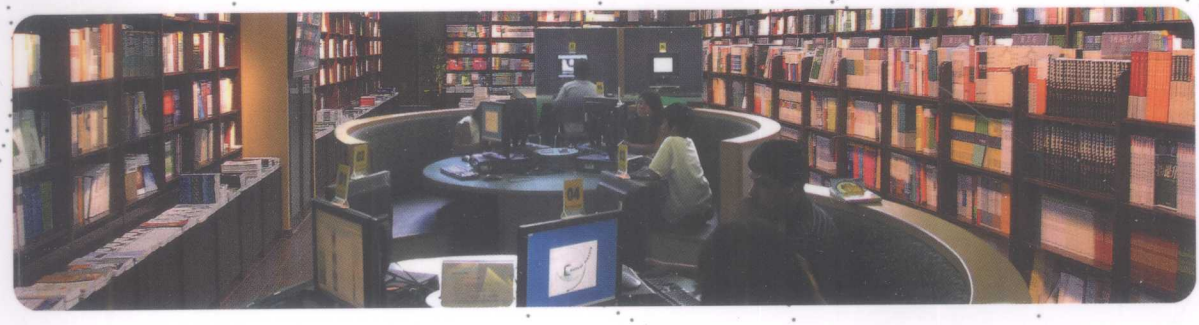
图书馆职业英语系列

English Readings For Librarians

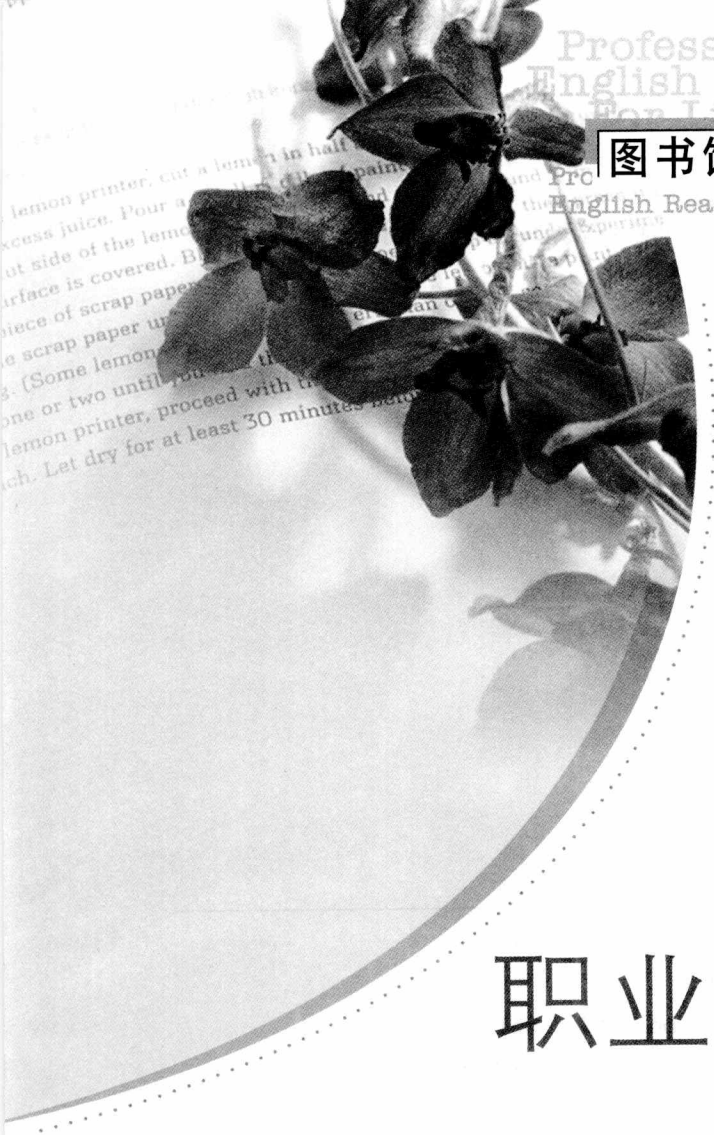


图书馆职业英语阅读

Professional English Readings For Librarians

肖 燕 编著

國家圖書館出版社



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前　言

随着我国对外开放日益深入和全球图书馆事业的发展，国际间以及内地与香港、澳门之间图书馆的交流日益增多，对图书馆工作人员的英语交流能力提出了较为普遍的要求。然而，由于图书情报专业教育机构将教学拓展到信息管理更广阔的领域，一定程度上影响了图书馆学专业的教学深度，致使近年来开设图书馆学专业英语课程的学校越来越少。在一些大力推广双语教学的高校的课程表中，鲜有图书馆学课程囊括其中。

