

## **COURSE GUIDE**

**LIS 204**

### **TECHNICAL SERVICES IN LIBRARIES AND INFORMATION CENTRES**

Credit Unit: 2

Course Status: Compulsory

Semester: Second

Course Edition: First

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**Module I Technical Services in Libraries and Information**

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and procedures in the Acquisition of Library Materials-----
- Unit 2 Selection Tools and Selection Criteria in Libraries -----
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**Module 3 Cataloguing and Classification of Library Material.....**

- Unit 1: Definitions and Functions of Cataloguing and Classification -----
- Unit 2: Types and forms of Catalogue -----
- Unit 3: Types of Classification Schemes in use in Libraries-----
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**Module 4 Preservation and Conservation of Library Materials....**

- Unit I Concept of Preservation and Conservation in library  
and Information Centre .....
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of Library Materials.....

**INTRODUCTION**

In this course, LIS 204 Technical Services in Libraries and Information Centre will focus on the processes of technical services, the basic functions of technical services. Our discussion will help you to capture the wide range of operations and techniques associated with the acquisition of library materials, library routines and procedures, operations and techniques associated with acquisition, processing, organisation, preservation and handling of library resources; cataloguing and classification of library materials, preservation and conservation of library materials. This will provide a platform for you to master the library routines and procedures and perform the job effectively when asked to do so.

The course is a two-credit unit course designed and made available to all students undertaking their first-degree programme in library and information science. There are online tutorial sessions which are linked up with this course. As a student, you are advised to make yourself available for these online sessions. Detailed information on the times and venues of these tutorials will be communicated to you accordingly.

**WHAT YOU WILL LEARN FROM THIS COURSE**

This course aims to introduce you to the fundamental principles of technical services in libraries and information centres which you need to apply as professional librarians. In this course, you will learn the basic routines and techniques that will enable you to function effectively as a professional librarian, especially in providing routine library services in the technical unit of any library and information centre. You will learn how libraries develop their collections, starting from selection processes, the acquisition and organisation of these library resources. Mastering these skills will enable you to perform the job of a librarian effectively when asked to do so.

**INTENDED LEARNING OUTCOMES**

The overall intended learning outcomes have been specified to achieve the aims set out above. In addition, each unit has specific intended learning outcomes set out. These units intended learning outcomes are always included at the beginning of each unit. You are advised to read them before you start reading through the unit. You should always refer to them during your study of the unit to check your progress made so far in completing the unit. By so doing, you can be sure that you have done what was required of you by the unit. The intended learning outcomes of the whole course are set out below. If all these learning outcomes are met, you shall have achieved the aims of the course. On successful completion of the course, you should be able to:

1. Define and describe the Concepts of technical section, technical services, and libraries and information centres
2. Enumerate the importance and functions of technical services in libraries.
3. Outline the library routines and procedures, operations in technical sections in libraries and information centres
4. Mention the purposes of technical services in libraries.
5. Describe the various units in the library that make up the technical section.
6. Explain the concept of the acquisition of library materials.
7. Discuss the meaning and methods used in acquiring library materials.
8. Describe the routines and techniques used in the acquisition of library materials.
9. Explain how ordered materials are received and accessioned in the library.
10. Explain the techniques used in the acquisition of e-resources.
11. Explain the concept of cataloguing and classification of library materials.
12. Mention the tools used in the cataloguing and classification of library materials.
13. List the types of cataloguing and classification schemes.
14. Discuss the procedures in the online cataloguing of materials.
15. Discuss the filling of entries in the library.
16. Explain the acquisition and storage of periodicals in the library.
17. Explain the concept of preservation
18. Discuss the methods of preservation and conservation of library materials.
19. Analyse the challenges associated with the preservation and conservation of library materials

## **WORKING THROUGH THE COURSE**

To understand and pass this course, you must read through the modules and units carefully, do all practical assessments and exercises and read the recommended books and other information resources available. Computers are provided in your study centres for you to download and read your course materials. Always be

punctual in the online facilitation by logging on to your virtual learning environment using the course Zoom link. Each unit in this course material has an introduction and the intended learning outcomes you should achieve at the end of the study. There are conclusions at every unit and a glossary to explain concepts used in every unit of the study. Also, there is the Self-Assessment Exercise (SAE) to evaluate what you have learnt at the end of each unit. You can also download the courseware using your electronic device to read anywhere and anytime. Do your tutor-marked assignment and consult your facilitator where necessary.

## **COURSE OBJECTIVES**

The overall objectives have been specified to achieve the aims set out above. In addition, each unit has specific objectives set out. These unit objectives are always included at the beginning of each unit. You are advised to read them before you start working through the unit.

You should always refer to them during your study of the unit to check your progress made so far in completing the unit. By so doing, you can be sure that you have done what was required of you by the unit. The objectives of the whole course are set out below. If all these objectives are met, you shall have achieved the aims of the course. On successful completion of the course, you should be able to:

1. Mention the purposes of technical services in libraries.
2. Describe the various units in the library that make up the technical section.
3. Enumerate the importance and functions of technical services in libraries.
4. Explain the concept of the acquisition of library materials.
5. Discuss the meaning and types of methods used in acquiring library materials.
6. Describe the routines and techniques used in the acquisition of library materials.
7. Explain how ordered materials are received and accessioned in the library.
8. Explain the techniques used in the acquisition of e-resources.
9. Explain the cataloguing and classification of library materials.
10. Mention the cataloguing and classification tools used in the cataloguing and classification of library materials.
11. List the types of cataloguing and classification schemes.
12. Discuss the procedures in the online cataloguing of materials.
13. Discuss the filling of entries in the library.
14. Discuss the processing and indexing
15. Discuss the methods of preservation and conservation of library materials.
16. Explain some of the challenges associated with the preservation and conservation of library materials.

## **WORKING THROUGH THE COURSE**

To complete this course successfully, you must read the study units, reference books, and other materials provided by NOUN. You are also required to spend a lot of time studying the content of this material. Do your tutor-marked assignment and consult your facilitator where necessary.

## **STUDY UNITS**

There are 13 study units in this course.

## **MODULE 1: TECHNICAL SERVICES IN LIBRARIES AND INFORMATION CENTERS**

Unit 1 Definition of Concepts: Technical Section, Technical Services, Libraries and Information Centers

Unit 2 Different Units and Functions of the Technical Sections of the Library

## **MODULE 2: ACQUISITIONS OF LIBRARY MATERIALS**

Unit 1: Concept of Acquisition of Information Resources in Libraries and Information Centers

Unit 2 Library Routines and Procedures, Operations and Techniques Associated with Acquisition

Unit 3 Methods of acquisition of library materials

Unit 4 Acquisition and Processing of Periodicals

## **MODULE 3: CATALOGUING AND CLASSIFICATION OF LIBRARY MATERIALS**

Unit 1: Definitions and Functions of Cataloguing and Classification

Unit 2: Types and Forms of the Catalogue

Unit 3: Types of Classification Schemes used in Libraries.

Unit 4: Procedures in Cataloguing and Classification.

Unit 5: The Filing Systems in the library

## **MODULE 4: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

Unit 1: Concept of Preservation and Conservation in library and Information Centers

Unit 2: Methods and Challenges associated with the Preservation and Conservation of Library Materials

## **COURSE MATERIALS**

You will be provided with the following materials:

- Course Guide
- Study Units
- Textbooks

In addition, you are required to consult the recorded textbooks and do your assignments.

## **ASSESSMENT**

There are two aspects to the assessment of the course. These are the tutor-marked assignment and the final end-of-semester examination. In attending to the

assignments, you must draw from your knowledge and techniques from the course. The assignments must be submitted to your tutor for formal assessment in accordance with the deadline given to you.

### **THE PRESENTATION SCHEDULE**

The presentation schedule in your course material gives you the important dates for completing tutor-marked assignments (TMAs) and attending tutorials. Remember, you are to submit all your assignments by the dates stipulated. You should guard against lagging behind in your work.

### **TUTOR-MARKED ASSIGNMENT**

You are expected to attempt and submit three tutor-marked assignments in this course. The tutor-marked assignment will count for 30% of your total score in this course. You will be able to complete your assignments from the information provided in this course and other reference materials contained in this course material. However, it is desirable that at this degree level in education, you should demonstrate that you have read and researched more widely than the required minimum. Using other references will give you a broader viewpoint and may provide a deeper understanding of the course. Try to submit your assignments on time.

### **FINAL EXAMINATION AND GRADING**

The final examination for this course will have a value of 70% of the overall marks. All areas of the course will be assessed. You may find it useful to review yourself-assessment tests, tutor-marked assignments and comments on them before examination. The work you submit will count for 30% of your total course mark. At the end of the course, you will be required to sit for the final examination, which will also count for 70% of your total mark. The table below shows how the actual course marking is broken down.

**TABLE 1: COURSE MARKING SCHEME**

Assessment	Marks
Assignment 3 (TMAs)	3 will be used for the continuous Assessment = $10 \times 3 = 30\%$
Final Examination	70% overall course mark
Total	100% of course marks

## **HOW TO GET THE MOST FROM THIS COURSE**

There are 8 hours of facilitations provided in support of this course. You will be notified of the dates, and times through your Virtual Learning Environment (VLE) portal for the online facilitation. Also, the name and phone number of your facilitator and the Zoom link for the facilitation will be provided as soon as you register for this course. Your facilitator will assist you whenever you encounter any difficulties during the course. Please do not hesitate to contact your facilitator by telephone, e-mail and WhatsApp group if you need help.

The following might be situations in which you would need to be assisted.

- When you do not understand any part of the study units or the assignment.
- When you have difficulty with the self-assessment exercises.
- You should try your possible best to attend the online facilitation. This will ask questions. You can raise any problem encountered during your study during the online facilitation. To gain the maximum benefit from the online facilitation, prepare a question list before attending so that you can ask your facilitator questions for clarification. You will learn a lot from participating in the discussions.

## **SUMMARY**

**LIS 204** Technical Services in libraries and information centres intends to expose you to the fundamentals and the processes in carrying out technical services in the library. Upon completing this course, you will be equipped with the necessary knowledge to work in any technical services section of library and information centres.

I wish you success in this course.

## **MODULE 1: TECHNICAL SERVICES IN LIBRARIES AND INFORMATION CENTERS**

In this module, our focus is to define the basic concepts in technical services. This will provide the required foundation for you to understand this course unit and be adequately prepared to function in any technical services section of any library. Pay attention as we explain these important concepts: technical services, libraries and information centres. In this segment we will also identify some the basic functions of the technical sections in libraries and information centres and examine the library routines, procedures, and operations that are carried out in the technical services sections.

Unit 1: Definitions of Concepts: Technical Services Section, Technical Services, Libraries and Information Centres

Unit 2: Different Units and Functions of the Technical Services Section of the Library

### **UNIT 1 Definition of Concepts: Technical Section, Technical Services, Libraries and Information Centres**

#### **Unit Structure**

- 1.1 Introduction
- 1.2 Learning Outcomes
- 1.3 Concept of Technical Services Section and Technical Services in the Library
- 1.4 Definitions of Library and Information Centre
- 1.5 The Difference between Library and Information Centre
- 1.6 Summary
- 1.7 Glossary
- 1.8 References and Further Readings
- 1.9 Possible Answers to Self-Assessment Exercises

#### **1.1.1 INTRODUCTION**

You may have been visiting and using library resources for your study and research. How do you search for the resources in the library? Have you encountered any guide directing you on searching for information in the library? If there is, have you wondered how these guidelines are generated? Also, why are these information resources in libraries organised in a definite order, you may ask? What makes the library an 'organised collection of resources? The glory of these collections is that they are well organised using classification schemes and cataloguing rules. Where and who use the classification schemes or cataloguing rules to organise these library collections? Also, how can the

library determine the number of copies of each resource without going to the shelves to physically count them? Answers to these questions are provided in the technical sections through technical services rendered by the professionals in these sections. Generally, library collections are classified and catalogued to facilitate access, retrieval and use. Therefore, we will be defining and explaining the basic concepts that underlie the LIS 204 course.

## **1.2 INTENDED LEARNING OUTCOMES (ILOs)**

At the end of this unit, you will be able to:

- describe the meaning of the technical Services section of the library;
- list the functions of the technical Services section of the library and information centres;
- explain technical services as it applies to library services;

## **1.3 CONCEPT OF TECHNICAL SERVICESSECTION**

The technical services section of the library is usually responsible for acquiring, accessing, cataloguing and processing every form of library collection. It is one of the most important units/departments in library work. Why is the technical services section so important in the library? This is because the section largely determines the extent of any library's collection development processes. This section is also referred to as the technical processing room or technical services unit. Irrespective of the name, its functions remain the same everywhere. The technical services section is responsible for selecting, acquiring and processing library resources for easy access and retrieval by staff and users. This section most often incorporates the Acquisition, Cataloguing, and Bindery / Maintenance departments. The main purpose of the technical services section of the library is to acquire cataloguing and processing of library collections, including materials in both print and electronic formats, to meet the research, teaching and learning initiatives of the university community and other patrons the library is serving.

## **1.4 CONCEPT OF TECHNICAL SERVICES IN LIBRARIES**

According to Weber and Melissa (2022: p10) technical services as “operations that enable the acquisition of materials in all formats, provision of resource description for those materials, discovery of resources, and preservation of those materials. Technical services are the behind-the-scenes professional activities of the library leading to the selection, acquisition and processing of library materials readers’ services. Technical services are all the library activities carried out behind the scenes to process information resources before they are passed to the circulation unit for users’ access. Behind the scenes here refers to the area and section of the library where users and visitors are prohibited from entering. This restriction is necessary because the section houses information resources that have not been processed and assigned identification and security marks. You can define technical

services as the totality of all the tasks carried out in a library focused on selecting, ordering, receiving and processing information resources and services to make these services and resources available and accessible to the users

These activities include selecting, ordering, classifying and cataloguing, and preparing materials for the shelves, inventory and weeding. According to Arua (2015), technical services are those jobs in a library which are aimed at obtaining and preparation of library materials for use by patrons. In technical services you provide and maintain an up to date up-to-date selection and order tools appropriate to the needs of the library including publishers' catalogues, trade bibliographies and so on.

In addition, technical services maintain files of materials in order to process them in such a manner that will permit all staff members to use them with ease. Technical services include performing pre-order bibliographic searching to avoid unnecessary duplication of resources, select dealers or other sources for the purchase of materials, preparation of order slips, and receive, unpack, sort and check in books.

Also, technical services include classification, cataloguing, abstracting and indexing services provided in the libraries. Classification is the process of assigning a number to an item so as to be able to shelve the item with other items on the same subject (American Library Association, 2022). Cataloguing is the process of describing each of the information resources in the library collection with the view of determining its bibliographical details and subject contents for easy access and retrieval (Ekere and Mole, 2014).

#### **Librarians at work at the Technical Section of the Technical Services Department**



1. What do you understand by the term technical services section of the library?
2. Mention the units that make up the technical section of the library
3. Mention the services carried out in the technical section of the technical services department.
4. Why do we refer to these services as behind the scenes?

## 1.5 CONCEPT OF LIBRARY

Conventionally, the library has its etymology from the Latin word, '**LIBER**', meaning book. Hence a library was traditionally defined as "an organised collection of books and other information materials kept for reading, study and reference." The Library Glossary defines a library as a place where information is acquired, stored, processed, organised, retrieved and disseminated to a potential user when the need arises. Suffice it to say that a library is a centre of information; a store or room housing recorded materials for study, research and recreation. The glory of these collections is that they are well-organised to facilitate accessibility and usability. The process of acquiring, organising and disseminating library research resources is solely the responsibility of the technical services division of the library.

A library is a collection of resources in prints (books) and non-prints (non-books) which are systematically organised and stored for users' education, entertainment and research. UNESCO in LISBDNETWORK (2014: p.1) defines a library as "any organised collection of printed books and periodicals or any other graphic or audio-visual materials with a staff to provide and facilitate the use of such materials as are required to meet the informational research, educational and recreational needs of users."

A library is no longer defined as a place or building where books and non-books materials are kept under the custody of professionals called librarians. You can define a library as a collection of information resources, both print and non-prints which are systematically organised and stored by librarians for easy access and retrieval.

In the library, there must be a collection of books and non-books materials, an accommodation, whether physical (building) or online (web space) to store these information resources and which should be managed by professionals referred to as librarians. Libraries are classified based on the type category of users or communities they serve. From this, we have academic, national, special, school and public libraries.

The academic library describes libraries that serve tertiary or higher institutions such as colleges, polytechnics and universities. National libraries acquire all information resources and most often serve as legal depositories of most countries where they exist. Such libraries serve the citizens of the country irrespective of age, sex, educational status and religious beliefs. Special libraries are such that support specific group of readers or users such as the parliament, research institutes for research development and business etc. The school libraries are found in primary and secondary schools. Their collections are based on the school curriculum, including books on entertainment. Public libraries are built or owned by the state, local government or community. Public libraries have information resources in every aspect of life and have no restrictions to usage. They are usually maintained with taxpayers' money. The public library is regarded as the "people's university." Libraries, irrespective of type, perform similar functions.

These functions are listed below;

- selecting, ordering, acquiring, and processing information resources in print and non-print format and making them available to satisfy users' information and research needs;
- providing current and reliable information resources for entertainment, study and research;
- promoting information resources for learning and knowledge acquisition
- preserving cultural activities and the heritage of society for transmission from one generation to another;
- giving access to information for life-long learning.

### **Information Centre**

Information centre is any organisation responsible for providing information resources and services such as abstracting, indexing, literature review, compilations of bibliographies and translation services to users. Different types of information centres include clearing houses, data centres, data banks and information analysis centres.

Clearing houses are built by international or national agencies. They give access to information coming from a particular country. Also, they compile bibliographies based on disciplines and make them available to organisations that need such information.

Information Analysis Centres: are centres that evaluate any piece of information produced in different disciplines to ascertain information reliability, accuracy and value before disseminating such to users on request. Information provided in such centres are used for research.

Data centres are charged with the responsibility of collecting, organising and storing numerical data based on specific subject fields which are used in answering specific questions. The information compilations are done based on the anticipation of the potential information needs of users.

Data Banks are responsible for extracting and processing of raw data from relevant sources and literature. These processed data are stored in files to provide answers to interested users.

<b>Self-Assessment Exercises 2</b>
I. Define the term information centre II. Define the term library. III. Which of the information centres evaluates any piece of information produced in different disciplines for reliability, accuracy and value before dissemination such to users?



## 1.8 SUMMARY

In this unit, we discussed the technical services section of the library as being charged with the responsibility of acquiring, accessing, cataloguing and processing all formats of library materials. Moreover, we examined the behind-the-scenes activities which they carry out to ensure proper and safe handling of library materials before they are made available to the users. Technical services also incorporate activities that involve classifying and cataloguing of information resources to facilitate easy access and retrieval. When you find yourself in this section, you should be conversant with the purpose and functions the division is designed to perform and be able to project the roles and the fulfilment of the mission outlined for the smooth operation of the section. The concept of library and information centre were also explained. Also, the services which library and information centre provide to their clientele. These services are provision of information resources, conducting literature review, indexing, referral services, and compilation of bibliographies and translations.

## 1.9 GLOSSARY

**Library:** is an organised collection of books and non-books materials kept under the custody of trained personnel called librarians to facilitate easy access and use of such material for information, research, study and entertainment.

**Technical section:** this is section of the library where the information resources are selected, acquired and processed before such information materials are transferred to the readers' services section for public access and use.

**Data Centres:** physical facility that are responsible for collecting, organising and storing numerical data based on the specific subject field, which are used in answering specific questions.

**Technical services:** Refers to all the activities carried out in the technical section of the such as acquisitions, copy cataloging, original cataloging, database maintenance; binding of materials and maintenance of the library's collection.

**Information Analysis:** Refers to a planned process of discovering and interpreting information for better understanding.

**Library Cataloguing:** Is the process of identifying and bring out the bibliographic details and authority records of an information resource in a library collection for easy identification, recall and access by patrons.

**Library Classification:** This a planned process of assigning a number to information resources in the library so as to be able the information resources to be shelved with other items on the same subject.

**Information centre:** Is an organisation or place where information services are rendered to people to solve their information needs.

## **2.0 REFERENCES AND FURTHER READINGS**

- .Arua, G. N. (2015). *Encounter with the Library: A use of Library guide for schools, colleges, polytechnics & universities*, Enugu: chukka Educational Pub. 1 – 292
- Ekere, F. C. and Mole, A. J. C. (2014) *Theory and Practice of cataloguing and classification*. Praise House Publishers: Enugu
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- Nwalo, K.I.N. (2003). *Fundamentals of Library Practice: A Manual on Library Routines*. Ibadan: Stirling-Horden Publishers.
- Weber, M. B. and Melissa, D. F. (2022). *Virtual technical services: a handbook*. Lanham: Rowman & Littlefield,
- American Library Association(ALA, 2022). *Cataloguing tools and resources: Classification*. <https://libguides.ala.org/catalogingtools/classification>

## **2.1 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES**

- I. Information centre is any organisation that are responsible for providing information resources, abstracting, indexing, conducting literature review, compilations of bibliographies and translation services to users based on their request.
- II. Library is a collection of resources which are in prints (books) and non-prints (non-books) which are systematically organised and stored in a definite order for users' education, entertainment and research.

OR

Library is a collection of information resources, both print and non - prints material which are systematically organised and stored by librarians for easy retrieval by desired users.

OR

UNESCO in LISBDNETWORK (2014: p1) defined a library as “any organised collection of printed books and periodical or any other graphic or audio-visual materials with a staff to provide and facilitate the use of such materials as are required to meet the informational research, educational and recreational needs of users.”

III. It is the Information Analysis Centre.

## **UNIT2      DIFFERENT UNITS OF THE TECHNICAL SERVICES DEPARTMENT AND THEIR FUNCTIONS**

### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Learning Outcomes
- 1.3 Various Units in the Technical Services section of the library
  - 1.3.1 Acquisition Unit
  - 1.3.2 Cataloguing and Classification Unit
  - 1.3.3 Serial Unit
  - 1.3.4 Bindery Unit
    - 1.3.4.1 Activities Carried Out in Library Bindery Unit
    - 1.3.4.2 Steps in Binding Printed Information Resources
    - 1.3.4.3 Materials/Equipment Used in the Bindery Unit
- 1.4 Functions of Technical Services Section
- 1.5 Summary
- 1.6 Glossary
- 1.7 References and Further Readings
- 1.8 Possible Answers to Self-Assessment Exercises

### **1.1 INTRODUCTION**

In the previous unit, we discussed that the technical services section of the library is responsible for the acquisition, cataloguing and processing of library collections. These collections are made up of materials in print and electronic formats, aiming at meeting the information need of the community. These technical services are carried out in different units that make up the technical services section. The questions that should come into your mind include: what units make up the technical services section? What are the services carried out in each of the units? We shall focus on these questions as we go through the units below.

### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you will be able to:

- I. explain the various units in the technical section of the library
- II. outline the various technical services carried out in the technical section
- III. identify the librarians that work in each unit;

#### IV. explain the functions of technical section of the library

### **1.3 VARIOUS TECHNICAL SERVICES CARRIED OUT IN THE TECHNICAL SERVICES SECTION OF THE LIBRARY**

The technical services section of the library as we discussed in the previous unit is the section that is charged with the responsibility of building the library and information centre's collection. The acquisition, bindery, cataloguing and classification units make up this section. The building of the library collections, organisation and storage of information resources are the main functions of the technical services section of any library and information centre. This is done through selection, acquisition (gifts/donations and purchase), and processing and organisation for easy retrieval by users. This section is also responsible for repairs and reinforcement of worn-out materials. Please, take note of the following list of technical services as we discuss them in more detail:

1. Acquisition of information resources
2. Cataloguing and classification of information resources
3. Processing of serial publications
4. Binding of information resources

#### **1.3.1 Acquisition of Information Resources in the Library**

The acquisitions of information resources are carried out in the acquisition. In the context of our discussion, acquisition is all about the processes involved in selecting and obtaining information materials through purchases, bequeaths or donations, gifts, or exchanges to build the library collection. The librarian responsible for acquisition of information resources is called the acquisition librarian. It is the responsibility of the acquisition librarian to order and receive materials acquired by the library in line with the stipulated procedures for receiving and processing materials. The following are the examples of materials and equipment in use in the acquisition unit of the library.

