

LIBRARY EDUCATION SERIES

# Learn

## BASIC LIBRARY SKILLS

SECOND NORTH AMERICAN EDITION

Elaine Anderson  
Mary Gosling &  
Mary Mortimer



TOTALRECALL PUBLICATIONS, INC.



# **Learn** **BASIC LIBRARY SKILLS**

**SECOND NORTH AMERICAN EDITION**

**by**  
**Elaine Andersen**  
**Mary Gosling**  
**Mary Mortimer**

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**TOTALRECALL PUBLICATIONS, INC.**

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## PREFACE

*Learn basic library skills* describes the skills needed by anyone beginning work in a library or other information agency, whether at a professional or a paraprofessional level. The book explains tasks usually allotted to staff who “begin at the bottom”: clerical, temporary, casual, and volunteer staff; library trainees; aspiring library technicians; librarians starting their training; and others who begin work in a library with no relevant education or experience. The book is designed for use on its own or in a formal course of study.

Each chapter deals with a section of basic library work and the knowledge and skills needed to perform it well. The more you understand the tasks and procedures and the reasons for doing them, the more competently you will be able to carry them out.

Where standard rules exist (e.g., filing rules), they are included. For procedures that vary from library to library, we outline common approaches or encourage you to find out how it is done in a library you know.

Throughout the book, you will find exercises to practice your skills and quizzes to test your understanding. There are answers for self-checking provided at the back of the book. We suggest that, whenever possible, you discuss the questions and issues with experienced library staff and/or your course instructors. We are aware that you may not have access to all of the library facilities and bibliographic tools suggested in the exercises, so we have tried to include a variety of exercises to allow for this situation.

Libraries are great places to work if the work suits you; if not, you risk conflicting endlessly with the rules and/or doing an unsatisfactory job. If, having read this introduction, you are not sure that library work is for you, talk to someone (e.g., teacher, supervisor, librarian, informed friend) about your choice. If, on the other hand, you can't wait to get started, we hope you enjoy it.

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## **NOTE ON CAPITALIZATION**

Titles included in the text are capitalized according to standard library cataloging practice—that is, apart from names, only the first word of the title has a capital letter. This is intended to accustom library students and staff to this style.





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# Chapter 1

## BASIC LIBRARY SKILLS

### Introduction

The purpose of libraries is to connect people with the information they want. To achieve this purpose, library staff need:

- reliable and consistent access to information
- communication skills
- technical skills to organize and access the information.

### Information

Traditionally, information has been collected in libraries. Although this is still true, libraries now use outside sources as well to obtain much of their information and to enable clients to find the information they require. Interlibrary loan and document delivery, discussed in Chapter 3, explain how libraries use outside sources to expand their information services and resources.

### Physical Formats of Library Material

Information is packaged in many physical formats. Most users do not care about the form in which the information is presented, provided it is easily accessible. Sometimes, however, a particular format is just as important as the content. For example, someone who travels long distances in a car cannot make good use of a printed book, but an audio book would work nicely.

Libraries usually group materials into a number of physical formats to manage them more easily.

### Print Materials

#### Monographs

Monograph means “produced once” and is derived from *mono* (Latin for *one*) and *graph* (Greek for *write*). The term is used to describe printed books in order to distinguish them from serials.

Print monographs include:

**printed books:** sheets of paper generally printed on both sides, folded and sewn, glued or spiral bound, enclosed in a cover

**manuscripts:** usually on paper, written by hand (e.g., drafts of novels or poems)

**typescripts:** similar to manuscripts, but produced on a typewriter

**computer printouts:** similar to typescripts but produced by a printer linked to a computer

**pamphlets:** unbound works of less than 50 pages

**ephemera:** printed material intended to have a short life (e.g., leaflets, sale catalogs, political pamphlets, menus, theater programs)

**newspaper clippings:** news items, articles, etc., cut from newspapers, indexed, and filed.

**Serials**

Print serials are also called periodicals. They include journals, magazines, newspapers, and annuals. They are publications that are issued at regular or irregular intervals, have a common title, and are intended to continue indefinitely.

**Monographs in Series**

Some monographs are published as part of a series. Many libraries treat these as monographs, acquiring and cataloging each item separately as it arrives. Some libraries, however, require every title in a series and arrange with the vendor to ensure that each title is forwarded to the library when it is published. These books are bought, processed, and recorded within the serials subsystem by serials staff. This arrangement is often referred to as a **standing order**.

**Nonprint Materials**

This category also contains monographs and serials and is usually referred to as nonbook material. The procedures for ordering and receiving this type of material often match those used to acquire print monographs and serials, but it is common practice to subdivide the material into smaller categories that share similar physical characteristics.

These categories include:

**digital information:** electronic versions of text (electronic books and electronic journals), of maps, of images, of sound, etc. that are sometimes stored on a local network but are most often accessed via the Internet

**maps, plans, diagrams:** large sheets, usually of paper or card stock, with cartographic or diagrammatic information; generally intended to be folded, rolled, or hung

**pictures:** single sheets on which pictorial information is displayed (e.g., drawings, paintings, prints, photographs)

**microform:** documents reproduced in miniature for economy of storage and weight; read by projecting the enlarged image onto a screen (e.g., microfilm, microfiche)

**films and slides:** photographic images developed frame by frame onto a strip of cellulose

**sound recording:** vinyl records, audiocassettes, compact discs

**videotape:** magnetic tape with visual and audio recordings

**computer software:** electronically stored information on floppy disks, CD-ROMs, or DVDs; accessed by computer

**artifacts, realia:** real, hand-made, or machine-made three-dimensional objects.

**Serials**

Nonbook serials are packaged in the formats listed above. They are, however, often subject to their own acquisition and processing routines. Although a CD-ROM serial physically resembles other CD-ROMs, it may require different treatment when it is ordered and received by the library. Electronic serials subscriptions are often acquired and managed differently from print subscriptions.

## **Digital Information**

The Internet is now close to twenty years old and the volume of electronic information accessible via the Internet has grown beyond that of printed works. Journals, magazines, newspapers, books, and music are now available online. Some electronic publications are online versions of print publications. Others are “born digital” meaning that they originated in electronic form. Additionally, new categories have emerged, such as websites, wikis, and blogs.

Digital information (referred to as online information in later chapters) can be electronically distributed for reading or watching via the high-speed fiber-optic network of networks that interconnects computer users around the world.

Acquiring and providing access to online information requires some traditional library concepts and routines, as well as the development of new procedures. The long-established distinction between monographs and serials is no longer as clear-cut. A document available on the Internet, accompanied by an invitation to other readers to alter it, may be changed many times and the final version may be very different from the original. Is it a monograph, a serial, or something else altogether? Leading library thinkers are reflecting on this and finding ways to incorporate these exciting new technologies into their collections and services.

## **Communication Skills**

Being able to communicate effectively is a basic requirement of working in any information agency. Every aspect of the work—from identifying exactly what clients want to locating and providing the information—requires good communication skills.

In particular, library staff need to be able to:

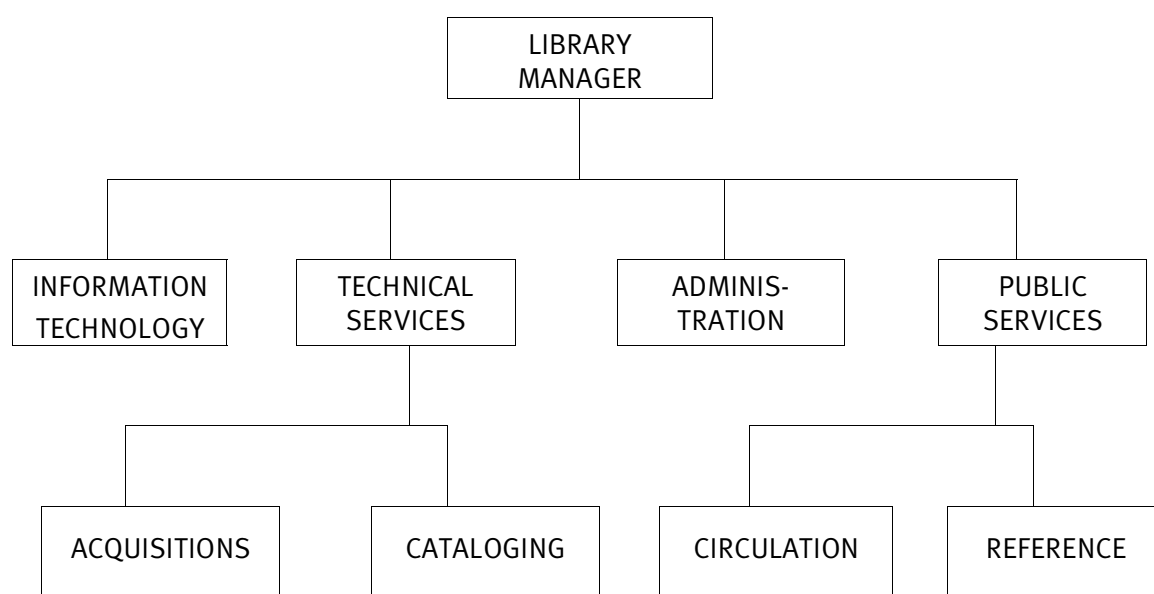
- make clients feel welcome and comfortable
- find out exactly what clients wish to know
- teach clients to find information themselves
- work as a team with other staff members
- liaise with other information agencies
- consult with professional colleagues
- communicate information
- help clients to pursue other sources of information.

## Basic Organization of a Library

Libraries are organized to store information so that clients and staff can retrieve it in the most effective manner. There are, however, many variations in how libraries organize their staff to carry out this goal. In this introduction we describe the most traditional functional design of a library staff structure. (For a discussion of this and other structures, see Pymm and Hickey's *Learn library management*, from which the following diagram is adapted.)

### Functional Design

This structure usually consists of a number of sections that deal with library materials and services. Although the diagram includes the functions of administration and information technology, the description that follows focuses on the sections of technical services and public services.



As shown above, technical services acquire and organize material. Duties include receiving and processing the material (e.g., acquisition, cataloging, and collection maintenance). Large libraries often also include sections that deal with particular formats (e.g., serials or music).

In contrast, public services deal directly with the needs of clients. These services include borrowing and returning materials, shelving, answering users' enquiries, and library instruction.

Each of these two sections has its own set of tasks that require particular knowledge and skills, but they need to communicate effectively with each other and with the other sections of the library.

## Workflow

The following diagram (adapted from Gosling, Hopgood & Lochhead, *Learn about information*) illustrates a typical workflow in a library. It is followed by a description of the work of each section.

## Flow of Material through a Library

### TECHNICAL SERVICES ACQUISITIONS

Purchase request received from client or collection development section



Details verified



Order or subscription prepared and sent to preferred vendor



Details placed in "on order file"



Ordered item arrives from vendor



Item matched against order record



Invoice sent to account section



Details placed in "in process file"



Item accessioned:  
- ownership stamp  
- barcode  
- issue of serial recorded



### CATALOGING

Item cataloged:  
- copy cataloging or  
- original cataloging  
    - descriptive cataloging  
    - subject headings  
    - classification



Item details entered into catalog



### PHYSICAL PROCESSING

Item processed for use:  
- circulation stationery  
- tattle tape  
- spine label  
- covering and/or reinforcing  
- special symbols



### PUBLIC SERVICES

Item to Public Services for:  
- circulation  
- shelving  
- promotion and display  
- reference and current awareness services  
- library instruction



## Flow of Material through a Library (cont.)

### COLLECTION MAINTENANCE

Ongoing collection maintenance, either in Technical Services or Public Services:

- shelving and shelf-reading
- repair
- inventory
- weeding
- discarding
- binding

### Technical Services Acquisitions

This section acquires new material for the library's collection. Tasks include ordering, receiving, checking that incoming materials match the order, arranging for payment, marking the library's ownership, and recording receipt of all new library material. It may also include receiving (sometimes even soliciting) gifts and exchanges and deciding how to handle them. The financial responsibility requires keeping track of the library's spending and knowing when and if the money may run out, how much funding remains, and whether the library is within its budget allocation.

### Cataloging

This section maintains **bibliographic control** of the library's collection. That is, the staff create records that describe items, assign classification numbers and subject headings, and record these details in the catalog and, sometimes, in authority files.

The preliminary work of this section requires searching of the library's (and often other) catalogs and databases to find existing records for the items or records that assist the library staff in creating original ones.

Although automated systems have reduced the amount of filing done by library staff, there are still libraries with manual circulation systems and/or catalogs where cards need to be filed. Even if computers file the records, library staff need to know how this process is done in order to find them again.

### Physical Processing

After items have been cataloged, they are prepared for loan and/or use in the library. This involves labeling: the call number is placed on the spine of each book or indicated clearly on other types of material. Some libraries cover and/or otherwise strengthen books to prolong their lives. Nonbook material is packaged so that it can be shelved and borrowed easily. Any stationery needed for circulation (e.g., date due slips) or security (e.g., tattle tape) is added at this stage.

## **Public Services**

### **Circulation**

The lending and returning of library materials are key services. To do this, staff must understand the intricacies of the circulation system whether it is manual or automated. It is also necessary to know how to deal with the library's clients, especially if they are impatient or dissatisfied with the service.

### **Shelving**

Items must be shelved correctly so that clients can find them. Staff should check the shelves regularly to ensure that items have been replaced accurately.

### **Promotion and Display**

It is important for the library to promote its services to all of its potential clients so that it is regularly used and its value appreciated. Promotional activities range from running an art competition during Book Week to offering specialized current awareness programs within an organization; from displaying new acquisitions on shelves in the library foyer to emailing individual clients to notify them of items of particular interest.

### **Reference and Current Awareness Service**

Reference services vary considerably among libraries depending on the nature and purpose of the library and the level of staff assigned to this section. For example, in a corporate or legislative library, services can include providing answers to specific questions, performing extensive searches, and recording the results. In a public or school library, services could focus on maintaining a good reference collection and assisting clients in finding the information themselves.

### **Library Instruction**

Libraries are used more effectively by clients who understand the library's organization and its methods of locating information. Staff can provide assistance ranging from one-on-one instruction to teaching groups how to use the catalog, find answers to specific questions, access information on the Internet, and so on.

As more information is retrieved electronically, especially via the Internet, it becomes increasingly important to teach clients to define their information needs, to identify the most likely sources, and to evaluate the results.

It is vital for library staff to "add value" to sources of information such as the Internet, CD-ROMs, and so forth so that clients benefit from their information retrieval skills. Unless library staff promote their skills in these areas, the community may conclude that libraries and their specialist staff are no longer relevant to the process of obtaining information.

### **Collection Maintenance**

This encompasses the activities involved in keeping the collection current, attractive, and easy to use. Activities include shelving and shelf-reading, repair of damaged items, inventory, and weeding. Public services staff perform several of the tasks, technical services staff are responsible for others, and both sections may work together on some activities.

## Technical Skills

Technical skills are needed to organize library material. Accuracy and attention to detail are the basis of strong technical skills in library work.

Libraries, even small ones, store a great deal of material. Staff need to be able to find items quickly. This requires creating consistent records and maintaining them accurately to prevent problems.

Examples of problems include:

- The incorrect spelling of an author's name prevents a book from being found easily.
- Clients are irritated if they receive overdue notices because returned items were not properly discharged.
- Hours can be wasted searching for a "missing" issue of a serial that has been put in the wrong box.

Over the years, libraries have developed rules and procedures to streamline their work and provide a reliable information environment. With the advent of automation, libraries can share the records they create and reduce the amount of work formerly done at each site. With improved telecommunications, clients can access information stored in remote locations. These added benefits demand that the procedures used for the recording and storing of information provide consistency. Only then will the processes become simpler rather than more complex.

Some standards used in libraries are international. At higher levels of library work, items are cataloged using *Anglo-American cataloguing rules*, *MARC formats*, *Library of Congress* or *Dewey decimal classification*, and *Library of Congress subject headings*. In automated library systems, Z39.50 standards are now widely used and specialists are developing additional standards for describing online data.

At a more basic level, there are standard procedures for many of the tasks described in this book. In acquisitions sections, libraries record a standard set of details—author, title, edition, date of publication, and so on—to identify the items they order. With the help of automated library systems, catalogers can access these entries and create catalog records using the same basic information.

Records must be filed using established filing rules, or the task of finding them becomes more difficult. Similarly, items are shelved using standard procedures so that clients and library staff can locate them easily.

In addition to the standard rules and procedures, each library has its own methods of performing some tasks. These methods arise from (among other things):

- the library's history: "We've always done it like that."
- the needs of clients: "Our managing director insists on being first to see the new journals."
- the peculiarities of the library's system: "It seems to work faster if you scan the item's barcode first."



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## Chapter 2

# BIBLIOGRAPHIC RECORDS

### Introduction

Library collections both large and small are valuable only if items can be found whenever the information they contain is needed. Methods of organizing collections include:

- arranging items on shelves according to subject and/or author or title
- describing each item, including its subject(s), and providing these details in a library catalog
- listing items in a bibliography that is made available to interested people
- adding information about the items to databases maintained outside the library (e.g., contributing your library holdings to union catalogs)
- amalgamating details of separate library collections to make them accessible to clients of other libraries and information services
- analyzing the content of items and publishing the details of parts of items (e.g., articles in a periodical) either in printed or electronic form.

Keeping track of all the items in a collection, and recording them in such a way that they can be found when needed, is called **bibliographic control**. Most of the methods of bibliographic control listed above require the creation of bibliographic records.

### What Is a Bibliographic Record?

A bibliographic record is an entry in card, print, microform, machine-readable, or any other form, containing information that identifies an item.