从图书馆管理、服务和工作人员的成长需求看，近年来，图书馆工作人员的学科专业背景日益多元化。与此同时，为适应并满足读者的多层次需求，图书馆不断推出改革举措，进行业务重组与服务创新，导致工作岗位分工细化和交叉综合并存，工作节奏加快，压力增大。在此背景下，对新入馆工作人员的专业培训和老馆员的继续教育产生了紧迫的需求。如何让来自不同教育机构、学科背景与发展需求各异的图书馆员在紧张、琐细、繁杂的工作中不迷失方向，成为秉承图书馆精神、充满主动创造性、推动图书馆事业可持续发展的生力军，这是许多图书馆管理者面临的重要问题。

为了完成本人供职的清华大学图书馆的馆员业务培训工作，笔者曾花大量时间寻找适宜的教材与读物，但一直未能如愿。是国家图书馆出版社图书馆学编辑室主任金丽萍女士的建议和信任，使自己决定利用业余时间编写这本专业英语阅读资料，以微薄之力做弥补上述缺憾的尝试。

在信息超载的今天，借助网络和传统出版物可以看到专业领域的大量英语论著和各类信息。在有限的篇幅中，采用何种结构、方法，选择哪些资料编著这本专业英语阅读资料，是笔者面临的最大挑战。经过反复斟酌比较，最终决定采用面向实际应用的框架，将全书分为两大部分。第一部分收录作者摘编和撰写的22篇英语短文与实用资料，以图书馆学经典文献或论著片断奠基，穿插图书馆学研究与实践领域有影响人物的介绍，辅以笔者的评述和专业领域最新的发展动态，并将它们按照业务领域和主题相关度编排组织为7个单元。每个单元收录3—4篇英语短文。每篇英语短文包括标题(Title)、内容(Context)、注释(Notes to the Text)和拓展阅读(Further Readings)。注释用于说明作者、选文出处和专业术语等，拓展阅读部分列出与正文相关的推荐阅读资料线索。鉴于许多最新资料可以通过网络获

得，因此，每篇短文后附的拓展阅读资料尽可能列出资料的题名与网址。强烈建议感兴趣的读者循此门径获取并阅读更多新颖有益的资源。第二部分按照正文顺序，依次列出每篇英语短文的中文译文，以便读者阅读参考。

本书可作为开设图书馆学及其相关专业的高等教育机构的专业英语教学参考书，也可以作为图书馆员在职培训教材和自学读物。本着经典、权威、凝练、易读、易用、与时俱进、兼容并蓄的指导思想，本书纵横挖掘百年以来中外图书馆专业英语文献和网络资源，精选并摘录权威工具书和经典著作片段、专业机构网站发布的信息，以及有影响的图书馆学家、图书馆管理者和其他相关领域重要人物的著述，辅以编者的评介与分析。其中既有达纳（Dana）、杜威（Dewey）、博斯特威克（Bostwick）等美国图书馆界大师级人物的原著，也有介绍享誉全球的印度图书馆之父阮冈纳赞生平与思想的文章，还有最新的美国图书馆职业标准规范、就业前景预测、数字图书馆等反映图书馆专业领域最新进展的当代作品的摘要。内容囊括图书馆的概念、功能定位、发展演变、职业理念、职业评价、就业前景、任职要求、馆藏建设、知识组织、读者服务、数字图书馆建设与发展、学术交流等方面的实用知识。通过阅读，可以使图书馆从业人员及准从业人员在提高英语水平的同时，学习专业知识，系统地了解图书馆文化、历史传承、职业伦理、业务流程、管理方法、操作规范、专业机构、国际会议、学术交流活动等。