- i. Selection tools (publisher's bulb, books-in-print, abstracts, booklist, and readers' request file)
- ii. Order Slip
- iii. Register for Accessioning of information resources
- iv. Authority stamps
- v. Ink Pad
- vi. Barcode scanner and barcode printer
- vii. Computers with internet connectivity

### **1.3.2 Cataloguing and Classification of Information Resources**

Cataloguing and classification unit is responsible for receiving library materials from the acquisition unit. The classification and cataloguing of information materials which is the assigning of call number on every information resource acquired for easy storage, access and retrieval by users. These activities are carried out before sending the information resources to circulation unit of the library for patron's use. Cataloguing of a book is the process through which a particular book in the library is given an access point for easy retrieval (Ekere, and Mole, 2014). You may ask what the access point is. The access points provided are the Resources Description and Access (RDA) which is describing the book by recording author, title, and subject coverage/treatment, year of publication, publisher, and place of publication, illustrations and diagrams. This process of assigning author, subject headings, title and all the bibliographic details to a book is known as descriptive cataloguing. A person who does this in the cataloguing unit is called the cataloguer.

Classification according to ALA (2022: P.1) is the “process of assigning a number to an item so as to be able to shelve the item with other items on the same subject”. The classification of information resources is carried out by professionals called classifiers. Classification of information resources are carried using classification tools called classification schemes. Some of the classification equipment is listed below.

1. Classification tools namely;
  - a) Library of Congress Classification Scheme
  - b) Dewey Decimal Classification Scheme
  - c) Elizabeth Moy's Classification Scheme
  - d) Universal Decimal Classification Scheme
  - e) Bliss classification Scheme
  - f) Cutter Table
  - g) Sear's List of Subject Headings
  - h) Library of Congress Subject Headings (LCSH)
  - i) Classification and Cataloguing Worksheets
  - j) Pencil
  - k) Ball pen
  - l) Card Sorter
  - m) Computers

The acquisition, classification and cataloguing of information resources which are functions performed in the technical section of any library and information centres will be discussed in detail in module two and three of this course material.

<b>Self-Assessment Exercises 1</b>
<ul style="list-style-type: none"><li>a) Define the term Classification.</li><li>b) List three classification schemes used in the classification and cataloguing unit of a library.</li><li>c) Outline the different units in the technical section of the library.</li></ul>

### **1.3.3 Processing of Serial Publications**

Serial publications are publications issued or published daily, bi-annual, quarterly; or annually and which are intended to continue indefinitely bearing numerical or chronological designations. These serial publications include newspapers, journals, year books, directories, gazette Journals, magazines, newsletters, reports in prints and non-print format. The serial publications are also called periodicals because they come in succession.

The activities carried out in the processing of serial publications are

1. recording and stamping of periodicals
2. indexing service
3. abstracting service

### **1.3.4 Binding of Information Resources**

The bindery unit is responsible for the repair and reinforcement of torn and worn-out printed resources acquired in the library and information centre for readers' use. Bookbinding is " the procedure of manually accumulating a book in codex format from a well-ordered pile of paper sheets, which are folded together into sections or occasionally left as a stack of individual sheets (Wu, and Cai, 2022 p. 1). The binding or rebinding of any book helps to increase the life span of such information resource. The information resources that are bonded or reinforced in the bindery unit are materials that are manhandled by careless library users or the newly acquired resources came with poor binding. Examples of materials that go to this unit are mutilated books, turn magazines and worn-out journals.

#### **1.3.4.1 Activities Carried Out in Library Bindery Unit**

Some of the activities carried out by the library bindery unit are:

- i. Keeping a record of books or any information resources brought to the unit for binding in a register to show when it was received and when it was returned to the unit that brought it.
- ii. Check the books brought for binding to find out if some pages are missing, if there is any missing page, they must be replaced before binding.
- iii. Keep a record of bounded items and the type of binding given to each information resource.
- iv. Keep records of bindery equipment and materials purchased and used in the unit.
- v. Where the library operates a fee-based bindery service records of the person that brought the document should be kept, the date due for collection, and the fee paid should be accounted for.

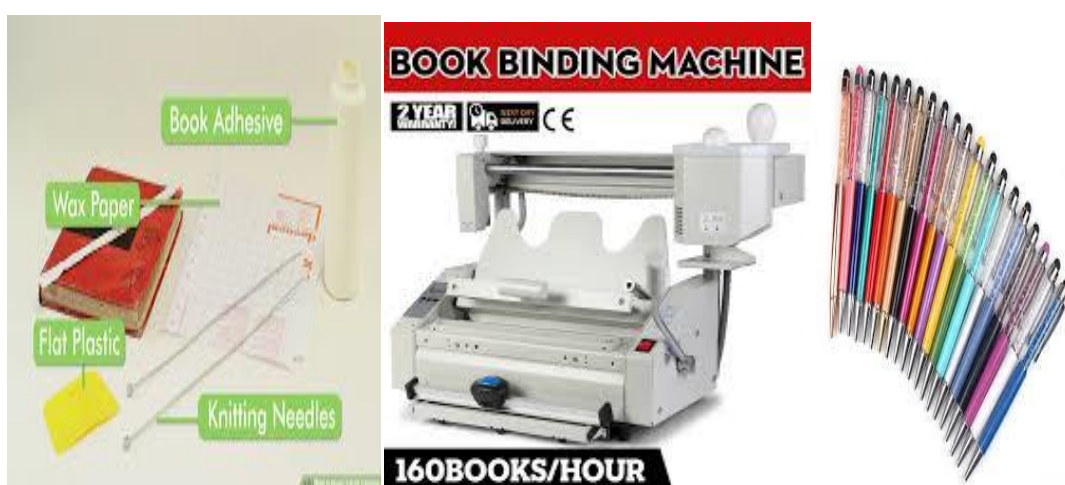
#### **1.3.4.2 Steps in Binding of Printed Materials**

Steps you should use to bind any printed information resources in the library are;

- a) Collation of parts/pages of the books and periodicals in an orderly sequence, ensuring that there is no missing page.
- b) Sewing of the affected parts together
- c) Attaching the cover or back cover of the book, in the case of periodicals (journals, magazines and newspapers a new cover should be prepared for each volume. The management determines if the volumes will be bound quarterly, monthly (for newspapers) or by biannually.
- d) Fix the headband of the book
- e) Fix the end papers. Endpapers refer to sheets or papers appearing before and after the text of a book. The end paper may be plain or have photographs, maps and illustrations.
- f) Colouring of the edges of the pages of the book. This is done to protect the edges of the book from acuminating dust. Also, it gives books a smooth and colourful look. The edges should be carefully trimmed before colouring.
- g) Fix the book's headband using glue on soft Kraft paper to smoothen the surface of the spine.
- h) Create a hollow back on the book: This is done using heavy wrapper paper to create a “tube” three times the width of the spine. Then glue on the back of the book. This serves as a protective cover that guides the spine from cracking.
- i) Finishing is the stage of making the bound copy of the book look attractive. You may use leather cloth or paper cover depending on the age level of your

users and the funds available to the bindery unit. Here type in the title and the call number of the book on the spine using a barcode machine. Barcode scanners can be used at the cataloguing desk to scan the ISBN barcode printed on the back of the book. Also, library users borrow and return books at self-loan points with the help of barcode scanners. When you use the barcode to scan the ISBN and Auto Cat will download bibliographic details and images for your library titles straight into your online catalogue(<https://simplelittlelibrarysystem.co.uk/barcodes-scanners/library-barcode-s>)

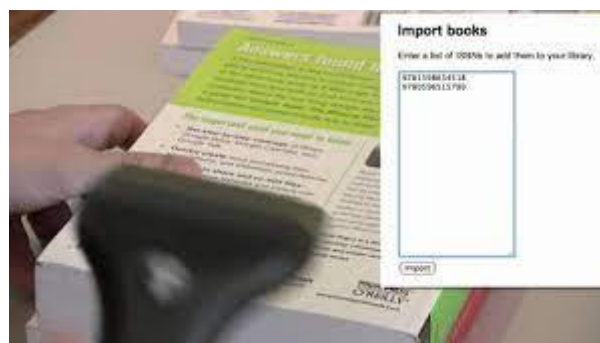
#### 1.3.4.3 Materials/Equipment Used in Library Bindery Unit



Stylus pen

<https://www.aliexpress.com/item/32966738218.html><https://www.wikihow.com/Repair-a-Book%27s-Binding><https://www.aliexpress.com/item/1861791826.html>

DA210 Desktop Direct Thermal Bar Code Printer,Barcode Scanner



As a librarian, you need to know the category of your library users to determine the type of binding material you will use for reinforcement/binding. Also, determine the level of usage and request for such material before taking the decision on the type of binding to be used. Where there are few copies and more users, you need to embark on hard binding with a thick cover with paper or leather. The type of material and adhesive you use for binding affect the quality and durability of bound books. The followings are some equipment and materials used for binding books and periodicals in the library.

- I. Sewing equipment includes needles, thread, thread gauze, scissors, tapes and a sewing machine.
- II. Covering materials: include boards, paper, cloth and leather
- III. Adhesives: these are glue, paste and gum
- IV. Decoration materials include dust cover and lettering equipment using a barcode machine

<b>Self-Assessment Exercises 2</b>
<p>d) Mention any five activities carried out in the bindery unit.</p> <p>e) Explain the processes of binding a book.</p>



#### **1.4 FUNCTIONS OF THE TECHNICAL SERVICES SECTION OF THE LIBRARY**

The functions of the technical service section are as follows

- Information resources are acquired or ordered to build the library collection in the technical section of the library.
- Prepares the order slip for the purchase of information resources.
- Inventory of information resources purchased and donated as gifts and exchanges is kept in the technical section of any library.
- This section supervises the ordering, tracking and receiving of information resources ordered or acquired by the librarian.
- Cataloguing and Classification unit: This unit is responsible for receiving library materials from Acquisition Unit and processing them and moving the processed materials to the circulation unit of the library for patron's use.
- Keeps the record of publishers and vendors.

- Information resources are classified and catalogued for easy storage and retrieval of information resources by their respective users.
- Ensures the reinforcement or replacement of worn-out information resources and damaged or lost information materials.
- The librarians in this section prepare and mail orders to vendors and publishers and receive the ordered information resources. Every information resource purchased and donated is given an accession number. An accession number is a unique number given to a particular information resource in the library collection. Every resource in the collection is given a special number peculiar to that item alone.
- Maintenance of library collections, binding books, and mending of serial holdings.
- Maintaining the internet resources and library Online Public Access Catalogue (OPAC).
- Spinning/ labelling of information resources for easy identification and retrieval from the library catalogue, Kardex cabinet and bookshelves.

## 1.5 SUMMARY

In this unit, you have studied various units in the technical section of the library, namely acquisition, cataloguing and classification technical services in serial unit and bindery unit. The acquisition unit is responsible for selecting and preparing order slips and ordering and receiving library materials. Cataloguing and classification units are responsible for the grouping of information resources into their different classes, while cataloguing is the process of putting down the bibliographic details of any information resources acquired by the library. The technical services in the library's serial section include a subscription to serial publications, abstracting, kardexing and indexing of serials. The bindery unit is responsible for repairing and reinforcing torn and worn-out printed resources acquired in the library and information centre for readers' use. Also, you learnt about the functions of technical sections of the libraries, which included building library collections through purchase, gifts and exchange.

## 1.6 GLOSSARY

**Bookbinding:** The procedure of manually accumulating a book in codex format from a well-ordered pile of paper sheets, which are folded together into sections or occasionally left as a stack of individual sheets

**Index:** Pointer to an information resource. It refers to series of entries that enable users to find information with references to show where each item is located.

**Indexer:** A person who prepares an index to information.

**RDA:** Resources Description and Access which is the successor to the cataloging rules, AACR2 that gave new and improved form, structure, or appearance to the structure of the cataloging instructions by closely following the entity-relationship model that is used in constructing databases.

**Serial publications:** They are publications issued or published daily, bi-annual, quarterly, or annually and which are intended to continue indefinitely bearing numerical or chronological designations.

## 1.7 REFERENCES AND FURTHER READINGS

American Library Association (ALA, 2022) Cataloging tools and resources: classification. <https://libguides.ala.org/catalogingtools/classification>

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Wu, X. and Cai, Z. (2022). Evaluation of the Design of “Shape” and “Meaning” of Book Binding from the Perspective of Deep Learning. Computational Intelligence and Neuroscience June, 1–7.  
<https://doi.org/10.1155/2022/1314362>.

## 1.8 Possible Answers to Self-Assessment Exercises

- a. Classification is the “process of assigning a class mark to an item which helps to identify the item on the shelf.
- b.
  - i. Library of Congress Classification Scheme
  - ii. Dewey Decimal Classification Scheme
  - iii. Elizabeth Moy’s Classification Scheme
  - iv. Universal Decimal Classification Scheme
  - v. Bliss Classification Scheme
- c.
  - i. Acquisition Unit
  - ii. Cataloguing and Classification Unit
  - iii. Bindery Unit
- d. Any five of these activities are carried out in the library bindery unit:
  - i. Keeping records of library materials brought to the unit for binding to monitor the movement of such item.
  - ii. Check the books brought for binding to determine the state of the book, e.g. missing pages, before binding.

- iii. Keep a record of bounded items and the type of binding given to each information resource.
- iv. Keep records of bindery equipment and materials purchased and used in the unit.
- v. Where the library operates a fee-based bindery service, record of the person that brought the document is kept, and the date due for collection and fee paid also recorded.
- e. Collation of parts/pages of the books and periodicals in an orderly sequence, not missing any page.
  - i. Sewing of the affected parts together
  - ii. Attaching the cover or back cover of the book, in the case of periodicals (journal, magazines and newspapers a new cover should be prepared for each volume. The management determines if the volumes will be bound quarterly, monthly (for newspapers) or biannually.
  - iii. Fix the head band of the book.
  - iv. Fix the end papers. End papers refer to sheets or papers appearing before and after the text of a book. The endpaper may be plain or have photographs, maps and illustrations.
  - v. Colouring of the edges of the pages of the book. This is done to protect the edges of the book from accumulating dust. Also, it gives books a smooth and colourful look. The edges should be carefully trimmed before colouring.
  - vi. Fix the book's headband by using glue on soft Kraft paper to smoothen the surface of the book's spine.
  - vii. Create a hollow back on the book: This is done using heavy wrapper paper to create a "tube" three times the width of the spine. Then glue on the back of the book. This serves as a protective cover that guides the spine of the book from cracking.
  - viii. Finishing is the stage of making the bounded copy of the book to look attractive. You may use leather cloth or paper cover depending on the age level of your users and the funds available for the bindery unit. Here you add the title and the call number of the book on the spine using a barcode machine.

## **MODULE 2: ACQUISITION OF LIBRARY MATERIALS**

In this module, we will examine the meaning of the acquisition of information resources in libraries and information centres. Also, we will discuss the various methods and library procedures/processes for acquiring library materials and processing ordered materials in the library.

Unit 1 Concept of Acquisition of Information Resources and procedures in the Acquisition of Library Materials

Unit 2 Selection Tools Library Routines and Procedures, Operations and Techniques Associated with Acquisition of Library Materials

Unit 3 Methods of acquisition of library materials

Unit 4 Arrival/Receipt of Ordered Materials in the Library

Unit 5 Acquisition and Processing of Periodicals

### **Unit1: CONCEPT OF ACQUISITION OF INFORMATION RESOURCES ANDPROCEDURES IN THE ACQUISITION OF LIBRARY MATERIALS**

#### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Learning Outcomes
- 1.3 Concept of Acquisition of Information Resources in Libraries and Information Centres
- 1.4 Acquisitions Procedures
  - 1.4. 1 Document Request
  - 1.4.2 Ordering and Preparing of the Order Slip/ Form
  - 1.4.3Receiving of Orders
- 1.5 Records Kept in Acquisition Unit of the Library
- 1.6 Summary
- 1.7 Glossary
- 1.8 References and Further Readings
- 1.9 Possible Answers to Self-Assessment Exercises

#### **1.1 INTRODUCTION**

In the previous module, we looked at the technical services section of the library and the units that emanate from the section. Yes, the units are acquisition, classification and cataloguing, bindery and processing of serial publication in the serial unit. In this unit, we shall dwell more on the process and rationale for acquisition.

#### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you will be able to:

- I. define the meaning of the acquisition of information resources in libraries and information centres
- II. explain the procedures involved in the acquisition of information resources
- III. outline at least six records generated and kept in the acquisition process.
- IV. examine the importance of acquiring information resources in libraries and information centres.

### **1.3 CONCEPT OF ACQUISITION OF INFORMATION RESOURCES IN LIBRARIES AND INFORMATION CENTRES**

Acquisition in the library and information centre refers to selecting, acquiring and organising library and information resources for use by patrons to meet their information needs. Users' information needs may be for educational, research and entertainment purposes. Every library and information centre goes through a systematic procedure to develop the collections you see on the shelves. The major backbone of this process comes under the umbrella of acquisition. The acquisition processes are carried out in the acquisition unit by professional librarians who sometimes may be designated Acquisition Librarians.

Tijani & Arowolo (2019) define acquisition as the process of adding information resources to an existing collection or building a new collection after taking selection decisions on what to add and methods of getting the information resources. Building the library and information centre collections is not done by one person alone. There are many things to be considered by the acquisition librarian. Some of these considerations are based on library acquisition policies and procedures. The library acquisition policies and procedures differ based on the type of library and information centre and the users they serve. Generally, the acquisition policies and procedures are derived from the objectives of the parent institution and community to serve. Usually, the general goal is to satisfy the needs of the users irrespective of the type of library and information centre.

#### **Acquisition also involves the following:**

- i. Mechanical preparation of books such as entering identification marks
- ii. Forwarding materials for cataloguing
- iii. Entering subscription orders, receiving and recording periodicals.
- iv. Making follow-ups and claims for unfilled orders.
- v. Informing requestors of the availability of materials or status of orders and preparation of new acquisitions list.
- vi. Searching for out-of-print materials
- vii. Materials selection; and
- viii. Soliciting gifts, establishing exchange agreements, maintaining appropriate records, receiving materials, and sending shipments to exchange partners.

## ACQUISITION SERVICES



Source: <https://www.slideshare.net/bubblyface95/acquisitions-of-library-materials>

In the acquisition of information resources, the librarian in charge must select current materials that are pertinent to the needs of users. Selection is the decision on which information resources and other materials should be added or acquired in building the library and information centre.

Acquisition is carried out after taking selection decisions on:

- a) what type of information to be used in building a new collection?
- b) what to add to an existing collection?
- c) methods of getting the information resources.

To achieve these, the acquisition librarians should know the available information resources in different field of study. No librarian will know all the information resources published in all fields of study. So the librarian needs the assistance of subject specialists in different fields to suggest relevant titles in building the library and information centre collections. Hence, a selection committee is needed to assist the librarian in selecting relevant titles.

Selection committee members are people or persons from different fields of study or disciplines. Who becomes a committee member depends on the type of users' library they will select information resources for? Irrespective of the type of library, it is always good to have people who are knowledgeable in the field of study you want to acquire information on. These knowledgeable individuals from different fields are called subject specialists. The selection of information resources is carried out using the selection tools. In summary, the acquisition librarians are guided by the selection policy, selection committee and the selection tools.

The selection policy spells out the guidelines that determines the type of materials that should constitute part of the library collection. That is to say that

no librarian/library can select any material for acquisition outside the precinct of the library selection policy. The selection committee recommends and uses the selection policy and selection tools available to suggest library materials that the library should acquire. However, the acquisition librarian decides what to acquire based on the available resources. In academic libraries, the committee comprises representatives from different faculties who are subject specialists, heads of different units in the library and the acquisition librarian.

## 1.4 ACQUISITIONS PROCEDURES

**1.4.1 Document Request:** All the request from the users, faculty, staff and recommendations from the selection committee where such committee exist are brought together. The document request forms are in paper form while computerised libraries have the electronic version of the forms on their libraries website. These forms can be filled by the public and submitted online. To acquire the acquisition librarian should not use the request form without verifying whether the information resources requested are already in the library collection. This is because some users do not know how to search and retrieve information from the library catalogue or they may be confused about the author's name and even the title.

So verification of information on the request form is the first step in acquisition process. It is always important to determine the right author and title before placing order. The Information on the document request forms can be verified using the library catalogue which may be card catalogue or the Online Public Access Catalogue (OPAC). OPAC is a computerized library catalogue or database of bibliographic records that is available to the public, which provides bibliographic information about information resources in the library (Eserada, and Okolo, 2019). The OPAC makes the checking of the bibliographic details faster and easier. You may wish to cross the pre-order request using *Books in Print* which is available in both hard copy and online version or use the Online Computer Library Centre's (OCLC) World Cat ( [www.worldcat.org](http://www.worldcat.org)) and Library of Congress website (LC; <http://www.loc.gov>) etc.

You can do the pre –order with the LC through the following 14vsearching options namely

- Keyword
- Title keyword
- Author/creator keyword
- Subject keyword
- Name/title keyword
- Series/uniform title keyword
- Expert search
- Title begins with

- Author/creator browse
- Subject browse
- Call number browse (LC classification numbers)
- Call number browse (other shelving numbers)
- Number search (Library of Congress Control Number [LCCN], ISBN,
- ISSN)
- Author/creator sorted by title brows

#### **1.4.2 Ordering and Preparing of the Order Slip/ Form**

When the bibliographic details of information resources to acquired are correct it makes the work of the acquisition librarian and vendors easier. The existence of computers in the libraries have made most libraries to use computer-generated orders slips. This has enabled libraries storage these generated data on the order slips electronically, thus reducing the volume of paper and fund spent on producing order slip forms. The order form is prepared indicating each item and its bibliographic details, price and quantity, name and address of the vendor or company or the publisher. The prepared order form is sent to the vendor or company or the publisher to supply the requested information resources. A copy of the sent order form is kept in the library record which will be used to cross check the invoice when the ordered resources are received to ensure that the information resources requested were actually sent to the library.

Before sending the order, ensure that every email is correctly typed to avoid being lost. It is worthy of note, that incorrect address of an order can delay the acquisition process. It also leads to waste of library's financial resources and time since the order must be repeated. The books' order is typed on an order form with columns for International Standard Book number (ISBN), author, title/edition, and publisher, number of copies ordered, unit price and total price.

Whenever you are using the vendors or jobbers ensure that they are given current and accurate information to ensure the supply of the exact: author, title, publisher, date of publication, price, edition (if there are various editions), number of copies, and any information regarding the mode of payment. It is advisable to indicate the International Standard Book Number (ISBN) or International Standard Serial Numbers (ISSN) because they are unique numbers representing a serial (ISSN) publication or a specific title. The International Standard Book Number (ISBN) "is a 13-digit number that uniquely identifies books and book-like products published internationally. The ISBN is intended for a monographic publication whether printed, audio or electronic ([American Library Association, 2022](#))".

Every edition of a book has its own ISBN differently even the paper and hardbound versions of the same title have their ISBN differently. The ISBN will guide the vendor to know the exact copy of the title the library is requesting for. The number(s) before the first hyphen in an ISBN represents the country of origin; the

second set of numbers is for the individual publisher; the third set represents the title, edition, and format; and the last number is a “check digit”, currently a three-digit prefix has been added either 978 or 979. The publisher and title of periodicals are identified with the eight-digit number known as the International Standard Serial Numbers (ISSN) and the last digit serves as the control number.

Below is a sample a book order sheet or form.

### Sample of Information on a Book-Order Form

		<b>Book-Order Form</b>							
		<b>Name of Institutional Library</b>							
		<b>Address of Institutional Library</b>							
		<b>Name of Vendor/ Publisher</b>							
		<b>Address of the Vendor/ Publisher</b>						<b>Date.....</b>	
<b>S/ N</b>	<b>Author/ Authors</b>	<b>Title/Edition</b>	<b>ISBN</b>	<b>Publisher</b>	<b>Place of Publication</b>	<b>No. of Copies</b>	<b>Unit Price</b>	<b>Cumulative Price</b>	<b>Total Cost</b>

### 1. 4. 3 Receiving of Orders

**The following steps are involved in receiving ordered library materials**

careful unpacking. Shipments arrive with a packing

1. Carefully unpack the supplied items to discover packing slip that should reflect every item in the shipment.
2. Verify whether what is in the packing slip is accurately reflect all the items you ordered for by using you own copy of the order slip.
3. Where there are variations the vendor should be notified on time.
4. Where any obvious defects like missing or blank pages, or upside down text such text can be replaced by the vendor provided they have not been stamped or mutilated.

### Ordering Workflow

The Ordering Workflow includes:

1. Before placing an order, the staff must decide on which acquisition method to be used, which vendor to use.
2. Preparation of Purchase Order (PO)
3. Assigning order numbers for control and tracking.
4. Submission of orders through mail, fax or email.
5. Order receipt and verification.
6. Claims and follow ups
7. Receipt of ordered items
8. Checking physical condition of delivered materials.

9. Property marking by stamping or embossing
10. Approving invoices for payment

<b>Self-Assessment Exercises 1</b>
------------------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>a. When an ordered book fails to arrive on time what are you supposed to do as an acquisition librarian?</li> <li>b. List the library routines and procedures associated with acquisition of library materials.</li> </ol> |
|---|

### 1. 5 RECORDS KEPT IN ACQUISITION UNIT OF THE LIBRARY

The following records are very important and must be kept to ease the work in acquisition unit.