The bibliographic record represents the item. It allows the details of a large number of items to be contained in a searchable tool (e.g., book, periodical, CD-ROM, online database) and enables searchers to find items that contain the information they need.

A bibliographic record usually includes:

- a description of the item
- information about the content (subject) of the item
- headings or access points

and sometimes:

- details of its location.

The description helps searchers decide whether the item is the one they require or whether it contains the information they want. The content may be described in words taken from the item or from a special list of terms and/or numbers that represent subjects. The access points help to find information about a particular item or group of items. The location information helps to locate the physical item.

## Standardizing Bibliographic Records

The more bibliographic records are exchanged, and the more sources of information library clients can now access, the more important it has become to standardize these records. Standard bibliographic descriptions allow libraries to share records that contain the same details and are arranged in the same way. Similarly, it is much easier for users of the records to deal with one standard format containing elements that are recognizable and reliable.

For many decades, libraries have standardized their records—especially catalog records. We will look first at some of the rules for creating standard catalog records so you can recognize the information contained in them and the way in which they are arranged. Full cataloging procedures are not dealt with in this book because they are more complex than required at this level and need to be studied separately. Workbooks that treat descriptive cataloging, subject headings, and classification are also available in the Library Basics series.

The same principles apply in many other works and databases that contain bibliographic records (called bibliographic tools), although there are also differences in arrangement and amount of detail. You need to familiarize yourself with the basic bibliographic tools used in most libraries and with the specialized tools for your library or subject field as well. Chapter 5 discusses some common bibliographic tools (apart from the catalog).

## Elements of Bibliographic Records

A bibliographic record consists of many elements: author(s), title, publisher, date of publication, and so on. Since these identify the item, most standard elements are common to all bibliographic records.

Most library collections consist of works in a variety of formats, such as monographs, serials, audiovisual materials, manuscripts, photographs, and electronic resources. In addition to the common bibliographic elements, different formats require some different bibliographic information to describe and identify particular characteristics.

## A Catalog Card Record of a Monograph

	305.42 GRE
Greer, Germaine, 1939-	
The madwoman's underclothes : essays and occasional writings / Germaine Greer. — 1st American ed. — New York : Atlantic Monthly Press, 1987, c1986. xxvii, 305 p. ; 24 cm. ISBN 0871131609.	
1. Greer, Germaine, 1939- . 2. Feminists – Biography. 3. Feminism. 4. Social history – 1945- . I. Title.	

### A Book Catalog Record of a Serial

025.2/1

Library collections, acquisitions & technical services. Vol. 23, no. 1 (Spring 1999)- . - New York : Pergamon, c1999- . - v. : ill. ; 26 cm.

ISSN 1464-9055 = Library collections, acquisitions & technical services.

Quarterly.

Continues: Library acquisitions, practice and theory = ISSN 0364-6408.

Subjects: 1. Acquisitions (Libraries) – Periodicals. 2. Collection management (Libraries) – Periodicals. 3. Processing (Libraries) – Periodicals.

### An Online Catalog Record of a Monograph

TITLE	I found it on the Internet : coming of age online / Frances Jacobson Harris.
AUTHOR	Harris, Frances Jacobson.
PUBLISHER	Chicago: American Library Association, 2005.
ISBN/ISSN	0838908985
PHYS DESCR	xii, 161 p. : ill. ; 23 cm.
SUBJECT	Libraries and teenagers. Internet – Social aspects.
NOTE	Includes bibliographical references (p. 145 -153) and index.
CALL NUMBER	025.04 HAR

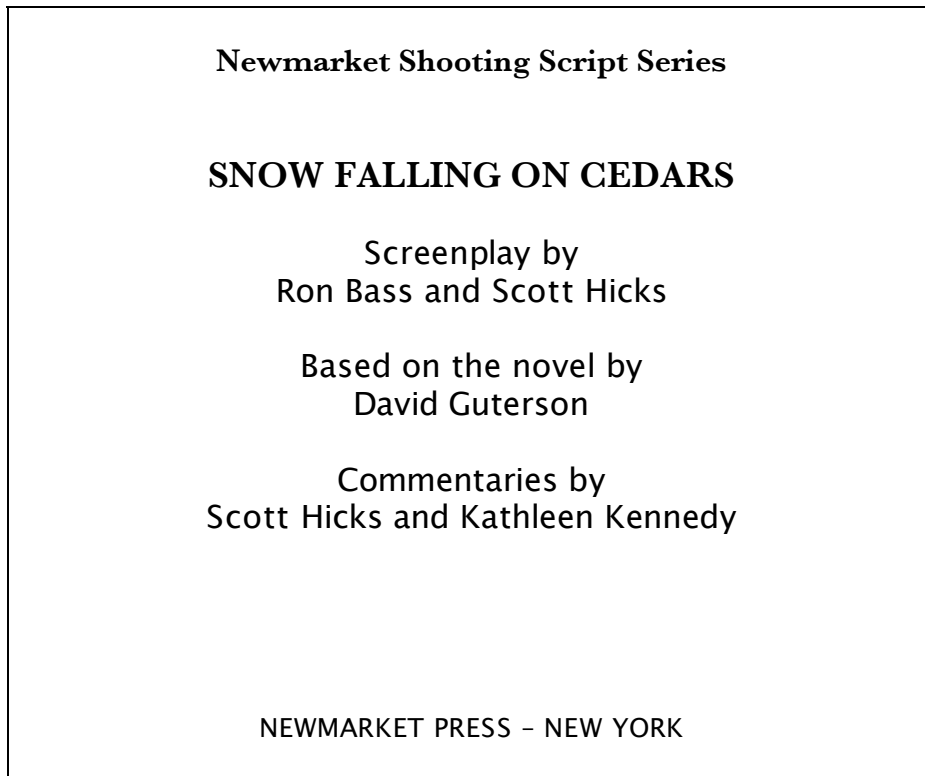
### An Online Catalog Record of a Videorecording

CALL NUMBER	DVD 003453
TITLE	Richard Avedon [videorecording] : darkness and light / a production of Thirteen/WNET New York.
PUBLISHER	New York : Wellspring Media, c2002.
DESCRIPT'N	1 DVD (87 min.) : sd., col. with b&w sequences ; 4 3/4 in.
SUMMARY	Focus on fashion and portraiture photographer, Richard Avedon.
NOTE	Special features: interactive menus, scene access and Web links.
SUBJECT	1) Avedon, Richard. 2) Photographers—United States--Biography.
AUTHOR(S)	Avedon, Richard.
ORGANIZ'N	WNET (Television station : New York, N.Y.).

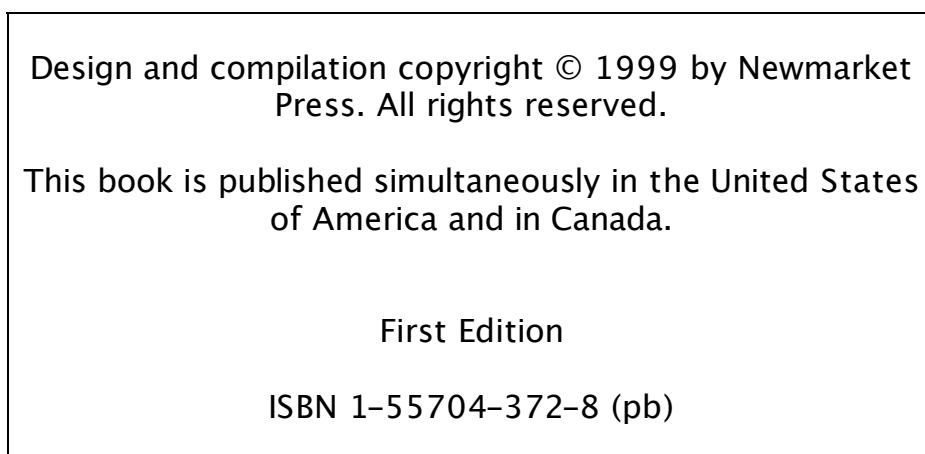
### **An Example**

Here is some of the information about a book. The bibliographic record represents this book by including the elements used to identify it. The main information is taken from the title page and the verso of the title page. Information is also taken from other parts of the item and sometimes from sources other than the item itself.

Title page



Title page verso



This book has 166 pages with illustrations. It is 24 cm. high.

The most important information about this book appears in the following worksheet. It contains a description of the book and the headings under which a client may look for it.

Title	Snow Falling on Cedars
Authors, editors, compilers, translators, illustrators, etc.	Ron Bass, Scott Hicks, Kathleen Kennedy
Edition (if any)	1st
Place(s) of publication	New York
Name of publisher(s)	Newmarket Press
Date of publication	1999
Physical description	166 pages, illustrations, 24 cm.
Series (if any)	Newmarket Shooting Script Series
Notes (i.e., any other information you think could help to find or identify the item)	Based on the novel by David Guterson
Numbers (ISBN, ISSN, other relevant numbers)	ISBN 1-55704-372-8

**EXERCISE 2.1**

Here are some title pages and title page versos. Complete a worksheet for each, noting all the elements that you think may help a library client to identify the work or that may be useful access points into a catalog or index. Not every item will contain all the bibliographic elements. You are not cataloging the items; just copy information you think is relevant.

- a. Series title page

About the author  
Wayne Ellwood is a co-editor of the *New Internationalist* magazine

**No-Nonsense Guides**  
Series editor: Troth Wells  
Other titles in the series ...

Title page

The No-Nonsense Guide to  
Globalization

Wayne Ellwood

BTL / NI

Title page verso

Second edition

Published in Canada by  
Between the Lines  
720 Bathurst Street, Toronto, M5S 2R4

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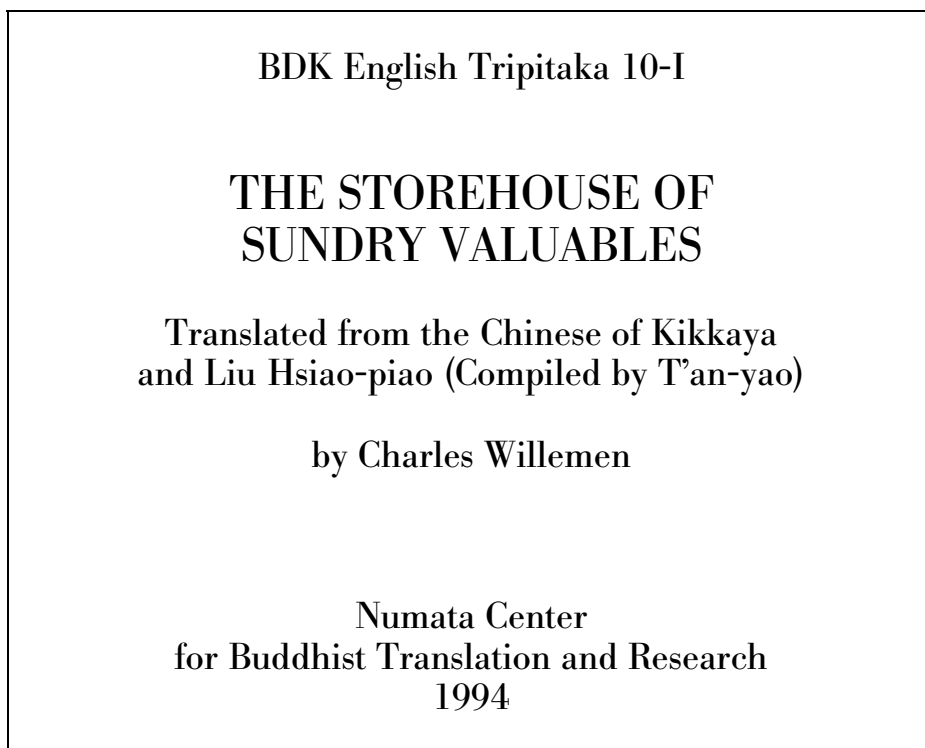
© Wayne Ellwood/*New Internationalist* 2006  
*All Rights Reserved*

ISBN: 1-897071-13-2

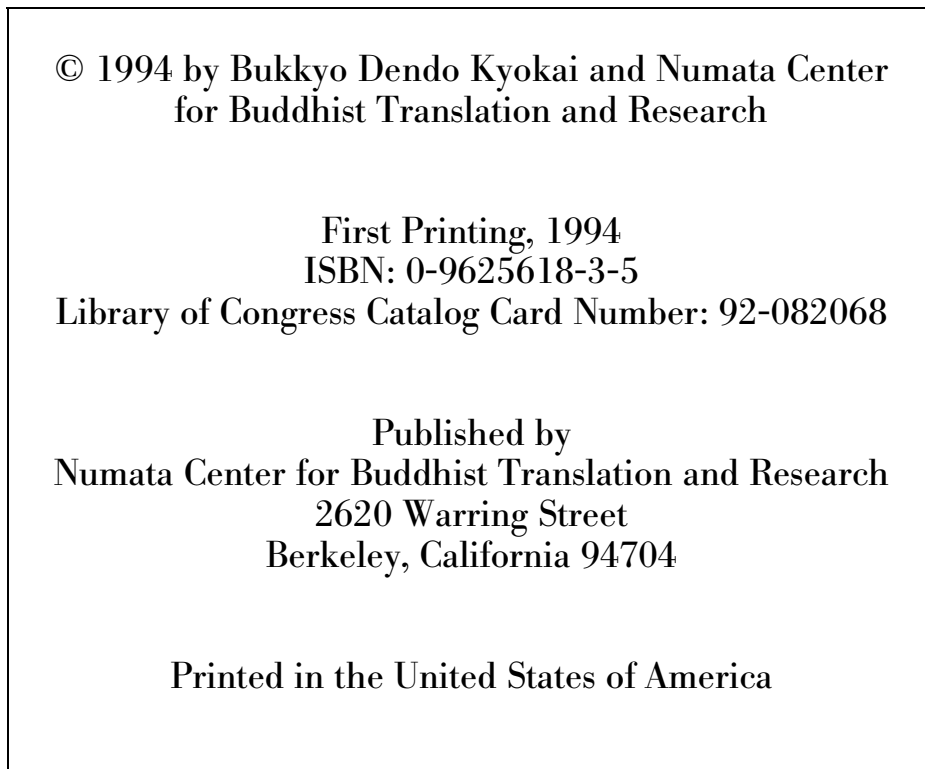
This book has 144 pages and illustrations. It is 18 cm. high.

Title	
Authors, editors, compilers, translators, illustrators, etc.	
Edition (if any)	
Place(s) of publication	
Name of publisher(s)	
Date of publication	
Physical description	
Series (if any)	
Notes (i.e., any other information you think could help to find or identify the item)	
Numbers (ISBN, ISSN, other relevant numbers)	

b. Title page



Title page verso

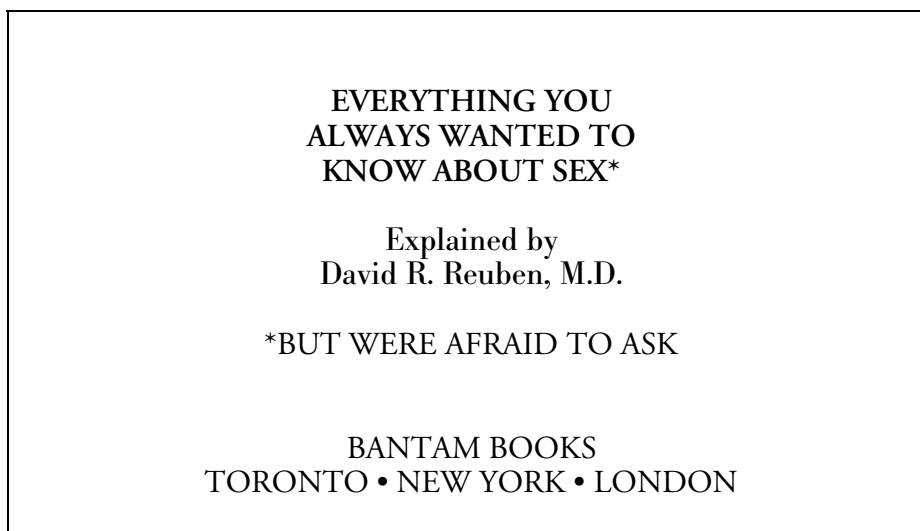


This book is in English and Chinese, has 275 pages, bibliographical references, and an index. There are no illustrations. It is 23.5 cm. high.