衷心希望读者通过对这部精心编著的专业英语资料的阅读理解，对一个多世纪以来不断演进的图书馆学的理论精髓、学术传统、图书馆管理思想、服务模式、业务管理方法、职业理念、新技术应用、学术交流等有更加系统的认识和体验，藉此提高图书馆职业素养，充分理解作为服务机构的图书馆的社会定位，更好地传承图书馆精神，在当下和未来的实践中，成为具有献身精神和创新意识、促进图书馆可持续发展的优秀管理者和业务骨干。

肖　燕

2009 年 3 月

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Part One

Unit One: Overview of Library

Unit Two: Library Profession and Librarian

Unit Three: Development and Maintain of Collection

Unit Four: Resource Description and Organization

Unit Five: Public Services and Management

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Unit Seven: Academic Communication with Colleagues

Unit One: Overview of Library

1.1 What is library and what would it be?

Library is mentioned in professional and nonprofessional books and other media here and there, but just like many familiar common things around us, it is hard to find a uniform definition or tell exactly what it is. So it seems reasonable for the author of this book to give up the attempt to look for a comprehensive definition but to extract and cite descriptions from some famous reference works, articles as well as reviews of some influential people to outline the features and functions of library.

(One)

First, when checking the entry "Library" in the *Encyclopedia Americana*[1]①, you can find the following description: The library is older than the book as we know it, older than paper, older than print. It extends back to the scrolls[2], papyri[3], and clay tables[4] that appear near the dawn of writing—back to ancient Mesopotamian and Egyptian[5] civilizations[6]. Through all the centuries of its existence the library has had three main functions: to collect, to preserve, and to make available. In each of these the library is an essential instrument[7] for making real the great inherent potentialities of the book and its predecessors.

(Two)

Secondly, when checking the entry "Library" of the Encyclopedia Britannica

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① *Encyclopedia Americana* International Edition, Grolier Incorporated, 1988, vol. 17, p307.

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online[8]①, you can find another explanation which is different from the former—Library: traditionally, collection of books used for reading or study, or the building or room in which such a collection is kept.

From their historical beginnings as places to keep the business, legal, historical, and religious records of a civilization, libraries have emerged since the middle of the 20th century as a far-reaching body[9] of information resources and services that do not even require a building. Rapid developments in computers, telecommunications, and other technologies have made it possible to store and retrieve information[10] in many different forms and from any place with a computer and a telephone connection. The terms digital library[11] and virtual library[12] have begun to be used to refer to the vast collections of information to which people gain access over the Internet, cable television, or some other type of remote electronic connection.

(Three)

Also according to Wikipedia[13], a free encyclopedia on Internet②, A library is a collection of information, sources, resources, and services: it is organized for use and maintained by a public body, an institution, or a private individual. In the more traditional sense, a library is a collection of books. Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. In addition to providing materials, they also provide the services of specialists, librarians, who are experts at finding and organizing information and at interpreting information needs. More recently, libraries are understood as extending beyond the physical walls[14] of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing[15] tremendous amounts of knowledge with a variety of digital tools.

(Four)

The article on Philosophy of Librarianship, written for the *ALA*[16] *World*

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① Encyclopedia Britannica online, http://search. eb. com/eb/article-9106477, 2008 - 06 - 20 访问.

② Library. http://en. wikipedia. org/wiki/Library, 2008 - 06 - 09 访问.

Encyclopedia of Library and Information Services[17] first edition by Jess Shera[18] and reprinted in the 2nd edition, describes that an assembly of books is not a library, nor is a library only a place where books are kept; a library in the sense we are concerned with here is an organization, a system designed to preserve and facilitate the use of graphic records. It is a social instrument created to form a link in the communication system that is essential to any society or culture. Without communication there can be no enduring culture. The library may from time assume certain marginal functions, but its basic purpose remains generically the same—a link in the communication chain that is concerned with the custody of recorded knowledge. Its fundamental concern is with the communication of knowledge, ideas, thought; but because those intangibles are embodied in physical objects[19]—books and other graphic records—it is easy to mistake the physical object rather than its intellectual content as the reality. A book qua book is nothing more than a physical representation of what the author thought he said, and its utility varies directly with what the reader brings to it in understanding.