- a. Outstanding order files
- b. Standing order file
- c. Desiderata or want files
- d. Claims files
- e. Requisitions, vouchers orders
- f. Invoice file
- g. Letter orders/purchase orders
- h. Serials check-in-file
- i. Accession record
- j. Dealers' payment cord
- k. Financial reports
- l. Short reports
- m. Statement of account
- n. Credit memos
- o. Gifts/exchanges partners file
- p. Delivery receipts for approved titles.

<b>Self-Assessment Exercises</b>
----------------------------------

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Define the term acquisition of information resources</li> <li>2. List the six types of records kept in the acquisition unit of the library</li> <li>3. Acquisition of information resources are based on – and –</li> </ol> |
|---|

### 1.6 SUMMARY

The acquisition of information resources in libraries and information centres is a planned process of adding information resources to library collections. This process requires finding out the information needs of the users the library is serving through the use of document request which may be filled electronically or manually and submitted to the library staff or librarians. The information on the request forms

should be critically examined by the librarian through conducting search using the library catalogue to find out if the library has such copy to avoid duplications. Also, you learnt that the use of ISBN is very essential in identifying the exact copy of the information resource you need. So the placement of order for any book it is most advisable to use the ISBN to reduce the mistakes you may make in recording the bibliographic details of that particular book. You also, learnt how to receive ordered library materials and the various records kept at the acquisition unit of the library which include order forms, Claims files, Requisitions, vouchers orders, invoice files; serials check-in-file, accession record, dealers' payment record and gift/exchange partners' files etc.

## 1.7 GLOSSARY

**Acquisition in the library:** This is the process of building or adding information resources to an existing collection or building a new collection after taking selection decisions on what to add and methods of getting the information resources.

**Acquisition librarian:** The librarian in charge of the acquisition unit is responsible for selecting and building up the library collection.

**OPAC:** Online Public Access Catalogue refers to a database that provides online access to bibliographic details of any information resources contained in the records of the library to the public.

## 1.8 REFERENCES AND FURTHER READINGS

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Tijani, A. & Arowolo, B. (2019). The method of acquisition of library resources in Nigeria institute of transport technology library, Zaria. *Library Philosophy and Practice*. <https://digitalcommons.unl.edu/libphilprac/2530/>

## 1.9 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES

1. Acquisition of information resources is defined as the process of adding information resources to existing collections or developing a new library collection.

**OR**

Tijani & Arowolo (2019) define acquisition as the process of adding information resources to existing collections or building a new collection after taking selection decisions on what to add and methods of getting the information resources.

2.

- i. Outstanding order files
- ii. Standing order file
- iii. Desiderata or want files
- iv. Claims files
- v. Requisitions, vouchers orders
- vi. Invoice file
- vii. Letter orders/purchase orders
- viii. Serials check-in-file
- ix. Accession record
- x. Dealers' payment cord
- xi. Financial reports
- xii. Short reports
- xiii. Statement of account
- xiv. Credit memos
- xv. Gifts/exchanges partners file
- xvi. Delivery receipts for an approval titles

(Any six records)

3. Selection and acquisition of information resources are mainly based on the **objectives of the parent institution and community to serve.**

## **MODULE 2:**

### **UNIT 2 SELECTION TOOLS AND SELECTION CRITERIA IN LIBRARIES**

#### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Book Selection
- 1.4 Criteria for Book Selection
- 1.5 Selection Tools in use in Libraries
  - 1.5.1 Readers Request File/Forms
  - 1.5.2 Books In Prints
  - 1.5.3 Publishers catalogue
  - 1.5.4 Union Catalogue
  - 1.5.5 Publisher Blurb
  - 1.5.6 Book Reviews
- 1.6 Summary
- 1.7 Glossary
- 1.8 References and Further Readings
- 1.9 Possible Answers to Self-Assessment Exercises

#### **1.1 INTRODUCTION**

You have study the acquisition of information resources in the library in the previous unit. In this unit you will be learning the concept of book selection, tools librarians use in the selection of information resources. Also you will be introduced to the necessary criteria to be employed when selecting information resources for users.

#### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you will be able to:

1. define the concept book selection
2. discuss five criteria for book selection
3. explain five selection tools in use in libraries

**1. 3 Book Selection** -Book selection is identifying and listing the appropriate titles for consideration and submission for purchase. It is the professional apex in librarianship. Its objective is to select the relevant titles for the readers. It is the responsibility of the Acquisition Librarian to work in conjunction with the selection committee. Library users can also participate in book selection through suggestions which can be made through approved channels to the acquisitions department.

Selection tools like publishers, catalogues, bibliographies, union lists, abstracts, indexes and book reviews are used by libraries in selection. The selection team goes through the tools and marks items to be acquired from the list. Gao, Turner, and Ke in Walters, et. al (2020) maintained that selection of information title by title remains the gold standard because it also matching patron's needs with the resources to meet their information needs. Book selection is necessary to meet user needs and maximize the use of scarce library funds. The explosion of information in geometrical progression has compelled libraries to prioritise and judiciously implement their budget.

#### **1.4 SELECTION CRITERIA**

These selection criteria have to do with qualities. What are the qualities to be weighted to determine the worth of the materials to be selected? In view of this, every librarian, before selecting any material for acquisition, should consider the followings: -

- a) **Authoritativeness of the material:** This has to do with the reputation and background of the author, publisher, editor and contributors, as the case may be. In the case of the author, his qualifications and practical knowledge should be considered.
- b) **Accuracy of the material:** This has to do with the exactness of the information contents of the text. Is the information accurate to create the needed awareness for the user?
- c) **Appropriateness:** The material should be appropriate to the intended audience and users. This should be in terms of vocabulary, mode of presentation, visual presentation, and the suitability of the length and medium of presentation.
- d) **Scope:** The material should cover enough ground in the chosen subject and topics treated. This means that there should be an in-depth treatment of issues under discussion.
- e) **Recency:** Here, you consider the up-to-datedness of ideas presented in the material(s). Does the material contain the latest information in the field? The latest revised edition should be considered first.
- f) **Relevance:** Is the material relevant to the user's experience and knowledge?

- g) **Style:** The style must be understandable to the reader and his level.
- h) **Organisation:** Does the material systematically and logically present the subject or issues discussed? For instance, does the material present a reference in alphabetical order A-Z, content from the known to the unknown, historical materials in chronological order?
- i) **Format:** This has to do with the physical characteristics. This ranges from the typeface down to the paper texture. The typeface should be well-chosen to guarantee legibility and readability. The paper should preferably be white and not newsprint and the binding should be strong but should allow easy and free turning of the pages.
- j) **Cost:** The price of the material must be considered first. It must be one that is affordable by the library. Also, to be considered is the cost of its co-equipment (like audio-visual materials), cost of processing and storage.

## 1.5 Selection Tools

Selection tools are guides and bibliographic aids that help the librarians and the selection committee in the acquisition process. These tools provide information on existing titles in books and non-print in circulation. So, from these available tools, the committee can now identify and recommend the information resources that should be acquired. The followings are the selection tools used in the acquisition of information resources in libraries and information centres:

1. Readers' Request File
2. Books-in-Print
3. Union Catalogue
4. Publisher Blurb
5. Publishers catalogue
6. Book reviews

**1.5.1 Readers' Request File:** This is a file that contains the record of information resources needed by library users that are not in the library collection. The readers that search for a particular information resources that are not available are asked to fill a purchase request form to provide such information as title, author, edition, publisher, place of publication and price. The readers' requested forms are collected in the circulation unit of the library. The circulation librarian compiles the request forms and sends them to the acquisition unit. The information helps the acquisition librarian during the selection process in acquiring the frequently asked-for resources that are not in the library collection. The purchase request form ensures that the desired information resources are acquired and added to the library collection. The form can be filled out online through the library website, sent to the librarian through email or filled physically by the users in the library.

**1.5.2 Books In Print:** The Books In Prints are bibliographic databases used by libraries, information centres, publishers and retailers to provide valuable resources for selection committees during collection development. It is a comprehensive record of a list or metadata of books published over a period of time, with new titles added every year or as they are published. The books–In–print has the bibliographical details of each book published in a particular region and in different subject areas. The bibliographical details include authors' names, titles, publishers, places of publication, year, and price. Examples are British Books In Print and Bower Book–In–Print. Books In Print provides a valuable resource for the selection committee in suggesting titles to be purchased.

**1.5.3 Union Catalogue:** This is a list of the holdings of two or more libraries which are available and accessible. It can be referred to as the bibliographic details of information in the library collections of a group of libraries. The union catalogue can also be accessed online. Such bibliographic records can guide the selection committee in creating awareness of available information resources in different disciplines. The catalogue entries can be accessed online by the librarians to find out the details of information resources they want to acquire. The Online Public Access of Library of congress can be of good help.

**1.5.4 Publisher's Blurb:** This is a summary of a creative work that appears at the back of the work (book). The author or the publisher may write the blurb. Publishers' blurb can be accessed online in case of eBooks. The blurb provides insight to the acquisition librarian on the subject matter or discipline.

**1.5.5 Publisher's Catalogue:** This is the list of books in print and electronic format published by each publisher informing the public of their publications. It bears the titles, authors, year of publication and price of the information resources. The publishers provide their catalogues to retailers, libraries and information centres.

**1.5.6 Book Reviews:** Scholarly book review is defined as an academic writing which explains and critically appraises the subject matter, value, sense, and importance of a book to readers (Bazerman, 2010 and Peate, 2008). Book review x-rays the subject matter, gives a brief description of the book by stating the purpose of the book. Book review exposes to the librarians and the selection committee a snapshot of the book. This will help the committee to decide whether to select such information resource.

Self-Assessment Exercises
<ol style="list-style-type: none"> <li>1. Explain any three criteria for the selection of information resources</li> <li>2. List five of the selection tools you have studied.</li> <li>3. Define the term book selection.</li> </ol>

## 1.6 SUMMARY

In this unit you have been able to learn concept of selection, criteria for selection of information resources and various aspects of selection tools for the collection development. The use of the selection tools will enable you to evaluate the reputation and background of the author, publisher, editor and contributors, date of publication, format and cost of the information resources available. These tools help the librarians to know what is trending in various fields of studies. These selection tools are updated regularly to enable librarians to select current available titles to satisfy the information needs of library users'. Among the selection tools you learnt are the Book – In – Print, publisher Catalogue, Online Public Access Catalogue and national union catalogue etc.

## 1.7 GLOSSARY

**Patron-driven acquisition (PDA):** Refers demand-driven acquisition, a process which allows patrons to select and purchase books for the library collection without staff mediation or oversight.

**Books in Prints:** Books In Prints is a leading bibliographic database provides a good source for retailers and libraries to know available information resources around the world making selection and purchase decisions.

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## 1.9 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES

1. (Any three points)
  - authoritativeness,
  - accuracy,
  - cost,
  - appropriateness,

relevance and  
comprehensiveness

**2.** Any five of the followings are the selection tools

Books In Print

Union Catalogue

Publisher Blub

Publishers catalogue

Book reviews

Readers' Request File

**3.** Book selection is identifying and listing the appropriate titles for consideration and submission for purchase.

## **UNIT 3: METHODS OF ACQUISITION OF LIBRARY MATERIALS**

### **UNIT STRUCTURE**

1.1 Introduction

1.2 Learning Outcomes  
1.3 Meaning and Methods of Acquisition of Library Materials

1.3.1 Exchange

1.3.2 Legal deposit

1.3.3 Gift/donations

1.3.4 Purchase

1.4 Summary

1.5 Glossary

1.6 References and Further Readings

1.7 Possible Answers to Self-Assessment Exercises

### **1.1 INTRODUCTION**

In the previous unit, you studied the acquisition concept and the selection committee's process of selecting information resources for the library. You also learnt the various tools used in the selection of library materials. The question now is, what will happen after the identifying the information resources to be added to the collection? The next step is how to acquire them. There are different methods of acquiring library materials in the library, including gifts, donations, bequeath, exchanges and purchase. In this unit, you will learn the different methods of acquiring library materials.

### **1.2 INTENDED LEARNING OUTCOMES**

By the end of the unit, you will be able to:

- I. Describe the different methods of acquisition of library materials.
- II. Discuss the procedures and techniques employed in the acquisition of library materials.

### **1.3 METHODS OF ACQUISITION OF LIBRARY MATERIALS.**

According to Walters et. al. (2020) academic libraries acquire information resources “approval plans, publisher- or vendor-supplied e-book collections, and patron-driven acquisition (PDA) programs that allow patrons to choose books from a preselected set. “The PDA programs give patrons, rather than librarians or faculty selectors permission, to determine which titles are added to the library collection (Walters and Linvill, 2012).Also, Shou, and Kimaro, (2021) acquisition of library materials is carried out through the following

means; purchase, gift, exchange and legal deposit.

1. Exchange

2. Gift/donations 3. Legal deposit 4. Purchase

**1.3.1 Exchange:** This method of acquisition is built on the premise that “Use what you have to get what you do not have”. This process involves exchanging or trading off the information materials you have in surplus for the ones you need and do not have. The exchange process involves all types of information materials. It is like the “Trade by Barter” in economics.

**1.3.2 Gifts/Donations** – Gifts are free-will donations made to the libraries. Actually, gifts to libraries involve donations made to enrich a particular library. When they come from developed countries to developing countries, they may be said to be the movement of library resources from areas of plenty to areas of scarcity or need. From time to time, individuals decide to give their collections to libraries. These collections may cover any field of human study. For instance, in Nigeria, Henry Carr’s collection formed the take-off materials for public library service in Lagos city in 1954. Dr Nnamdi Azikiwe and Chief Obafemi Awolowo bequeathed their collections to the University of Nigeria and the University of Ife Libraries, respectively. In this case, these materials are used as reference materials and should be handled with care. These gifts/donations could be in the form of print materials like books and journals, audio-visual materials like computers, videos and tapes, buildings, money and other equipment. In Nigeria, many public, academic and special libraries have benefited from such gestures. Notable donors to libraries include the United Nations Educational, Scientific and Cultural Organisation (UNESCO), British Council, World Health Organisation (WHO), United Nations International Children’s Emergency Fund (UNICEF), United States Agency for International Development (USAID) and Andrew Carnegie of Scotland to mention a few.

**1.3.3 Legal Deposit**– According to International Federation of Library Associations and Institutions (IFLA) legal deposit is a statutory obligation requiring publishers, printers and distributors in some countries, to freely provide copies of their publications to the national collection. (<https://www.ifla.org/references/best-practice-for-national-bibliographic-agencies-in-a-digital-age/organisation/legal-deposit/statutory-legal-deposit/>). In many countries this scope is being extended to include electronic resources together with other forms of non-print media. Through this method library add some publications to their collections. Also, Uma in Tijani, and Arowolo, (2019) stated that there is some law enacted by the government compelling all the publishers and printer to deposit copies for preservation and eventually utilization by users in the library.

According to Epu and Okoloma (2022: 179) in Nigeria National Bibliographic Control Department (NBCD) is responsible for the administration of legal deposit in Nigeria. “It is facilitated by section 4 of the 1970 decree which entitles the department to hold three (from Private publishers), 10 (State governments and agencies) and 25 (Federal government and its agencies) legal deposit copies of everything published in Nigeria by private or commercial publishers, state and federal government agencies, respectively for permanent preservation. Such a publication must be delivered within one month of publication and at the expense of the publishers to NBCD in Lagos or any of its branches in the state branches of the National Library”.

**1.3.4 Purchases** – Acquisition through purchase represents 98 per cent of all library acquisitions except in national libraries where legal deposits are highly significant. According to Imeremba (2011) believes that over 90% of the library collection s globally come through purchase. Purchases could be made in two ways

1. By order
2. By direct purchase.

**1.3.4.1 Direct Purchase:** This is when the librarian physically purchases the information materials needed directly from the sellers. In this case, he has the direct and immediate opportunity of assessing the bibliographical contents and ensuring the quick arrival of the materials to the library.

**1.3.4.2 By order:** The librarian requests, through orders the supply of needed materials from a particular dealer, publisher or through an agent (called jobber). The buying of the library materials is outsourced to vendors or jobbers called third parties that are not part of the library system. Imeremba (2011) is of the view payment of for ordered library materials should be carried out through e-payment transaction for proper documentation. Their main function is to purchase and supplier the information resources to the library. Outsourcing in library means delegating or giving out some of the library service or activity to persons or organizations that are not part of the library system to perform. This type of purchase is synonymous with procurement of foreign materials and serial publications.

<b>Self-Assessment Exercises</b>
<ol style="list-style-type: none"> <li>1. What is acquisition of library materials?</li> <li>2. What are the methods adopted for acquisition of library materials?</li> <li>3. What is legal deposit law?</li> </ol>

## 1.4 SUMMARY

The contribution of the acquisitions department of every library cannot be overemphasised because it handles the business of building up the library collection. The building of these collection can be carried out through exchanges, gifts, purchase and legal deposit. The method of purchasing may be carried out direct purchase in an open market like bookshops and book fairs or placing of order through vendors or book companies. Other methods of acquiring information resources in the library are by donation/gift from individual, organisations and government agencies. Also you can increase your library collection through exchange of the excess copies of your library's information resources with other libraries to get what you do not have.

## 1.5 GLOSSARY

**Direct Purchase:** This is a situation in where the librarian physically buys the information materials needed where they are being sold without the help of a vendor.

**Bequeath** – This is when an individual or an organisation decides from time to time to give out their collections to libraries

**Legal Depository** – This is called legal deposits. This refers to the law mandating persons, agencies and institutions to deposit specific numbers of copies of their publications to a repository.

**Outsourcing:** This is an act of assigning some library service or activity performed to persons or organizations that are not part of a library or library system

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## **1.7 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES**

### **1. Exchange**

Legal deposit

Gift/donations

Purchase

2. This is a law mandating every person, agency, institution or publisher to deposit specific numbers of copies of their publications to designated libraries.

**MODULE 2****UNIT 4: THE ARRIVAL/RECEIPT OF NEW LIBRARY MATERIALS****UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Arrival and Procedures for the Receipt of New Library Materials
- 1.4 Challenges at the Point of Receiving the Materials
- 1.5 Summary
- 1.6 Glossary
- 1.7 References/Further Reading
- 1.8 Possible Answer to Self – Assessment Exercises

**1.1 INTRODUCTION**

In the previous unit, we discussed the different methods of acquiring library materials: gifts, exchanges and purchases. Whatever method the library employs in acquiring information resources, the materials are received in the acquisition unit for documentation and processing. Therefore, we will examine the arrival/receipt of new library materials in this unit.

**1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to

1. explain the systematic steps taken on the arrival of new library materials
2. explain how to ascertain the details of the newly acquired library materials with the order slip in the books-on-order file.
3. outline the four challenges that may be noticed in receiving new library materials in the acquisition unit.

**1.3 ARRIVAL/RECEIPT OF NEW LIBRARY MATERIALS**

On the arrival of library materials, the following systematic steps and actions are taken:

**1. Verification of Order Slip:** Matching the order slip against the vendor's invoice. The details of the material (ISBN, author, title, edition etc.) should be checked against the details of the order slip in the books-on-order file. It is faster cross checking books using their ISBN instead of using the title and authors. The verification is to ensure that what you requested is supplied to your library.

**2. Check Physical Condition of the Book:** It is very important to check the physical condition of the book at this point. Any book that is imperfect is usually rejected. An imperfect book may cause problems in the volume including missing

pages, blank pages, blurred pages, torn pages, pages turned up-side down, and very poor binding. The imperfect volumes of books should not be accepted but repackaged and returned to the sender with a letter demanding either a perfect copy or refund of money.

**3. Stamping the Books:** stamping is synonymous with the acceptance of book by the library (Imeremba, 2011:8). After checking the physical condition, the books are stamped with the appropriate library identification stamp. Stamping is done on strategic and inner pages. This multiple stamping is necessary as security measure to prevent the users from easily mutilating or stealing the item. Every library decides the pages where identification stamps should be put. If users identify all the stamped pages, the thieves among them can cleverly remove them and if not caught by the library security, can escape with it. Also care must be taken when stamping not to deface the book with the identification stamp. We should try as much as possible, to stamp at a blank spot of the desired page. Modern libraries secure books using technology, not stamping and manual security at the gates.

**4. Book Accession:** Accessioning means the act of giving a unique number to an item acquired to distinguish the item from other information resources acquired by the library. No item in the library collection will share the same number. This record can be kept in an accession register. Accessioning is assigning numbers to books as they arrive at the library. This number indicates the total collection the library has received. For example, if a library has 50,512 volumes, the next volume acquired will bear the accession number: 50,513. Then if 4 copies of the same title were acquired, they would bear the accession numbers: 50,513, 50,514, 50,515 and 50,516, respectively. No two volumes/copies of a book in the library collection can have the same accession number, whether they are of the same title or not. Every item acquired must have a number peculiar to that item. This is unlike the class mark, where several copies of a given title are given the same class mark. The accession number of the last book acquired automatically represents the total number of their collections.

**5. Record on the Accession Register:** Then, after accessioning, the details of the books and their accession number are recorded in the accession register. The library accession register contains information on a given library's holdings, including accession number, date received, title, author, cost, publisher, place publication, edition, the number of volumes and source - donation or purchase.

**A Sample of Accession register (Note that the library acquires four copies of each title)**

S/N	Author/Authors Edition	Title	Unit Price	Source	Acc. No
1	Onwubuiko, ECN&Uzoigwe, C.U.	Library: The home of knowledge	N2,000.00	ABC Bookshop	5025 5026 5027 5028
2	Harrington, Scott E.	Risk management and insurance	N3,500.00	Mcgraw- Hill/Irwin	5029 5030 5031 5032
3	Krishon Kumar	Library Administration and Management	N8,000.00	Vikas Bookshop	5033 5034 5035 5036

#### 1.4 CHALLENGES AT THE POINT OF RECEIVING THE MATERIALS

At the point of receiving these materials, the following problems may be encountered:

- Wrong entries/data in the invoice
- Wrong edition of the ordered books
- Items ordered but not received
- Items not ordered but shipped/received
- Too many or not enough copies may be received
- Imperfect copies received

To ensure that the library does not accept wrong materials, the acquisition librarian and the staff in the acquisition unit should check and cross check the accuracy of all materials received and to notify the vendor accordingly of any discrepancy.

Self-Assessment Exercises
<ol style="list-style-type: none"> <li>1. Discuss various systemic steps of treating newly acquired library materials</li> <li>2. Enumerate some of the problems that can be encountered during the receipt of library materials</li> </ol>

#### 1.5 SUMMARY

You have learnt the information resources are acquired through placing of orders using the vendors. When these materials are sent to the library by the vendor they are received and processed. The processing of the received follow a due process of verification of the order slip with the received concernment. Also, you have learnt that once what you supplied materials are correct you have to accessioning and stamping of the materials to show ownership. The accessioning of this resources

entails giving each item a number which unique to that particular item which will not be shared by any other item in the library collection. The record kept in the acquisition unit helps the librarian to know the number of information resources in their collection. The information resources are then pushed to the classification and cataloguing unit to assign access point such as author, subject and call number. There may be some challenges you may experience in carrying out these activities which you have learnt in this unit. Your knowledge of the anticipated problems associated with placing and receiving of orders will help to tackle these problems.

## 1.6 GLOSSARY

**Accession Number:** This is a number given to library materials as they arrive the library. No two volumes/copies of a book in the library collection can have the same accession number. The accession number of the last book acquired shows the total number of holdings in the library.

**Accession Register:** This is a register that contains the basic details of materials in the holdings of a given library which may include the accession number, date received, title, author, cost, publisher, place publication; edition of the resource, the number of volumes and donor or purchased.

**Book Stamping:** It is process of giving books acquired in the library a professional seal of ownership.

## 1.7 REFERENCES AND FURTHER READING

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## 1.8 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES

- i. **Check against Orders:** Use the order slip to check what was delivered to you. Cross check the following information author, title, edition, pack back or cased e.t.c and also whether the invoice, receipt or letter is enclosed. If the details of the order slip correspond to the details of the materials, all copies of the book are taken out. The books also should be searched to see whether any. If the details do not correspond, return the book and enclose a note stating why the material is being returned and insisting that your order should be met.