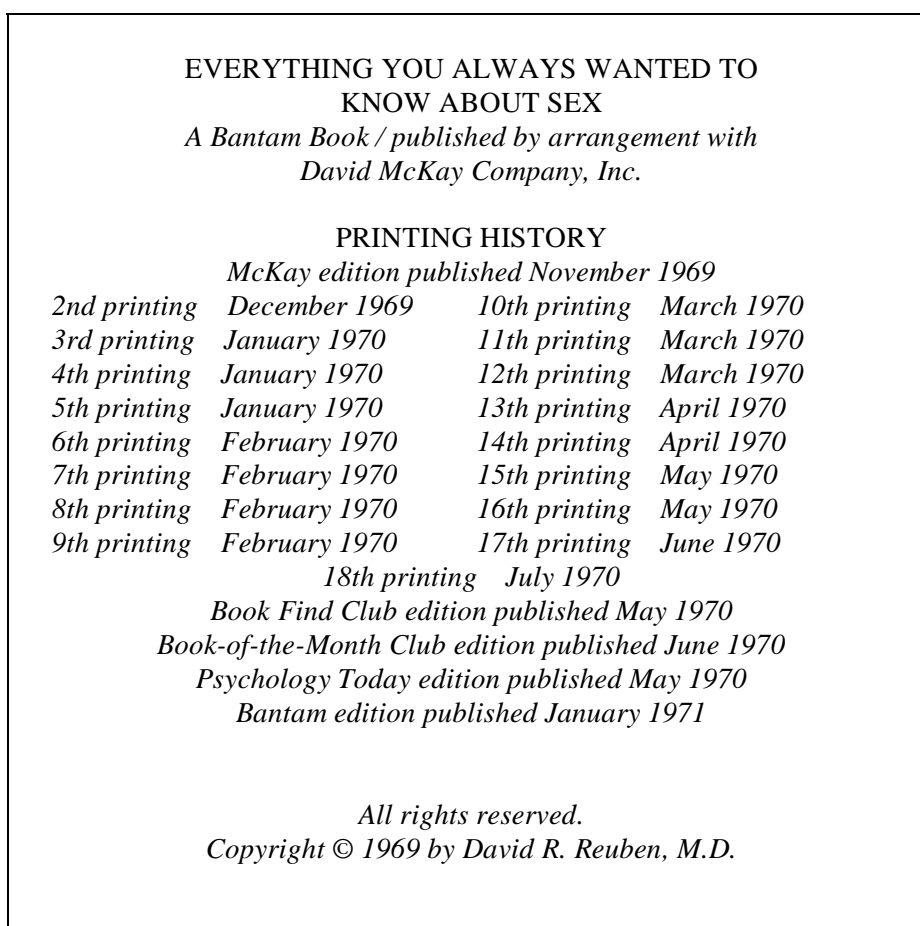


Title	
Authors, editors, compilers, translators, illustrators, etc.	
Edition (if any)	
Place(s) of publication	
Name of publisher(s)	
Date of publication	
Physical description	
Series (if any)	
Notes (i.e., any other information you think could help to find or identify the item)	
Numbers (ISBN, ISSN, other relevant numbers)	

## c. Title page



## Title page verso



This book has 433 pages and an index. There are no illustrations. It is 18 cm. high.

Title	
Authors, editors, compilers, translators, illustrators, etc.	
Edition (if any)	
Place(s) of publication	
Name of publisher(s)	
Date of publication	
Physical description	
Series (if any)	
Notes (i.e., any other information you think could help to find or identify the item)	
Numbers (ISBN, ISSN, other relevant numbers)	

d. Series title page

Studies in jazz  
**Institute of Jazz Studies**  
Rutgers – The State University of New Jersey  
General editors: Dan Morgenstern and Edward Berger

Title page

**Music and  
the Creative  
Spirit**  
  
Innovators in Jazz, Improvisation,  
And the Avant Garde  
  
**Lloyd Peterson**  
  
Studies in Jazz, No. 52  
  
THE SCARECROW PRESS, INC.  
**Lanham, Maryland • Toronto • Oxford**  
**2006**

Title page verso

*Published in the United States of America*  
*Copyright 2006 by Lloyd Peterson*

*ISBN-13: 978-0-8108-5284-6*  
*ISBN-10: 0-8108-5284-5*

This book has 331 pages and an index. It is 22.5 cm. high.

Title	
Authors, editors, compilers, translators, illustrators, etc.	
Edition (if any)	
Place(s) of publication	
Name of publisher(s)	
Date of publication	
Physical description	
Series (if any)	
Notes (i.e., any other information you think could help to find or identify the item)	
Numbers (ISBN, ISSN, other relevant numbers)	

## International Standard Bibliographic Description (ISBD)

Catalog records form the basis of the bibliographic control of most libraries. Items in the library's collection are described using the International Standard Bibliographic Description (ISBD) developed by the International Federation of Library Associations and Institutions (IFLA). This is the standard used in the *Anglo-American cataloguing rules second edition (AACR2)*.

The ISBD:

- lists all the elements required to describe and identify all types of material
- assigns an order to those elements
- prescribes punctuation for those elements.

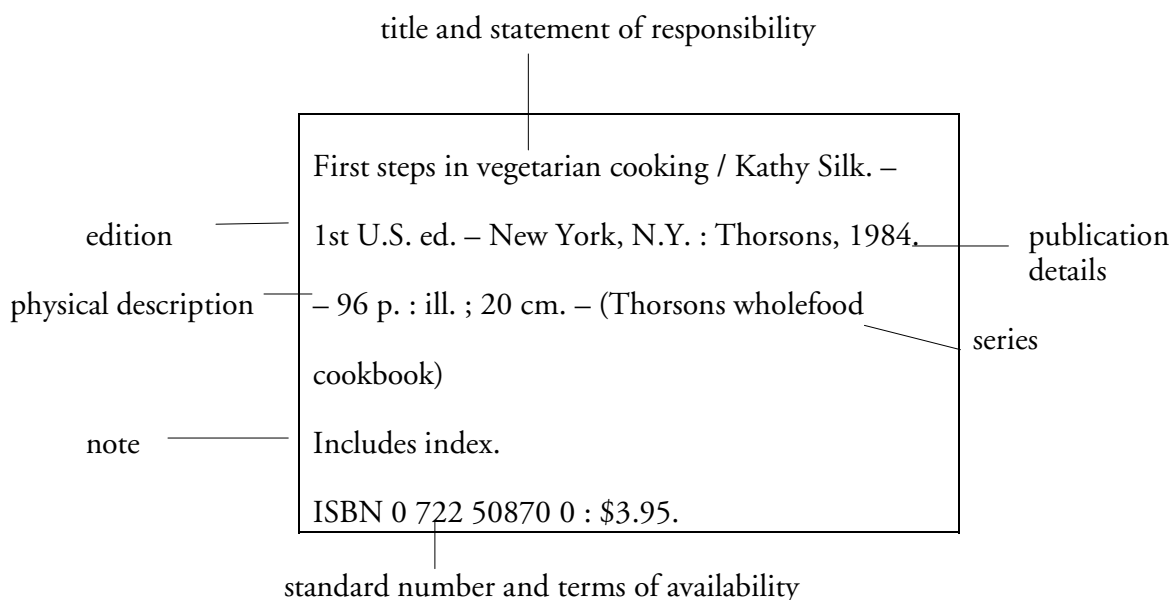
## Areas of Description

The description is divided into eight areas:

- title and statement of responsibility
- edition
- material (or type of publication) specific details
- publication, distribution, etc.
- physical description
- series
- note
- standard number and terms of availability.

Some items require all areas of description. Most items, however, do not need all of them. In these cases, the description includes only the appropriate areas.

## An Example



**EXERCISE 2.2**

In each of the following descriptions, highlight and name each of the areas.

a.

Ben Jonson revised / Claude J. Summers and Ted-Larry Pebworth. – Rev. ed. – New York, N.Y. : Twayne Publishers, c1999. – xix, 293 p. : port. ; 23 cm. – (Twayne's English authors series ; TEAS 557)  
Includes bibliographical references (p. 274-281) and index.  
ISBN 0-805-77062-3.

b.

Crisis & renewal : meeting the challenge of organizational change / David K. Hurst. – Boston, Mass. : Harvard Business School Press, 1995. – xiii, 229 p. : ill. ; 25 cm. – (The management of innovation and change series)  
Includes bibliographical references (p. 198-213) and indexes.  
ISBN 0-875-84582-7.

c.

The Cambridge illustrated history of medicine / edited by Roy Porter. – Cambridge, U.K. ; New York, N.Y. : Cambridge University Press, 2001. – 400 p. : ill. (some col.), col maps ; 26 cm. – (Cambridge illustrated history)  
Includes bibliographical references (p. 383-386) and index.  
ISBN 0-521-00252-4.

d.

Canada by Picasso : the faces of federalism / by Roger Gibbins, Antonia Maioni, Janice Gross Stein. – Ottawa, Ont. : Conference Board of Canada, 2006. – 155 p. ; 23 cm.  
"The 2006 CIBC Scholar-in-Residence Lecture".  
ISBN 0-88763-742-6.

## Elements of Description

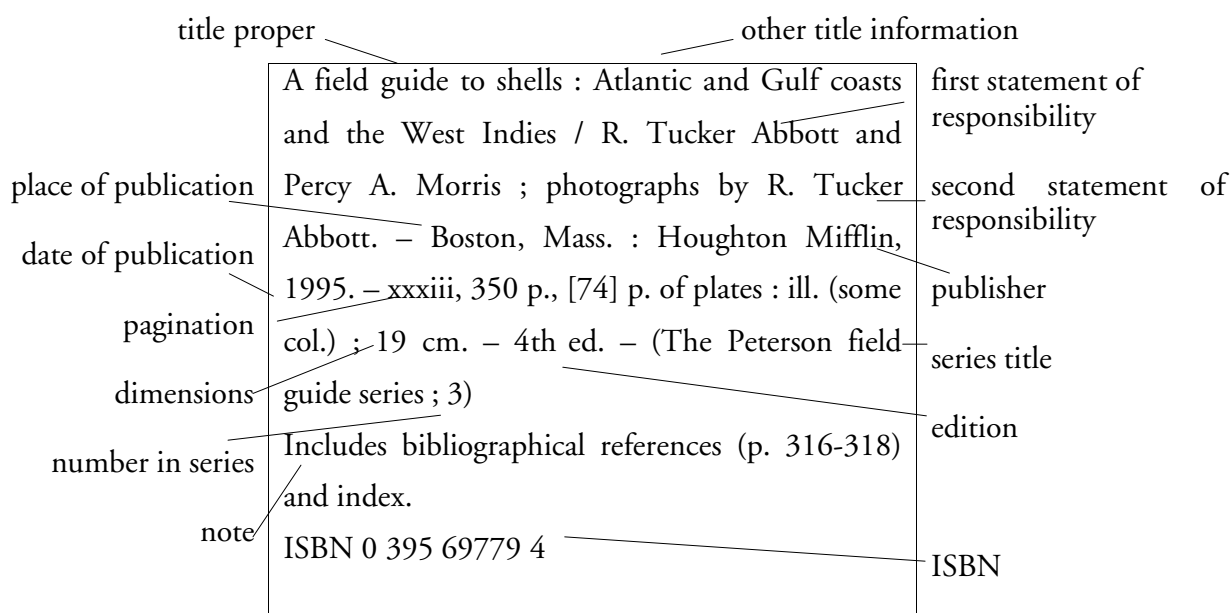
Each area of the description contains a number of elements. The following outline includes most of the elements possible in the description of a monograph and the associated punctuation:

Title proper = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. - Edition statement / statement of responsibility relating to the edition. - First place of publication ; second place of publication : publisher, date of publication. - Pagination : illustration ; dimensions + accompanying material. - (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series)

Note(s).

ISBN : price.

## An Example





## Punctuation in ISBD

ISBD uses punctuation:

- to show the beginning of each area
- to separate the elements within each area
- to identify particular elements by the punctuation that precedes them.

Punctuation precedes (or comes before) each area or element within an area. Thus, size is always preceded by a semicolon (;), no matter what else is in the physical description. For example:

xi, 309 p. : ill. ; 23 cm.

665 p. ; 21 cm.

Each area is separated by a full stop, space, dash, space, or a new line. Notes are often given separate paragraphs for readability.

Look again at the outline above of the description of a monograph and note the punctuation that introduces each of the elements. Note also that we follow the practice outlined in *Cataloging service bulletin no. 44*. This means including areas 1-6 in a single paragraph, beginning each note and the ISBN on a new line, and ending each note and the ISBN with a full stop.

## Punctuation Marks

Here is a list of punctuation marks used in ISBD:

- |     |                                    |
|-----|------------------------------------|
| .   | full stop                          |
| ,   | comma                              |
| :   | colon                              |
| ;   | semicolon                          |
| -   | hyphen                             |
| —   | dash                               |
| /   | (diagonal) slash                   |
| [ ] | square brackets                    |
| ( ) | parentheses                        |
| ... | marks of omission (NB only 3 dots) |
| ?   | question mark                      |
| =   | equals sign                        |
| +   | plus sign.                         |

**EXERCISE 2.3**

In each of the following records, be sure that you can identify each element. Then transcribe (i.e., write out) the particular information requested, copying the punctuation and capitalization exactly.

- a.                      Bamboo : a material for landscape and garden design /  
                            Jan Oprins, Harry van Trier ; photographs, Hugo Maertens.  
                            – English ed. - Boston : Birkhäuser, c2006. – 143 p. : ill.  
                            (chiefly col.) ; 34 cm.  
                            Includes bibliographical references (p. [136]) and index.  
                            ISBN 978-37643-7481-5.

Transcribe the whole title and statement of responsibility area. Underline the statement of responsibility.

- b.                      Res : lo stato delle cose / Antonio Biasiucci. – Trento,  
                            Roma : Contrasto, c2004.  
                            107 p. : chiefly ill. ; 29 cm.  
                            Italian and English.  
                            Includes bibliographical references.

Underline the title proper. Does this entry have other title information? If so, transcribe it including the punctuation that precedes it.

What is the underlined element?

- c.           The case for b2b branding : pulling away from the  
              business to business pack / Bob Lamons. - 1st ed. –  
              Mason, Ohio : Thomson/South-Western, c2005. - xi, 214  
              p. : ill. ; 24 cm.  
              Includes bibliographical references (p. 207-209) and  
              index.  
              ISBN 0-32439-865-4.

Transcribe the whole physical description area including the punctuation that precedes it.

What is the underlined element?

- d.           La pianiste [videorecording] = The piano teacher / written  
              and directed by Michael Haneke. – [Montreal] : Remstar ;  
              distributed by Alliance Atlantis, 2002. 1 DVD (125 min.) :  
              sd., col. ; 4 3/4 in.  
              In French with optional English subtitles.  
              Based on the novel Die Klavierspielerin by Elfriede Jelinek.

Transcribe the whole title and statement of responsibility area. Underline the parallel title. What is a parallel title?

**EXERCISE 2.4**

Write out each of the following bibliographical records using ISBD arrangement. Retain the punctuation supplied. Remember that punctuation precedes each element and area.

a.

First statement of responsibility

/ Norma Barzman.

Publication, distribution, etc.

. – New York: Thunder's Mouth Press, 2003

Title proper

The red and the blacklist

Physical description

. – xi, 464 p., [8] p. of plates : ill, ports ; 24 cm.

ISBN

ISBN 1-56025-466-1.

Note

Includes bibliographical references and index.

Other title information

: the intimate memoir of a Hollywood expatriate

b.

Title proper

Exploration, conservation, preservation

Pagination

. – xiii, 391 p.

Date

, c1999

Height

; 26 cm.

Place of publication

– New York

Other title information

: a geographic perspective on natural resource use

Illustration

: ill.

First statement of responsibility

/ by Susan L. Cutter, William H. Renwick

ISBN

ISBN 0-471-01810-4.

Publisher

: Wiley

Edition

. – 3rd ed.

Note

Includes bibliographical references and index.

c.

Date of publication	, 1996
Other title information	: an Inuit legend
ISBN	ISBN o 48629 117 6.
Pagination	. – 32 p.
Title proper	The owl and the raven
Publisher	: Little Seal Books
Statement of responsibility	/ written down by Lars Svensen
Size	; 26 cm.
Series	– (Tell me a story)
Illustrations	: ill. (some col.)
Place of publication	. – Ottawa

d.

Note	Includes bibliographical references (p. [414]-457) and index.
Series	– (Oxford studies in social history)
Illustration	: ill.
Statement of responsibility	/ Adam Fox
ISBN	ISBN o-19925-103-7
Title proper	Oral and literate culture in England, 1500-1700
Publisher	: Oxford University Press
Size	; 22 cm.
Place of publication	. – Oxford ; New York
Note	Simultaneously published in the USA and UK.
Pagination	. – xi, 497 p., [12] p. of plates
Date of publication	, 2002

**EXERCISE 2.5**

Insert the correct punctuation in the following entries. Use the example given in the section “Elements of Description” to identify the punctuation needed to precede each element.

a.

Schaum’s outline of theory and problems of astronomy   Stacy E.  
Palen   New York   McGraw-Hill   c2002   vi 234 p. ill. 28 cm.  
Includes index  
ISBN 0-07136-436-6

b.

Chicken soup for the soul at work   101 stories of courage,  
compassion, and creativity in the workplace   Jack Canfield ... [et al.]  
Deerfield Beach, Fla.   Health Communications   c1996   xvi, 330 p.  
ill.   22 cm.  
Includes bibliographical references  
ISBN 1-55874-424-X

c.

The discovery of the Titanic   by Robert D. Ballard   with Rick  
Archbold   introduction by Walter Lord   illustrations of the Titanic  
by Ken Marschall   Toronto   Madison Press Books   c1995   287 p.  
[lvi] p. of plates (2 folded) ill. (some col.) ports. 20 cm.  
“A Penguin/Madison Press book.”  
Includes index  
ISBN 0-14024-883-8

d.

The Writer's Digest grammar desk reference   Gary Lutz & Diane  
Stevenson   1st ed.   Cincinnati: Writer’s Digest Books   c2005  
354 p. 23 cm.  
Includes index  
ISBN 1-58297-335-0

**EXERCISE 2.6**

Identify particular pieces of information in the following descriptions:

a.

Esteticheskaia vyrazitelnost goroda / otvetstvennyi redaktor O. A. Shvidkovskii. – Moskva : Nauka, 1986. – 156 p. : ill. ; 22 cm.

At head of title: Akademiia nauk SSSR.

Includes bibliographical references.

Esteticheskaia vyrazitelnost goroda

otvetstvennyi redaktor O. A. Shvidkovskii

Moskva

Nauka

1986

156 p. : ill. ; 22 cm.

At head of title: Akademiia nauk SSSR.

Includes bibliographical references.

b.