The modern library, in the Western world at least, is integrated system of three interrelated and interdependent parts held together by an administrative authority, the purpose of which is to keep the triad in harmonious balance and to see that aims and objectives are adequately realized. The three parts, which may also be known as functions or operations, are: acquisition, organization, and interpretation or service①.

(Five)

The article on Academic Library[20] in ALA World Encyclopedia of Library and Information Services said, the basic assumption[21] governing the growth and development of all academic libraries is that the library plays a role of central and critical importance in the institutional and scholarly life of the college or university. In his 1966 report to the American Council on Education[22], "An Assessment of Quality in Graduate Education", Alan M. Carter wrote, "The library is the heart of the university; no other single non-human factor is as closely

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① *ALA World Encyclopedia of Library and Information Services*, 2nd edition. London: Adamantine Press Limited, 1986, p. 455.

related to the quality of graduate education. A few universities with poor library resources have achieved considerable strength in several departments, in some cases because laboratory facilities may be more important in a particular field than in the library, and in other cases because the universities are located close to other great library collections such as the Library of Congress[23] and the New York Public Library[24]. But institutions strong in all areas invariably have major national research libraries[25]①. "

(Six)

The former American President Jimmy Carter delivered a message to the Congress during the White House Conference on Library Information Services in 1980. It stresses the importance of libraries, identifies specific responsibilities of the federal government, characterizes the needs of the disadvantaged, and encourages the use of new information techniques. The President said "Libraries have played an important role in providing citizens with information they need to guide our destiny. By preserving the records of our history and culture, libraries serve as a door into our past. As a source of the information we need to direct our lives, they also serve as a door into our future. ②"

(Seven)

The former CEO[26] of Microsoft Corporation[27] Bill Gates has a long history of involvement with libraries. In 1997 Bill Gates was invited as the keynote speaker at the General Session for annual conference of Special Libraries Association[28]. As preface to his keynote address on June 9, Bill Gates took the time to personally answer several questions posed by Information Outlook[29]. When answer the question "how do you use the Microsoft library?" Bill Gates said: "I continue to use the MS library quite often. I used them for everything from business and competitive research[30] to back-ground information for the newspaper

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① Lynch, Beverly P. Academic Libraries. In Robert Wedgeworth ed. *ALA World Encyclopedia of Library and Information Services*, Chicago: ALA 1980, p. 1.

② President's Message on Libraries and Information, *Library Journal*, v. 105 (n. 19), p2278 - 79, Nov. 1, 1980.

column[31] I write. I request specific information and data on all kinds of topics, for back-ground information, and biographical information for people I will be meeting. Every year I go off for 'think week,' where I get away and focus on major business issues. I often take materials supplied by the library. The MS library also provides us a targeted e-mail news service[32], which I read on a regular basis."①

Notes to the text

(1) Encyclopedia Americana:《美国百科全书》,或《大美百科全书》。问世于 1829—1833 年。在英语百科全书中,其权威性位居第二,仅次于《不列颠百科全书》。

(2) scroll:卷轴。

(3) papyri:纸莎草。

(4) clay table:泥板。

(5) Mesopotamian and Egyptian:美索不达米亚和埃及。

(6) civilization:文明。

(7) essential instrument:基础装置,基本工具。

(8) Encyclopedia Britannica:《不列颠百科全书》,或《大英百科全书》。该百科全书诞生于 1768 年,一直被奉为最权威的综合性百科全书。1994 年推出了 Britannica Online (不列颠百科全书网络版),开启通过因特网检索百科全书的先河。

(9) far-reaching body:影响深远的实体。

(10) store and retrieve information:存储并检索信息。

(11) digital library:数字图书馆。

(12) virtual library:虚拟图书馆。

(13) Wikipedia:《维基百科》。它是一个多语言版本的开放百科全书,英文版问世于 2001 年。其特点是遵从一定的网络资源开放许可协议,由网络用户共同协作参与内容建设与维护,是因特网上影响很大的免费参考资料查询工具。