- ii. **Interest Order Slip in Book:** This slip will later be used in keeping accessions records. All the details on the slip will be entered in the accessions register.
  - iii. **Check Physical Condition of the Book:** It is very important to check the physical condition of the book. Any book that is imperfect like missing pages, blank pages, blurred pages, torn pages, and pages turned up-side down should be rejected. The imperfect volumes of books should be sent back with a letter demanding either a perfect copy or refund of money.
  - iv. **Stamping Book:** After checking the physical condition, the books are stamped with the appropriate library identification stamp. A book is stamped both on strategic and inner pages. This multiple stamping is necessary to prevent users from erasing the marks or tearing off a stamped page and smuggling the book out of the library.
  - v. **Accession the Books:** Accessioning means giving the newly acquired books numbers representing what addition in terms of number they have made to the existing library stock. No two volumes /copies of a book in the library collection can have the same accession number. This is unlike the class number where several copies of a given title must have the same class number. The accession number of the last book acquired automatically represents the number of volumes a library has in its collection.
  - vi. **Record in Accession Register:** Then after accessioning, the books will be recorded in the accession register. The library accession register contains information on the holdings of a given library which includes-accession number, date received, title, author, costs, publisher, place publication; edition of the resource, the number of volumes and donor or purchased. The accession number is entered in the accessions register.
- 2 Some of the problems that can be encountered during the receipt of library materials are
- Wrong entries/data in the invoice
  - Wrong edition of the order books
  - Items ordered but not received
  - Items not ordered but shipped/received
  - Too many or not enough copies may be received
  - Imperfect copies received

**MODULE 2****UNIT 5 ACQUISITION AND PROCESSING OF PERIODICALS****UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Acquisition of Periodicals
- 1.4 Processing of Periodicals
  - 1.4.1 Recording and Stamping of Periodicals
  - 1.4.2 Indexing Service
  - 1.4.3 Abstracting Services
- 1.5 Summary
- 1.6 Glossary
- 1.7 References/ Further Readings
- 1.8 Possible Answers to Self – Assessment Exercises

**1.1 INTRODUCTION**

Periodicals constitute an essential component of library collections. Serials control constitutes one of the major challenges libraries and librarians face in technical services. Periodicals are serial materials that are acquired and processed completely differently from books. They are periodicals because they are continuously and consecutively published daily, weekly, monthly or as specified by the publishing house. Can you mention any sources of information that gives up-to-date information on what is happening in our environment? Yes, we have newspapers, magazines, reports, government gazettes and journals. Our focus in this unit is how these publications are acquired, processed and stored in the library for easy access and retrieval.

**1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to

1. explain what Periodicals are
2. state how serial materials are acquired
3. explain various ways of processing serial publications

**1.3 ACQUISITION OF PERIODICALS**

The processing and acquisition of periodicals are among the technical services carried out in the technical services section of the library. Periodicals are information resources published regularly, at an interval, or at a specified time. They are also called serial materials in library collections. Researchers highly regard serial materials because of their currency and the authentic information they contain. Serial publications are issued in successive parts, appearing at

regular or irregular intervals bearing numerical or chronological designations and are intended to be continued indefinitely. There are many kinds of serials, including journals, magazines, newspapers, newsletters, accessions, reports, yearbooks, directories, memos, proceedings and transactions of societies, and other periodicals like abstracts and indexes. Serial publications could be print or non-print media bearing the same title, designations and International Standard Serial Number (ISSN). Journals are considered to be the most common and important serial publication.

The serial publications are acquired through the following means

- a) Donations from government agencies especially for government publications.
- b) Direct purchase where the library subscribes directly from the publishers or agents. Through subscriptions to the publishing company or its vendor. Here you may be asked to pay subscription fees before delivering on delivery which may be monthly, bi-quarterly or annual. The success of any library could be easily measured in terms of its effort in acquiring and managing relevant serials. With the new arrivals, the old copies or back numbers or back filed are tied up in volumes and sent to bindery unit for binding.
- c). Through subscription to publishers: In acquisition of e-resources e-vendors offer the amount to be paid for lease to have access to the material under consideration whether serials or monographs. This agreement gives access right to library or the users as long as the library/individual pays fees. Also, e- resources can be purchased by libraries through consortia. Consortia refers to group of libraries coming together in formal agreement to share resources, joint acquisition and combine expertise. A library loses access to the e-resources whenever it stops paying the agreed subscription fees for the online databases.
- d. Also, serial publications can be acquired through the placement of standing orders. Standing order implies that the library want all the publications from a particular source including serials and serials (Imeremba, 2011:128)
- e. Serial publication can be acquired joining the membership of society or institution that issues such publication.

Serial publications are very important and are mostly preferred by most readers and researchers. This is because of the following:

- a. Serials supply up-to-date information on any issue than textbooks. This is because scientists and researchers prefer to publish their latest discoveries and results of their research work in serials. Does this point to e-books also?

- b. Articles in journals are usually very brief. Students and learners prefer summarised articles in newspapers and magazines to voluminous textbook pages.
- c. Newspapers are most handy and are important sources of current information. They can offer local information that cannot be found in any other source.
- d. The regular and frequent appearance of serials ensures that they remain close to the frontiers of knowledge by continuous additions, correction or even retraction. Journals are a major source that keeps pace with the growth of scholarly and scientific publications.
- e. As a primary source, periodicals provide first-hand and detailed information on a particular subject. In most cases, they provide empirical evidence on issues being investigated.
- f. Journals are important and popular teaching-learning materials, for they add uniquely to the variety of learning experiences

## **1.4 PROCESSING OF SERIAL PUBLICATIONS**

1. Recording and Stamping of Periodicals
2. Indexing Service
3. Abstracting Services

### **1.4.1 Recording and Stamping of Periodicals**

After receiving the periodical (newspapers, magazines, year books, journals etc) publications the serial librarian checks the physical condition of the publication received. Thereafter, the publication is stamped with library ownership stamp and the processing begins. The bibliographical details of the periodicals are recorded in a Kardex to show the frequency of their arrival, title, publisher, prize, cost and year of publication. The Kardex is stored in the Kardex cabinet. These activities are carried out by the serials section/unit. The publication is displayed and made available for use after the processing.

Serials can also be registered using the ledger system, which uses a register to keep the bibliographic records of periodicals received or purchased by the library. This is done by leaving a page in a bound register that includes the same information as in the Kardex. The record can also be typed as a word document and excel sheets and stored as files in folders for easy retrieval.

These records help the librarian to know which volume or title is supplied or missing during stock-taking in the library. To avoid confusion, there should always be a separate card entry for each periodical in this unit. The entries in the card are shown in the sample diagram of kardex card for your understanding.

### Sample of a kardex card

<b>Title</b>		<b>Language</b>		<b>Class No.</b>							
<b>Vendor</b>		<b>Order No</b>		<b>Date</b>							
<b>Publisher</b>		<b>Periodicity</b>									
<b>Subscription</b>				<b>Remarks</b>		<b>Reminders</b>					
<b>BR No.</b>	<b>Amount</b>	<b>Vol</b>	<b>Year</b>			<b>1<sup>st</sup> Reminder</b>			<b>2<sup>nd</sup> Reminder</b>		
						<b>V</b>	<b>N</b>	<b>Dt</b>	<b>V</b>	<b>N</b>	<b>Dt</b>
							<b>o</b>	<b>.</b>		<b>o</b>	<b>.</b>
<b>Binder's Title</b>											
<b>Holdings</b>											
<b>Vol. Year</b>											
<b>From to</b>		<b>From to</b>									
		<b>Sup</b>	<b>Ind</b>								
		<b>p</b>	<b>ex</b>								

<https://www.sarthaks.com/1365425/what-kardex-system-write-different-field-card- kardex-system-drawing-the-skeleton-sketch>

### Picture of a Kardex Cabinet



[https://storage.needpix.com/rsynced\\_images/kardex-card-filing-system.jpg](https://storage.needpix.com/rsynced_images/kardex-card-filing-system.jpg), [https://commons.wikimedia.org/wiki/File:Old\\_kardex\\_file\\_cabinet.jp](https://commons.wikimedia.org/wiki/File:Old_kardex_file_cabinet.jp)

### 1.4.2 Indexing Service

Indexing Service is carried out in the serial unit to help users identify specific information they need from the serial publications available in the library

collection. An index is a pointer to information sources. An index is a systematic guide to items contained in or concepts derived from a collection (e.g. Journals, books etc). According to (Imeremba, 2011) indexing is among the services that support information retrieval. According to him an index is a systematically arranged list that gives accurate information on each of the item to enable to enable it to be located or traced.

An index consists of series of entries appearing, not in the order in which they appear in the publication but in some other arrangement (e.g. alphabetical) chosen to enable the user find the material quickly including references and pages to show where each items is located in a document (Haider, 2019). In indexing the subject heading or terms are determined and chosen as the access point with the recording of the bibliographic details, users who have interest in the subject areas can locate or retrieve the document (Onwuchekwa, 2013). An index entry will include the following:

- a) Name of Author(s),
- b) Titles of contributors,
- c) Titles of the Periodical or other serial publication,
- d) Place of publication, volume number, issue number, date of issue, and page reference.

It saves the reader and researcher time and the stress of going through the information resources that may not be relevant. The process or technique of producing an index is called indexing. This is the process of assigning a pointer or a guide to the intellectual content of information resources. A person who prepares an index to a document or collection of documents is known as an indexer. Indexers can index books and periodicals. The only difference is that in the indexing of a book, one indexer starts the work and ends it but with periodicals because they are continuous, it involves many indexers.

### **What is an index in the newspaper?**

A newspaper index involves listing articles in any newspaper using a chosen subject or name as may be decided by indexers, libraries and organisations. The subject headings may be “Politics, Religion, Marriage, Election and Strike” for research, study and entertainment. These entries are recorded on cards, microfiche and CD – ROMs and filed in the cabinet for easy retrieval by users. A newspaper index is “an alphabetical list of news articles - classified by subject, names, personal notices, advertising, illustrations, or other items, found in a newspaper, or group of newspapers (State Library Victoria, 2023)”.

### **Process of Indexing Newspapers**

Generally, an index to any journal helps in tracing any article by a given author in a journal. The libraries acquire and preserve many daily and weekly newspapers which are consulted by users always. The back issues of newspapers are of great importance to researchers because they are a good source for literature reviews and

scholarly studies. Newspaper indexing is very important to all libraries that store newspapers because helps users retrieve desired information quickly from current and back files of newspapers. Generally, a newspaper index lists the important contents of newspapers and provides adequate page reference to facilitate access to the contents.

### How to Index Newspapers

When the index card is provided, each card should contain these four entries.

- 1) A heading (Author where applicable, reporter of the article should be ignored)
- 2) Caption/title - The caption of the article should be entered verbatim or the summary of the item should be used.
- 3) A subject heading should be provided - Any story or important information in a newspaper is likely to fall under one subject or another, for example: Education, Religion etc. When an item touches on more than one subject, list it under the predominant subject.
- 4) A reference line, this captures the source, date and page reference.

An example:

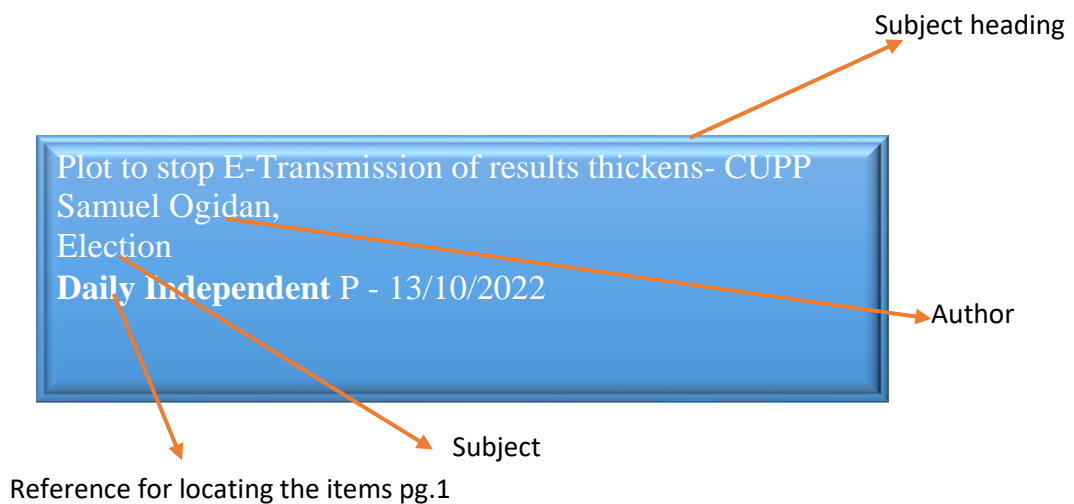
**Daily Independent**, Thursday, 13/10/2022.

Plot to stop E-Transmission of results thickens- CUPP – Subject heading

Samuel Ogidan – Author

Election - Subject

P - 13/10/2022 --- Reference for locating the items pg. 1



The index card or entries are stored in the index cabinet or folders for easy access and retrieval. The followings are pictures of the index cabinet and folders for your easy identification.

Indexing Cabinet



<https://www.extractsystems.com/govnews-blog/2017/1/4/automated-indexing-whats-so-great-about-it-anyway>

### Indexed Folders



<https://www.istockphoto.com/photo/indexed-folder-gm182915010-14098481>

Coronavirus (COVID-19) in a filing box with other Epidemics, including Sars, Ebola, H1N1 and Influenza

### 1.4.3 Abstracting Services

Abstracting is the process of analysing an information resource's intellectual content and providing a summary of the work. Abstracting services in serial units involve the provision of full bibliographic details and a summary of the intellectual content of any article of the document. The bibliographic details include the author's name, the title of article, name of the publication e.g., Vanguard newspaper, Daily Times newspaper, Journal of the Nigeria Library Association etc., date, year of publication, publisher, place of publication and pages such information covers. The bibliographic records are followed by the summary the contents of the article. The full bibliographic details and summary of intellectual content are provided to enable the users determine whether they will go further to look for the main publication or not. According to Imeremba (2011) many researchers do not know that the existence of periodical indexing and abstracting services in the serial section of the library. This has caused many users spend lengthy amount of time in searching relevant articles.

**SELF – ASSESSMENT EXERCISES**

- I. A pointer to an information source is known as?
- II. The recording of the full bibliographic details and the summary of the intellectual content of a serial publication is regarded as -----.
- III. The use of a register in keeping the bibliographic records of periodicals received or purchase by the library is called.
- IV. State the methods used in acquiring serial publications in a library.

**1.5 SUMMARY**

You have learnt in this unit how to acquire periodicals, which may be through subscriptions, direct purchase, placing standing order, belonging to membership society etc. Also, you learnt that periodicals can be indexed and abstracted to reduce the time users spend in researching for relevant information for research and study. Indexing and abstracting services are among the technical services rendered to users of the library. The aim of the indexing services is to analysis the intellectual content of the document to bring out the its subject headings or terms and bibliographic attributes of the document which as a guide or a pointer to the main document. While abstracting services entail the preparation of the summary of the intellectual content of the document with its bibliographic attributes. The abstract is a summarised or shortened version of the original document. The aims of the services to direct the uses to the information they desire within a short period of time. Also they provide easy access to the original document and users after reading the abstract will have a clear overview of the document without reading main text and may decide whether to search for the original document or not.

**1.6 GLOSSARY**

**Indexing:** Is the process or technique of producing an index which involves providing the subject headings and the bibliographic details which points to the information resources for its location.

**Abstracting Service:** is the process of analysing the intellectual content of any information resource to provide concise size or summary of the work with its bibliographic details for easy location of the original work.

**Serial librarian:** A professional librarian that works in the serial unit of the library.

**Indexer:** A person or program that carries out the process or technique of producing an index to an information resource.

**Serial publications:** These are publications issued in successive parts, appearing at regular or irregular intervals bearing numerical or chronological designations and are intended to be continued indefinitely.

## 1.7 REFERENCES/FURTHER READINGS

- Haider S. (2019) Subject Indexing Process <https://www.librarianshipstudies.com/2016/05/subject-indexing-process.html>
- Imeremba (2011). *Routines in libraries: A synthesis of technical and readers' services operations*. Enugu: Kenny and Brothers (Nig) Ent, 1 – 570
- Onwuchekwa, E. O (2013) Indexing and Abstracting Services. In: Issa, A, Igwe, K.N and Uzuegbu, C.P. (ed). *Provision of Library and Information Services to users in the era of Globalization*. Lagos. Waltodanny Visual Concept. pp 203-221
- (14) (PDF) *Indexing and Abstracting Services*. Available from: [https://www.researchgate.net/publication/346178324\\_Indexing\\_and\\_Abstracting\\_Services](https://www.researchgate.net/publication/346178324_Indexing_and_Abstracting_Services)
- State Library Victoria, (2023). Newspaper indexes - How to find items in newspapers. <https://guides.slv.vic.gov.au/articles/indexes>

## 1.8 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES

- I. Index
- II. Abstracting Service
- III. Ledge System
- IV.
  - a) donations like government publications
  - b) direct purchase the librarian or library staff buys direct from the publishers or agents
  - c) through subscriptions to the publishing company or its vendor. Here you may be asked to pay subscription fees before delivering on delivery which may be monthly, bi-quarterly and annual.

## **MODULE 3 CATALOGUING AND CLASSIFICATION OF LIBRARY MATERIALS**

Unit 1: Definitions and Functions of Cataloguing and Classification

Unit 2: Types and forms of Catalogue

Unit 3: Types of Classification Schemes in Libraries

Unit 4: Procedures in Cataloguing and Classification.

Unit 5: The Filing Systems in the library

### **UNIT 1: DEFINITIONS AND FUNCTIONS OF CATALOGUING AND CLASSIFICATION.**

#### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Definitions of Cataloguing and Classification
- 1.4 The Two Stages of Cataloguing Library Resources
  - 1.4.1 Descriptive Cataloguing
  - 1.4.2 Subject Cataloguing
- 1.5 Functions of Cataloguing and classification in libraries
- 1.6 Summary
- 1.7 Glossary
- 1.8 References/Further Reading
- 1.9 Possible Answers to Self–Assessment Exercises

#### **1.1 INTRODUCTION**

Any building filled with books is not necessarily a library until the books are organised for access by library patrons. The cataloguing department is responsible for organising all the library resources with suitable bibliographic controls to facilitate accessibility to the patrons. The means to accomplish these goals are descriptive cataloguing, subject cataloguing and classification.

#### **1.2. INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to:

1. define cataloguing and classification.
2. explain the two stages of cataloguing library resources.
3. discuss the functions of cataloguing and classification in libraries

### 1.3 DEFINITION OF CATALOGUING AND CLASSIFICATION

Classification, is derived from the Latin word “classes” meaning a process of grouping. Classification in a library setting is the process of grouping information materials in a systematic order according to their subjects, following a chosen classification scheme. Library classification is the process of arranging, grouping, coding, and organizing books and other library materials (e.g. serials, sound recordings, moving images, cartographic materials, manuscripts, computer files, e-resources etc.) using a library classification system to assign them call numbers, so that users can find them as quickly and easily as possible (Librarianship Studies & Information Technology 2020).

In classification of library materials, the cataloguer assigns a classification call number, in correlation with the subject headings. Some of the classification schemes the cataloguers use are the Library of Congress Classification (LCC), the Dewey Decimal Classification (DDC) the Bliss Bibliographic Classification (BC), the Universal Decimal Classification (UDC), Cutter Expansive Classification, and the Colon Classification (CC). Classification facilitates the grouping and maintenance of the library collection in a logical order. It should also be noted that in classification each subject is assigned a notation symbol so that all books on that subject have the same class mark. Classification and cataloguing are essentially the major processes used in organizing library materials.

The term ‘Catalogue’ is derived from the Greek word ‘katalogos’, kata, meaning ‘by’ or according ‘to’, and ‘logos’ meaning ‘word’ or ‘order’ or ‘reason’. Therefore, a Catalogue may be regarded as a work in which the contents are arranged reasonably, according to a set plan, or merely ‘word by word’ the term Catalogue is usually associated with the purpose of Cataloguing.

Cataloguing is the process of describing and recording the physical/bibliographical features of a book necessary to identify and distinguish it from other materials in the library. Cataloguing is the description of the bibliographic features of a publication and the subject it treats so that it will be easy for library users to retrieve it. It could be a bibliographic description of a book or collection, or other resources of a library indicated on cards or in electronic format known as Online Catalogue which can be retrieved through author, title subject or the combination of the three. the product of The cataloguing process in the library is known as the library catalogue. A cataloguing therefore can be defined as a list arranged by alphabet, number or subject of books, maps, recordings or other materials that comprise a collection.

In order words, the catalogue is a systematic and complete record or listing of books, maps and other information materials in a library. A library catalogue is like the food menu used in restaurants, which is a compilation of dishes offered to the customers. The catalogue, therefore, is a list that records, describes and indexes the

holding of a particular library. The library catalogue shows the following information

- a. The author/ statement of authority of any particular information resource in the library,
- b. title of any particular information resource in the library,
- c. edition of any specific information
- d. information resources available in particular discipline or area of study
- e. the imprints which are publishers, place of publication and year of publication
- f. subject headings
- g. Tracing refers the record use in locating and retrieval of a particular information resource from the library shelf. The record is the class mark and the author's number with date. The combination of class mark and the author's number is called call number.
- h. Collation: this shows how many pages a particular resource has, whether the resources has illustrations, bibliography, references and the size of the information resource.

The cataloguing department is out of bound for library users. This is because the department houses information resources which are newly acquired and have not been processed. Also the information resources can be stolen without the staff giving account of the library material.

### **Cataloguing Section of a Library**



Source: <http://blogs.publishersweekly.com/blogs/shelftalker/?p=3197>.

## Cataloguing Services



Source: <https://www.slideshare.net/anupamasaini23/theory-of-library-cataloguing-61716154>

### 1.4 The Two Stages of Cataloguing Library Resources

The two stages of cataloguing library resources involve

1. Descriptive Cataloguing
2. Subject Cataloguing

**1.4.1 Descriptive Cataloguing:** This gives the physical and bibliographic details of the book (author, title, series, publisher, place of publication, date of publication, illustrations, International Serial Book Number, dimension etc.) to distinguish that particular book from other items available in the library collection. Ekere and Mole (2014) defined descriptive cataloguing as the part of cataloguing which relates to the bibliographic description of books as distinguished from the process of assigning subject headings and classification”. This gives the author/title of the book. The tool in descriptive cataloguing is done using a set of rules like the Anglo-American Cataloguing Rules (AACRII 2<sup>nd</sup> edition was in 2002 and updated in 2005 amended version of AACR II 1978. This tool helps the cataloguer in assigning authors and titles. “The rules cover the standard description of areas like, the title, publisher, edition, series, etc., as well as the provision of choice and form of access points (headings) for all materials which a library may hold or to which it may have access, including books, serials, cartographic materials, electronic resources, etc (Librarianship Studies & Information Technology, 2021)”.

**1.4.3 Subject Cataloguing:** This the process of assigning subject (s) to an item in available in the library collection through identification of the subject treatment or coverage of that particular document/ book. This is the type of cataloguing which involves the assignment of classification numbers and subject headings to items available in the library collection (Ugwuanyi, 2012). According Sear list of Subject heading in Ekere and Mole (2014: 11) the aim of subject cataloguing is “to list under one uniform word or phrase, all the materials on a given subject that a library has in its collection” this points out the subject(s) treated by the book. For example, a book on “Crafts making” may have dwelt on distinct subjects like weaving,

carpentry, black-smithing and painting. In subject cataloguing, headings are assigned to all major subject contents of the book to facilitate easy access to the contents by readers with different interests. The subject cataloguing tools popularly used in Nigerian libraries are the Sear's List of Subject Headings and the Library of Congress Subject Headings.

### 1.5 FUNCTIONS OF THE LIBRARY CATALOGUE

The success of any library service is based on sound organisation of its resources. The library catalogue is a major tool for organising library materials. Whenever a collection becomes very large, like in public and academic libraries it becomes cumbersome and difficult to access and retrieve items which calls for the catalogue. The functions of library catalogue are as follows

- i. It shows all the books by a given author in a library.
- ii. Serves as an access point between the library user and the library collection.
- iii. Gives bibliographical description and location where any resource can be found in the library.
- iv. To save the time of the because the reader can discover whether the library has any information they need through the catalogue.
- vi. Also, it directs the user to the location of such information.
- vii. It saves the time of the staff because the library catalogue helps the library staff to answer some questions users could have been asking such as; does the library have any book on a specific subject? Where are these books shelved etc.?

Self – Assessment Exercises
<ol style="list-style-type: none"> <li>a. Outline five functions of a library catalogue.</li> <li>b. Explain the two stages of cataloguing</li> <li>c. Define the term cataloguing.</li> </ol>



### 1.5 SUMMARY

Cataloguing and classification are among the services carried it the library. The functions of cataloguing in any library were highlighted which include giving an access point and location of every item acquired in the library collection. The access point involves the indication of the bibliographic attributes of the document via the author/ title and subject treatment and call number of a particular book in the library holding. The access points and location of every information resources in the library collection are provided during cataloguing activities. These bibliographical features of any information resource differentiate it from any other resources in the library collection. You also, learnt that for you

to carry out this activities of classification and cataloguing you have to master the two types of cataloguing which include descriptive Cataloguing and subject cataloguing.

## 1.7 GLOSSARY

**Classification:** It is the process of grouping information materials in a systematic order according to their subject affinity, following a chosen classification scheme.