Mellan byrakrati och laissez faire : en studie av Camillo Sittes och Patrick Geddes stadsplaneringsstrategier / Lilian Andersson. – Goteborg, Sweden : Acta Universitatis Gothoburgensis, c1989. – 337 p. : ill. ; 25 cm. – (Gothenburg studies in the history of science and ideas ; 9)

Summary in English.

Thesis (doctoral) – Goteborgs universitet, 1989.

Includes bibliographical references (p. 321-334).

ISBN 9 17346 204 7

Mellan byrakrati och laissez faire

en studie av Camillo Sittes och Patrick Geddes  
stadsplaneringsstrategier

Lilian Andersson

Goteborg, Sweden

Acta Universitatis Gothoburgensis

c1989

337 p. : ill. ; 25 cm.

(Gothenburg studies in the history of science  
and ideas ; 9)

Summary in English.

Thesis (doctoral) – Goteborgs universitet, 1989.

Includes bibliographical references (p. 321-  
334).

ISBN 9 17346 204 7.

## Different Formats of Material

The rules for description of other types of material are also based on the general rules for description—ISBD(G). The differences between the description of monographs and other materials occur when a particular type of material requires more specific information to describe it fully.

## Elements of Description

The following outline includes the general names of the elements in the description of all types of material:

Title proper [general material designation] = Parallel title : other title information / first statement of responsibility ; each subsequent statement of responsibility. - Edition statement / first statement of responsibility relating to the edition. - Material (or type of publication) specific details. - First place of publication, etc. : first publisher, etc., date of publication, etc. - Extent of item : other physical details ; dimensions + accompanying material. - (Title proper of series / statement of responsibility relating to series, ISSN of series ; numbering within the series)

Note(s).

Standard number.

## EXERCISE 2.7

Here are some records for serials and nonbook items. Examine each record and answer the questions about it.

- a. Ground water in pre-Bearpaw Shale Aquifers in the Wolf Point 1x2 quadrangle, northeastern Montana and adjacent North Dakota [map] / by R.N. Bergantino. – Scale 1:250,000 (W 106--W 104 / N 49--N 48). – Butte, Mont. : Montana Bureau of Mines and Geology, 1994. – 1 map : col. ; 44 x 59 cm., on sheet 53 x 73 cm., folded in envelope 30 x 23 cm. – (Montana atlas series ; MA 5-G)  
Title from envelope.  
Relief shown by contours and spot heights.

What type of material is this? How can you tell?

What is its scale?

What is the underlined element?



- b. Yoga journal's yoga for beginners [videorecording]. – Santa Monica, Calif. : Healing Arts Home Video, c1990. – 1 videocassette (VHS) (75 min) : sd., col. ; 1/2 in. + 1 booklet (51 p. : ill. ; 19 cm.)  
Summary: Patricia Walden gives step-by-step instruction in yoga basics: standing poses, seated poses, inverted poses, guidance into breathing awareness and deep relaxation, 3 short-form individual practice sessions.

What type of material is this? How can you tell?

What is the second element of the physical description?

What is the underlined element?

- c. The Journal of Internet cataloging. – Vol. 1, no. 1 (1997)- . – Binghamton, NY : Haworth Press, 1997-. – v. ; 25 cm.  
 Quarterly.  
 Also issued online.  
ISSN 1091-1367

What type of material is this? How can you tell?

What does “Vol. 1, no. 1 (1997)- ” mean?

What is the underlined element?

- d. Unplugged [music] / Eric Clapton. – Milwaukee, Wis. : Hal Leonard, c1993. – 1 score (72 p.) ; 31 cm.  
 For voice and piano; with chord symbols and guitar chord diagrams.  
 Contents: Alberta – Before you accuse me (take a look at yourself) – Hey hey – Layla – Lonely stranger – Malted milk – Nobody knows you when you're down and out – Old love – Rollin' and tumblin' – Running on faith – San Francisco Bay blues – Signe – Tears in heaven – Walkin' blues.

What type of material is this? How can you tell?

What does the note tell you about the kind of music?

What is the underlined element?

- e. A history of modern Germany, 1800-2000 [electronic resource] / Martin Kitchen. –  
Boulder, Colo. : NetLibrary, 2006.  
Available via World Wide Web. Access may be limited to NetLibrary affiliated libraries.  
Originally published in paper format by Blackwell Publishers.

What type of material is this? How can you tell?

In what other format was this item published?

What is the underlined element?

## Access Points

In addition to the description of an item, a bibliographic record contains **headings**. In online catalogs headings are indexed and therefore searchable units of information about an item.

Headings are also known as access points, because they help provide access to important features such as author, title and ISBN. These are selected when the record is created and are determined by the rules used to create the record.

Traditionally, the main access point in a catalog record is called the main entry. It is usually the first-named author or the title. Other information used for access, including titles and names of organizations, are called added entries. Terms that provide access by describing the content of the item are called subject headings or subject entries.

Bibliographic records in online catalogs allow for many more access points than were previously possible. Hyperlinked (underlined) elements indicate an indexed piece of information. Clicking on the author name in the example initiates a search for that name in the author index.

### Example of an Online Record

Author	<u>Schorer, Suki.</u>
Title	Put your best foot forward : a young dancer's guide to life / by Suki Schorer and the School of American Ballet ; illustrated by Donna Ingemanson.
Publisher	New York : Workman Publishing, 2005.
Description	96 p. : col. ill. ; 19 cm.
Subject	<u>Ballet dancers -- Juvenile literature.</u> <u>Ballet dancing -- Juvenile literature.</u>
Alt author	<u>Ingemanson, Donna.</u> <u>School of American Ballet.</u>
ISBN	9780761137955
Call number	GV1787.5 .S37 2005

### Main Entry Heading

When a catalog record is created, the cataloger decides that one of the headings is the main entry heading. This decision is based on the relevant rule(s) in *AACR2*. In many cases the author's name is the main entry.

### Added Entries

Added entries show the other authors, editors, illustrators, translators, titles, series, and organizations by which a client may wish to find the record.

Integrated library systems are becoming increasingly sophisticated to make information retrieval easier. Online library catalogs can offer keyword searching of the entire bibliographic description, including notes. Libraries can choose to allow catalog searches for materials using terms such as the publisher, date of publication, ISBN, or even words used in the contents notes.

### Subject Headings

Subject headings are assigned to the work so that a client looking for information on a particular subject can find the work without knowing its author or title.

## Classification Numbers

The classification number indicates the subject of the work and sometimes the bibliographic form. There are two major classification schemes:

- Dewey Decimal Classification (DDC)
- Library of Congress Classification (LCC).

There are also several other more specialized classification schemes. Classification is treated in greater detail in Chapter 8.

### Dewey Decimal Classification (DDC)

Dewey Decimal Classification uses only numbers to represent the subject. When a DDC number is assigned, a book number is also used. The book number relates to the item itself and usually consists of letters or, occasionally, letters and numbers. It is based on the author or the title of the item. For example:

636.7 classification number

HEW      book number (first 3 letters of main entry)

### Library of Congress Classification (LCC)

Library of Congress Classification uses letters and numbers to represent the subject. LCC call numbers include the classification number, notation (letters and numbers) that reflects the author or title, and the date of publication. For example:

GV1787.5	}	classification number
.S37		
2005		book number

## Location Symbols

The location symbol indicates where the item is housed. For example, a reference work may have “R” or “REF”; an audiovisual item may have “AV”. Location symbols may also indicate a branch of a library system. They can be used with any classification number.

The combination of notation — including classification, book number, and location symbol — is called the **call number**. For example:

REF	AV
636.7	HQ1593
HEW	.R4
	1995

The call number tells the client exactly where the item is located in the library.

---

## Chapter 3

# ASSETS AND ACCESS

### Introduction

Libraries acquire materials for the use of their clients in a variety of ways. When a library buys a copy of a book, videorecording, and so forth, and stores it, the library is accumulating **assets**. When the library's online catalog points to something on the Internet, for example, and enables clients to retrieve information not stored within the library building, the library is providing **access**.

Because most libraries cannot afford to buy all the information sources their clients might want, they combine these two approaches. They buy library materials in the traditional ways and they obtain access to information stored elsewhere as requested.

This chapter discusses three types of work performed in libraries to acquire materials for users:

### Acquisitions

Much of acquisitions work involves buying physical materials such as books and DVDs and storing them in a building for retrieval and use. Electronic books and documents on the Internet are also purchased through acquisitions departments.

### Serial Publication Control

Subscriptions to serials, including journals, magazines, and newspapers, usually consume a large share of library budgets. The control of serials using manual check-in systems, such as Kardex®, is evolving into the online integrated library system, and the publishing of serials is migrating from print to the online format. Serials are a dynamic and challenging aspect of library services.

### Interlibrary Loan

Interlibrary loan allows a library to “lend” items it does not own, by borrowing them from other libraries on behalf of a client.

### Acquisitions

In a typical acquisitions department, staff purchase or lease (as is often the case for electronic products) materials to add to the collection, accept gifts from donors and institutions, and exchange materials with other libraries or information centers. The work of acquisitions includes all or most of the following:

- selecting materials by direct purchase, by donation, or through exchange programs (this is referred to as collection development)
- purchasing items from publishers, distributors, and aggregators (e.g., Proquest, Ebsco); negotiating and corresponding with them
- receiving orders, ensuring that the library receives what it orders and what it pays for
- maintaining accurate inhouse records of all transactions
- receiving and processing of donations, issuing tax receipts
- managing exchange agreements with other libraries.

## Acquisitions Activities

Basic steps in acquisitions are:

1. Receive requests.
2. Prepare and place orders.
3. Receive items and arrange for payment.
4. Maintain records of all transactions and allocate budgets.
5. Provide liaison between the library and its vendors, suppliers, and publishers.
6. Maintain gifts and exchange agreements and prepare exchange lists.

### 1. Receive requests

Requests to purchase items might be submitted in print or in electronic format. A library may create a request form for librarians and other staff to complete. It may also accept a photocopy of an advertisement for, or review of, an item, accompanied by an authorized signature and/or budget code. Many web-based catalogs include an online form that registered borrowers can use to send suggestions to the library.

After requests are received, they are put through a pre-order process that involves:

- sorting the requests to detect duplicates and to arrange them in priority order
- confirming that the item is not already on order or in process by consulting the “on order” file or the catalog
- verifying that the item exists and that the bibliographic details, including the price and publisher or supplier, are correct. (Verification work requires problem-solving skills and persistence. See Chapter 5 for more discussion of this topic and for exercises to practice these skills.)

### 2. Prepare and place orders

Because of the amount of information included in acquisitions records and the fiscal consequences of errors, attention to detail is particularly important when preparing and sending orders.

Records for monograph orders include:

- bibliographic information about the item being ordered (such as title, author, and date of publication)
- format (such as paperback or e-book)
- price
- number of copies required
- library order number
- library budget code
- supplier’s name.

The budget code is the number of the account from which the invoice for the material will be paid. Many libraries divide their budget into several accounts or funds for planning purposes.

In a manual system, the order record is usually a multipart form with the original sent to the supplier and copies kept in an **on-order file**. When the order arrives, the copy of the order is amended to indicate that it has arrived. It is usually removed from the on-order file and placed in a separate **in-process file**. Copies are left in this file until the item is cataloged, when it is transferred to an **orders complete file**.

An example of a manual order form:

Monograph Orders Dept. Coastal Public Library Miami, FL		Order no. 25861 Date 20/04/2006	
.....1..... copies Markuson, B E and Woods, Blanche (editors) Conference on networks for networkers NY: Neal-Schuman Publishers, 1998 <div style="text-align: right;">For J Adams</div>			
ISBN	072010159X	CODE	M1012
SUPPLIER	Midwest	PRICE	\$62.00

In an automated system, the information is keyed into the database by staff. Many integrated library systems allow staff to download a record into the database from the Internet and then use it as an order record. The record can be masked from public display or it might be displayed in a brief format showing an on-order status. The system then either prints a purchase form to be sent to the supplier or transmits the record electronically. When the order is received, the relevant fields in the record are updated to reflect its in-process status.

An example of an order record in an automated system:

UPDATE ORDER		Status: In process		Verbal Order	
Title	[The acquisition of library material ]				
Order number	[95000099]				
Type	[ 1 ]	Date ordered	[17/09/97]		
Copies	[ 1 ]	Date requested	[ / / ]		
Fcc	[ ]	Date received	[ / / ]		
Price each	[ 30.00 ]	Date paid	[ / / ]		
Subtotal	[ 30.00 ]	Renewal date	[ / / ]		
Discount	[ ]	Followup date	[ / / ]		
Taxes	[ ]	Date cheque req	[ / / ]		
Misc. charges	[ 0.00 ]	Canceled (Y/N)	[N]		
Total order	[ 30.00 ]	Cheque number	[ ]		
Vendor acronym	[ALW ]	Cheque date	[ / / ]		
Delivery acronym	[SOUTH]	Invoice #	[ ]		
Action (P/W)	[W]	Invoice date	[ / / ]		
Instructions	[ ]				
R=Record save		E=Edit		F=Fund accounts	
B=Bibliographic				D=Delete	
				S=Delivery	
				ESC=Exit	

UPDATE ORDER		Status: In process		Verbal Order	
Title	[The acquisition of library material ]				
Type	[ 1 ]				
Author	[Ford, Steven ]				
Series	[ ]				
Collation	[ ]				
Publisher	[Chicago: American Library Association ]				
Volume	[ ]				
Issue	[ ]				
Year	[1978 ]				
ISBN/ISSN	[ ]				
Vendor cat#	[ ]				
Requester	[ ]				
Edition	[ ]				
Call number	[ ]				
Notes	[ ]				
R=Record save		E=Edit		ESC=Exit	

**Blanket Orders and Approval Plans**

It is not necessary to order everything by individual title. For example, blanket orders and approval plans are alternative methods of acquiring materials. This means that the supplier, using a library's pre-established collection profile, chooses items in particular categories and disciplines. The profile might specify subject area, audience level, format, price range, or language. Blanket orders are usually sent with the understanding that the library will accept everything shipped. Approval plans, however, are subject to inspection and approval and the library can return materials.

**3. Receive items and arrange for payment**

Receipt of orders includes unpacking boxes, checking documentation, returning errors and defective materials, claiming missing items, and forwarding material for cataloging and processing.

Before unpacking boxes:

- Check the address label and confirm (before signing) that the delivery has been sent to the right address.
- Check for enclosed documentation. This is often found under a plastic label on the outside of the box and is marked "invoice enclosed" or "packing slip enclosed". Note that this means that the documentation is enclosed under the outside label, not inside the box.
- Open the box or boxes carefully. Sharp knives may cut through the contents, not just the packaging.

***Occupational Health & Safety Alert***

*Boxes of books are heavy. Move them carefully and ensure that the weight is evenly distributed on book trucks or they may topple over.*

Unpack the box and sort the books alphabetically, especially if you have a large number of items arriving at one time. This makes checking against the invoice much easier.

Check inside the box for:

- invoices
- packing slips
- statements
- order reports
- publishers' brochures.

After checking the address, unpacking the boxes, and locating the documentation:

- **Check the items received against the invoice or packing slip.**  
Ensure that the items match those included on the documentation and that all items on the invoice or packing slip are actually included.
- **Check for damage as you unpack or as you check against the invoice.**  
Physical damage should be referred to a supervisor. In some cases, the decision may be made to accept the item if the damage is minimal or if the item has proved difficult to acquire.



- **Check the item received against the on-order record.**

Verify that you have the item your library ordered. Pay particular attention to:

- ISBN
- author/title
- edition
- dates of publication
- number of copies
- format (paperback, hardcover, large print, AV).

Not all differences mean that the item received is unacceptable. A different edition from the one ordered, such as a later edition of a popular work or a differently bound edition, may be acceptable. In these cases, the order record will have to be amended to reflect the actual item received.

- **Check the price.**

Check the invoiced price against the price quoted on the library purchase order. Usually, the negotiated terms of trade between a supplier and a library, or the library's original order to the supplier, will state an acceptable price variation. If the price variation is greater than agreed upon, the supplier should have notified the library before sending the item, giving the library the opportunity to cancel or confirm the order. If the supplier breaches this condition, the library is justified in returning the item. Invoices may also need to be checked to ensure that other entitlements such as discounts have been received. In a manual system, the order record should be amended to indicate the actual price paid. This information is useful if additional copies are ordered at a later stage.

- **Arrange payment of invoice.**

In large institutions, this might involve sending the necessary documentation authorizing payment to an Accounts Payable department. In small operations, you might mail a check or authorize an account debit. Once money in an account or fund has been aside to pay for items the library has received, the amount is said to be **encumbered**.

In automated acquisitions systems, the order record is updated by adding a received date or by changing the status from "On order" to "Received". Then the invoice (the document that requests payment from the library) is processed. The invoice lists the items supplied and their cost. The library's order number for each individual item should be quoted on the invoice.

The invoice may also include information about the terms of payment. The total cost invoiced may differ from the sum of the individual items if there are additional line items such as discounts or freight charges.

Invoices may be sent separately from the materials themselves, especially in the case of overseas items. They are usually sent airmail in advance of the parcel. This allows the library to know what is due and makes it easier to follow up on items that are not received.

Some libraries and vendors are now using **Electronic Data Interchange (EDI)** to exchange information such as invoices, purchase orders, invoices, claims, etc.

