

李季方 编

英语基础选读

(图书馆信息学专业用)

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**Selected Readings
in
Library and Information Science**

外语教学与研究出版社

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前 言

《英语基础选读》是图书馆信息学专业学生使用的英语教材之一。学生在打好英语基本功的同时，学习本教材，掌握一些专业基本词汇和知识，为在高年级听懂用英语讲授的图书馆信息学专业课铺平道路。本教材也适用于一般具有两年专业英语水平的英语读者，因为它为读者提供了解图书馆信息工作的机会，从而有可能成为一个更有效率的英语资料使用者。

本教材分两册，共选编了四十篇文章，每篇讲清图书馆信息学涉及的一个方面。第一册偏重传统的图书馆工作和理论介绍；第二册重点介绍一些当今图书馆信息学的新的理论与发展。为了加深学生对教材内容的理解，编者对教材中涉及的重要背景、人物、事件加了注解（I）；同时，每篇之后，还设计了两组选择性练习题（II、III）。II是内容练习，III是词义选择。练习答案均附在书后供查阅用。IV是调研性报告写作题目，帮助学生把文章学到的东西与所在单位的图书馆现实联系起来。学生可以在教师的指导下，对题目进行选择，写出英文调研报告，不一定每篇之后都写。

最后，编者诚恳地希望本教材能在培养具有较好的英语水平的图书馆信息专业人材方面作出贡献。

编 者

1987年1月5日

Foreword

Selected Readings in Library and Information Science is compiled mainly for students who have two years of English learning as their major at college and plan to study library and information science. It aims at preparing them both in vocabulary and knowledge for the English lectures on the subject that are to begin in the third academic year. Average English readers may also benefit from reading the material, for it provides a chance for them to understand some basic elements of library work and may help them become efficient users of English language resources.

These selections constitute a two-volume textbook with forty reading passages, each dealing with an aspect of the field. The first volume introduces some traditional theories and concepts of library and information work; the second emphasizes some new concepts and developments in the field.

In order that readers understand the material better, the compiler has offered notes (I) on some of the important persons, organizations and events that appear in the reading passages; and also two groups of multiple choice exercises (II and III). Group II contains content drills while Group III is a study of words and phrases. A Key to the exercises is placed at the end of the book for the

reader's convenience. Group IV lists topics suitable for writing survey reports. It serves to integrate what students have learned from the passages with what is going on in the library of which they are actual users. Students are encouraged to seek the teacher's advice in choosing topics to write about, and do not have to write a survey report after each passage if time doesn't permit them.

Finally, it is the compiler's hope that this reading material will help to a certain extent in educating library and information workers with a good command of the English language.

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(1) Types of Books and Parts of a Book¹

after William Leahy

1. Books in the library are divided into fiction and nonfiction. The library meaning of fiction book is synonymous with novel. Fiction books are novels. Because of the great number of novels, they have been separated from the other books and placed in their own section of the library.

2. Nonfiction books are all books except novels. The difference between fiction and nonfiction is whether the book is a novel or not. Nonfiction includes all books of history, mathematics, science, art, biography, poetry, plays, etc.

3. Fiction books are arranged in the fiction section of the library alphabetically by the author's last name. If the last name is the same for two authors, then the first name is considered. If two books are by the same author, then the title of the book is used for alphabetizing purposes.

4. Nonfiction books are arranged by either one of two methods. The two methods are the Dewey Decimal system and the Library of Congress system.² When the Dewey Decimal system is used, a book is given a number based on its subject and is arranged in numerical order

on the shelves. When the Library of Congress system is used, a book is given letters and numbers and is arranged in a combination of alphabetical and numerical order on the shelves.

5. The physical divisions of a book can be grouped as follows: (1) the binding, (2) the preliminary pages, (3) the text, and (4) the auxiliary or reference material.

6. The binding holds the leaves of the book together, protects them, and makes them easy to handle. It may be plain or decorated, and it may bear the author's name and the title. It has two important parts, the spine and the end papers. The spine is the binding edge of the books and carries the brief title, author's name, the publisher, and the call number if it is a library book. The end papers are pasted to the covers to make them stronger; they may carry useful information, such as tables, maps, graphs, and rules.

7. The preliminary pages precede the body of the book and include the flyleaves, the half-title page, the frontispiece, the title page, the copy-right page, the dedication, the preface, the table of contents, lists of illustrative material, and the introduction.

8. The flyleaves are blank pages next to the end papers; they are the first and last leaves in the book. The half-title page precedes the title page and serves as protection for it; it gives the brief title of the book and the series title if the book belongs to a series³. The frontispiece is an illustration relating to the subject matter of the book; it precedes the title page. The title page is the first im-

portant printed page in the book; it includes the following items:

- 1) The title; that is, the name of the work
- 2) The subtitle, a descriptive phrase which clarifies or explains the main title
- 3) The author's name and, usually, facts concerning his status, such as academic position, academic degrees, and the names of his other works
- 4) The name of the editor, if there is one
- 5) The name of the illustrator, or translator, if there is one
- 6) The name of the person who wrote the introduction, if other than the author
- 7) The edition, if it is other than the first
- 8) The imprint, which includes the place of publication, the publisher, and the date of publication.
9. The back (verso) of the title page gives the date of the copyright⁴ and the names of the copyright owners.
10. The dedication page follows the title page and bears the name or names of the person or persons to whom the author dedicates the book.
11. The preface introduces the author to the reader and gives his reasons for writing the book; it indicates those for whom the book is intended, acknowledges, indebtedness for services and assistance, and explains the arrangement, symbols, and abbreviations used, as well as any special features.
12. The table of contents is a list of the chapters of the book with page numbers; it may be so detailed

that it serves as an outline of the book.