**Library Cataloguing:** This is the process of identifying the bibliographic features of an information resource and determining the subject content which distinguish it from other materials in the library.

**Library Catalogue:** List of all the library holdings with multiple access points to the library's collection.

## 1.8 REFERENCE/FURTHER READING

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## 1.8 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES

a. (Any five of the followings)

The functions of library catalogue are as follows

- i. It shows all the books by a given author in a library.
- ii. Serves as an access point between the library user and the library collection.
- iii. Gives bibliographical description and location where any resource can be found in the library.

- iv. To save the time of the reader, since readers can discover whether the library has any information they need through search the library catalogue and directs the user where to locate such information if it is available in the collection.
  - v. It saves the time of the staff because the library catalogue helps the library staff some questions users could have being asking such as; does the library have any book on a specific subject? Where are these books shelved etc.?
  - vi. Library catalogue enables users to search and retrieve books with the author's name, title and subject known to them in the library collection.
  - vii. Helps users to decide which edition, content and physical format of resources they need.
- b. The two stages are;
- i. *Descriptive Cataloguing*  
 This gives the physical and bibliographic details of the book (author, title, series, publisher, place of publication, date of publication, illustrations, International Serial Book Number, dimension etc) to distinguish that particular book from other items available in the library collection.
  - ii. *Subject Cataloguing*  
 This the process of assigning subject (s) to an item in available in the library collection through identification of the subject treatment or coverage of that particular document/ book.
- c. Cataloguing is the process of describing and recording of the physical features / bibliographical features of a book necessary to identify and distinguish it from other materials in the library

## **MODULE 3**

### **UNIT 2: KINDS AND FORMS OF CATALOGUES**

#### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 kinds of catalogue based on their arrangement
- 1.4 The physical forms of Catalogue
- 1.5 Types of catalogue Entries
- 1.6 Summary
- 1.7 Glossary
- 1.8 References/Further Reading
- 1.9 Possible Answers to Self – Assessment Exercises

#### **1.1 INTRODUCTION**

In the previous unit you learnt about the catalogue but in this unit, you will study the physical forms and kinds of catalogues. Also, the different types of catalogue entries.

#### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to;

- 1. Explain the two kinds of Catalogue based on their arrangement.
- 2. Discuss three physical forms of catalogue.
- 3. Enumerate the four advantages of card catalogue.
- 4. Explain the terms main entry and added entries

#### **1.3 KINDS OF CATALOGUE BASED ON THEIR ARRANGEMENT**

The kind of Catalogue is determined by the arrangement of the catalogue. Two main kinds of catalogue based on their arrangement are

- 1. the dictionary and
- 2. the classified catalogues

##### **1.3.1 The Dictionary Catalogue**

A dictionary catalogue is one in which all entries are arranged in an alphabetical order like the words in a dictionary. This arrangement follows one alphabetical sequence of words or letters that form the headings. The alphabetical sequence or arrangement follows author/ title, subject entries and cross references. In dictionary catalogue the entries are filled into two major parts namely the author/tile entries

and the second part is the subject entries. This form of arrangement is mostly used in academic libraries. In a dictionary catalogue only one file is consulted by users and they find it more convenient. The dictionary catalogue has the following advantages.

- a. It ensures that user finds and retrieves a book with any of the access entries such as the author/ title or subject.
- b. Exposes to the public what the library has by a given author, title and on a given subject.

### **1.3.2 Classified catalogue**

The classified catalogue was introduced by S.R. Ranganathan after the publication of Colon classification. He described classified catalogue as a catalogue that uses numbers and word entries (LISBDNETWORK, 2022). The Classified Catalogue is a catalogue in which all main entries are arranged using the class number of each book which represents the subject.

In classified catalogue entries are in number and word. The classified catalogue entries are of two parts namely the classified part and the alphabetical part. The classified part is made up of the main entries and the cross-reference entries which are arranged according to their call numbers while the alphabetic part is made part of the index entries or added entries which are arranged alphabetically.

The alphabetical index entries comprise of Class index entries, book index entries, series index entries and cross reference index entries which guides users to the content and the use of subject file. All these index entries are added entries. The call number consists of class number, book number and the collection number. According Sood (2013) the main entry of a classified catalogue has these parts namely

1. Leading section: refers to the call number of the document
2. Heading section: Here the information about the author is provided; where the author is not indicated, the collaborators or the title is written.
3. Title section: this section refers to the document title, subtitle, edition statement and collaborators. Any article “an, the and a” written before the title are omitted here.
4. Note section: records series, change of title series and volume number of the series and any additional note on the document. This should be followed by a full stop; where there is an editor an abbreviation “Ed by” should be used then added the name of the editor and finally added the series editor if it is applicable. Then put a full stop and added the series number
5. Accession Number: It should be written at the first vertical bottom line without a full stop after the number.

6. Tracing: In a classified catalogue it is written at the back of the main entry card. The information here is not for the consumption or use of the library users but it is used by the library staff to know. The titles of all the added entries provided for the particular item/ document are given here. We have the Class index entries, book index entries, series index entries and cross reference index entries recorded here.

Classified Catalogue is arranged in three parts files namely

1. Classified File,
2. Author/ Title File
3. Alphabetical Subject Index to the Classified File

1.3.2.1. *Classified File*: This the major file of the three part files of the classified catalogue in which entries are filed and interfiled by subject using the classification number assigned to the information resource. This means that entries are arranged in the order of the classification numbers in use in the library (Ugwuanyi, 2012). The use of this file is incomplete without the two other parts author/title and alphabetical index to the classified file.

1.3.1.2 *Author /Title File*: This is the second file which relates to the author and title of information resources in the library collection. The author/ title entries in the library holdings are arrange in an alphabetical order.

1.3.1.3 *Alphabetical Subject Index to the Classified File*: This file bears the alphabetical list of all the classified file and the call number. In this file there is an alphabetical arrangement of names of subjects and their related subject showing against entry the call number. This file enables users to identify the class number of any material they want information from and go to the classified arrangement to retrieve the all books desired from a particular subject area. The classified catalogue brings together entries of related subjects in the catalogue. For example, wood, timber, plank will be brought together regardless of their terminology. It provides and promotes subjects access to the library resources.

## **1.4 THE PHYSICAL FORMS OF CATALOGUES**

There are basically five physical forms of catalogue. They are:

1. Card Catalogue
2. Book/Printed Catalogue
3. Sheaf Catalogue
4. Microform Catalogue
5. Computerised catalogue
6. Shelf list Catalogue

### 1.4.1. Card Catalogue

The library catalogue is the major finding tool in libraries. It is the major index to its holdings. It is an organised index that points to every library material showing their bibliographical records and location on the shelf or the library. It provides access points to information resources in the library through their call numbers, subject headings, author/title and added entries. Every card contains the following information: -

1. *Heading entry point/access point*: This refers to the word or words not an article in the heading which appears on the first line of the catalogue entry. It is usually the authors name. It can be the title where a book does not have a specified author.
2. *Entry word*: It is the entry word in a heading not an article in which an entry is filled in a catalogue for easy identification and retrieval.
3. *Title*: The is the name given to a book by the author/authors.
4. *Statement of responsibility*: This refers to the name/names of people that are responsible for the production of the intellectual content of the book.
5. *Edition Statement*: This arises when there is a notable change in the content of a book which has been previously published. Examples are 2<sup>nd</sup> edition, 5<sup>th</sup> edition etc. and revised edition.
6. *Imprint*: This refers to three elements in a catalogue entry namely the place of publication, the publisher and the date of publication.
7. *Collation*: It entrails the physical description of the book such as the number of pages, volume, illustrations if any, and the height of the book which must be expressed in centimetre (cm)
8. *Series Statement*: This refers to the series title if the book has such information.
9. *Note*: This refers to other relevant information about the book which was not covered in the other bibliographic entry. Examples is index, bibliographical references, foot notes and such information like when the book is translated into another language, this can be indicated in the note area informing users that particular content exist in another language.
10. *ISBN and ISSN*: International Standard Serial Numbers (ISSN) because they are unique numbers representing a serial (ISSN) publication or a specific title.

The International Standard Book Number (ISBN) “is a 13-digit number that uniquely identifies books monographic publication whether printed, audio or electronic published globally.

11. *Tracings*: It starts in a separate paragraph in the main entry of a dictionary catalogue entry. Tracings comprises of additional entries on joint author (s), editors, compiler, illustrators, titles, subject and series. Tracing paragraph has two different parts. The first which is subject headings appears in Arabic numerals while the second part the collaborators, title or titles and the series are given in a sequence numbered in Roman numerals
12. *Call Number*: It is like an address given to a book showing where the book can be located on the shelf. This is the combination of the class mark and the author's number. Call number is a unique identifier that locates the item sequentially within a larger group of similar items in a collection.

### A Sample of Card Catalogue Entry

#### **HARRINGTON, Scott E.**

Risk management and insurance- 2<sup>nd</sup> Ed./Scott .E. Harrington and Gregory R. Nichaus, New Delhi: McGraw-Hill, 2004

Xi,674p; illus, 24cm. - (Irwin series in finance, insurance and real estate)

Include index

ISBN 0-07-059499 – 6

#### 1.Risk (Insurance)

i. Title

ii.Gregory R. Nichaus

iii.Series

HG  
8054.5  
.37

Heading entry point/access point ----- **HARRINGTON, Scott E**

Entry word -----**HARRINGTON,**

Title: ----- Risk management and insurance

Statement of responsibility: -----Scott. E. Harrington and Gregory R. Nichaus

Edition Statement: ----- 2<sup>nd</sup> Ed

Imprint: ----- New Delhi: McGraw-Hill /Irwin series in  
finance, insurance and real estate: 2004

Collation: ----- Xi,674p; illus., 24cm

Series Statement: -----Irwin series in finance, insurance and real estate

Note: ----- Include index

ISBN: -----ISBN 0-07-059499-6

Tracings: -----The subject is preceded by Arabic numerals;  
title is preceded by Roman numerals) 1. Risk  
(Insurance), i Title

Call Number: -----HG 8054.5H.37

The guide letters on the drawers show which cards are in each drawer.

## Card Catalogue Cabinet



## Traditional Wooden Card Catalog Cabinet in an Academic Library

### Advantages of Card Catalogue

- I. **Currency and flexibility:** the card catalogue allows for new cards to be interfiled wherever new entries are available. Also, the card catalogue can easily be updated. The entries for missing, weeded and replaced items can be withdrawn from the cabinet without disorganisation.
- II. **Ease to use:** The alphabetical arrangement of the card in a dictionary sequence aids ease of use by library clients.
- III. **Available all the time:** The card catalogue is always available it cannot be interrupted by power supply or unstable network.
- IV. **Cost effective:** The maintaining cost of the card catalogue is cheaper and is easy to produce. Some software can be used in the production of catalogue cards on a computer printer making the production of multiple copies easy.

### Disadvantages of Card Catalogue

- I. **Occupy Space:** Catalogue cabinets occupy space. The larger the library collection, the more space required to store the catalogue cards.
- II. **Misfiling of Information:** The possibility of misfiling cards in the catalogue cabinet is very high. Card filing is carried out manually and staff could mistakenly place cards in the wrong place. When this happens, the card is as good as lost and therefore locating the item contained therein may not be possible except by accident. This situation is common when the tray is full to capacity, which means going through the large of number of cards to determine the exact position to insert a new card may be herculean.
- III. **High Cost of Maintenance:** Where the library has many branches the cost of providing catalogue in each branch of the library is high. This is because the card catalogue can only be viewed or used in a particular area where it is located or stipulated.

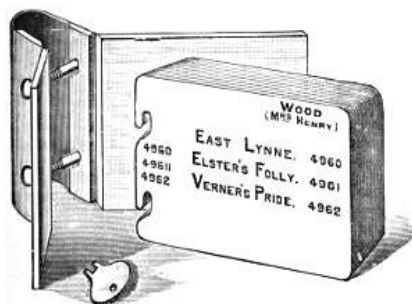
### 1.4.2. Book Catalogue

This type of catalogue as the name implies is printed catalogue in a book form. It is the oldest form of catalogue used. The bibliographic entries are printed on loose sheets and bounded together to form a book or a register. Some school libraries still use this form of catalogue. It is very expensive and difficult to update when new books are added to the stock. So, it is not easy to be produced and lacks flexibility in adding new entries. Also, more than one user cannot use the volume at the same time. Example of printed catalogue includes the National Union Catalogue and the British Museum Catalogue of printed books.

### 1.4.3 Sheaf Catalogue

This is halfway between the card and book catalogues. Here, entries are produced on paper slips with holes or slots at one edge so that the slips can be fastened into a binder. Each binder has a locking/releasing mechanism to allow insertion of a new entry when required, yet ensure that the slips remain securely in place when the catalogue is used. Sheaf catalogue is easy to consult but is becoming out of fashion because of information and technology explosion. Librarians prefer to keep and maintain online catalogue with the advent of computers.

Examples of Sheaf catalogues



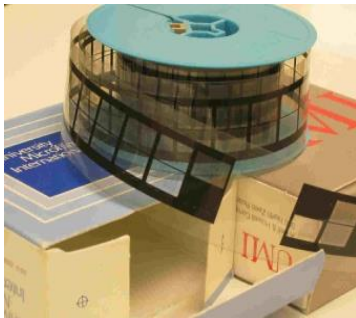
[https://www.gutenberg.org/files/55887/55887-h/images/ad\\_p7.jpg/](https://www.gutenberg.org/files/55887/55887-h/images/ad_p7.jpg/).



[https://gltweeps.files.wordpress.com/2014/12/img\\_1553.jpg/](https://gltweeps.files.wordpress.com/2014/12/img_1553.jpg/)

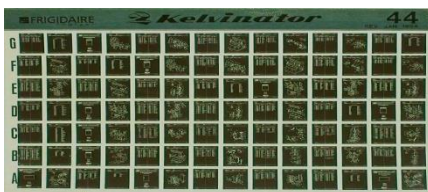
#### 1.4.4 Microform Catalogue

This type of catalogue has become quite less popular and outdated with the emergence of the computer. Microform catalogue are produced from the machine-readable records in either microfiche or microfilm format. Its advantage is that it can be distributed widely and filing is automatic.



Microfilm is in reel forms and is stored in a box.

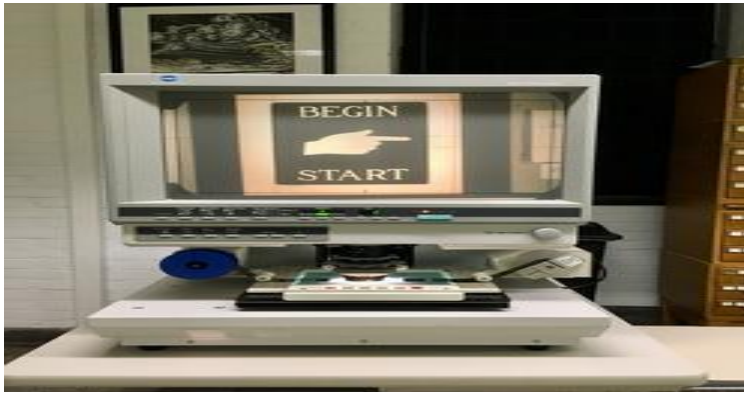
<https://libapps.s3.amazonaws.com/accounts/199260/images/microfilm.jpg>



Microfiche is in a flat format.

[https://commons.wikimedia.org/wiki/File:Microfiche\\_card.JPG](https://commons.wikimedia.org/wiki/File:Microfiche_card.JPG).

In producing the microforms catalogue it can be done through photographic reproduction of records using the microfilm or the microfiche formats. The microfilms are in reels' format while the microfiche are flat and can be stored in envelopes. These records can be read with machines known as the microform machines.



*Microform Machine*

<https://web.library.yale.edu/sites/default/files/resize/images/Microform%20Minolta-250x333.jpg>.

### **1.4.5 Computerised Catalogue**

The advent of computers brought drastic changes in the technical services in the library. It helps in the preparation of different catalogue entries, typing and storing the entries in the library database. These entries can be accessed and retrieved by multiple users at different locations and the same time. The computerised catalogue/Online Catalogue is becoming increasingly common in libraries in many developing countries and also in academic libraries in Nigeria. It consists of a database, which would include main catalogue, acquisition records and circulation records. This catalogue can be accessed from many locations (office, home, etc.) ensuring that the status of individual items is displayed during the catalogue search. An example of online catalogue is the Online Public Access Catalogues (OPACs) in use in some large libraries in Nigeria. The Online Catalogue is recommended for our modern libraries because of the amount of information storage, speed of processing and the increased networking through information resources-sharing possibilities among users who are geographically separated from each other. With the advent of the internet, cataloguing practice has revolutionized the services in modern libraries. The internet enables faster communication and text-sharing, and it can be used as a tool for cataloguing. As such it makes for better cataloguing service-delivery to students and users.

### **1.4.6 Shelf list Catalogue**

It is a type of catalogue arranged or filed in the order in which books or information resources are arranged on the library shelves. Every information resource accessioned, classified and catalogued has a card to represent it. Just as every acquired item is given an accession number, every document has a separate bibliographical entry in the shelf list catalogue. These bibliographical entries are call number, accession number, author's name, title, publisher, and place of publication, year and other necessary information required by the library. Shelf list

shows the number of available copies of each title and the location of the title in the shelf, whether lost or withdrawn.

The number of the cards represents the number of the library holdings and it shows how many copies each title in the library collection has. It is also known as “shelf register card”. Shelf list catalogue is the only catalogue entries that are not used by the library users. Only the library staff in the technical units are allowed to use the shelf list catalogue. The shelf list is a vital tool for library stock taking because cards in the shelf list tray and the books on the shelves are arranged by call numbers. This helps the library staff in inventory taking by matching the shelf list card with the physical books on the shelf. During the inventory any title that is not found is marked “missing or lost”. Some libraries differentiate the shelf list card from other cards by using coloured card to write on it “SL”.

### Self – Assessment Exercises

1. How many types of catalogues do we have?
2. State three advantages of the card catalogue.

## 1.5 TYPES OF CATALOGUE ENTRIES

Catalogue entries are records of materials in a catalogue. Each entry shows the bibliographic attributes of the information material available in the library collection. The purpose of this record is to give accurate description of the material to differentiate it from others information resources. Also, to provide where it can be located in the collection.

. The entries in the catalogue that give access point to the information are,

1. Main entries
2. Added entry
3. Author entry
4. Title entry
5. Subject entry
6. Series entry
7. Analytical entry

Despite all these entries made in the catalogue the access point the access points are divided into two kinds namely the main entries and added entries (Evans, Sheila, and Weihs, 2011).

**1.5.1 Main Entry:** This is the primary or basic entry made for a book. The main author or title of the book where there is no specified author is used as the main

entry. It contains the full bibliographic and physical description of the material and the tracings for the book (Ugwuanyi, 2012). The main entry is the first and most important access point for the retrieval of information from the library catalogue (Evans, Sheila, and Weihs, 2011). The main entry is the authorship (that is, creation) of materials. It may be an individual or group people or even corporate bodies coming together to produce the book. But when no such creator is found, the title of the that particular information source becomes the main entry.

### Main Entry

**HARRINGTON, Scott E.**

Risk management and insurance- 2<sup>nd</sup> Ed./Scott.E.Harrington and Gregory R. Nichaus, New Delhi: McGraw-Hill /Irwin series in finance, insurance and real estate: 2004

Xi,674p; illus, 24cm.

Include index

ISBN 0-07-059499 – 6

1.Risk (Insurance)

i Gregory R. Nichaus

ii Title

iii Series

HG

8054.5

. 37

2004

**1.5.2 Added Entries:** All other entries made or prepared after the main entry to help the reader locate a book in the library are called added entry. An added entry is an entry that refers user to the second and even third author when a book is written by more than one author, title and series.

To produce the added entry here a separate entry with the heading stating with second author' name and a separate entry for the third author's name will be made because not all users can identify the title with the first author's name. Above the first line of a main entry, other entries are superimposed. When three or more persons write a book, only the first mentioned name is used as the main entry, while the second name is used as the added entry. The number of added entries to be made for a book depends on the policy of a particular library. Any other entry made In the library catalogue after the main entry is referred to as the added entries. See example below,

### Added Entries Under Joint Author

<p>Nichaus, Gregory R  HARRINGTON, Scott E.  Risk management and insurance- 2<sup>nd</sup> Ed./Scott. E. Harrington and Gregory R. Nichaus, New Delhi: McGraw-Hill /Irwin series in finance, insurance and real estate: 2004  Xi,674p; illus, 24cm.  Include index  ISBN 0-07-059499 – 6  1.Risk (Insurance)      i. Gregory R. Nichaus      ii. Title      iii. Series</p>	
	<p>HG  8054.5  .37</p>

### Added Entries Under Title

<p><b>Risk Management and Insurance</b>  HARRINGTON, Scott E.  Risk management and insurance- 2<sup>nd</sup> Ed./Scott.E.Harrington and Gregory R. Nichaus, New Delhi: McGraw-Hill /Irwin series in finance, insurance and real estate: 2004  Xi,674p; illus, 24cm.  Include index  ISBN 0-07-059499 – 6  1.Risk (Insurance)      i. Gregory R. Nichaus      ii. Title      iii. Series</p>	
	<p>HG  8054.5  .37</p>

**Added Entries Under the Subject****Risk Insurance**

HARRINGTON, Scott E.

Risk management and insurance- 2<sup>nd</sup> Ed./Scott. E. Harrington and Gregory R. Nichaus, New Delhi: McGraw-Hill /Irwin series in finance, insurance and real estate: 2004

Xi,674p; illus, 24cm.

Include index

ISBN 0-07-059499 – 6

1.Risk (Insurance)

- i. Gregory R. Nichaus
- ii. Title
- iii. Series

HG

8054.5

.37

**1.5.3 Author Entry:** This refers to an entry in which the author which may be an individual, individuals or corporate bodies occupies the first line and the heading of the entry. In this type of entry, the surname of the first person author is the entry word or the filing word of the entry.

**1.5.4 Title Entry:** In this format of entry the title of the book appears at the first line as the heading of the entry. In filing any article before the word is ignored in filing such entry so the first word on the title of the book becomes the filing word of entry.

**1.5.5 Subject Entry:** Here the subject (s) treatment of content to the book will appear on the first line and heading of the entry. The first word of the subject not an article is the filing entry.

**1. 5. 6 Series Entry:** Here the series title of a book appears on the first line and heading of the entry. Also the first word, not the article is the entry word which is the filing word.

**1. 5. 7 Analytical Entry:** Refers to an entry made in a catalogue for part of a book for which a comprehensive entry has been made. Example Romeo and Juliet (in the “complete works of William Shakespeare)

**SELF – ASSESSMENT EXERCISES**

3. Explain the term Added entry.
4. In an occasion where you did not find a book on the library shelf with the call number copied from the library catalogue what may be the cause.

**1.6 SUMMARY**

In this study unit, you have learnt two types of catalogue based on their arrangement which are the dictionary and the classified catalogues while the five physical forms of catalogue are On-line Catalogue, book/printed catalogue, Microform, Card and Sheaf Catalogues, information retrieval would be a mirage without the library catalogue. The library catalogues irrespective of its types or forms are the end product of classification and cataloguing services. These recording of the library holdings have elevated easy search for information sources or documents from the library collection whether online or offline. Ultimately, cataloguing has helped to extract bibliographic details to give access point to the information resources in the library collections through the library catalogue entries. You have studied how to give access point to information resources in the library collection using the entries such as the author, title, subject and added entries when you have more than one authors or when a book has multiple subject areas its covers etc. This has reduced the time and stress users go through when searching for information from the library collections.

**1.7 GLOSSARY**

**Subject indexing** is the process of describing the subject of a with indexing terms or language, and keywords to indicate what the about is all about to increase the chances of retrieving and use of such document.

**Subject index:** is an alphabetical list of subjects covered in a book.

**Classified catalogue:** A classified catalogue is a type of subject catalogue, with its entries arranged using the class number which representing the subject of document. It has three files namely the classified file, the author and title, or name index, and the subject index.

**Dictionary catalogue:** It is a form of library catalogue that has its entries, such as the authors, titles, subjects, are arrange in A – Z alphabetical sequence.

**1.8 REFERENCES/FURTHER READING**

Evans, G. E, Sheila S. I, and Weihs, J. (2011). Introduction to technical services - 8th ed. Libraries Unlimited United States of America, 1 - 501Cutter Table  
<http://www2.hawaii.edu/~chopey/CutterTa.pdf>

LISBDNETWORK, (2022). Classified catalogue: Definition, quality and weakness of dictionary catalogue. <https://www.lisedunetwork.com/classified-catalogue-definition-quality/>

Sood, S. P. (2013) Forms of library catalogue P- 09. knowledge organization and processing – cataloguing. <http://csmalavd.blogspot.com/2013/12/forms-of-library-catalogue-p-09.html>

Ugwuanyi, A.A. (2012). *Technical services in Libraries: An introduction*, Anambra State: Anny Publishers, 176.