An example of an invoice:

<b>BEST LIBRARY SERVICES</b> <b>20 CROSS ST., CHICAGO</b>				
<b>TO COASTAL PUBLIC LIBRARY</b> <b>Miami, FL</b>			<b>INVOICE NO: 1-956</b> <b>DATE: 5/5/06</b>	
ORDER NO	AUTHOR /TITLE	COPIES	UNIT COST	TOTAL COST
25846	Markuson, B E and Woods, Blanche Conference on networks for networkers	1	61.50	35.00
25741	Beyond 1984: the future of library technical services	1	42.56	50.72
24973	Anglo-American cataloguing rules: Chapter 6 Chicago: American Library Association, 1974	1	27.60	27.60
26017	Olle, James Library history	1	26.50	26.50
25948	Becker, J and Pulsifer, J S Application of computer technology to libraries	1	17.30	17.30
25689	Sherman, S ABCs of library promotion 2nd ed.	2	20.20	40.40
25932	Dobson, James Preparing for adolescence	1	32.60	32.60
	<b>SUBTOTAL</b>			230.12
	Freight			22.50
	<b>TOTAL</b>			252.62

#### 4. Maintain records of all transactions and allocate budgets

Libraries are accountable for the funds they receive. Therefore, staff should keep accurate records of all transactions to document how the money is spent.

Acquisitions staff may also assist with the preparation of budget statements and with the allocation of the acquisitions budget among the various funds or accounts. For these reasons, bookkeeping and accounting skills are important in this type of work.

#### 5. Provide liaison between the library and its vendors, suppliers, and publishers

Acquisitions staff provide the link between the library and the various agencies with which it does business. Libraries might purchase items from trade publishers who sell materials that appeal to a wide general audience. Often, however, they prefer to deal with wholesalers who handle trade books from various publishers to save the time of negotiating and corresponding with many individual publishers. Academic and special libraries may need to buy materials directly from publishers who produce books in specific fields or disciplines. Medical, legal, and scientific and technical publishers, university presses, private presses, and government departments supply items that trade publishers do not carry because the market for this information is small and sales are limited.

#### Electronic Publishing

Also called “publishing on demand”, electronic publishing includes online serials, books, videorecordings, and music. Information transferred in digital form over local networks and the Internet saves the publisher the expense of printing and storing materials. Electronic publishing puts a heavy burden on the user to obtain access to a computer and printer in order to access and use the information.

**6. Maintain gifts and exchange agreements and prepare exchange lists**

Many libraries accept donations of books and other materials to add to the collections. Most donations are unsolicited and are offered to a library when someone moves or empties out their office. Donated materials often need to be evaluated because donors frequently expect a tax receipt.

Libraries set up arrangements to exchange materials with each other. Usually, a group of libraries will agree to produce and exchange lists of unwanted and duplicate materials (such as issues of serials) on a regular basis. The first library to request an item on the list gets the item and pays to have it shipped.

Gifts and exchanges save the cost of purchasing the information but still require an investment of staff time to receive the items, to determine if they are suitable for the collection, and then to catalog and process them for circulation to library users. These materials may be recorded in the acquisitions files in the same way as ordered items but without the financial information. “Gift” or “exchange” may replace the supplier information.

**EXERCISE 3.1**

1. Visit Acqweb on the Internet at [www.acqweb.org](http://www.acqweb.org)
  - a. What are the current hot topics of interest to acquisitions staff?
  - b. Find an online currency converter.
  - c. What are approval plans? Find a description of one on a library vendor's website.
2. Under what circumstances might a library keep an item that wasn't exactly what was ordered?

## Serial Publication Control

The term **serial** refers to a publication issued in separate parts. The parts, or issues, are numbered (e.g., vol. 10, no. 3) or have chronological designations (e.g., January 2005). A serial is intended to be published indefinitely, meaning there is no end date of publication in mind when the first issue is published. They are generally issued regularly (monthly, bimonthly, etc.), although this is not mandatory. Serials may be in any medium: print, microform, electronic, videorecording, and so forth.

Careful control of incoming issues of serials enables a library to get maximum value for its subscription dues. Serial control systems vary, but most can answer the following questions:

- What is the latest issue received?
- Are any issues missing or unavailable for some other reason?
- How often does the library send issues for binding?
- Where can one subscribe to the publication?
- When is the library's subscription due for renewal?

Because serials are published over a period of time, they often undergo many changes. A serial might:

- cease publication permanently or temporarily
- change titles
- merge with another title to become a new serial
- change size or format
- split into two separate titles
- publish special issues or supplements, sometimes with separate titles
- change publishers or subject matter.

Many serials are also published electronically and made available on the Internet. They are called e-journals and are often packaged together by publisher or subject and sold to libraries by **aggregators**.

Aggregators are agencies that acquire the distribution rights for different pieces of information and then offer the pieces as a package. Aggregators sell libraries web-based full-text databases that include journals, magazines, and newspapers in electronic format. These journals, magazines, and newspapers are often all published separately. The aggregator negotiates licenses with the publishers and then distributes the information with "added value" services such as a search engine and the option to send documents to an email address.

Electronic serials are often more complex to manage because they are not shipped to the library as are print materials, but are accessed over networks. User names, passwords, and Internet addresses are features of electronic serials subscriptions that the print versions do not require.

Acquisitions staff may assist with the setting up of test accounts for an electronic package to be evaluated by librarians and library users such as faculty. They might also coordinate the signing of license agreements and communicate with systems staff regarding passwords and links from the online catalog.

**Electronic Resources Management (ERM)** is a concept designed to assist libraries with the control of information needed to acquire and provide access to licensed electronic resources such as databases and electronic journals. ERM functionality is just beginning to appear as modules within **integrated library systems (ILS)**. Some of the features currently available are the ability

- to describe payments and other financial and subscription details that are unique to digital resources and to link these details to bibliographic records
- to prepare specific records to keep track of licensing details, URLs, usernames and passwords, IP addresses, and contact information
- to provide customized OPAC display of information useful to users, such as printing permissions and interlibrary loan availability.

### **Control of Print Serial Titles**

This chapter focuses on receiving print subscriptions and maintaining their check-in records. The procedure for receiving serial issues is the same for manual and automated systems. **Check-in record** refers to either a manual or an automated file. The serials control steps include:

1. Check the address label to ensure that issues have arrived at the correct destination.
2. Open and inspect for damage; check for accompanying information; retain packaging.
3. Sort into priority order.
4. Locate the check-in record.
5. Record receipt carefully and accurately.
6. Stamp the issue and process by adding call numbers, barcodes, and so on, according to library policy.
7. Notify cataloging staff if any information has changed (e.g., title change, ceased publication, new supplement included).
8. Attach routing slips for circulated titles.
9. Claim late issues.

#### **1. Check the address label to ensure that issues have arrived at the correct destination**

#### **2. Open and inspect for damage; check for accompanying information; retain packaging**

Items in poor condition and not suitable for client use should be replaced. However, a substitute copy may not always be available and is usually requested only in cases where there is substantial damage.

Accompanying material may be:

- renewal invoices
- notices of change of title
- notice of ceasing or suspended publication
- advertising material
- notices of conferences.

Renewal notices should be routed to the appropriate person for processing. Change of title and/or publication information requires amendment of the check-in record. Advertising material is given to selection staff. Notices of conferences may be kept with the issue, displayed separately, or sent to clients according to their interests.

The packaging should be kept with the issue in case it includes details the person updating the check-in record will need. The packaging may also provide reference numbers that can be used to trace orders.

### **3. Sort into priority order**

If many titles are being received, the serials may be sorted alphabetically by title, by date of receipt, or in priority order for processing. Titles received by airmail, as well as daily and weekly publications, are usually processed as a priority.

### **4. Locate the check-in record**

Locate the record for the title in hand by searching the library's file of check-in records. Manual files are usually kept on cards and arranged by title. Automated files are generally searched by title, ISSN, or SICI (Serial Item and Contribution Identifier)—a barcode attached by the publisher to make serials check-in more efficient. Libraries with automated serials systems can scan the SICI barcode and the system then records the issue as received.

Check carefully that the title in hand matches the serial check-in record. Libraries may receive several serials with similar titles or there may be a title change or merger.

Verify that the expected issue has arrived, whether an issue has been missed, or whether the one in hand is actually a duplicate copy. Look for the issue information on front cover, the title page, or the spine. The information may be:

- a chronological designation (e.g., 5/5/06 or 5 May 2006 or Fall 2005)
- a volume and number designation (e.g., Vol. 16, no. 4)
- a number (e.g., No. 1345)
- a combination of the above.

### **5. Record receipt carefully and accurately**

In both automated and manual systems, attention to detail is essential, and the work often calls for some problem solving. It is important to record the exact issues and date of receipt. Consistent and accurate data entry provides staff and library users with comprehensive holdings information and saves the time and effort often spent looking for “missing” issues.

#### **Manual System**

In a manual system, the title information is recorded in a grid. Each box of the grid shows the date or number of the issue. The date of receipt is entered into the grid box to record receipt. A blank box means that the issue has not yet been received.

It is recommended that staff involved in serials check-in:

- Use the pattern of previous receipts as a guide when entering a new receipt.
- Leave a space for a missing issue if the issue currently being received is later than the one due to be received.
- Remember that it is important in a manual system to be very neat recording information in the small spaces provided.

Example of a manual check-in card:

Supplier Faxon		Frequency Quarterly		Call Number QB351 .Q2									
Price \$725.60		Order no 9458		No of copies 1									
Subscription Paid 01/10/2004		Period held 2004 -		Binding Annual									
Holdings Policy KEEP INDEFINITELY                      DISPLAY													
Year	Vol	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2000	24												
2001	25												
2002	26												
2003	27												
Title Quarterly Review of Studies in Celestial Mechanics													
Notes                      Route to BM, LB, TR													

### Automated System

In an automated system, the issue is recorded in a grid or a list. Most online serial control systems can be set to enter the current date as the date of receipt and display the next expected issue. You can accept this or edit the issue date if it is different from the expected issue.

The checking, routing, and binding records are usually a series of linked screens.

Example of a serial record in an automated system:

SERIAL UPDATE		Journal/Toc: 6/0	
Acronym	[CHA     ]		
Title	[Challenge		]
Call number	[330 CHA		]
Location	[main		]
ISSN	[	Type	[     ]
Vendor	[ALW     ]	Invoice #	[     ]
Title #	[     ]	Account #	[     ]
Order date	[17/03/98]	Current cost	[     40.00]
Renew date	[   /   /   ]	Last cost	[     0.00]
Date canceled	[   /   /   ]		
Frequency	[BM]	Issue due	[JUL-AUG 1998     ]
Checkin type	[10]	Due date	[15/11/98]
R=Record save	S=Subject	J=Journal slip	B=Bindings
E=Edit	H=Holdings	T=TOC slip	G=Grace/Notes

SUBSCRIPTION HISTORY					
Issue	Status	Check-in date	Status date	Due	Next Action
MAY-JUNE, 2006	REC	16/09/06	16/09/06	15/09/06	
MAR-APR, 2006	REC	15/07/06	15/07/06	15/07/06	
JAN-FEB, 2006	CLAIM2		25/08/06	15/05/96	25/09/06
NOV-DEC, 2005	REC	12/03/06	12/03/06	15/03/06	
<b>Note: Display Keep 2 years</b>		<b>Call No: 330 CHA</b>			
<b>Location: Main library</b>		<b>Frequency: Bi-monthly</b>			
<b>R = Record save</b>	<b>E = Edit</b>	<b>P = Print</b>			
<b>I = Insert</b>	<b>D = Delete</b>				

Automated serial records keep track of:

- which titles are currently being received
- which issues of inactive titles are held (sometimes in a separate file)
- which titles are on order or in process
- when issues of each title are received and an estimate of when the next issue is due
- processing information such as location, call number, holdings policy, binding information
- special instructions for cataloging serial issues individually
- supply problems such as missing issues, lapsed subscriptions, and the action taken
- order and renewal information (e.g., supplier, order number)
- a history of payments.

Many online systems can be set up to print routing slips and claim forms.

## 6. Stamp the issue and process

- Stamp the issue with the library's ownership stamp, which often includes the date received.
- Mark the issue with the call number, taking care that labels do not cover important information, such as the title, volume number, or date.
- Attach barcodes, date due labels, security strips, and so on, according to library policy.

## 7. Notify cataloging staff if any information has changed

If it appears that a title has changed, has ceased publication, or has arrived with a new supplement, route to the cataloging department. Catalog records for serials can be updated to include notes explaining variant titles, accompanying supplements, and publishing information.

## 8. Attach routing slips for circulated titles

Journal circulation or routing means sending new serial issues to selected library clients. Serials staff might circulate a list of all the titles the library is willing to circulate and ask users to indicate what they wish to see. This service is often offered by special libraries to their users and by academic or school libraries to staff. Such a service is good public relations.

Journal circulation puts the information in people's hands and allows them to read it when it arrives, without having to monitor the library's new issues shelves. Clients like the service and it makes them aware of the library.



When an issue arrives and is checked in, a prepared list of clients is attached to the issue that is then routed to the first person on the list. Occasionally you may need to add or remove names from the list.

The downside of routing is that it may be impossible to know exactly where an issue is or when it will return. The library is therefore required to encourage people to read and pass on the issues in a timely manner to the next person on the routing list.

### **9. Claim late issues**

Serials are complex, and their ongoing maintenance and control is labor-intensive. For this reason, many libraries employ subscription agents to help them manage serial subscriptions. If the library does not have a subscription agent, claims are sent directly to the publisher or distributor.

Late issues are common, and serials are known to be unpredictable. After a number of weeks or months, the library might send a claim notice to inquire about the status of a title (e.g., Has it ceased or been suspended?) The claim notice might be a form letter, either typed by hand or generated from the online system. Keep in mind that claiming too quickly after the expected date might result in duplicate issues.

Some received and circulated issues might not be in any condition to go for binding when the time comes. It is sometimes necessary to re-order missing and damaged issues from either the subscription agent or the publisher, often at a higher price.

## **EXERCISE 3.2**

Lists of catalogs available on the Internet include:

Acqweb [www.acqweb.org](http://www.acqweb.org)

LibDex [www.libdex.com/](http://www.libdex.com/)

1. Compare the display of serial records in four different library catalogs on the Internet for three or four serial titles. Does the OPAC record display information about the latest issue received and tell you where to find it? What other information is included?

2. What are some of the differences between the control of print and electronic journal subscriptions?

## **Interlibrary Loan**

Interlibrary loan (ILL) is the process of borrowing material from another library on behalf of a client. When a library does not own a book or other piece of information that a borrower requests, ILL is an efficient way to meet the information need. Library staff search for the item in other library catalogs to locate a library system that owns the item and is willing to lend it.

ILL is a reciprocal relationship, and libraries should be willing to lend materials if they want to borrow.

### **National Interlibrary Loan Code for the United States**

The full text of the code is available on the American Library Association's website: [www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm](http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm)

The code is intended to regulate lending and borrowing relations among libraries in the United States and to encourage the exchange of material.

### **Interlibrary Loan in Canada**

Interlibrary loan information is available on the Library and Archives Canada website: [www.collectionscanada.ca/ill/index-e.html](http://www.collectionscanada.ca/ill/index-e.html)

Libraries should avoid:

- requesting reference materials and materials in high demand
- sending all requests to the same one or two libraries
- borrowing and lending materials that do not comply with copyright laws.

Libraries should borrow locally first and work primarily with libraries that borrow from them.

## Lending Procedures

1. Receive and prioritize requests.
2. Decide if the library should accept the request by considering the consortium, state, or regional codes that apply, as well as the copyright laws.
3. Locate the item in the collection.
4. Copy/lend/send a report on why it is not being loaned.
5. Record payment or debit the other library's account.
6. Package and send the item.
7. Receive items returned from ILL.

### 1. Receive and prioritize requests

ILL requests arrive in a number of ways:

- by mail
- by telephone (not recommended)
- by fax
- by email
- electronically via ILL networks such as OCLC.

ILL networks that allow electronic transmission are busy and require the commitment of staff and equipment. Although faxed ALA-approved interlibrary loan forms are quick, they can incur long-distance bills. A copy of this form is available for downloading at [www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm](http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm)

Determine the priority order of the requests based on your library's policy. For example, consortium agreements might specify that members' requests receive priority over other libraries. Watch for requests that are marked "Rush" or have "Not wanted after" dates.

### 2. Should the library accept the request?

In accepting the request, your library needs to decide:

- Does it conform to the ILL code?
- Does it breach copyright law?

You may reject requests for high-use material, valuable or fragile material, or reference material. Libraries may also refuse to lend to a distant library if the item can be borrowed from a much closer library.

It is the requesting library's responsibility to ensure that requests for copies of items conform to copyright law and to keep all the necessary records. The supplying library, however, should not provide copies that are obviously in breach of the law.

Libraries are permitted to copy material for another library if:

- the copy will not be used for commercial or business purposes. For example, copyright materials can be reproduced for use in the classroom.
- the library collections are open to the public or the library collections are meant to serve the needs of students and researchers
- the copy includes a notice of copyright.

### 3. Locate the item

Requests might arrive with call numbers included if the requesting libraries have looked them up in your online catalog. When the call number is supplied with the request, some libraries still check all requests first in the catalog; others check the shelves first. It might save time to confirm that the item is available before going to the stacks to retrieve it. Items might be on loan, out being repaired, missing, or in special collections. If a requested item is on loan and due to be returned in time to meet the request, put a hold on it.

The requesting library should be informed promptly if the request will be delayed or not supplied. The requesting library should include a “date not required after” with the original request. If you cannot supply by that date, notify the requesting library immediately. If no date is given, assume the material will be required indefinitely.

### 4. Copy/lend/send a report on why it is not being loaned

#### Copying

Photocopies of articles from journals and chapters from books are usually sent with the understanding that they will not be returned. This service is called **document delivery** and may be subject to a per item fee.