(14) physical wall:物理围墙。

(15) navigating and analyzing:导航与分析。

(16) ALA:美国图书馆协会,世界上最大的图书馆协会之一。1876 年在美国费城正式成立,总部设在芝加哥。英文全称是 American Library Association。官方网址:http://www.ala.org/。

(17) ALA World Encyclopedia of Library and Information Services:《美国图书馆协会世界图书馆与信息服务百科全书》。

(18) Jess Shera:杰西·谢拉(1903—1982),著名美国图书情报学家。撰写大量图书馆学情报学论著。兰州大学出版社曾出版过谢拉所著《图书馆学引论》(Introduction to library science)

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① A Conversation with Bill Gates, *Information Outlook*, v. 1(n. 5), May 1997, p24.

的中译本。

(19) physical object:物理对象。

(20) academic library:大学图书馆,高校图书馆。

(21) basic assumption:基本假设。

(22) American Council on Education:美国教育理事会。

(23) the Library of Congress:美国国会图书馆。

(24) the New York Public Library:纽约公共图书馆。

(25) national research library:国家级研究图书馆。

(26) CEO:首席执行官。

(27) Microsoft Corporation:微软公司(简称 MS)。

(28) Special Libraries Association: 美国专门图书馆协会。英文简称 SLA。官方网址:http://www.sla.org。它成立于 1909 年,2004 年起总部设在美国弗吉尼亚州的亚力山德里亚(Alexandria, VA)。

(29) *Information Outlook*:《信息展望》,美国专门图书馆协会主办的刊物(The Magazine of Special Libraries Association),创刊于 1997 年。

(30) business and competitive research:商业与竞争研究。

(31) newspaper column:报纸专栏。

(32) targeted e-mail news service:定向电子邮件新闻服务。

Further readings

(1) The Changing Role of Libraries. In Encyclopedia Britannica online, 2006. URL: http://search.eb.com/eb/article-62005

(2) Standards for University Libraries: Evaluation of Performance. Approved by the ACRL Board at the 1989 Midwinter Meeting and the ALA Standards Committee at the 1989 Annual Conference. URL:http://sacs.uah.edu/documents/policies/Salmon_library_ala_%20ACRL_standards.htm

(3) Beverly P. Lynch. Measurement and evaluation of public libraries. URL: http://www.ifla.org/IV/ifla64/027 - 137e.htm

1.2 Five laws of Library Science

Through a series of analytic study of the purpose of libraries, in 1931, Dr. Shiyali Ramamrita Ranganathan[1], known as the father of Library Science and library movement in Indian, first published his famous book on librarianship, in which he proposed five laws of library science. His doctrine inspiring the librarians pay more attention on library services than library routine work[2] thus formulated the service - oriented library management principle[3] and the basis of modern library theory. From then on more and more librarians worldwide accept the five laws of library science as the foundations of their philosophy. Although many today would substitute "document" or "library resources", or "information" for "books" original mentioned in the five laws, these laws are as valid today as they were when first enunciated and remain fundamental objectives of the library profession[4]. Some have sought to update them to the digital age, and derived the five laws of web-services[5] from them.

The author of this book would like to extract some description on the Five Laws of Library Science from Wikipedia and the website of School of Library, Archival and Information Studies of UBC[6] to show an outline of the thoughts and experiences of Ranganathan.

(One) Books are for use

The first law gives definition both to the concept of an open-stack library[7] and to a library that is appointed with tools and furnishings that make the books it contains useful. According to this law, books should be taken from locked back rooms and brought out to welcoming rooms[8] with open shelves. Shelves need to be accessible to more than one user at a time. It may seem obvious within the context of today's libraries, but books were not always accessible to patrons in the past libraries. There was a time when books were literally chained to the stacks on which they were shelved. Later, it was not uncommon for libraries to have stacks that were completely closed to the public. There are still a few types of libraries that work this way today, but the libraries that most people are familiar with have

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