## 1.9 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES

1. Different types of catalogue are.
  - a. Card Catalogue
  - b. Book/Printed Catalogue
  - c. Sheaf Catalogue
  - d. Microform Catalogue
  - e. Computerised Catalogue
  - f. Shelf list Catalogue
2. **Advantages of Card Catalogue are**
  - a) Currency and flexible: the card catalogue allows for new cards to be interfiled wherever new entries are available. Also information resources lost from the collection their cards can be easily removed from the collection. This makes the card catalogue to be easily up-to-date as your cataloguing and filing processes continuous in the library.
  - b) Ease to use: The alphabetical arrangement of the card in a dictionary sequence aids ease use by Library clients who are comfortable with the alphabetical approach.
  - c) Available all the time: The card catalogue is always available it cannot be interrupted by power supply or unstable network word as with an online catalogue. The card catalogue can be used by more than one user at time depending on what each user is searching for.
  - d) Cost effective: The maintaining cost of the card catalogue is cheaper and is easy to produce. Some software can be used in the production of catalogue cards on a computer printer making the production of multiple copies easy.
3. Added entry is all other entries made or prepared after the main entry to help the reader locate a book in the library are called added entry. An added entry is an entry that refers user to the second and even third author when a book is written by more than one author, title and series.
4. The reason may be that
  - a) the book has been wrongly shelved by the last user.

- b) the book may have been stolen and the library staff are not aware.
- c) the library has not done shelving and shelve reading should be done at intervals and lastly at the close of work.
- d) the book may have been sent to the bindery unit for reinforcement.

All you need to do ask for assistance from the library staff at the reader's service unit for more clarifications.

**MODULE 3****UNIT 3: TYPES OF CLASSIFICATION SCHEMES IN LIBRARIES****UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Library of Congress Classification Scheme
- 1.4 Dewey Decimal Classification Scheme
- 1.5 Universal Decimal Classification Scheme
- 1.6 Summary
- 1.7 Glossary
- 1.8 References and Further Reading
- 1.9 Possible Answers to Self–Assessment Exercises

**1.1 INTRODUCTION**

Generally, libraries organise their books and other materials using classification schemes. There are several classification schemes used in different types of libraries ranging from in-house schemes to premium world acclaimed or recognised schemes. In our discussion here, we will dwell more on the commonest classification schemes used in academic, public and research libraries. We will look at their general backgrounds, characteristics and their notations. This will help us to understand their role in the technical services department and also why they are classified as technical in the activities in the section.

**1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to;

1. determine the major classification schemes used in the libraries.
2. explain the basic ingredients of the Library of Congress Classification Scheme (LC)
3. discuss the features and popularity of Dewey Decimal Classification Scheme (DDC).
4. discuss the uniqueness of the Universal Decimal Classification Scheme (UDC).
5. explain the history and features of the LC, DDC and UDC.

### 1.3 TYPES OF CLASSIFICATION SCHEMES USED IN THE LIBRARIES

There are various classification schemes use in the classification and cataloguing of information resources which was listed in the previous unit. Only the three mostly used classification schemes will be discussed namely,

1. Library of Congress Classification Schemes(LCC)
2. Dewey Decimal Classification Scheme (DDC)
3. Universal Decimal Classification Scheme (UDC)

#### 1.3.1 THE LIBRARY OF CONGRESS CLASSIFICATION SCHEME

The Library of Congress Classification Schemes was first published in 1902. The Library of Congress (LC) Classification Scheme was originally designed for the Library of Congress in Washington D.C, but has since been adopted by many other libraries. The outline of the Library of Congress Classification is similar to Cutter's Expansive Classification, because the latter was selected as the chief guide. The Library of congress (LC) uses alphabets and numerals and the entire field of knowledge is divided into 21 groups using letters A-Z except letters 1.0, W, X and Y which has not be assigned to any discipline. That shows that scheme still have room for the expansion of disciplines and insertion of new undeveloped disciplines. It is also based on literary warrant and uses mixed notations i.e. the use of alphabets and numerals in generating class mark. The scheme is widely in use in academic libraries because it covers wider disciplines unlike other classification schemes. It is revised at intervals unlike other classification schemes. It was originally designed to serve only the Library of Congress in Washington D.C. The LC scheme has Schedules with 41 printed volumes of the Main Class and Subclass. The main classes are as follows;

- A – General Works and Polygraph
- B – Philosophy, Religion and Psychology
- C – Auxiliary Sciences of History – Archaeology
- D – Universal History
- E &F – American History
- G – Geography, Anthropology
- H – Social Sciences
- J – Political Science
- K – Law
- L – Education
- M – Music
- N – FAA (Fine and Applied Arts)
- P – Language and Literature
- Q – Science
- R – Medicine
- S – Agriculture

T – Technology

U – Military Science

V – Naval Science

Z – Bibliography & Library Science

**Example I:**

“A textbook of Medical Genetics” by Donatus Nwakama

The classification will be thus:

R – Medicine (Main Class)

RB – Pathology (Sub Class)

155 – Genetics (Integral Whole number)

B81 – Author Cutter number

RB155 N81 Book Call Number

The alpha-numeric combination shows that it uses numbers and alphabets in the scheme. A combination of the whole classification notations gives the “book call number”. The call number creates shelf order. By this call number, the book is shelved (arranged on the shelf) and also by it, the book is retrieved from the shelf. That is to say, that the call number is a guide to the location of the book on the shelf.

The author number is taken from a table known as Cutter Table. When once a book is wrongly classified and shelved, it does not stay with the members of its class, literally that book is lost in the library. The Cutter table assigns certain numerals using decimals to assign numbers to authors of a book. Classification number (class notation) makes up the call number of a book, which distinguishes it from others.

I did not see any mention of Cutter number in the use of LC. You know that subclasses are usually expanded by the use of decimal extension and Cutter numbers.

No mention of several common characteristics of LC such as

Expressiveness

Brevity

Hospitality

Mnemonics

**Classification of Information Resources Using the Library of Congress Classification Scheme**

The tools for classification of information resources using the Library of Congress Classification scheme are

1. Schedules – with 41 printed volumes of the Main Class and Subclass
2. Library of Congress Subject Heading (LCSH)

### 3. Cutter Table

Each of the schedules has a preface, content page, and broad outline of the schedule, main body of the schedule, table and index.

#### **Steps you should follow is this**

1. Scan through the information resource to determine the subject content of the document. To do this you need to go read the title, table of content, chapter and subheadings, the preface or introduction and publisher's blurb to be sure of the subject treatment of the information resource.
2. After making your decision on the subject treatment
3. then go through the Schedule to ascertain the main class. Like L schedule is for Education, T is for Technology and Q is for Science. Always remember that every schedule has the preface, content page, broad outline, main body of the schedule, tables and index. Get yourself familiar with them for easy and accurate cataloguing.
4. Check through the table to identify the discipline
5. Add the author number using the first three letters of the author's surname in the cutter table for authors as guided by Anglo-American Cataloguing Rules (AACR2).

Whether you are using DDC or LCC in manual cataloguing the end product will be the production of the class mark and author's number. The combination of the two gives you the call number to the information resource. A reader uses this number to retrieve the book from the shelf or to request for it from the circulation desk of staff in case the stacks are not open to readers. For example, the call number of a book with the title Risk management and insurance- 2<sup>nd</sup> Ed. by Harrington, Scott. E., Gregory R. Nichaus is:

HG8054.5 – Class Mark	}	Call number
H.37 – Author number		

After cataloguing a book, the call mark is written on it (usually on the verso of the title page and on the spine of the book for easy identification on the shelves. The verso page is at the left hand side of a book, which is at the back of the title page where the bibliographic detail of the book is written. The books are passed onto the typist who types and inserts the catalogue cards in the book. After typing, the catalogue cards are proofread and necessary corrections made. Some libraries type in cataloguing details on a monograph stencil, which is then duplicated on cards with the aid of a minigraph-duplicating machine. The cards are then sorted with the card sorter for filing.

The next is the horizontal writing of call mark on the book spine. Some libraries later write the call mark on the spine with pen and ink on a paper. Later it is cut off and cello-taped, after cutting it to size of the paper to prevent it from being erased by intensive handling. Later the books will be moved to the circulation department. The call number of the book can be written on the spine of the book with a stylus pen.

### 1.3. 2 Dewey Decimal Classification Scheme

The Dewey Decimal Classification (DDC) system is used in the general organisation of knowledge which is published by Online Computer Library Center (OCLC), Inc. OCLC continuously revised scheme to keep pace with knowledge. The classification system was conceived by Melvil Dewey in 1873 and first published in 1876. It is said to be the most widely used classification scheme in the world. More than 140 countries organise and provide access to their library collections and about 60 countries use the DDC numbers in their national bibliographies(<https://www.oclc.org/content/dam/oclc/dewey/ddc23summaries.pdf>)

Melvil Dewey who invented it divided knowledge into 10 main groups as follows:

- 000 – General Works
- 100 – Philosophy
- 200 – Religion
- 300 – Social Sciences
- 400 – Language/Philosophy (i.e. history development language)
- 500 – Pure Science
- 600 – Applied Sciences
- 700 – Arts
- 800 – Literature
- 900 – History

The DDC has 7 tables treating different scope and areas of coverage used in the classification of resources. The seven (7) tables are:

1. **Table 1** – Standard Subdivision which deals with view point, form of the document.
2. **Table 2** – Areas deals with geographical areas and biography which is the country number, places, rivers. Where you have two countries listed in any title, take the local country first. Example Nigeria and Africa. Take the Nigeria first before Africa.
3. **Table 3** – Subdivision of individual Literature.
4. **Table 4** – Subdivision of individual Languages

5. **Table 5** – Racial, Ethnic, National Groups

6. Table 6 – Language

7. **Table 7** – Person deals groups, professional.

### **Structure and Notation**

The structure of DDC is based on sound principles that make it ideal as a general organization tool for knowledge management. The scheme uses a pure notation based on recognized Arabic numerals with 3-digit base of 000-999. The DDC uses pure notation unlike the library of congress scheme that use mixed notation combining numerals with alphabets. DDC follows a well-developed hierarchy, in which basic classes are organised by disciplines or fields of study. In the latest full edition of the DDC, Edition 23, the arrangement is comprised of four volumes namely;

#### **I. Volume 1** comprising of the followings

(A) Introduction: A description of the DDC and how to use it

(B) Glossary: Short definitions of terms used in the DDC

(C) Index to the Introduction and Glossary

(D) Manual: A guide to the use of the DDC that is made up primarily of extended discussions of problem areas in the application of the DDC. Information in the Manual is arranged by the numbers in the tables and schedules.

(E) Tables: Six numbered tables of notation that can be added to class numbers to provide greater specificity

#### **II. Volume 2**

(F) Schedules: The organization of knowledge from 000–599

#### **III. Volume 3**

(G) Schedules: The organization of knowledge from 600–999

#### **IV. Volume 4**

(H) Relative Index: This shows an alphabetical list of subjects with the disciplines in which they are treated which is sub-arranged in an alphabetically order under each entry

In DDC knowledge classification follows a notational hierarchy in which disciplines / knowledge is divided into ten main classes. Each main classes further subdivided into ten divisions and the ten division is further divided into ten sections. The classification, has three summaries (10 main classes, 100 divisions, and 1,000 sections), is available free of charge on the DDC Web site, [www.oclc.org/dewey](http://www.oclc.org/dewey). For

example using the discipline library and information science which is classified on the 10 main classes under **000 Computer science, information & general work** using the DDC, in the hundred divisions the discipline is placed at 020, and the discipline are further subdivided into the thousand section of 020 -029

**10 Main Classes under 000 Computer science, information & general work**

**100 (Hundred) Divisions**

020 Library & information sciences

**1,000 (Thousand) Sections**

020 Relationships of libraries and archives

021 Relationships of libraries and archives

022 Administration of physical plant

023 Personnel management

024 [Unassigned]

025 Operations of libraries and archives

026 Libraries and archives devoted to specific subjects

027 General libraries and archives

028 Reading and use of other information media

029 [Unassigned]

Another example is the discipline Pure Science represents 500 and the subdivisions in this class are as follows:

500 –Pure Science (Main Class)

510 – Mathematics (subdivisions)

520 - Astronomy

530 – Physics

540 – Chemistry

550 – Earth Science

560 – Palaeontology

540 – Botany

590 – Zoology

The number, 510, represents Mathematics and this is further subdivided into the various aspects of mathematics.

511 – Arithmetic

512 – Algebra

513 – Geometry etc

Further sub-division is possible by the use of decimal figures such as:

511 – Arithmetic

511.1 – Numeration

511.2 – Fundamental Arithmetic Operations

511.3 – Prime Numbers

Thus, the ten classes are divided and subdivided to bring related subjects together in a natural sequence

## STEPS IN CLASSIFYING WITH DDC

Determine the subject of the information resources you want to classify follow this procedure

- a) Read the Title: You have to find the subject of the information resources through reading the title but do not determine the subject content with only the title because at many occasions the title do not expose the subject treatment of the information source
- b) Read through the table of content: This is a table that shows the entire topic discussed in the information source with the pages where each can be located. In appeals in chapters and subheadings. It helps a lot in determining the subject headings of a book more than the title.
- c) Still read the Introduction or the Preface: This section of the book gives a brief summary on the purpose of writing that particular book. This can be written by the author or another person knowledgeable in the field. You can still get more ideas on the subject matter being discussed in the book here.
- d) Publishers Blurb: This appears at the back of the book or it may be found at the back of the book jack. Sometime the summary of the subject content is provided there in some it is the biography of the author that is written there. If it is the author's biography do not use it to determine the subject matter of the book.
- e) You can also read through the references at the end of every chapter and indexes appearing at the end pages of the book can give an idea on the subject matter discussed in the book.
  1. After deterring the subject treatment of the information resource to be classified. The next step is for you to
    - a) get the DDC schedules,
    - b) read through the notes and the manual in the schedule for guidance.
    - c) Also, read through the relative index to find out the appropriate discipline where subject will be treated.
  2. Study the notes and the manual in the schedules to guide you.
  3. The relative index will also help you by suggesting the appropriate discipline where the subject can be treated. In using the relative index citation in choosing the discipline you must cross check the information again using the schedules

4. Then consult the tables for further divisions and sections. DDC has 7 tables treating different scope and areas of coverage used in the classification of resources. The seven (7) tables and the information each contains have been explained earlier in this unit.

The table starts with hyphen in classifying, the hyphen should be omitted. Add further number using the above table on the subject content Class mark. Any subject heading of the book that has racial and language bias table 5 and 6 should be used to add the number as specified.

### 1.3.3 UNIVERSAL DECIMAL CLASSIFICATION

The Universal Decimal Classification (UDC) is known by many names such as European Dewey, Brussels Classification, and the International Decimal. Paul Otlet (1868-1944) and Nobel laureate Henri La Fontaine (1864-1943) founders of the International Institute of Bibliography (IIB) had collected 12 million references on cards and needed a system for arrangement of these entries in a universal bibliography, called for the establishment of a comprehensive classified index to published literature at the first International Conference on Bibliography held at Brussels in 1895. The two Belgians, Paul and Nobel laureate Henri La Fontaine got permission from Melvil Dewey (1851-1931) to use and expand Dewey Decimal Classification (DDC) for the arrangement of items in the bibliography. They developed first edition of the classification scheme, based on the 5th edition of DDC (1894), in French language title *Manual du Repertoire Universale* with 33,000 classes between 1905-1907. The 2nd edition, was published in French, during 1923-1933 titled *Classification Decimal Universelle*. The 3rd edition was in German in 1933 and the 4th editions in English language was published 1936. UDC is owned, managed, maintained, and distributed by an international consortium of publishers with its headquarters in Hague. UDC is ranked as one of the big three most widely used classification systems of the world and considered to be more superior to the DDC and the Library of Congress Classification (Satija.,2008). UDC was created with the intention of document organisation not for shelf arrangement of information resources.

A standard version of the UDC that contains 67,000 classes and maintained by the UDC Consortium is available in a database format called the UDC Master Reference File (UDC-MRF). The Universal Decimal Classification Consortium controls all editions and translations of the scheme(<http://www.udcc.org>). The scheme is available in three different versions: small edition, regular edition, and enlarged edition. Libraries with extensive holdings obtain a license to utilize the Master Reference File's electronic version, which is updated annually.

The main features of UDC as outlined by Slavic, A. (2008) are as follows

1. UDC is a practical bibliographic classification and is regarded as the first faceted classification and a synthetic classification.
2. It is the first classification system published in French, German and English.
3. Its notation is independent of any particular language and has allowed translation into about 57 languages.
4. The scheme is based on subject analysis and document specification.
5. It is use in storage and information retrieval in a networked database, and websites.
6. The structure is flexible so it accommodates new subjects, and change citation order for flexibility of shelf arrangement and searching.
7. It has the ability to express not just simple subjects but relations between subjects.

### UDC Tables

There are two kinds of tables in UDC namely the main tables and Common auxiliary tables

#### 1. Main tables

The main tables are called the 'schedules' which contain the outline of the various disciplines of knowledge, arranged in 10 classes and hierarchically divided just as the case of DDC. knowledge in the schedules are divided into ten classes, then each class is subdivided into its logical parts, each subdivision is further subdivided, and so on (UDC Consortium, 2023). The more detailed the subdivision, the longer the number that represents it. They are numbered from 0 to 9.

#### Main Tables of UDC (Schedules)

Notation	Description
0	Science and Knowledge. Organization. Computer Science. Information Science. Documentation. Librarianship. Institutions. Publications
1	Philosophy. Psychology
2	Religion. Theology
3	Social Sciences
4	Vacant
5	Mathematics. Natural Sciences
6	Applied Sciences. Medicine, Technology
7	The Arts. Entertainment. Sport
8	Linguistics. Literature
9	Geography. History

Source: [https://udcc.org/index.php/site/page?view=about\\_structure](https://udcc.org/index.php/site/page?view=about_structure)

Examples of the subdivision of UDC using the main table into ten subdivisions

**5 Mathematics and Natural Sciences** and see how it is divided.

50 Generalities about the Pure Sciences

51 Mathematics 52 Astronomy. Astrophysics. Space Research Geodesy

53 Physics 54 Chemistry. Mineralogical Sciences

55 Earth Science. Geology Mineralogy, etc.

56 Paleontology

57 Biological Sciences in General

58 Botany

59 Zoology

### **Common auxiliary tables**

These tables contain common auxiliary signs and common auxiliary numbers.

### **Common Auxiliary Signs**

The UDC auxiliary signs (e.g. the plus, the stroke, the colon) are used to link two (or more) numbers, to express relations of various kinds between two (or more) subjects. The signs and the tables where they can be used are described

Below

<b>Notation</b>	<b>Description</b>
+	Coordination. Addition (plus sign). Table 1a
/	Consecutive extension (oblique stroke sign). Table 1a
:	Simple relation (colon sign). Table 1b
::	Order-fixing (double colon sign). Table 1b
[]	Subgrouping (square brackets). Table 1b
*	Introduces non-UDC notation (asterisk). Table 1h
A/Z	Direct alphabetical specification. Table 1h

Source: [https://udcc.org/index.php/site/page?view=about\\_structure](https://udcc.org/index.php/site/page?view=about_structure)

### **Common Auxiliary Numbers**

These are tables enumerating concepts that denote recurrent characteristics, applicable over a range of subjects; the auxiliary is simply added at the end of the number for the subject (UDC Consortium, 2023). Common auxiliaries, are applied throughout the main tables, and represent notions such as place, language of the text and physical form of the document, which are likely to occur in almost any subject.

Notation	Description
=...	Common auxiliaries of language. Table 1c
(0...)	Common auxiliaries of form. Table 1d
(1/9)	Common auxiliaries of place. Table 1e
(=...)	Common auxiliaries of human ancestry, ethnic grouping and nationality. Table 1f
"..."	Common auxiliaries of time. Table 1g helps to make minute division of time e.g.: "1993-1996"
-0...	Common auxiliaries of general characteristics: Properties, Materials, Relations/Processes and Persons. Table 1k.
-02	Common auxiliaries of properties. Table 1k
-03	Common auxiliaries of materials. Table 1k
-04	Common auxiliaries of relations, processes and operations. Table 1k
-05	Common auxiliaries of persons and personal characteristics. Table 1k this table is repeated

Source: [https://udcc.org/index.php/site/page?view=about\\_structure](https://udcc.org/index.php/site/page?view=about_structure)

### The Universal Decimal Classification Auxiliary Tables

As it is in the DDC, the UDC's auxiliary tables list concepts that can be applied to several or even all subjects. Any number from the main table can be extended by notation from auxiliary tables. These auxiliary tables as outline by (UDC Consortium, 2015)

Include the followings:

1. Table Ia Coordination and Extension
2. Table Ib Relation
3. Table Ic Language
4. Table Id Form
5. Table IePlace
6. Table If Race, ethnic grouping and nationality
7. Table Ig Time
8. Table Ik General characteristics (materials and persons)

#### 1. Table of Common Auxiliaries Table Ia: Coordination and Extension

Table 1a symbols are used to expand the meaning of the class number and so provide a way to accommodate works that encompass a wide range of subjects. The classifier can express the broad coverage of a work in notation by using the coordination symbol + (plus) is used to connect two or more non-consecutive UDC numbers. Examples:

Cereals and fruits:	633. 1+634.1
Mineralogy and metallurgy:	549+669

## 2. Table of Common Auxiliaries Table I b: Relation

The relation symbol (colon) is used to limit rather than extend the meaning of a class number. Any relationships between concepts in a topic can take many different forms. When more than one distinct subject receives equal treatment in a work, the + symbol might be used to unite them. The colon, should be used to connect the notations, especially when there is no equal relationship between one subject studied in the context of another.

Physics and chemistry: UDC: 53/54

Judaism and Islam: UDC: 296/297

Attention, learning & creativity UDC: 159.952/.954

When what is required, is the type of relationship between two concepts, such as bias phase, comparison, influence etc. it may be further specified using common auxiliaries of phase relations -042 (Table 1k)

Examples of Combination(s):

17.7 Ethics in relation to art

37-042.4:004 Use of computers in education

37-042.3:32 Influence of politics on education

## 3. Table of Common Auxiliaries Table 1c: Language

The language's common auxiliaries show linguistic form of the subject denoted by the main UDC number. They should not be used on their own; instead, they should be used after a subject notation to indicate the language or linguistic form of a work, if and when it is essential. Auxiliaries in languages are always preceded by an equal's symbol (=) Examples:

Forestry in French: 634=133.1

Base number for the Forestry: 634

Add Table 1c notation for French: =133.1

Dictionary of Sociology in English 30 (03) = 20

Base number for Dictionary of Sociology 30 (03)

Add Table 1c notation for English = 20

## 4. Table of Common Auxiliaries Table 1d: Form

The form shows the form of presentation of the subject which is usually by a subject notation. They can be cited first if a decision has been made to shelve works of the same form together. Form auxiliaries are always presented in parenthesis and begin with a zero. Examples:

- (03) Reference works: 62 (03) Encyclopedia of Engineering
- (05) Serial publications. Periodicals: 37 (05) journal of Education

### 5. Table of Common Auxiliaries *Table 1e: Place*

The table shows or denotes the regional or geographical range of coverage which is usually preceded by subject notation. However, they can be cited first if a decision has been made to create a shelf arrangement based on place. Place auxiliaries are always presented in parenthesis/round brackets and begin with the numbers 1-9. Place and space in general.

#### Examples

Universities in Africa:	378(06)
Base number of universities	378
Add Table 1e notation for Africa:	(06)
Employment in Nigeria	331 (669)
Base number of Employment	331
Add Table 1e notation for Nigeria	(669)

**Note:** If the geographical aspect is considered more important the entry should be made under the auxiliary preceding the main UDC number. For example

Nigeria, employment	(669)331
Family law in the United States:	(73)347.6
Table 1e notation for United States:	(73)
Add number for family law:	347.6

This shows that this book in law library, for example, would have a primary arrangement under country while the one on employment will have the primary arrangement under Nigeria.

### 6. Table of Common Auxiliaries (=...) Common auxiliaries of human ancestry, ethnic grouping and nationality. Table 1f

Table 1f' common auxiliaries of race, ethnic grouping, and nationality are frequently preceded by a subject note. If a decision has been made to design a shelf arrangement based on ethnic groupings of nationalities, they can be cited first. Auxiliaries such as race, nationality, and gender are always enclosed in round brackets and preceded by an equals sign.

#### Examples:

- (=01) Human ancestry groups
- (=011) European Continental Ancestry Group

(=014) Oceanic Ancestry Group

(=1:1/9) Peoples associated with particular places

## 7. Table of Common Auxiliaries Table Ig Time (“...”)

The common auxiliaries of time indicate the date, point of time or range of time of a subject represented by a main UDC number. The basis of date indication is the Christian calendar, but non-Christian systems of time recording are allowed for example (in "78" and "98"), as well as time concepts, such as. seasons and geologic time. The "..." auxiliaries are applicable throughout the main tables if the time aspect is secondary to the subject. The time auxiliary is normally cited after the main number or subject notation, but, if desired, the order of numbers can be reversed allowing for all documents referring to the same time period to be grouped together.