Copying library materials should be done with care:

- Do not damage items by forcing spines flat.
- Copy carefully so that the copy is readable and the edges of paragraphs are visible.
- Include all pages.
- Use sufficient exposure to ensure legibility.

#### Copyright

Libraries that participate in ILL activities must display copyright warnings prominently and comply with the copyright law when lending to and borrowing from other libraries. They are required to maintain transaction records for a rolling three years in addition to the current year.

#### Lending Materials

Items being loaned should be checked out through the circulation system so that local staff and clients know they are not available. Loan periods for ILL should take transit time as well as patron use time into account.

#### Reports on Nonfulfillment

If for any reason you are unable to fulfill a request, reply promptly so the requesting library knows to ask elsewhere.

Request Format	Notification Action
Mail requests (form)	Fill in the reports section of the form and return by mail.
Mail requests (letter)	Add a message to a copy of the request and return by mail.
Fax	Add a message to a copy of the request and return by fax.
Email	Use the reply command to add a short reply to the message received and return by email.
Electronically via an ILL network	Fill in the appropriate field to explain the reason the loan was refused. The reply is sent via the system.

## **5. Record payment**

Most large libraries with well-stocked collections charge other libraries a lending fee to offset the staff and resource costs of providing ILL. Smaller libraries might form partnerships to lend and borrow among a group without charging fees.

If your library charges other libraries a lending fee, you might send a monthly invoice or debit a deposit account. ILL networks use online systems to send and receive requests and to keep track of transactions and process payments.

## **6. Package and send the item**

Material for loan may be sent via an overnight courier, registered mail, or some other reasonably secure carrier.

Loans are put in wrappers identifying the lending library and the conditions of loan, such as for in-library use only. Many libraries include a return address sticker to ensure the item is returned to the correct address. Padded bags are used to prevent damage.

Photocopies are sent via the standard mail service or faxed. They usually include a compliments slip and may have an invoice attached.

A copy of the request should be sent with the loan for easy identification.

## **7. Receive returned items**

Upon return, items must be discharged in the circulation system and reshelfed. The lending library might receive a credit note or have funds transferred into an account, as payment for loans. ILL records should be updated and moved to a completed file. Libraries might use the completed file to compile annual statistics, monitor the costs of participating in ILL, and report income generated by fees and late fines.

## **Borrowing Procedures**

Here are the standard steps for borrowing items:

1. Advertise the service.
2. Verify bibliographic details and sources.
3. Prepare and transmit borrowing request.
4. Receive materials and notify client.
5. Return materials to lending library.

### **1. Advertise the service**

Signs and flyers can be used to inform clients of the service and of any applicable fees. Make ILL request forms available for users to fill out, noting the required bibliographic information. Forms for book and journal article requests can be printed on different colors of paper to make it easier for staff to sort them. Online catalogs accessed over the Internet often allow clients to submit forms electronically, using information retrieved during an OPAC search.

Whether to charge clients a fee for ILL service is a matter of policy. Some libraries might subsidize the cost of borrowing for their users. Other may have to pass the costs along to users in order to continue to provide ILL service.

**2. Verify bibliographic details and sources**

Before asking another library to lend you something, you must confirm that the item exists and that the bibliographic information is accurate. You can do this by finding it in an online database, authoritative bibliography, or index. Large online library catalogs are very useful for this, especially union catalogs that merge more than one library's holdings into one database (e.g., OCLC).

**3. Prepare and transmit borrowing request**

The telephone is not ideal for interlibrary loan because it interrupts the work of the receiving library. Information can be copied incorrectly, wasting staff time. Unless a previous agreement has been made, the telephone is usually not acceptable—even for very urgent requests.

Faxing is quick and provides both parties with an exact copy of the request.

**4. Receive materials and notify client**

Confirm that the received materials match your record of the request. Loans often arrive with an ILL transaction number from the lender or return address shipping labels. Keep these with your records.

Notify your client that the material has arrived and where it can be retrieved—usually the circulation desk or ILL office. Libraries might route the item to the client by courier or interdepartmental mail. Include a clear indication of the due date with the item, taking into account the time it will take to mail or courier it back to the lending library.

**5. Return materials to lending library**

Materials returned past the due date will likely incur fines as well as inconvenience the lending library. Materials should be sent back on time and in the same condition in which they were received.

**REVISION QUIZ 3.3**

1. Name four ways (other than by telephone) in which libraries receive ILL requests from other libraries.
2. Name three types of material that libraries prefer not to lend.
3. What methods do libraries use to send items loaned through ILL?
4. Under what circumstances are libraries permitted to copy material for another library?
5. Public and academic library websites often include ILL information for clients and for other libraries. Search the Internet to find a library's procedure manual for interlibrary loan or a description of the lending policies.

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## Chapter 4

# THE CATALOG

### Catalog Records

The card catalog, the book catalog, and the microfiche catalog were the most common formats of library catalogs when catalog records were manually produced. The online catalog, usually referred to as the OPAC (online public access catalog), is currently the preferred format because it uses computer technology to search and retrieve information. Regardless of the catalog format, catalog records are created using the same cataloging tools and contain the same essential bibliographic information. The most important difference is the number of ways in which information can be retrieved.

Traditionally, catalogers determined the access points in the catalog by, for example, typing up a set of cards and filing them by author, title, and subject. In online catalogs, however, it is possible to have many more access points. In theory, every element in a record is searchable, depending on the system software. For example, a user can search for a book by the ISBN if the OPAC software allows this type of search.

### EXERCISE 4.1

Highlight all the access points you might expect in this online catalog record.

CALL NO      190.904 K427  
AUTHOR      Kearney, Richard.  
TITLE        Debates in continental philosophy : conversations with contemporary thinkers / Richard  
                 Kearney.  
PUBLISHER   New York : Fordham University Press, 2004.  
EDITION      1st ed.  
DESCRIPT'N   xii, 355 p. ; 24 cm.  
SERIES       Perspectives in continental philosophy ; no. 37  
ISBN          0823223183 (pbk.)  
NOTE(S)      1) Includes bibliographical references (p. 333-335) and index.  
SUBJECT      1) Philosophy, Modern -- 20th century.  
                 2) Philosophy, European -- 20th century.  
                 3) Philosophers -- Europe -- 20th century -- Interviews.

## Authority Control

Authority control is the maintenance of standard forms of headings found in the catalog. This enables library users to locate information using consistent subject and name headings.

Catalogers record decisions about the standard forms of headings, as well as the research that they have done to make those decisions, in an authority file. This file can be shared by the staff of one cataloging department or even by a consortium of libraries so that other catalogers do not have to re-create headings or research them again. References made to and from the headings are also recorded in this file.

## References

A reference is a direction or signpost in the catalog from one heading to another so that library users can find all related entries.

Once catalogers have established a heading for an author or a subject, they create references in the catalog to refer users from other headings that they might search. By doing this, the catalog provides directions from headings that are not used to the headings that are in use. Directions to and from related headings are also made.

## Authority Records

There are four types of authority records: name, subject, series, and uniform title. Name authority files generally include uniform titles and series in addition to personal and corporate names.

Establishing name authority records involves the use of part two of *AACR2* to determine the correct form of the heading. Catalogers might also use reference sources such as *Who's who in America* or the *American national biography* to find dates of birth or the full form of names.

Most North American libraries establish their subject headings using *Library of Congress subject headings*. Many school libraries use the *Sears list of subject headings*, published by H. W. Wilson.

## Authority Files

Libraries might maintain a local authority file, or use authority files available online or on microfiche, to find and verify headings for their catalog.

The largest authority file for names is the *Library of Congress authorities*. Libraries can purchase access to the online version from vendors, such as Marcive and AutoGraphics.

The major authority file for subjects is the *Library of Congress subject headings (LCSH)*. This file is available in print as a multivolume set that is issued annually. It is accessible online as part of a subscription to *Classification Web* from the Library of Congress at [classificationweb.net/](http://classificationweb.net/)

Both name and subject authority records are searchable on LC's website ([authorities.loc.gov](http://authorities.loc.gov)) and can be saved, printed or emailed one at a time.

Access to *Canadian subject headings (CSH)* and names maintained by the Library and Archives of Canada is available online at [www.collectionscanada.ca/csh/index-e.html](http://www.collectionscanada.ca/csh/index-e.html)

Large cataloging networks such as OCLC maintain their own authority files. These files are a valuable resource because they contain entries created by member libraries that are not included in the Library of Congress files.



## Types of References

### See Reference

A *see* reference directs the user from a heading that is not used to a heading that is used. *See* references are useful when:

- An author uses a pseudonym for all or some published works.
- An author changes name.
- A different form of name appears on different works by the same person (e.g., Jean A. Smith, Jean Audrey Smith, J. A. Smith).
- There is confusion about which part of a name to use; for example, a searcher may not know whether to look for the French writer Jean de la Fontaine under **de**, **la** or **Fontaine**.

These signposts are displayed in online public access catalogs in a variety of ways. Here is an example:

19. Franklin, Stella Maria Sarah Miles, 1879–1954  
 20. See: Franklin, Miles, 1879–1954

In this example, the author used **Miles Franklin** rather than her full name on her works. The library chose to enter records for all of her works under this form of her name.

If the searcher selects line 20 for the heading established in the authority file under which all items by this author are found in the collection, the catalog will provide a list of these items.

If the searcher chooses line 19 to select Franklin, Stella Maria Sarah Miles, 1879–1954, the catalog offers this help:

Franklin, Stella Maria Sarah Miles, 1879–1954 is not used in this library's catalog;

Franklin, Miles, 1879–1954 is used instead.

Do you wish to search for Franklin, Miles, 1879–1954? (y/n)

### See Also Reference

A *see also* reference directs the catalog user to a related entry or name. It is normally used when a person or corporate body is entered under two or more different names. This happens most often when corporate bodies change their names. For example:

League of Nations Library.

see also

United Nations Library (Geneva, Switzerland)

## Explanatory Reference

An explanatory reference provides more detailed guidance than is given in a *see* or *see also* reference. For example:

League of Red Cross and Red Crescent Societies.

(In 1983 the League of Red Cross Societies changed its name to League of Red Cross and Red Crescent Societies. In November 1991 the League of Red Cross and Red Crescent Societies changed its name to International Federation of Red Cross and Red Crescent Societies.)

see also former name

League of Red Cross Societies

see also later name

International Federation of Red Cross and Red Crescent Societies

Explanatory references are included in major authority files to share cataloging decisions. They are also used in the authority files of individual libraries to explain particular cataloging usage and practices.

## Authority Records

Here are some examples of authority records:

Funny bone

UF Crazy bone

Funnybone

BT Elbow

This record gives **Funny bone** as the correct form of the heading. Each of the *UF* (used for) references gives a nonpreferred form of the heading. An OPAC search for *Crazy bone* would result in a *see* reference to the term *Funnybone*. The *BT* (broader term) reference provides users with a broader term for use if appropriate.

Cheyney University of Pennsylvania

UF Cheyney University

Pennsylvania. Cheyney University

Named Cheyney University of Pennsylvania since 1983; est. in 1837 as an agricultural school under Quaker control; chartered as Institute for Colored Youth in 1842; was Cheyney State College in 1959.

See also former name

Cheyney State College

This *explanatory* reference indicates that the name of this organization changed. The name of the organization in use at the time of publication is the form of the name added to a catalog record for an item by or about the organization.

Nossal, Gustav, Sir, 1931–

SEE Nossal, G. J. V. (Gustav Joseph Victor), Sir, 1931–

Nossal, Gustav Joseph Victor, Sir, 1931–

SEE Nossal, G. J. V. (Gustav Joseph Victor), Sir, 1931–

This OPAC display gives **Nossal, G. J. V. (Gustav Joseph Victor), Sir, 1931-** as the correct form of the heading. The other forms of the heading are nonpreferred headings, and the catalog displays *see* references for each of them.

Armstrong, Louis, 1900–1971  
     Use for     Armstrong, Satchmo, 1900–1971  
     Use for     Satchmo, 1900–1971  
     Use for     Louis Armstrong

Armstrong, Satchmo, 1900–1971  
     See    Armstrong, Louis, 1900–1971

Satchmo, 1900–1971  
     See    Armstrong, Louis, 1900–1971

Louis Armstrong  
     See    Armstrong, Louis, 1900–1971

This display gives **Armstrong, Louis, 1900-1971** as the correct form of the heading. Each of the *Use for* references gives a non-preferred form of the heading, which a library user might use as a search term.

## EXERCISE 4.2

Look carefully at the catalog displays below, and answer the following questions.

- a.    6. Pound, Nathan Roscoe, 1870–1964  
       7. See: Pound, Roscoe, 1870–1964.
- i.    Which is the preferred heading?
- ii.   Does this library use the heading **Pound, Nathan Roscoe, 1870-1964** for any works by this author?
- b.    Society for Horticultural Science (U.S.)  
       See also American Society for Horticultural Science
- i.    Is the heading **Society for Horticultural Science (U.S.)** used in this catalog?
- ii.   Is the heading **American Society for Horticultural Science** used?

**EXERCISE 4.3**

Look carefully at the display below, and answer the following questions.

- a.
  - 1. Plaidy, Jean, 1906-1993
  - 2. See also Carr, Philippa, 1906-1993
  - 3. See also Ford, Elbur, 1906-1993
  - 4. See also Holt, Victoria, 1906-1993
  - 5. See also Kellow, Kathleen, 1906-1993
- i. Which is the heading to be used for this person in the catalog?

- ii. What will happen if a client searches for **Holt, Victoria**?

- iii. Do all entries refer to the same person?

- b. United States. Immigration and Naturalization Service

The name of the United States Bureau of Immigration (established on July 12, 1891) was changed to Bureau of Immigration and Naturalization on June 29, 1906. On March 14, 1913, the Bureau was divided to form the Bureau of Naturalization and the Bureau of Immigration (thereby resuming a former name). On June 10, 1933, the two bureaus merged to form the Immigration and Naturalization Service.

RT     United States. Bureau of Immigration  
       United States. Bureau of Naturalization

- i. Which is the heading to be used for this organization in the catalog?

- ii. What does RT stand for?

- iii. Might a catalog contain all three headings? Under what circumstances?

## MARC

MARC stands for **MAchine Readable Cataloging**. The MARC format is an international standard. It is a “carrier” of bibliographic information, in a form that computers can read and manipulate. MARC was developed to allow libraries to share cataloging by providing a format that can be read and understood by different library information systems. Today there are millions of MARC records available, with more created daily by catalogers all over the world.

MARC **bibliographic** records consist of bibliographic descriptions of library materials, including books, serials, videorecordings, maps, and electronic resources.

MARC **authority** records consist of established headings, *see* references, and, sometimes, notes that indicate the scope of a heading and the tools consulted to establish the heading.

Various versions of MARC were developed: USMARC (used in the USA), CANMARC (Canada), AUSMARC (Australia), etc. Today MARC 21 is used by most English-speaking countries. UNIMARC accommodates different scripts and diacritics and so has been adopted by many countries around the globe. Other MARC formats have been developed by individual countries in their own languages, but MARC 21 and UNIMARC are the only versions that are used internationally.

## Fields

In all databases, a record is a collection of related fields. The fields in a record in a MARC database contain the bibliographic information that forms the bibliographic record. These include the eight areas of description, the access points, the subject headings and the classification numbers.

The MARC record also contains fields that provide information required by the computer. These fields will not be discussed here. (For more details of the MARC record, see Chapter 5 of Mary Mortimer’s *Learn descriptive cataloging*.)

## Tags

Each field has an identifying label. This label is called a tag and is comprised of three characters. For example, tag 245 identifies the title and statement of responsibility field.

## Indicators

Two additional characters, called indicators, are used in some fields to provide the computer with extra information.

Some examples:

260 \_      \$aAthens, GA :lbUniversity of Georgia Press,lc 2006.

In this field the indicators are not needed and are left blank.

245 14      \$aThe Viking dig :\$bexcavations at York /\$cRichard Hall.

The first indicator “1” instructs the computer to make an added entry for the title. The second indicator “4” indicates that the first four characters of the title need to be skipped when the title is filed.

**Subfields and Subfield Codes**

The elements within a field are called subfields. Each subfield is introduced by a subfield code. For example, in the title and statement of responsibility field:

245 14     \$aThe Viking dig :\$bexcavations at York /\$cRichard Hall.

\$a introduces the title proper

\$b introduces the other title information

\$c introduces the statement of responsibility.

**EXERCISE 4.4**

Look closely at each of the MARC records and answer the following questions.

a.

005	20060227155604.0
008	05090152005 enka b 001 o eng
010	2005025618
020	1844670333 (alk. paper)
040	DLClcDLCldC#PlDBAKERldVP@ldCaOTR
043	n-us---lae-uk---
050 oo	PS648.S3lbj36 2005
100 1	Jameson, Fredric.
245 10	Archaeologies of the future :lbthe desire called utopia and other science fictions /lcFredric Jameson.
260	London ;laNew York :lbVerso,lc2005.
300	xvi, 431 p. :lbill. ;lc25 cm.
504	Includes bibliographical references and index.
650 o	Science fiction, AmericanlxHistory and criticism.
650 o	Science fiction, EnglishlxHistory and criticism.
650 o	Science fictionlxHistory and criticismlxTheory, etc.
650 o	Utopias in literature.
650 o	Future in literature.

i. What type of material is this?

ii. What is the title?

iii. Who is the author?

iv. Is it illustrated?

v. Write down the ISBN.

vi. What is this publication about?

b.