13. The lists of illustrative material may include illustration, maps, or tables.

14. The introduction⁵ describes the general subject matter and plan of the book.

15. The text is made up of the numbered chapters and constitutes the main body of the book.

16. auxiliary or reference material follows the text and may include an appendix, notes, a glossary, a bibliography, and an index.

17. An appendix contains material referred to, but not explained, in the text.

18. A bibliography may be a list of the books, articles, and other materials which the author has used in writing his book, or it may be a list of materials which he recommends for further reading.

19. The glossary is a section which lists and explains all technical or foreign words not explained in the body of the book.

20. All footnotes, if they are not placed at the bottom of each page, may be placed in section for notes. This section may contain explanations of certain passages in the text.

21. The index is a list of the topics discussed in the text, arranged alphabetically with page references. An index may have subdivisions of the topics and cross references.

22. Not all books have all the parts which have been discussed in the preceding paragraphs, nor do the

parts always follow the order as mentioned above.

23. Care in opening a book when it is new and careful handling of the book all times will add to its years of usefulness and to the reader's enjoyment of it.

I. Notes:

1. This passage is adapted from *Fundamentals of Library* by William Leahy, published by Kenneth Publishing Company 1973.
2. Dewey Decimal system and the Library of Congress system are the most widely used library classification systems in the U. S. A. The former was developed by and named after Melvil Dewey, a famous American scholar, in 1873 when he was a student library assistant at Amhurst College; the latter, developed from Charles Ammi Cutter's *Expansive Classification* system in the 1920s, and mainly designed for the Library of Congress, has been adopted by many academic and research libraries in the U. S. A.
3. A series is a number of separate works issued successively and related to each other in subject, form, authorship, or publication.
4. Copyright is the exclusive right to publish, reproduce, and sell a literary or an artistic work. The period of copyright varies in different countries. In the United States, the period is twenty-eight years, with the privilege of renewal for a similar period.
5. The introduction may be written by the author,

by a person of importance who has encouraged the author to write the book, or by one who considers the book an important contribution. It may be an elaboration of the preface, or it may be the first chapter in the book.

II. How well did you read?

1. Which number is used in the Library of Congress system according to the information given in the text?
 - a. 070.5
 - b. 81-10065
 - c. Z278.D47
 - d. 0-8352-1325-0
2. Which of the following does not belong to non-fiction?
 - a. biography
 - b. sciencefiction
 - c. atlas
 - d. painting
3. Which is closer to truth?
 - a. Some books have pictures on their covers.
 - b. Some books have not decorations at all.
 - c. All books are decorated with nice pictures.
 - d. a and d
4. Which part of a book do you refer to first if you want to know when the book was first published?
 - a. The half-title page.
 - b. The preface.
 - c. The copyright page.

- d. The introduction.
- 5. If you need to look up a specific topic in a book, the easiest way is to refer to
 - a. the table of contents.
 - b. the index.
 - c. the appendix.
 - d. the copyright page.
- 6. Which of the following is true?
 - a. Footnotes can only be found at the bottom of each page of a book.
 - b. Footnotes can only be found in a special section of a book for notes.
 - c. Footnotes are mixed with the index.
 - d. Footnotes can be found either at the bottom of each page or in a special section for notes.
- 7. If you want to further read on the subject dealt with in the book you will
 - a. read through the whole book.
 - b. study appendix very carefully.
 - c. read all the footnotes.
 - d. be interested in the bibliography.
- 8. If you want to know the author's purpose of his writing the book, you will first read
 - a. the introduction.
 - b. the preface.
 - c. the title page.
 - d. the glossary.
- 9. The first thing a cataloger does in cataloging a

book is to read

- a. the title page.
 - b. the index.
 - c. the subtitle.
 - d. the preface.
10. In choosing a book as reading material on a subject, the teacher will first take a look at
- a. the index.
 - b. the bibliography.
 - c. the dedication page.
 - d. the table of contents.

III. Learn about words and phrases from the context:

- 1. synonymous (1)
 - a. different from
 - b. exactly the same
 - c. similar in meaning
 - d. a and c
- 2. last name (3)
 - a. a person's name
 - b. Christian name
 - c. mother's name
 - d. family name or surname
- 3. preliminary pages (5)
 - a. pages that belong to the body of the book
 - b. first pages of the body of the book
 - c. pages that lead up to the main body of the book
 - d. pages that protect the body of the book
- 4. auxiliary (5)

- a. additional material
 - b. supplementary material
 - c. reference material
 - d. a, b, and c
5. flyleaves (7)
- a. leaves that catch flies
 - b. leaves that fly
 - c. pages that can be torn off
 - d. blank pages next to the end papers of a book
6. frontispiece (7)
- a. a page preceding right the text of the book
 - b. an illustration page about the subject matter of the book
 - c. a page preceding the title page
 - d. b and c
7. series (8)
- a. a number of TV programs dealing with the same characters
 - b. a number of books related in subject
 - c. a periodical publication
 - d. a magazine published
8. edition (8)
- a. any publication of a document
 - b. one copy of a book
 - c. all those copies of a document produced from one unchanged type whether by direct contact or photographic methods