For example:

“Twentieth-century chamber music” would normally be denoted by **785.7"19"**, but if giving higher priority is given to date in a filing order it should appear like this **“19"785.7**. Only Arabic numerals are used.

## 8. Table 1k: Common auxiliaries of general characteristics Table 1k are Properties, Materials,

- I. 02: Common auxiliaries of properties:** The -02 auxiliaries denote general properties or attributes of entities. They are applicable throughout the main tables if the property aspect is secondary to the subject. They are always suffixed to a main number showing the subject to be qualified

Examples

- **021** Properties of existence

- **025** Properties of arrangement

-**028** Properties of style and presentation

- II. 03: Common auxiliaries of materials Table K:** The -03 auxiliaries denote the materials or constituents of which objects or products are made. They are applicable throughout the main tables if the material aspect is secondary to the subject. They are always suffixed to a main number which expresses the subject to be qualified

Examples

-**032** Naturally occurring mineral materials.

-**033** Manufactured mineral-based materials

-**034** Metals

-**036** Macromolecular materials. Rubbers and plastics

### III. **-04: Common auxiliaries of relations, processes and operations Table K:**

They denote relations between concepts (particularly under -042) and general processes, activities and operations. They are applicable throughout the main tables if the process, activity or operation aspect is secondary to the subject. The -04 auxiliaries are always suffixed to a main number which expresses the subject to be qualified.

#### **Examples,**

**-042** Phase relations

**-042.1** Bias phase

**-042.2** Comparison phase

**-043** General processes

**-045** Processes related to position, arrangement, movement, physical properties, states of matter

### IV. **-05 Common auxiliaries of persons and personal characteristics, Table 1k:**

The -05 auxiliaries denote the persons concerned or their characteristics. They are applicable throughout the main tables, if the personal aspect is secondary to the subject. The -05 auxiliaries are always suffixed to a main number which expresses the subject to be qualified.

#### *Examples of Combination(s):*

*324-05 Persons connected with elections*

*324-051 Electors*

*324-052 Elected representatives*

*324-052-055.2 Female elected representatives*

Other examples Common auxiliaries of persons and personal characteristics, Table 1k: are

**-051** Persons as agents, doers, practitioners (studying, making, serving, etc.)

**-052** Persons as targets, clients, users (studied, served, etc.)

**-053** Persons according to age or age-groups

**-055** Persons according to gender and kinship

## **1.4 SUMMARY**

Classification schemes as you have learnt in this unit is essential for the organisation of information resources in the library collection for storage and retrieval. The three mostly used classification schemes the Library of Congress

Classification (LCC), Dewey Decimal Classification (DDC) and the Universal Decimal Classification Schemes were discussed. The history, structures and how to use the three schemes in the cataloguing of information resources were also discussed. knowledge classification using DDC and UDC follow notational hierarchy in which disciplines / knowledge is divided into ten main classes. This is because the Universal Decimal Classification system originated from Dewey Decimal classification scheme. You also learnt that UDC is similar to DDC but it uses auxiliary signs to specify different aspects of a subject and relationships existing between subjects. The Library of congress (LC) uses alphabets and numerals while DDC and UDC use numerals.

#### Self-Assessment Exercises

1. Outline the classification Schemes used in our different libraries?
2. Which of the listed is the most widely used classification scheme in academic libraries?
  - a) The Library of Congress (LC)
  - b) Dewey Decimal Classification Scheme (DDC)
  - c) Universal Decimal Classification Scheme (UDC)
  - d) Bliss Classification scheme
3. The use of alpha-numeric in the classification scheme of LC implies that -----  
The two kinds of tables in UDC the main tables and Common auxiliary tables
4. List the two kinds of tables in UDC.

### 1.5 GLOSSARY

**Classification:** It is the process of grouping information materials in a systematic order according to their subject affinity, following a chosen classification scheme.

**Library Cataloguing:** This is the process of describing and recording the physical features/bibliographical features of a book necessary to identify and distinguish it from other materials

**Classification schemes:** They are tools use in assigning class mark to an information resource.

**UDC:** Universal Decimal Classification Scheme in use in research libraries and United Nations Collections)

**Call number:** It is the combination of the class mark and the author number which is gotten from the cutter table using the first three letters of the author's surname.

**Cutter table:** It is a table using letters and numbers for alphabetical arrangement of authors. It was developed by Charles Ammi Cutter (1837-1903), to help in the arrangement of books by authors within a given class. The author number is

derived using the cutter table. It is a combination of letter of alphabets and Arabic numerals.

## 1.6 REFERENCES/FURTHER READING

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## 1.7 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES

1. The list of classification Schemes in use in our different libraries are
  - a) The Library of Congress (LC) Classification Scheme in use in academic libraries
  - b) Dewey Decimal Classification Scheme (DDC) in use in Public libraries, School libraries and small collection.
  - c) Universal Decimal Classification Scheme (UDC) in use in research libraries and United Nations Collections),
  - d) Bliss Classification scheme
  - e) Elizabeth Moy's Classification Scheme for Law collections

2. The Most widely used classification scheme in academic libraries in the
  - a. The Library of Congress Classification Scheme (LC)
3. The use of alpha-numeric in the classification scheme of LC implies a combination of alphabets and numbers.
4. The two kinds of tables in UDC the main tables and Common auxiliary tables

## **UNIT 4: ONLINE CATALOGUING AND CLASSIFICATION**

### **UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Procedures for Online Cataloguing
- 1.4 Cataloguing using WorldCat
- 1.5 Summary
- 1.6 Glossary
- 1.7 References/Further Reading
- 1.8 Possible Answers to Self – Assessment Exercises

### **1.1 INTRODUCTION**

The advent of Information Communication Technology (ICT) and its application to library practises has change many activities manually carried out the libraries. The application of computers, software development and internet have drastically change the ways librarians select, acquire and process information resources for easy access and retrieval for their teeming users. This can be seen in the areas of cataloguing and retrieval of bibliographic details of published information resources online from different library database with the help of these technological devices. In this unit you will learn how the online cataloguing originated which gave rise to copy cataloguing being practice by many librarians today.

### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to:

1. explain how Machine Readable Cataloguing started
2. explain five types of MARC 21
3. discuss numerate the procedures in classification of information resources  
explain procedures for Online

### **1.3 PROCEDURES FOR ONLINE CATALOGUING**

The thought of cataloguing with computers came into existence in 1950s through Library of Congress. Many studies were conducted which resulted to Machine Readable Cataloguing (MARC) project. Most of the online bibliographic databases in use in libraries today have their roots from the recoding of information known as Machine- Readable Cataloguing (MARC) which was developed in 1960s by programmer Henriette Avram at Library of Congress. The development of MARC format from 1966 – 1968. Also the British National Biography's MARC format was developed. Library of Congress adopted the use of MARC in 1970.

Chan in Welsh, and Batley, (2018) reported that by 1966 Library of Congress MARC data has been sent to 16 libraries on tape. In 1977 the and Universal MARC format (UNIMAC) was developed and adopted by many nations (Shoeb, 2013). The merging of United States (USMARC) and Canadian MARC formats (CAN/MARC) in 1997. It is maintained and updated by Library of Congress to cope with latest developments in bibliographic control and cataloguing rules. Anglo American Cataloguing Rules 2 (AACR2) provides rules for describing items in a catalogue record while MARC is a communication standard which provides a framework or basic format for representing library resources in the catalogue record (Shoeb, 2013).

The use of MARC21 has contributed effectively to the organisation of enormous metadata, provides effective bibliographic and authority control. it supports all library functions, prevents duplication of cataloguers work and meets the needs of both the library and the user. Use of MARC 21 enables libraries to sharing bibliographic data and allows libraries make use of commercialised library automation systems to manage their library operations.

There are five types of MARC 21 ([Library of Congress](#) (2008))namely

1. MARC 21 for bibliographic data: It provides structure in which data from one computerized catalogue can be shared with another computerized catalogue.
2. MARC 21 for authority data: provides full descriptions of every data element, about individual names, subjects, and uniform titles. It also, establishes an authorised form of each heading, with references as appropriate from other forms of the heading.
3. MARC 21 for classification data: include guideline for content designation
4. MARC 21 for holdings data
5. MARC 21 for community information.

These five formats, made MARC 21 to be the most used standard worldwide for the documentation and exchange of bibliographic, authority, holdings, classification and community information in a *machine-readable form*. It is regarded as the most widely supported encoding standard by integrated library systems

The advent of the internet in the 21<sup>st</sup> century and MARC 21 have revolutionized the cataloguing and classification practices and services in libraries which have made it very easy. The use of MARC 21 in Online Public Access Catalogue facilitated the copy cataloguing which enables cataloguers to import records from LOC or OCLC. With this, online cataloguing and classification can be done by pressing buttons in the computer system. It helps to ensure standard and uniformity on international practices. One can log into the Library of Congress Cataloguing

website and retrieve the bibliographic information of some books, which can be of help in cataloguing of the same book or related materials at the local level but of international status (Welsh, and Batley, 2018).

### **1.3.1 Steps you will follow in doing Online Cataloguing**

These are the steps you will employ in cataloguing of information resources online using Library of Congress catalogue.

1. You must know the Uniform Resource Locator (URL)
2. Google library of congress online catalogue or (<https://catalog.loc.gov/vwebv/searchBrowse?>)
3. Click on basic search.
4. Choose any search option you prefer [Title, author's name or ISBN preferable].
5. Type in your chosen search option in the dialog box and click enter.
6. Click on full details of the materials.
7. Copy out the information about the materials (call number)
8. Cross Check the derived information with information on the resource you want to catalogue before transferring the data to your cataloguing worksheet.
9. Use cutter table to provide the author number if it is not there.
10. In the full detail on the retrieved page there is also DDC class mark for the titles.
11. Click on new search to continue your cataloguing of a new title.

When you follow all the steps, you will catalogue and classify many books. It is very easy and less cumbersome than the manual cataloguing and classification. Where you will encounter difficulties are when the information you are about to catalogued is not captured in the catalogue entries especially most of our local authors.

### **1.4 Cataloguing using WorldCat**

Also, another union catalogue available online for public access which you can use in classifying and cataloguing information resources is the WorldCat. The WorldCat uses the Dewey Decimal Classification (DDC) and Library of Congress Classification (LCC) schemes in classifying that are present in their database. The WorldCat is operated by the Online Computer Library Centre (OCLC), Ohio. The OCLC is a recognised global library organisation that provides shared technology services, carries out original research, and community programmes for their members and the general library community. The OCLC is made up of 30,000

members from over 100 countries. To use the WorldCat, you require a computer or tablet and internet access. Follow these steps to access the details:

1. Select and click on your browser (chrome, internet explorer, etc)
2. Type in the URL which is [www.worldcat.org](http://www.worldcat.org)
3. Create an account if you do not have any with them.
4. Type in your Username and password to login.
5. Click on any search option (Basic or Advanced)
6. Choose the basic search tools: ISBN/ISSN, title phrase, author
7. Submit your request or query.
8. Copy the bibliographic details for your information resource

### **SELF – ASSESSMENT EXERCISE**

1. Outline the steps involved in cataloguing a book using the WorldCat.
2. The recoding of information known online bibliographic databases in use in libraries today have their roots from -----as Machine- Readable Cataloguing (MARC)
- 3.

## **1.5 SUMMARY**

In this unit you have learnt the evolution of computer and its application to cataloguing brought about the origin of the Machine Readable Catalogue (MARC 21) is use in the documentation and the exchange of bibliographic data, authority, classification, holding and the information in a machine readable format or form. The emergence of the MARC 21 has enabled libraries to make integrated library system and the use of commercially available library automation system to manage bibliographic records and cataloguing rules. You also learnt that MARC 21 is maintained and upgraded by Library of Congress for its relevance. The machine readable catalogue gave rise to the development of the Online Public Access Catalogue (OPAC) which gives remote access to the bibliographic records of information records of library in the library holdings. The remote access to the online catalogue of different databases have made classification and cataloguing processes easy and fast. The OPAC has helped a lot in book selection, cataloguing and classification to reduce the stress librarian and users in information retrieval. It has also ensured uniformity and standard in cataloguing process.

## **1.6 GLOSSARY**

**Cataloguing:** It is the process of identifying bibliographic details of information resource and the provision of access point to the information resources in the library.

**Classification:** Classification is a means of grouping, arranging and organising information resources in a systematic order using their subjects.

**Uniform Resource Locator:** It is a website address or unique identifier for the location of resources on the web.

## 1.7 REFERENCES AND FURTHER READINGS

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<http://nopr.niscair.res.in/bitstream/123456789/42985/1/ALIS%2064%283%29%20190-201.pdf>

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Welsh, A. and Batley, S. (2018). 7 - MARC 21. Cambridge University Press  
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## 1.8 POSSIBLE ANSWERS TO SELF-ASSESSMENT EXERCISES

1. A book is classified based on subject matter
2. The author number is taken from Cutter table
3. The steps involved in cataloguing of a book using the Library of Congress Online Catalogue.
  - You must know the Uniform Resource Locator (URL)
  - Google library of congress online catalog or (<https://catalog.loc.gov/vwebv/searchBrowse?>)
  - Click on basic search.
  - Choose any search option you prefer [Title, author's name or ISBN preferable].
  - Type in your chosen search option in dialog box and click enter.
  - Click on full details of the materials.
  - Copy out the information about the materials (call number) before you.

- Cross Check the derived information with information on the resource you want to catalogue. If it is the same copy and transfer the information on the worksheet for preliminary cataloguing.

Use cutter table to provide the author number if it is not there [cutter].

- Click on new search to continue your cataloguing of a new title.

## 2. Machine- Readable Cataloguing (MARC)

**UNIT 4: FILING OF ENTRIES IN THE LIBRARY CATALOGUE****UNIT STRUCTURE**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Concept of Filing Order
- 1.4 Methods of Filing
- 1.5 Problems in Filing Order
- 1.6 Summary
- 1.7 References/Further Reading
- 1.8 Possible Answers to Self–Assessment Exercises

**1.1 INTRODUCTION**

As discussed earlier, access points are provided for each book or materials that enters the library. This could be author, subject, or title in the traditional manual library, these entries are mostly prepared on cards and systematically filed in the catalogue cabinet. To file these generated entries in the catalogue cabinet is a difficult task because many cards are generated and there are laid out rules and sequences that must be followed. To maintain uniformity, consistency and standardisation a number of a number of codes for filing rules were developed. Such codes for filing rules are American Library Association (ALA) rules filing catalogues cards, filing Rules for Dictionary Catalogue of the Library of Congress, Rules for Dictionary Catalogue by C. A. Cutter and Specification for Alphabetical Arrangement and the Filing Order of Numerals and Symbols by the British Standards Institution.

**1.2. INTENDED LEARNING OUTCOMES**

By the end of this unit, you will be able to;

- 1. describe the basic principles of filing
- 2. explain the rules and procedures for filing
- 3. discuss the three basic system of filling entries

**1.3. CONCEPT OF FILING SYSTEM**

In a computerised library system, the computer arranges the entries in an alphabetical order following in a library that uses card catalogue cards after preparation are sorted out using sorting tray. The sorting tray helps the librarians and library staff in systemic arrangement of the entries for easy filing. The question here is what is filing and are there rules guiding the filing order?

Webster's dictionary defines filing as "to arrange in order for preservation and referencing". Filing system in the library can be defined as a process of arranging main and added entries of acquired information resources whether electronic or print based on certain rules. The systematic arrangement is to point users to the information resources for easy identification and retrieval. Therefore, filing in the library is the arrangement of the entries on cards in a definite order. As a librarian, it is important you understand some of the basic principles and guidelines for filing

There are codes or rules to be observed by librarians in filing entries in the library catalogue. They include rules produced by the American Library Association (ALA), the British Standards Institution and the Library of Congress. During filing, there are problems librarians and the library staff encounter especially on how to file names with initials, numerals, abbreviations, hyphenated words with different spellings. These problems have been addressed by the publication of filing rules.

A good system of filing of entries will:

1. Save the time of users recalling or retrieving relevant information.
2. Bring together related entries in one place.
3. Expose users to other relevant unknown sources which searching the cards.
4. Enhance the handling of the catalogue with ease, once the logic behind the arrangement is known.

#### **1.4 Methods of Filing of Entries in a Catalogue Cabinet**

There are two basic methods of filing adopted in libraries, namely:

1. Word by Word
2. Letter by Letter

##### **1.4.1 Word by Word or Nothing before Something or Blank to Z:**

In this type of filing, entries are arranged Word – by –Word and between words Letter by Letter (Ugwuanyi, 2012). This method of filing is also called nothing before something or "Blank to Z" method. In the word to word, each word is considered first in relation to the word next to it in an alphabetic sequence. It is a sorting procedure that allows the arrangement of entries based on each word or phrase in the entries, including spaces and some punctuation, as filing element. For example, "reference Books" will be filled first before "reference material" because each word is considered in relation to the word next to it and in an alphabetical sequence. Word by word filing is probably the most commonly used method. Almost all traditional libraries use the word by word filing system in arranging entries in their catalogue.

##### **1.4.2 Letter by Letter Filing or all Through Filing:**

This method of filing is also called all through filing. Letter by letter filing considers each letter in turn whether in a single word or two or more words. The gap between words is ignored. It files all catalogue entries according to the letters alphabetically, like the arrangement of entries in a dictionary. In Letter by Letter filing entries are filed in a single linear sequence or order (Ekere and Mole 2014) It is a sorting procedure that allows the arrangement of entries based on each character/letter in a heading, excluding or disregarding spaces and punctuation spaces between them. For example, in filing “accountability” and “account restriction” using letter by letter arrangement “Accountability” will be filed first before account restriction because the first letter after “account” is “A” in ability before “R” in restriction, the space between the two was ignored. The letter by letter arrangement is also called dictionary catalogue.

Also, in filing using word by word and letter by letter, alphabetization, numeric, alphanumeric are used to aid filing of entries into the catalogue cabinet.

Example 1:

<b>Word – by – Word</b>	<b>Letter By Letter</b>
Accountability	Accountability
Accounting	Account copy
Account copy	Accounting
Account restriction	Account restriction

Example 2:

<b>Word – by – Word</b>	<b>Letter By Letter</b>
Court	Court
Court Bar	Courtauld
Court Custody	Court Bar
Court Marshal	Court Custody
Court Masque	Courtenay
Courtauld	Court Marshal
Courtenay	Court Masque

## 1.5 THREE BASIC SYSTEM OF FILING

There are three basic system of filing, namely:

1. Alphabetic filing system
2. Numeric Filing system
3. Alphanumeric Filing system

**1.5.1 Alphabetic Filing System:** In this type of filing system, character strings or topical headings are placed in order based on the position of the characters in normal alphabetic order as in the dictionary arrangement. It is also the

arrangement of records according to names-either the name of the person, company or subject in accordance with the letters of the alphabet.

**1.5.2 Numeric Filing System:** This filing system arranges records by the use of numbers. This type of filing gives indirect access because you still need an index to direct the files you want to retrieve or get information from. In using a numeric filing system, numbers are assigned to each file and the files are arranged using the numbers in sequential order.

**1.5.3 Alphanumeric Filing System:** Alphanumeric filing systems typically use indirect access, where users are expected to locate headings through alphabetical list which indicates the code used for the filing to retrieve the information. It is the use of letters and numbers (digits) that represent a concept for storage and accessibility of the concept. This is the use of both letters and numbers to organise files in the alphanumeric filing system. E.g., use two letters to signify the state the client lives in, followed by a number to denote his country.

## **1.6 BASIC FILING RULES BY AMERICAN LIBRARY ASSOCIATION**

To arrange entries in a dictionary catalogue using word by word method the following rules must be observed or followed strictly or uniformly to avoid confusion and misfiling. These rules as listed by Library of Congress (2013) are discussed below

- I. **The entries for works written by an author** should come first, before entries for works written by other people about him. All these entries should be arranged in alphabetical sequence by title.
- II. **When there are books of the same title and author** but different editions, the cards are arranged in descending order according to the editions. Newest editions of the title should come first, followed by older editions.
- III. **Numerals:** Entries beginning with numerals should be filed before entries beginning with letters and dates. File numerals and dates as they are spelt out. For example, “1999 constitution of Nigeria” “would be filed Under “N” (as if spelt Nineteen hundred and ninety-nine).
- IV. **Initials:** It is always confusing on how to place group of initials including those separated by full-stops in the filing cabinet. The American Library Association (ALA) rules specifically stated that initials should be filed as one word.
  - a. “Arrange initials, single or combination, as one-letter word.
  - b. “Arrange initials standing for names of organisations as initials, not as abbreviations i.e. not as if spelled in full” for example, “AU” should be filed as it is and not as African Union.

**V. Abbreviations:** In filing abbreviation, follow this sequence

- a. Arrange abbreviations as if spelt out in full. For example, “cm and Dr” should be as “centimetre” and “Doctor”, with the exception of “Mrs” which is filed as written.
- b. Arrange initials and other abbreviations for geographical names e.g. U.S.A as if written in full.
- c. If subject subdivisions are abbreviated in subject headings as they commonly are in tracing, arrange them in full e.g. QA – mathematics should be arranged as spelt out in full.
- d. File abbreviations e.g. (NC) as written, not as spelled out. Titles that often begin with the abbreviation, “ST” in common usage have the abbreviation filed as if spelt out (e.g. St Paul would be filed as Saint Paul).

**Acronyms:** Acronyms should be filed as words especially when they have formed spoken words and are written in small letters. Example of such words is UNESCO, UNICEF, ECOWAS. If they are written in capital letters and separated with a full stop example S.A.L.T, N.A.T.O, U.N.E.S.C.O. They should be filed as initials.

**VI. Initial Articles:** These articles such as A, and in all languages are ignored and filed by the word following the initial articles. For example, “An orange” should be filed as “Orange” disregarding the article “An” which comes first in the sentence. But consider the article when it is inside a sentence for example “World” of a woman should be filed like that. But initial articles in personal names and place names are accounted for in filing. e.g El-Ad, Amusa; LasHomas, Caroline.

**VII. Hyphenated Words:** Hyphenated words are words containing a question mark that joins two parts of a word or compound words. The ALA rule for filing maintains that hyphenated words should be filed as two separate words. There are exceptions during filing alphabetized as if the hyphen did not exist.

- a. If the hyphenated word cannot stand alone, as in anti-rust, it is filed as if it were one complete word.
- b. When a hyphenated word is something written as one complete word and there is no entry in the library catalogue under the complete form, that form should be maintained throughout, for example ‘press-mark’ filed as if it were “pressmark”

**VIII. Filing name entries:** According to the rules, if surnames are followed by initials, they must be filed before the same surnames that are followed by forename and middle names written in full. Also, compound names are filed after surnames which consist of only the first parts of the compound surnames. Surnames with initials and surnames with other names written in full.

Adamu, M.

Adamu, Musa

Uzoigwe,. C.

Uzoigwe, Comfort

The first parts of compound surnames should be considered before the second parts e.g.

Adebara-Mayowa, O.

John-Cross, A.

Pan-Pete, J.

**IX. Surnames are arranged in the following order:**

Surname only

Surname with dates

Surname followed by initials

Surname followed by designation

Surnames are arranged in alphabetical order;

Ekwueme,

Ekwueme, 2019

Obiekwe, A.C

Obiekwe, Captain.

- X. **Forename entries:** Single surname entries, arranged alphabetically by forenames. All other entries arranged alphabetically word by word, disregarding kind of entry, form of heading and punctuation.

- XI. **Author Arrangement:** Under an author heading arrangement different, kinds of entries in groups are entered in the following order:

- a. Works by the author, is arranged alphabetically by their titles.
- b. Works about the author;
  - Without sub-division should be sub-arranged alphabetically by their main titles.
  - With sub-divisions, sub-arranged alphabetically by their subdivisions.
- c. Authors are arranged alphabetically considering the first three letters in their names, for example: Ailakhu, Ajie, Ofodu, Okwoli.

**2. Subject Arrangement**

- a. Subject entries follow the same word used as a single surname.
- b. Arrange entries with the same subject heading alphabetically by their main entries then by title.

### 3. Signs and Symbols

- a. Disregard signs as-or-at the beginning of or written titles.
- b. Arrange the ampersand (&) as and, et, and according to the language in which it is used.
- c. Arrange signs and symbols that are ordinarily spoken as words as if they were written out

E.g. Art and animation

Art and artists

Art and culture

If you have two items that begin with the same number, then you should arrange them alphabetically based on what follows that numbers. For example, 5 gals will come before 5 guys.