001 41467310  
 003 OCoLC  
 005 20000612120042.0  
 007 aj cenzn  
 008 990506t19961988couag a 1 eng cem a  
 010 99441694 /MAPS  
 020 0925873128  
 034 1 alb50000oldW109450oleW109270olfNo3852oolgNo383400  
 040 DLClcDLCldOCL  
 049 QUEM  
 072 7 E63l2lcg  
 099 917.925 Trails 1996  
 110 2 Trails Illustrated (Firm)  
 245 10 Arches National Park, Utah lh[map] /lcNational Geographic Maps, Trails Illustrated.  
 250 Rev. 1996.  
 255 Scale ca. 1:50,000 lc(W 109045--W 109027/N 38052--N 38034).  
 260 Evergreen, Colo. :lbTrails Illustrated, lc[1996], c1988.  
 300 1 map :lbccl., plastic ;lc69 x 53 cm., folded to 24 x 11 cm.  
 500 Relief shown by contours and spot heights.  
 500 Title from panel.  
 500 "This map is based on USGS topographic maps modified and revised by Trails Illustrated in cooperation with the National Park Service ..."  
 500 Includes text, descriptive indexes to trails and roads, and ancillary "View from southwest".  
 500 Text and map of "Utah canyon country" on verso.  
 500 "211."  
 590 917.925 TRAILS 1996  
 650 o Hiking lzUtah lzArches National Park lvMaps.  
 650 o Trails lzUtah lzArches National Park lvMaps.  
 651 o Arches National Park (Utah) lvMaps, Topographic.

i. What type of material is this?

ii. What is the title?

- iii. Is it colored or black and white?
- iv. Who produced it?
- v. What is it about?

## Reading Catalog Records

### EXERCISE 4.5

Look at the following examples of catalog entries and answer the questions.

a.	
TITLE	The gentleman's recreation : in four parts, viz. hunting, hawking, fowling, fishing : wherein these ... exercises are largely treated of, and the terms of art for hunting and hawking more amply enlarged ... with an abstract at end of each subject of such laws as relate to the same ... with the addition of a Hunting-horse.
AUTHOR	Cox, Nicholas, fl. 1673-1721.
EDITION	3rd ed.
PUBLISHED	London : printed by Freeman Collins for Nicholas Cox, 1686.
DESCRIPT	4 pts. in 1 v. : 4 plates, ill. ; 19 cm.
SUBJECT	1) Fowling. 2) Hunting. 3) Falconry. 4) Fishing. 5) Forestry law and legislation—Great Britain. 6) Game-laws—Great Britain.
NOTE(S)	Each part has special t.p. and separate pagination.
CONTENTS	With which is bound: G. Langbaine, The hunter. Oxford, 1685.

	LOC'N	CALL #	STATUS
1	Petherick Reading Rm	799.2 COX	Not for loan

- i. What type of material is described in this catalog entry?
- ii. Who is the author?



- iii. Who published this item?
- iv. What is the date of publication?
- v. Which edition is this publication?
- vi. Is it illustrated?
- vii. Does it include an index?
- viii. What is this publication about?
- ix. How could you find other books on this subject?
- x. Which classification scheme does this library use?
- xi. Why do you think this publication cannot be borrowed?

b.  
TITLE The Mind [videorecording] : aging / produced, directed and written by John Heminway.  
ADD AUTHOR Heminway, John.  
WNET (Television station : New York, N.Y.)  
British Broadcasting Corporation.  
PHYS DESCR 1 videocassette (VHS) (56 min.) : sd., col. ; 1/2 in.  
SUBJECT Brain—Aging.  
Aging.  
Aged—Diseases.  
Brain—Diseases.  
SUMMARY Explores the effects of aging on the brain, including diseases such as stroke, Alzheimer's and Parkinson's, and asks why some people retain full mental capacity in old age while others deteriorate mentally.  
NOTE Off-air recording. Originally produced: WNET, New York and BBC, 1988.  
ALT TITLE Aging.

---

	LOC'N	CALL #	STATUS
1	Central library	QP356.4.M53 1988	Available

---

i. What type of material is described in this catalog entry?

ii. Who is the author?

iii. Who is the publisher of this item?

iv. What is it about?

v. What is the playing time?

c.  
 TITLE International journal of early childhood = Revue internationale de l'enfance  
 préscolaire = Revista internacional de la infancia pre-escolar.

LIB. HAS Vol.1, n.1 (1969) to the present.
--

PUBLISHER Dublin, Ireland : OMEP Publications, 1969-  
 PHYS DESCR v. : ill. ; 25 cm.  
 FREQUENCY Semiannual  
 NOTE English, French, or Spanish, with summaries in the other two languages.  
 SUBJECT Education, Preschool—Periodicals.  
 ISBN/ISSN 0020-7187  
 ADD AUTHOR World Organization for Early Childhood Education

i. What type of material is described in this catalog entry?

ii. When was the first issue of this publication published?

iii. In what language is it published?

iv. How would you find other items on the same topic(s)?

**EXERCISE 4.6**

Answer the following questions using a library of your choice. (Use a large, general library if possible.)

- a. How many items does the library hold by Maurice Sendak?
- b. Does the library hold *Silent spring*? Where?
- c. Does the library have any items on dress design?
- d. How much material does the library hold on Virginia Woolf?
- e. Does the library have anything on International Women's Year? Where?
- f. Does the library subscribe to the popular newsmagazine *Time*? Where would you find it?
- g. Does the library hold any items on practical politics?
- h. How much material can you find on Pierre and Marie Curie?
- i. Does the library have anything on Volvos? Where?
- j. Does the library have any sound recordings of Dame Joan Sutherland? If so, what are they?

**EXERCISE 4.7**

- a. Which of the following could you look for in your library's catalog and why?
  - i. Does the library receive *Scientific American*?
  - ii. Does the library have a copy of *Travels with Charley*?
  - iii. Is there an article about robots in *Life* magazine?
  - iv. Does the library have any videos on occupational health and safety?
  - v. Where would I find a recent article by Diane Sawyer?
- b. How do you identify the following in your library catalog:
  - i. serials
  - ii. sound recordings
  - iii. microforms
  - iv. CD-ROMs
  - v. pamphlets

- c. What name is used in the catalog for:
  - i. Louisa M. Alcott
  - ii. IRS (Internal Revenue Service)
  - iii. National Gallery of Modern Art (Italy)
  - iv. American Enterprise Institute
  - v. National Baseball Museum
- d. What subject heading(s) are used in the catalog for:
  - i. Software for children
  - ii. American football games
  - iii. serials about stamp collecting
  - iv. services to aid the mental health of adolescents
  - v. humanitarian and economic aid to developing countries

## Filing

Most filing, especially in catalogs, is now done automatically. However, it is still important to understand the principles of filing in order to find items in lists, whether they are in print or online. Because information is arranged according to a particular set of filing rules, familiarity with the rules is the most effective approach to locating information in these listings.

Library filing rules have evolved with the developments in automated library systems. When catalog cards were filed manually, the rules allowed for interpretations of the headings to be made. For example, distinctions were made between names and subjects because they were filed in separate sequences: “St.” could be filed as if it were spelled “Saint”. Now that computers do most of the filing, the rules need to accommodate this much more mechanical approach.

The filing rules for catalog cards were:

- *A. L. A. rules for filing catalog cards*, Chicago, American Library Association, 1942
- *ALA rules for filing catalog cards* 2nd ed., Chicago, American Library Association, 1968.

Many libraries with manual catalogs still file by the 1968 rules because of the time and effort required to change filing practice.

The development of automated systems led to a new set of rules:

- *ALA filing rules*, Chicago, American Library Association, 1980.

These rules provide for the filing of bibliographic records in any format.

## Principles of Filing

There are two basic methods of filing entries in a single sequence:

- word by word
- letter by letter.

Using one or other of these methods results in a quite different arrangement. Therefore, you must be able to recognize the basic filing arrangement in order to find a particular entry in a catalog, bibliography, or listing.

### Word by Word

Most library materials are filed word by word. That is, each word is filed alphabetically but the space at the end of a word is filed before any letter. This is often referred to as the principle of “Nothing files before something”. For example:

New Australians  
New England cookbook  
New Zealand in colour  
Newbery Medal winners  
Newton and gravity

**Letter by Letter**

Some works are filed letter by letter. This means that spaces between words are ignored and each letter in each word is filed alphabetically. For example:

- New Australians
- Newbery Medal winners
- New England cookbook
- Newton and gravity
- New Zealand in colour

**ALA Filing Rules (1980)**

The rules are intended to apply to the arrangement of bibliographic records regardless of the rules by which the records have been created.

The main rules are summarized below. For any filing situations not covered here, consult the full text of the 1980 *ALA filing rules*.

The basic filing order is word by word.

- New Zealand in colour
- Newbery Medal winners

The rules use the “file-as-is” principle. File an entry as it looks rather than as it sounds.

- Miss Read
- Misunderstood in Miami
- Mr. Chips

No distinction is made between different types of headings. Therefore, personal names, corporate names, titles, and subject headings are all interfiled in the same sequence.

- Archer, Jeffrey
- Architects Anonymous
- ARCHITECTURE
- Architecture and design in Australia

The principle of “nothing before something” applies, so a space (or equivalent) is considered as nothing.

- S E C
- Sally Kelly

Dashes, hyphens, diagonal slashes, and full stops are all regarded as equivalent to a space or “nothing”. However, if any of the above precede the first character in an element, they are ignored.

- AAP Reuters
- angry young men
- Apres vous

- O, Chae-ho
- O.E.C.D.
- OAU/STRC
- OAU today



Upper and lower case letters are equivalent.

ARCHITECTURE  
 Architecture and design  
 ARCHITECTURE--FRANCE

All entries beginning with numbers are arranged before entries beginning with letters. Numbers are filed in numerical order.

16 : Heaven or Hell?  
 44 short poems  
 101 ways to get a job  
 AAP Reuters

Numbers that are spelled out interfile with other entries.

Ferguson, John  
 Fifty-five days in Peking  
 Forty-four nursery rhymes  
 FRANCE

Punctuation used to increase readability in numbers (e.g., 2,730) is ignored.

Other punctuation (e.g., 1948/49) is treated as a space.

10/3 a date to remember  
 101 uses for a dead cat  
 1,001 years in space

Initial articles that are an integral part of personal or place names (e.g., El Greco, Las Vegas) are included in filing.

Long Island  
 Los Angeles  
 Louisiana

Initial articles at the **beginning** of title, uniform title, series, and subject entries are ignored.

West, John  
 The West Sports Association  
 The western adventure  
 A western film

Articles in the middle of a heading are filed in the same way as any other word.

West is best  
 West is better than North  
 West is the best

Initials, initialisms, and acronyms are filed as they appear in the entry. If they are written with spaces, dashes, hyphens, diagonal slashes, or periods between letters (e.g., L.A.A., S E C), file each letter as a separate word. If they appear as a word (e.g., NUCOS) or have letters separated by symbols other than those mentioned above (e.g., P\*E\*R\*T\*), they are filed as words.

F.F.B.  
 Father Time  
  
 Hum and be happy  
 H\*Y\*M\*A\*N K\*A\*P\*L\*A\*N  
 Hymns of praise

U.N. or World War III?  
Uncontrolled joy  
UNESCO  
Unicef  
United Arab Republic

A prefix that is written as a separate word at the beginning of a personal or place name (e.g., De Alberti) is treated as a separate word.

Da Ponti  
Dante  
De Alberti  
De La Fontaine  
Dean  
Debrett

A prefix that is joined to the rest of the name directly or by an apostrophe without a space (e.g., D'Arcy, Maclaren) is filed as part of the name.

Da Trevi  
Daniel  
D'Arcy  
Dastardly deeds in Dundee

With the exception of dashes, hyphens, diagonal slashes, and full stops, and the special rules for numbers, all punctuation and nonalphabetic symbols are ignored in filing.

\$\$\$ and sense  
Andrew \*\*\*, Baron of Styx  
Andrew/Sarah/Eugenie/Beatrice  
Andrew Windsor, the last monarch?  
Andr\*w, son of Elizabeth

**EXERCISE 4.8**

Examine the list below and ensure that you understand the filing position of each entry. Refer to the above rules for any arrangement you are not sure of.

7 little Australians	MACALISTER RIVER
10/3 a date to remember	MacAlister, Stephen
16 : Heaven or Hell?	Macdonald
44 short poems	Machinery
101 uses for a dead cat	Mack the knife
1,001 years in space	McDonald, Peter
AAP Reuters	Miss Read
\$\$\$ and sense	Misunderstood in Miami
Andrew ***, Baron of Styx	Mr. Chips
Andrew/Sarah/Eugenie/Beatrice	New England cookbook
Andrew Windsor, the last monarch?	Newbery Medal winners
Andr*w, son of Elizabeth	O, Chae-ho
- angry young men	O.E.C.D.
Apres vous	OAU/STRC
Architects Anonymous	OAU today
Architecture and design in Australia	S E C
ARCHITECTURE--FRANCE	S.P.C.A.
Da Ponti	Sally Kelly
Dante	Senatorship
D'Arcy	SINGAPORE
Dastardly deeds in Dundee	* The Society to Outlaw Pornography
De Alberti	Spencer, Andrew
De La Fontaine	SPUD : let's prevent unwholesome diets
Dean	U.N. or World War III?
F.F.B.	Uncontrolled joy
Ferguson, John	UNESCO
Fifty-five days in Peking	Unicef
Forty-four nursery rhymes	United Arab Republic
FRANCE	UNITED NATIONS – BIBLIOGRAPHY
Hum and be happy	The United Nations in the twentieth century
H*Y*M*A*N K*A*P*L*A*N	UNITED STATES – THE WEST
Hymns of praise	The United States under Reagan
Long Island	THE WEST
Los Angeles	West, John
Louisiana	The West Sports Association
Mac Donald, John	A western adventure

**EXERCISE 4.9**

File the following sets of entries word by word using the 1980 ALA filing rules. If you find this difficult, write each word of the exercise on a separate card. Practice filing the cards until you are confident and then complete the exercises in the book.

a.

Air conditioning

Air cushion vehicles

Airports

Air transport

Air and space resources

Aircraft

Air pollution

Air Force

Airfields

Air, Lesley

b.

English men of literature

England and the near east

Englische dogges

English historical documents

Engines and trains

Englishmen

Engineers unlimited

English literature

The enigma of drug addiction

Englisch Sprechen!

c.

Gone is gone  
Go tell it on the mountain  
Gold fever  
Gondolas of Venose  
Golden girls  
Good housekeeping  
Goody Townhouse  
Good wives  
Go down Moses  
Goannas  
Gold and silver  
Golf for amateurs  
Goodness gracious me  
Goodbye cruel world  
Gold mining

d.

Boole, George  
Booby  
Book of common order  
Bookplate  
Books  
Book of the dead  
Book scorpion  
Book of common prayer  
Book lice  
Book worm  
Booksellers and bookselling  
Bookbinding  
Book of famous ships  
Books that count  
Bookish  
Book of English essays  
Books and reading  
Book

e.

Approach to housing  
A is for alphabet  
Danger on the ski trails  
That's the way  
The language laboratory  
The laundry basket  
Label manufacturing  
La laine  
Le Lagon  
An April After  
Archaeology and Old Testament  
A Lexicon of the German language  
Lexicon of jargon  
That was summer  
La la  
Le laboratoire  
The labour gang  
The labrador puppies  
Ladders and snakes  
An Approach to Hamlet  
That's me  
The Acts  
The Danger of Equality  
The Archaeology of Carajou

f.

Twenty poems  
Twenty and two  
\$12 to May  
20% profit  
Twelve angry jelly beans  
Twenty soldiers  
12 x 8 : Paper read to the Crown Club  
Twelve drunk teddy bears  
 $20 + 20 = 40$   
20/- change

g.  
14 lbs.  
Fourteen equates to ...?  
Fourteen likely lads  
4 favorite epic poems  
Four and forty  
14% of a lifetime  
14 days of Hell in the Pacific  
44 favorite short poems  
\$14 a day to tour Europe  
 $14 = 10 + 4$

### EXERCISE 4.10

Here are some of the exercises you have just filed word by word. Now file each set letter by letter.

a.  
Air conditioning  
Air cushion vehicles  
Airports  
Air transport  
Air and space resources  
Aircraft  
Air pollution  
Air Force  
Airfields  
Air, Lesley

b.  
English men of literature  
England and the near east  
Englische dogges  
English historical documents  
Engines and trains  
Englishmen  
Engineers unlimited  
English literature  
Enigma of drug addiction  
Englisch Sprechen!

c.

Gone is gone

Go tell it on the mountain

Gold fever

Gondolas of Venose

Golden girls

Good housekeeping

Goody Townhouse

Good wives

Go down Moses

Goannas

Gold and silver

Golf for amateurs

Goodness gracious me

Goodbye cruel world

Gold mining

d.

Boole, George

Booby

Book of common order

Bookplate

Books

Book of the dead

Book scorpion

Book of common prayer

Book lice

Book worm

Booksellers and bookselling

Bookbinding

Book of famous ships

Books that count

Bookish

Book of English essays

Books and reading

Book



**EXERCISE 4.11**

The following lists are in correct alphabetical order. For each list, decide whether the order is word by word, or letter by letter. State briefly how you recognized the order.

a.

Cape Cod Bay  
Cape Dyer  
Cape Jervis  
Capel  
Capela de Campo  
Capel Curig  
Capella, Mt.  
Cape Preston  
Capetown  
Cape Virtue

The order is

I recognized the order by

b.

