature, and

(d) Willingness of the community to use its resources for the setting up and maintenance of libraries.

Recorded literature may be available and it may be worthy of being preserved. However, willingness of the community to use its wealth for setting up and maintenance of libraries is the most important precondition.

8 FACTORS FOR THE GROWTH OF LIBRARIES

The following are the factors for the growth of libraries :

(i) Political and social stability of the society

(ii) High standard of living

(iii) High rate of literacy

(iv) Local and national traditions

(v) Encouragement from the local, state and national governments

(vi) Influence of leading individuals

(vii) Well-established book trade

(viii) Existence of large chunks of urban population

From the above, it should be clear that social, political and economic conditions play an important role in the growth and development of libraries.

91 SERVICE LIBRARY

A service library is supposed to provide open access. One should not worry too much about loss or mutilation of books because it is the function of the storage libraries to maintain a sound copy of the books expected to be retained by these. In this book, we shall concern ourselves with a service library.

92 OPEN ACCESS

Open access is the reverse of close access. Open access provides for free access to the world of books. Here users are allowed browsing amongst shelves without any hindrance. In close access, users are not allowed free access to stacks. They have to fill up a slip and

request the library staff to get the books for them from the stacks. Experience shows that open access leads to increase in the use of books. Even in an open access library, certain types of documents may be placed under close access. Documents such as rare books, theses, art books etc. are put under close access.

The following are the advantages of open access :

(a) Experience shows that most of the users do not know exactly about their requirements for books. Therefore, they would find it difficult to determine their requirement from the catalogue. They would be able to select the book(s) of their interest from shelves with greater ease in an open access ;

(b) Saves time of users ;

(c) Books in much demand can be placed in special book shelves near the entrance of the stacks. Most of these books would be taken away by the users, and would thus go into circulation without being replaced in their proper places in the stacks. In many of the libraries nearly three-fourth of such books are taken away by the users. There is saving of time of the shelving staff. This approach is also found convenient by the users ;

(d) There is no need to have special staff to bring books on request from close access ;

(e) Readers' advisory service can be provided conveniently by the reference staff ;

(f) A user can take from the stacks any number of books for study or consultation to the reading hall.

93 PHILOSOPHY OF LIBRARIANSHIP

Philosophy of librarianship consists of a body of knowledge and beliefs, which provides a broad basis for finding out solution to various problems faced in different types of libraries.

A philosophy is a must for a librarian. This will help him to build up a foundation, on which he can base his whole approach to librarianship. In the fast changing society, he needs to have a philosophy of his own because this will enable him to determine a solution to new problems faced by him in his day-to-day work.

A librarian who has a philosophy of his own would be better appreciated by his colleagues and others. Given a philosophy, others would be able to know as to what he stands for.

A philosophy is indicative of his motives, objectives, outlook towards situations and human beings. It must be a sound philosophy