**Chronological filing:** Time pre-empts alphabetization.

Nigeria History-Amalgamation, 1914

Nigerian Independence 1960

Nigerian Civil - War -1967- 1970

Nigerian Census 2016

Above all, remember that any entry misfiled is an entry lost so be guided by the rules.

#### Self – Assessment Exercises

1. What is filing in a library setting?
2. Outline the three basic filing systems.
3. List the two types of filing methods in the library.
4. A word containing a question mark that joins two parts of a word or compound words is called

### 1.7 SUMMARY

The importance of a good filing of entries in a library setting ensures promotes efficiency and effectiveness library operations. The efficiency and effectiveness retrieval of information resources from the catalogue basically depend on the systems of filing. Whether it is done manually computerised, effective filing catalogue entries is essential for quick access to information retrieval. In this unit,

we examined filing in the library which is the process of catalogue entries based on certain rules. Cataloguing and classification are used to develop an index to the library collection through the provision of access point and bibliographic attributes to these resources. The catalogue shows these users, the information resources available and where they can be located for their use. To achieve this there must an ordering arrangement of the filing of these entries in the system both in the traditional card cabinet and computer based catalogue. We also discussed the two prevalent methods of filing in traditional libraries. These are word by word and letter by letter. Filing in library service is not carried out haphazardly There are rules or codes of filing rules that guides the filing order in a definite sequence for easy and fast retrieval of information from the catalogue. Such rules maintained that in a dictionary catalogue entry all author, subject and title cards are Interfile in one alphabetical sequence. To achieve a uniformity, the articles “a”, “an” and “the” when they occur at the beginning of a title should be Ignore and should not be considered in alphabetizing when they occur in the middle of the heading. There are standard rules guide librarians in achieving consistent and systematic filing of entries.

## 1.8 REFERENCES AND FURTHER READING GLOSSARY

Ekere, F. C. and Mole, A. J. C. (2014) *Theory and Practice of cataloguing and classification*. Enugu:Praise House Publishers, 232

Library of Congress (2013). G 100 Filing Rules – Library of Congress.<https://www.loc.gov/catdir/cpsoc/G100.pdf>

Ugwuanyi, A. A. (2012) *Technical service in libraries: Introduction*, Anambra: Annyco Publishers, 176

## 1.9 GLOSSARY

**Alphabetic filing system:** Is a system where words or headings arranged or placed in order based on the position of the characters in normal alphabet order as in the dictionary arrangement rather than on the basis of intellectual relationships.

**Numeric Filing system:** This filing system arranges records by the use of numbers.

**Chronological filing:** Arrangement of entries following a sequence of order by date or other time or organisation of items based on their time of occurrence

**Alphanumeric Filing systems:** It is the use of a combination of letters and numbers (digits) to represents a concept for storage and accessibility of the concept.

## 1.5 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES

1. Filing is a process of arranging numerous catalogue entries generated from the bibliographical details and access point of information resources whether

electronic or manually based on certain codes of filing rules. The aim of using the codes of filing rules is for uniformity and standardisation.

2. The three basic filing systems are
  - a) Alphabetic filing system
  - b) Numeric Filing system
  - c) Alphanumeric Filing systems
3. The two types of filing methods in the library are
  - a) Word by Word
  - b) Letter by Letter
4. A word containing a question mark that joins two parts of a word or compound words is called hyphenated word

## **MODULE 4: PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

Unit 1. Introduction to Conservation and Preservation

Unit 2. Methods and Challenges in the preservation and conservation of Library materials

Unit 3: Preventive Measures

### **UNIT 1. PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

#### **CONTENTS**

- 1.1 Introduction
- 1.2 Intended Learning Outcomes
- 1.3 Concept of Preservation and Conservation
- 1.4 Basic Elements in Preserving Library Materials
- 1.5 Principles of Conservation of Library Materials
- 1.6 Deterioration of Library Materials
- 1.7 Summary
- 1.8 Glossary
- 1.9 References/ Further Readings
- 2.0 **POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES**

#### **1.1 INTRODUCTION**

A library is measured by the quality and adequacy of its collection not by the size of the building. To have a quality and adequate collection, the library must ensure that information resources are maintained and cared for. The caring and protection of the library collections is an essential function the librarian and the library staff must perform. The information resources used in the library varies in their format such as printed books, periodicals (newspapers, journals and Magazines etc.), reference materials (the gazette, drawings, yearbooks, bibles, manuscripts). Others are sounding recordings, films, electronic databases and microforms (microfilm and microfiche). The methods of storage of these information resources contribute a lot to their preservation and longevity or durability.

#### **1.2 INTENDED LEARNING OUTCOMES**

By the end of this unit, you should be able to

- 1. Explain the concept of preservation and conservation
- 2. discuss the principles of conservation of library materials

3. explain the basic elements that need to be considered in preserving library materials
4. discuss the various causes of deterioration of library materials

### **1.3 CONCEPT OF PRESERVATION AND CONSERVATION**

Preservation is any activity carried out in the library aimed at protecting, maintaining and restoring library collections. You can also define preservation of library materials as all the activities employed by the library in ensuring the safety of the intellectual contents and the prevention of other library materials from deterioration. The aims of these activities are to safeguard these resources from high temperature, chemical instability, poor handling or storage, theft or vandalism, fire out break and flood, pests, rodents' attacks and pollution. Preservation includes the means of safeguarding paper-based and audio-visual information resources in the library collections, through the provision of proper housing, replacement, reprographic services, environmental control, and disaster planning and management.

According to Boomgaarden in Hema & Perumal, (2020) preservation is any action taken to anticipate, prevent, stop or retard deterioration of information resources while conservation is the maintenance of every item in the library collection in a usable condition. The usable condition here can be achieved through treatment and repairs of items using different methods to slow down the process of decay or deterioration (Khin 2019). According to Yeni (2017), the traditional method of preserving manuscripts is still effective; these methods are the use of vetiver and incense lemon grass, and air ventilation.

The International Federation of Library Association and Institutions (IFLA) in the principles for the care and handling of library materials (2010:4) defines conservation as “specific practices taken to slow down deterioration and prolong the lifespan of an object by directly intervening in its physical or chemical make-up”. Preservation as the generic term includes all activities relating to maintenance of resources and the preservation of information content. Also, to prevent the loss of information content (this is also known as passive conservation).

Conservation is an act of saving the physical items themselves to extend their usable life (and restoration, which refers to treating damaged materials to bring them to near original condition) (Hema & Perumal, 2020: 4). To conserve and preserve library materials, there are certain principles that should be observed or maintained.

## 1.4 BASIC ELEMENTS THAT NEED TO BE CONSIDERED IN PRESERVING LIBRARY MATERIALS

The basic elements in preserving library materials as suggested by North East Document Conservation Centre (NEDCC 2015) are:

1. **Management:** The person to carry out preservation should spell out what is required to ensure the preservation of library items. Also, the record of any library material to be reinforced or that is damaged must be kept. The procedures to followed should be stated and the tools needed for the preservation should be provided.
2. **Human resources** who have the expertise on preservation. Only staff that has skills in the preservation of library materials should be assigned such duties. They should also be knowledgeable in disaster preparedness, planning and responses.
3. **Laboratory** There should be workroom with adequate tools for reinforcement and keeping of tools such as bindery tools, vacuum cleaner, fumigation tools, lamination machines and brushers for the dusting and cleaning of the shelves.
4. **Preservation Funds:** without funding preservation of library will not be achieved. The institution which the library is serving should provide adequate fund for the acquisition and maintenance of resources in their library. Also, libraries should collaborate with one another to reduce the cost of preservation.

## 1.5 PRINCIPLES OF CONSERVATION OF LIBRARY MATERIALS

The principles of conservation of library materials as stated by Hendrikus (2019) include:

- a) **Prevention of deterioration:** This implies all the preventive measures put in place to protect library materials and cultural objects against harmful environmental conditions and damaging agents including mishandling by users, mutilations.
- b) **Preservation:** This refers to the activities that are directly related to stopping the damage of the objects and resources by human, rodents, pests, chemical reactions and other microorganisms.
- c) **Consolidation:** This refers to all the measures the library uses strengthening the life span of information resources and objects that are fragile by using other reinforcing material.
- d) **Restoration:** Implies the repair of damaged library collections through, rebinding, patching, and replacing missing parts so that their content and shapes still retain or are close to their original state.

- e) **Reproduction:** This refers to the act of producing another copy the same as the original from the original material or objects. Examples are photocopying and dubbing of content of information in CD-ROMs and Microforms.

. The question you should ask now is what are the causes of deterioration, damage and decay of library materials? The answer to the question are discussed in details below.

#### Self- Assessment Exercises 1

1. Define the term preservation.
2. What do you understand by conservation?

## 1.6 DETERIORATION OF LIBRARY MATERIALS

Generally, library materials suffer some deterioration over a period. There are several causes of deterioration common to library materials and environment. To begin with, deterioration of library materials is a state of decay, depreciation in the quality and value of information resources and other materials acquired in the library. According to Madu and Adeniran in Abiodun (2013), deterioration is a continuous activity because everything in the collection is deteriorating today, was deteriorating yesterday and will continue to deteriorate tomorrow except if some measures are put in place.

The various causes of deterioration of library materials will be discussed under the following headings namely;

1. Environmental Factors
2. Human Factors
3. Biological Factors
4. Chemical Factors

### 1.6.1. ENVIROMENTAL FACTORS: -

1. The environmental factors that may affect library collections are
  - a) **Excessive Light:** The paper used in the production of printed materials when exposed to natural or artificial light for a long time tends to change colour. The length of exposure of the printed materials to the rays of light determines the extent of damage it will have on the papers.
  - b) **Humidity and Moisture:** When the library materials are exposed to high humidity and moisture it helps to weaken the adhesiveness of the paper. The printed materials that are exposed to high moisture and

humidity absorb water and stick together weakening the fibre, binding and spread of inks.

- c) **Dust and Dirt:** Dust and dirt from the surrounding environment where the library is located filters into the library and settles on the books and non-book materials. On the computer and other gadgets dust blocks the functioning of certain keys and sound devices. Also, dust and dirt on printed materials affect the durability of the resources, the ink and the colour of the papers.
- d) **Water and Flood:** Water is an essential product in the library for the cleaning of the environment but not the library books and other audio-visual materials. Water in the library may come through a leaking roof, faulty plumbing or when the users or staff did not turn off the tap. Also, the water can come in the form of natural disaster like flooding. In any form it comes to the library once it is allowed to contact with any library resources such as books, there will be growth of fungus or mildew that attack paper materials. Also, on iron materials, it causes rusting and furniture decay.

### 1.6.2. Human Factors

The negative attitude of library staff and users also contribute to the deterioration of library materials. On the part of the library staff, there are people who are not trained on how to use some of the library materials like photocopiers and printers who tamper with these machines until they break down. Some users and staff eat food inside the reading rooms leaving food particles on the desk. These attract insects and rodents like rats and cockroaches that attack library materials badly. Sometimes users dog ear pages of the book they are reading for emphasis either to show areas where they have read or need to read this affects the durability of the book. Some users also steal information resources depriving others the access to such resources. Sometimes surface of the books are mutilated (underlining of text, writing on paper) and other equipment in the library. Other causes of deterioration in the library include spilling drinks over books and leaving greasy marks from food.

### 1.6.3. Biological Factors

Biological agents such as micro-organisms like fungus and bacteria, insects (termites, booklice, and cockroaches) and rodents (rats and lizards) are the major causes of deterioration of library materials. Many living organisms nourish more in dead organic matter like paper, leather and wood. Biological agents thrive in conditions where there is dust, inadequate ventilation, poor lighting, high temperature and humidity. These biological agents attack the printed and non-printed resources in the library. Some make holes, eat up and lay eggs on the

surface of paper materials, photographs, catalogue cards and other audio-visual materials.

#### 1.6.4 Chemical Factors

During fumigation, if the chemicals are applied direct on the paper materials, it changes the colour of the paper and affects the prints. Ink tends to fade from black to brown and this combined with its acidity, can lead to considerable loss of the text. Leather cloth materials are susceptible to deterioration from acid of polluted air and this affects the paper.

#### Self – Assessment Exercise 2

3. Outline the causes of deterioration of library materials.

### 1.7. SUMMARY

In this unit, you have learnt the meaning of preservation and conservation of library materials and the causes of deterioration of library materials. The sustenance of the library materials cannot be possible without effective preservation and conservation culture. The aims of preservation and conservation activities are to safe guard the resources from high temperature, chemical reaction, poor handling or storage, theft or vandalism, fire out break and flood, pests, rodents' attacks and pollution.

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## 1.9 GLOSSARY

- a) **Preservation:** this refers to the activities that are directly related to stopping the damage of the objects and resources by rodents, pests, chemical reactions and other microorganisms.
- a) **Library preservation:** refers to all the activities employed by the library in ensuring the safety of their collections and prevention of materials from deterioration.
- b) **Consolidation:** This refers to all the measures the library uses in strengthening the life span of library resources and fragile objects by using necessary reinforcements.
- c) **Restoration:** Implies the repair of damaged collections through rebinding, patching, and replacing missing parts so that their contents and shapes still retain or are close to their original state.

- d) **Reproduction:** This refers to the act of producing another copy exactly the same as the original from the original material or objects, Examples are photocopying and duping of content of information in CD- ROMs and Microforms.

## **2.0 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES**

1. Preservation is any action taken to anticipate, prevent, stop or retard deterioration of information resources.
2. Conservation is the maintenance of every item in the library collection in a usable condition. Conservation is an act of saving the physical items themselves in order to extend their usable life (and restoration, which refers to treating damaged material to bring to its near original condition) (Hema & Perumal, 2020: 4)
3. The causes of deterioration of library materials are as follows
  - a) Environmental Factors: light, flood, humidity, moisture
  - b) Human Factors: negative attitude of library staff and users(mutilation, theft etc.)
  - c) Biological Factors: Rodents, insects and micro-organism attack
  - d) Chemical Factors: acidity and fumigation activities

## **UNIT2: METHODS AND CHALLENGES OF PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

1.1 Introduction

1.2 Intended Learning Outcomes

1.3 Methods of preservation and Conservation of Library Materials

1.4 Challenges associated with preservation and Conservation of Library Materials

1.5 Summary

1.6 Glossary

1.7 References/ Further Readings

**1.8 POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES**

### **1.1 INTRODUCTION**

In the last unit, you learnt meaning of preservation and conservation and the causes of deterioration of library materials. The question now is should continue to watch the deterioration of the library material? The answer is no you need to find affective methods to preserve and conserve these library materials for longevity and relevance to users for research, study and entertainment. In this unit, you will learn how methods and challenges of preservation and conservation of library materials.

### **1.2 INTENDED LEARNING OUTCOMES**

At the end of this unit, you should be able to

1. understanding the various methods to preservation and conservation of library materials,
2. discuss the challenges associated with preservation and conservation of library materials

### **1.3 METHODS OF PRESERVING AND CONSERVATION OF LIBRARY MATERIALS**

Libraries provide information resources for study and research. These resources are to be preserved and conserve to remain relevant and durable for continues use. However, these library materials are prone to deterioration due to certain internal and external factors. The following methods can be employed to ensure effective preservation and conservation of library materials;

1. Environment condition of library building
2. Fumigation of Library Building
3. Good Storage Facilities
4. Library Routine services
5. Reinforcement and Binding of books

6. Provision of Reprographic services
7. Provision of Steady supply of Light
8. User Education / Information Literacy
9. Disaster Preparedness
10. Digitization of Information resources

### **1. Environment condition of library building**

The environmental conditions of the library building contribute a lot to the preservation and conservation of library materials.

- a) There should be enough ventilation to enhance storage of library material through provision of adequate windows, doors, fans and air conditioners.
- b) The library building and roofing should be done with good quality products and experts. Where there is leaking roof it should be replaced without wasting time. Gallo, an Italian chemist suggested that the normal and ideal humidity ranging from 40% and 65% is essential for the preservation of library materials and the temperature should be between 18°C and 20°C for effective conservation and preservation of books in the library collections. So there is need to check and read the temperature and the humidity constant change in the weather condition. The thermometer and barometer should be use in measuring and checking the temperature.
- c) The library should ensure that air conditions are used in storage areas and readers section for maximum preservation and usage.
- d) The library environment should have a good lightening with florescent light or bright bulbs that generate less heat that will affect the paper quality of the printed materials in the collections. Also, there should be stabilizers to normalize the flow of electricity to the electrical appliances use in the library.
- e) Also, inflammable items like gas, petrol, kerosene, acids and smoking of cigarettes should be banned in and around the library environment. The electric wires use in the supply of electricity should be covered with metal conducts to localize the effect of sparks due to short circuits (Ogunmodede and Ebijuwa 2013).
- f) Fire extinguishers should be place in strategic areas and the library staff trained on how to operate them in case of fire outbreaks within and the library surroundings.
- g) Dust can be removed regularly from the library materials and library through the use of vacuum cleaners instead of brushes, brooms and towels. The use of brushes, brooms and towels in cleaning raises the dust into the air which resettles down on these materials after cleaning.

2. **Fumigation of Library Building:** Buying chemicals and other materials necessary for preserving the stock so as to control the havoc done by insects and rodents. Libraries should fumigate the building against insects and rodent by spraying or dusting pesticides like malathion and chloropyriphos, fumigating Sulphur dioxide (SO<sub>2</sub>) and heating libraries at 50-60°C eradicate these organisms from attacking the library materials (Sathe &Khamkar, 2014).
3. **Good Storage Facilities:** Provision of good storage facilities and smooth shelves to avoid damage of library materials. Books and CD-ROMs are best shelved vertically and not flat. Library shelves and racks should be made steel for easy cleaning. This is because shelves and racks made of wooden can easily be attacked by rodents and insects.
4. **Library Routine services:** Careful handling of library materials during shelving and shelf reading is very essential in preventing deterioration of library materials. The information resources should be properly placed on the shelves for easy access and to avoid mal-handling. Cleaning and dusting of the shelves and materials should be done regularly to avoid accumulation of dust. Checking of users when entering and leaving the library is important to checkmate stealing of library materials. At intervals library staff should move around to check the activities of the users. This is to ensure that they are not mutilating or using the books as a sleeping pillow. Even eating in the library.
5. **Reinforcement and Binding of books:** Reinforcement or binding of library materials involves protecting undamaged books from being damaged and the repairing of damaged ones. Books are further strengthened and protected from stressful use and abuse caused by library user by re-binding them. This is to prolong the life span of the books.
6. **Provision of Reprographic services:** To reduce the temptation of users stealing the library materials, libraries should provide photocopying facilities and make them available to users at a subsidized rate. Some of delicate or fragile materials should be laminated to prolong their durability and loss of the intellectual content of such materials.
7. **Provision of Steady Supply of Light:** There should be regular supply of light in the library for security purposes. Good lightening in the library will discourage the activities rodents and enhance the use of information communication technology devices in the library like the computers, scanners and photocopying devices.
8. **User Education / Information Literacy:** As one of the methods of preservation of library materials users should be exposed to certain rules and guidelines guiding the use of the library materials. Some of the rules are

- a) Do not eat in the library to avoid the food particles falling on the floor or tables to attract insects and rodents. These rodents and insect eat up and smears on the library materials causing damaging effect on them.
- b) Do not dog ear the pages of book
- c) Avoid mutilation of the material. Such things like writing and underlying words, phrases and sentences with pen and pencils.
- d) Do not tear or steal any library materials
- e) Smoking and kerosene, gas, fuel and fighting are not allowed in the library.
- f) Do not shelve any material after reading, leave them on the desk.
- g) User's property like bags, cases, umbrellas, etc should be kept in the place provides for them. This is to checkmate the steal of library materials.

## **9. Disaster Preparedness**

Library management should put in place certain disaster preparedness equipment to ensure safety of the users, staff and library collection. Some of the disaster preparedness equipment are fire extinguishers, sand buckets, emergency exit doors, anti-virus software and thunder arrestors; dehumidifiers, dryers, dust extractors, plastic sheet covers, warning alarms (Ilo, Izuagbe, Mole, & Ekwueme, 2018). There should be regular inspection and maintenance of electrical equipment, ensuring that this disaster equipment is in their rightful positions. There should be timely replacement of fire extinguishers on expiration for effective disaster preparedness and response.

10. **Digitization of Information resources:** Digitization of Information resources helps to capture and preserve the intellectual content of the library collections. Discolouring and printed information resources can be preserved and conserved through scanning of these information resources to prolong their life span. The process helps to give these resources remote access to users. The materials that are digitized are printed documents such as textbooks, theses, PhD dissertations, periodicals, graphic material, technical and reports. The presence of many digital library software packages has helped a lot in the creation, preservation, conservation and sharing of information among libraries. Digitalization in the library is the process of transforming printed materials to soft copy format for easy and remote access to such intellectual works using scanning machine. Feather and Sturges in Okeke, & Udem & Onwurah, (2015:40) defined digitization of information materials "as the process of converting analogue information to a digital format".

**SELF – ASSESSMENT EXERCISES**

1. List three inflammables that should not be used in the library.
2. Define the term digitalization in library.
3. The stealing of library materials from the libraries can be reduced by providing
  - a. Photocopying services b. binding services c. lamination

**1.4 CHALLENGES ASSOCIATED WITH PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS**

Preservation and conservation methods adopted by libraries depend on the type of resources acquired and the availability of fund to carry out such programmes. The aim of the library is to satisfy the information needs of its community based on the available resources. It becomes a very serious issue when these libraries are lost due to climatic conditions, lack of skills, disasters, insects and rodents attack. There is need for the library management to devise means or methods to preserve and conserve these library materials for present and future usage. Some of the preservation and conservation methods are fumigation, use of good storage facilities, binding, and user education; disaster preparedness, digitalization and reprographic services. To carry out these activities librarians are faced with many challenges namely

1. **Inadequate Funding:** Funding has become a major factor in acquisition of library materials and carrying out other library services to users. Digitalization of information resources which is an aspect of conservation of library materials needs a lot of money to embark on such activity. It also affects the organisation of training and retraining of staff.
2. **Inadequate Equipment/Materials:** When there is inadequate funding it will definitely affect the quality and quantity of the equipment the library will acquire.
3. **Maintenance culture:** One thing is to acquire the information resources and the equipment needed in the libraries another issue is the skills and attitude of users and library staff towards these library materials. Some staff and users treat library materials anyhow since their money is not committed in acquiring them. However, some lack the skills for preservation of these materials.
4. **Unfavourable Government Economic Policies:** The economic policies of countries in most underdeveloped countries do not favour libraries and information centres. The government does not see libraries as agent that

is contributing to the nation's development as such attentions are not given the development and maintenance of these information institutions. The preservation and conservation equipment use in the libraries attract heavy import duties and tariffs making it impossible for libraries to acquire such tools.

5. **Tropical climate:** The environment condition of the library location contributes a lot in the deterioration of library materials. The tropical climate is known for its excessive temperature, high relative humidity and dust creates serious damage on the acquired library collections. Also, such climatic condition helps in brooding of insects and rodents that attack the library collections. The fight these agents of deterioration attracts additional cost on the library budget.
6. **Lack of Manpower and other infrastructure:** Lack of trained personnel and the retaining of library staff on the skills needed for the preservation and conservation of library is a major challenge.
7. **Lack of Preservation and Conservation Policy:** Many libraries do not have a written policy guiding the method of preservation and conservation of these library materials. There no disaster planning programs arranged by the many libraries.
8. **Quality of paper and ink:** some of the printed materials in the library collections are made of low quality of paper and ink making it to be prone to deterioration.

## 1.5 SUMMARY

In this unit, you have learnt about some methods to be employed to ensure effective preservation and conservation of library materials such as; fumigation of library building, reinforcement and binding of books, provision of reprographic services; disaster preparedness and digitalization of information resources. Also, certain challenges were identified in the preservation and conservation of library materials which included Inadequate Funding, Inadequate Equipment/Materials and climatic conditions.

## 1.6 GLOSSARY

**Malathion:** is a man-made organophosphate insecticide use kills mosquitoes and a variety of insects that can attack library materials.

**Chlorpyrifos:** refers to an organophosphate insecticide, acaricide and miticide used primarily to control foliage and soil-borne insect pests.

**Damage:** Occurs through negligence and lack of care, misuse, or mishandling.

**Deterioration of library materials:** damage of library materials due to natural aging processing, mishandling, attack of insects and rodents.

**Disaster in Library:** is a sudden attack to the day to day activity of the library.

**Disaster Management:** is a planned programme that deals with risk reduction.

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### **POSSIBLE ANSWERS TO SELF – ASSESSMENT EXERCISES**

1. The inflammables that should not be used in the library are
  - a) gas
  - b) kerosene
  - c) fuel
2. Digitalization in the library is the process of transforming printed materials to soft copy format for easy and remote access to such intellectual works using scanning machine.
3. The stealing of the library materials from the libraries can be reduced by providing photocopying services