File extensions  
File menu  
File - print command  
File - save as command  
Files - assembling  
Files - MIDI  
Find program  
Find tab (Help program)  
Finding - Hidden windows  
Floppy discs

The order is

I recognized the order by

c.

C:\> prompt. *See* Dos prompt  
CD player  
CD-ROM drives  
CD-ROM viewing  
CD-ROMs. *See* Compact Discs  
Control panel  
Controls  
Ctrl key  
Free form select tool  
FreeCell

The order is

I recognized the order by

d.

Hawker, R.  
Hawker Roofing  
Hawker's Barry Butchery  
Hawker Self Serve  
Hawker Tennis Centre  
Hawkes, Adrian J.  
Hawkesbury Constructions  
Hawkes Butchery  
Hawkins, Jimmy  
Hawkinson Self Serve

The order is

I recognized the order by

- a. Does the directory have a section explaining its filing rules? How does it arrange entries so that clients can find what they are looking for?
- b. List the elements you think could cause a filing problem (e.g., numbers, or the prefixes Mc and Mac). How does the directory deal with these elements?
- c. Is the directory internally consistent; that is, does it actually file entries in a consistent way, as it explained?

**EXERCISE 4.13**

Use the 1980 filing rules to arrange each of these bibliographies in correct word by word order. Take care to transcribe each citation accurately.

a.

Stumbler, Irwin. *The encyclopedia of pop, rock and soul*. Chicago: St. Martin's Country Music Foundation, 1989.

Manuella, Timothy W. *Rock around the Bloc: a history of rock music in Eastern Europe and the Soviet Union*. Oxford: OUP, 1990.

*The music and the musicians: pickers, slickers, cheatin' hearts, and superstars*. Chicago: Abbeville, 1988.

St John, A. J. "I knew Elvis", in *Canberra times*, 21 November 1959, p. 6.

Robertson, Fred. *Lissauer's Encyclopedia of popular music in America, 1800 to the present*. New York: Paragon, 1991.

Saint, John. *The Penguin encyclopedia of popular music*. London: Viking, 1989.

Rees, David and Markoff, John. "Led Zeppelin" in *Music and musicians*, No. 54, September 1994, p. 2-7.

Manuel, Peter. *Popular music of the non-Western world: an introductory survey*. Oxford: OUP, 1988.

Rees, Dafydd and Crampton, Luke. *Rock movers and shakers*, Cardiff: ABC-CLIO, 1991.

*An encyclopedia of rock*. Washington, DC: Schirmer, 1987.

Robinson, D. C. *Music at the margins: popular music and global cultural diversity*. Edinburgh: Sage, 1991.

b.

*IEEE transactions on information technology*. New York: Institute of Engineers, 1955-

*I.T.: journal of information technology*. Sydney, Australia: Macquarie University, 1995-

*Access: the supplementary index to Internet serials*. Washington, DC: Gaylord, 1975-

*IEEE transactions on computers*. New York: Institute of Electrical and Electronics Engineers, 1959-

*IEEE/ACM transactions on networking*. New York: Institute of Electrical and Electronics Engineers and the Association for Computing Machinery, 2:2, Winter 1994.

*IEEE transactions on communications*. New York: Institute of Electrical and Electronics Engineers, 15:8, August 1995.

*IEEE annals of the history of computing*. Los Alamitos, Calif.: IEEE Computer Society, 1979-

*I.T. and accounting: the impact of information technology*, edited by Bernard C. Williams and Barry J. Spaul. London: Chapman & Hall, 1991.

*I.B.M. journal of research and development*. New York: International Business Machines Corporation, 37, 1993.

*An accent on periodicals: a survey*. Canberra: Library Association of Australia, 1989.

NATO Advanced Study Institute on Information Technology and the Computer Network, *Information technology and the computer network*, edited by Kenneth G. Beauchamp. Berlin: Springer-Verlag, 1984.

*Information technology and libraries*. Chicago: American Library Association, 17:3, March 1998.

*Information sources in information technology*, editor, David Haynes. London: Bowker-Saur, 1990.

**EXERCISE 4.14**

The following list of serials is in correct 1980 filing rules order.

24 hours: ABC FM program  
Abridged reader's guide to periodical literature  
Booklist  
Bulletin of the Centre for Children's Books  
CSIRO papers  
Defense abstracts  
Four to fourteen  
The horn book magazine  
A journal of documentation  
Mt Isa Mines ecological quarterly  
Queensland. Dept of Education. Annual report  
Sociofile

Interfile the following into the list above.

The bulletin  
Mount Morgan mining review  
Social science abstracts  
Book review digest  
4 weekly poets  
Defence index  
3rd world report  
The journal of early childhood behavior  
C.S.R. quarterly report  
Queensland agricultural review

**EXERCISE 4.15**

The following catalog entry headings are in correct 1980 filing rules order.

20th Century Britain  
114 ways to be your own boss  
150 masterpieces of drawing  
1050 jewellery designs  
1200 Chinese basic characters  
1200 notes, quotes, and anecdotes  
150,000 years  
Oliver, I. J.  
Oliver Pty Ltd  
One hundred and two H bombs  
One single minute  
One thing necessary  
O'Neill, Fred J.  
TV Shopping Network  
Twentieth century drama

Interfile the following into the list above.

160,000 kilowatts  
One thousand and one fishing trips  
1250 years at Westbury  
O'Neil's private war  
100 ideas for the pianist  
Olivers galore  
The twentieth century  
Twelve lesson course  
Twelve noon  
One two buckle my shoe  
One Australia  
106 funny things  
T. W. U. report  
One thousand and one nights  
160 feet down

**EXERCISE 4.16 (OPTIONAL)**

This exercise is challenging. If you have difficulty, check the answers in the back or consult a teacher or supervisor.

These entries are in order. Examine them and determine which filing principles were used.

150 masterpieces of drawing  
 114 ways to be your own boss  
 112 2nd form students  
 One hundred and two H bombs  
 One single minute  
 1050 jewelry designs  
 '39 to '94: the years of change  
 3000 elephants in a Mini?  
 3111 buttons  
 3001: the year of the future  
 20th century Britain  
 Twentieth century drama

The filing principles are:

Now interfile the following.

1001 fishing trips  
 100 ideas for the pianist  
 Twelve lesson course  
 12 noon  
 The twentieth century  
 One two buckle my shoe  
 One Australia  
 106 funny things  
 One thousand and one nights  
 150,000 years  
 160 feet down  
 3010 pieces of paper  
 3101 feet of rope  
 113 teams of netball players  
 30 bald heads  
 100,000 jelly beans in a bag  
 3001 days to blast off





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## Chapter 5

# OTHER BIBLIOGRAPHIC TOOLS

### Introduction

In addition to the library's own catalog, many other bibliographic tools are used to check bibliographic details. In libraries, this checking (usually called bibliographic verification) is important for acquisitions, interlibrary loans, preparing bibliographies for clients, and other reference work.

Increasingly these sources of information are available electronically, a format that is often less expensive to publish and easier to update quickly. Many of the databases used for bibliographic verification are available online and on CD-ROM. Online information is more up-to-date, whereas information on CD-ROM is often easier and cheaper to access.

### National Bibliographies

A national bibliography:

- provides a list of publications published in one country or in one language
- includes items received under legal deposit and cataloged by a national agency or by its authorized agencies
- is usually arranged in classified order with detailed indexes.

### National Libraries

National libraries collect and preserve the published and unpublished output of a nation, including the publications of its government. The catalog of a national library is usually the best place to find information about the publications of that country.

The Internet locations or Uniform Resource Locators (URLs) are given below for several national libraries:

#### Library

National Library of Australia  
Library and Archives Canada  
British Library  
Biblioteca Nacional de Venezuela

#### World Wide Web

[www.nla.gov.au/](http://www.nla.gov.au/)  
[www.collectionscanada.ca/](http://www.collectionscanada.ca/)  
[www.bl.uk/](http://www.bl.uk/)  
[www.bnv.bib.ve/](http://www.bnv.bib.ve/)

More examples can be found in lists such as the one maintained by IFLA (International Federation of Library Associations and Institutions):

#### Organization

IFLA

#### World Wide Web

[www.ifla.org/VI/2/p2/national-libraries.htm](http://www.ifla.org/VI/2/p2/national-libraries.htm)

## Library of Congress (LC)

The Library of Congress is the largest library in the world, with a collection of more than 130 million items representing over 450 languages. The collection includes books, serials, recordings, photographs, maps, and manuscripts. Originally mandated to serve the research and information needs of the members of Congress, LC is viewed as the national library of the United States. In fact, the Library of Congress Internet Resource Page cited above includes four national libraries for the United States:

Library of Congress  
U.S. National Library of Medicine (NLM)  
U.S. Department of Education Library  
The National Agricultural Library (NAL).

The Library of Congress acquires its materials from:

- mandatory copyright deposit: the publisher or copyright owner of all works published in the United States under copyright protection is required to provide two copies to the copyright office within three months of publication
- materials from other government agencies (local, state, and federal levels)
- gifts
- purchases
- exchanges with libraries in other countries.

LC's online catalog is a database of records that represent and describe the millions of items held in the collection. This catalog is available on the World Wide Web at [catalog.loc.gov](http://catalog.loc.gov)

## Union Catalogs

Union catalogs usually describe the holdings of more than one library (e.g., member libraries of a consortium or regional or state library system). All types of libraries in North America regularly report their holdings to one or more union catalogs. These catalogs include information such as:

- the name or symbol of the library or libraries that own the items
- information about the holdings
- bibliographic descriptions of the items.

One of the main functions of union catalogs is to identify libraries that hold materials requested on interlibrary loan. Because symbols are usually used to represent the holding libraries, searchers also need access to a list of the symbols. One major source of this information is the *OCLC participating institutions* print directory or web version found at [www.oclc.org/contacts/libraries/](http://www.oclc.org/contacts/libraries/)

URLs for several union catalogs are given below:

### Union Catalog

CONSULS (Connecticut State Library University System)  
SunLink (Florida's K-12 union catalog)  
AMICUS (holdings of 1,300 Canadian libraries including Library and Archives Canada)  
OCLC WorldCat (see description below)

### World Wide Web

[www.consuls.org/](http://www.consuls.org/)  
[www.sunlink.ucf.edu/](http://www.sunlink.ucf.edu/)  
[www.collectionscanada.ca/amicus/](http://www.collectionscanada.ca/amicus/)  
[www.worldcat.org/](http://www.worldcat.org/)

### OCLC WorldCat

The largest bibliographic utility in the United States, OCLC WorldCat is a major source of cataloging data for libraries around the world. The WorldCat database consists of more than 80 million MARC records contributed by member libraries (more than 10,000 libraries worldwide). In August 2006 WorldCat was made freely available on the Web for everyone to search for records and locate libraries that hold items of interest. Libraries can join OCLC to contribute records and holdings, and participate in its governance. More information is at [www.oclc.org/worldcat/](http://www.oclc.org/worldcat/)

### Library Catalogs on the Internet

With more library catalogs now accessible via the Internet, libraries and individuals use them to locate bibliographic and holdings information. University and school libraries, federal, state, or provincial government, many state departments, and a growing number of special and public libraries are now online.

Online catalogs are searchable in one, and often both, of the following ways:

- via the World Wide Web using a web browser (Netscape or Internet Explorer)
- via Telnet, using Telnet software.

*Remember that the Internet is dynamic, and URLs often change. You may need to search for, and substitute, new addresses for any Internet address provided. Useful sources for this information include:*

#### Website

Gateway to Library Catalogs  
Hytelnet: Archive of Telnet Sites  
Libweb: Library Servers via WWW  
Acqweb

#### URL

[www.loc.gov/z3950/](http://www.loc.gov/z3950/)  
[www.lights.com/hytelnet/](http://www.lights.com/hytelnet/)  
[lists.webjunction.org/libweb/](http://lists.webjunction.org/libweb/)  
[www.acqweb.org](http://www.acqweb.org)

### EXERCISE 5.1

Answer the following questions using OCLC WorldCat or the Library of Congress catalog.

- a. What is *DMG newsletter* about? Who is the publisher? Is it still being published?
  
- b. Who wrote a criticism in English of Margaret Atwood's book *The handmaid's tale*? What is the title?
  
- c. To which series does the book about Alice Walker written by Gerri Bates belong?

- d. Find J. Wheeler's book about birds and air pollution. Transcribe the title and statement of responsibility.
  
- e. Write down the full title of the publication STACS 2006.
  
- f. When was John Lennon born? When did he die?
  
- g. What is the full title information for *Las aztecas*? Who published it in 1998? When was it originally published?
  
- h. Find a Braille version of *Cloudy with a chance of meatballs*. Who is the author? Who produced the Braille version?
  
- i. Find the title of a book by Neil Simon.
  
- j. Find the title of a book about Neil Simon.

**EXERCISE 5.2**

Use the *OCLC participating institutions* print directory or web version

([www.oclc.org/contacts/libraries/](http://www.oclc.org/contacts/libraries/)) to identify each of the following OCLC symbols. Give the name of the institution and the corresponding NUC symbol.

OCLC Symbol	NUC Symbol	Library
DY3		
NJF		
SSK		
GPG		
IUF		
BIA		

**EXERCISE 5.3**

Use OCLC WorldCat to find a library that holds each of the following items. If there is more than one library, choose one in your city, region, state, or province.

- a. Marcel Desaulniers' *Death by chocolate cakes*
- b. The book with the ISBN 0375414576
- c. *The complete climber's handbook*

- d. A book produced by the U.S. Advisory Council on Violence against Women
  
- e. A book that lists the plants in the University of Georgia Herbarium

### EXERCISE 5.4

Use the OCLC Union Lists and/or WorldCat databases to answer the following questions.

- a. Who is the publisher of *The Onion* that now appears annually? Did it used to be published more frequently? Which libraries in Washington hold it?
  
- b. When was the *Omni micronutrients* update first published? What is the URL for the online version?
  
- c. When was the first issue of *Chemical abstracts* published?
  
- d. *The journal of supply change management* has changed its title several times. Give at least one of its former titles and ISSNs.
  
- e. What library in Nebraska holds the *International journal of occupational health & safety*? Is this the most recent title?
  
- f. I have copies of the *Journal of biological psychology*. What university publishes it? What was its previous title?

- g. I know *Rolling stone* is American but I heard that there is also a Spanish edition published in Argentina. If so, do any American libraries have a subscription to it?
- h. How many libraries are listed in the OCLC Union Lists database as holding the *Journal of irreproducible results*? What kinds of libraries are included?
- i. I know that the Arkansas State University Library used to collect *Education and urban society*. Does it still subscribe to it? Is the journal available online?
- j. I used to read the *ALCTS newsletter*. Is it still published?

### EXERCISE 5.5

Answer the following questions using the Library of Congress catalog ([catalog.loc.gov/](http://catalog.loc.gov/)).

- a. Does the Library of Congress hold the *Arizona handbook*? Is it a monograph or a serial?
- b. What is the original Dutch title of Anne Frank's *Diary of a young girl*? Has there been an edition of this published since 2000?
- c. Which serial has the ISSN 0004-7686? Has it changed its title?
- d. What is the title of a joint publication of the U.S. Bureau of Land Management and the U.S. Fish and Wildlife Service about Death Valley National Park?

- e. Are there any catalogs published in 1998 about collecting Beanie babies? If so, give the title and statement of responsibility for at least three of them.
  
  
  
  
  
  
  
  
  
  
- f. List all the titles in the series *Reference Librarian* published in 2004. Does Oregon State University have all of these titles in their collection?
  
  
  
  
  
  
  
  
  
  
- g. What publications does the Library of Congress hold about the United Farm Workers of America? Give the title and statement of responsibility of each.
  
  
  
  
  
  
  
  
  
  
- h. What is the most recent edition of Lois Mai Chan's book about Library of Congress Classification held by the Library of Congress? When was it published and what is its call number?
  
  
  
  
  
  
  
  
  
  
- i. Who published the periodical *George*? What was the date of the first issue?
  
  
  
  
  
  
  
  
  
  
- j. Give the author and title of the book with the ISBN 031205436X.



**EXERCISE 5.6**

Find the URL of the online catalog of each of the following libraries. If they are accessible via both the World Wide Web and Telnet, write down the URL of each. For each library also list the access points available—such as the title (main words), title (exact title), etc.

- a. Your State/Provincial library
  
  
  
  
  
  
  
  
  
  
- b. A public library service in your state or province
  
  
  
  
  
  
  
  
  
  
- c. A university library in your state or province
  
  
  
  
  
  
  
  
  
  
- d. A special library in your state or province

**EXERCISE 5.7**

Use one of the online catalogs located in Exercise 5.6 to answer the following questions. You may need to search more than one to find all the answers. Note the library in which you find each answer.

- a. Give the author and title of a book about Bill Gates.
  
  
  
  
  
  
  
  
  
  
- b. Can you find a collection of poetry for children about Thanksgiving? Give the title and publisher.

- c. How many books does the library hold by John Grisham? What are they?
  
  
  
  
  
  
  
  
  
  
- d. Does the library have any books in the NCASI technical bulletin series?
  
  
  
  
  
  
  
  
  
  
- e. Find a recent collection of Maya Angelou's poetry. Write down the call number.
  
  
  
  
  
  
  
  
  
  
- f. How many editions of plays by Arthur Miller does the library have? Note which editions include all the plays and which only contain some of them.
  
  
  
  
  
  
  
  
  
  
- g. Note the titles and authors of two publications about drugs in sport.
  
  
  
  
  
  
  
  
  
  
- h. Find the title of a periodical about photography.
  
  
  
  
  
  
  
  
  
  
- i. Does the library hold any New York City maps? Give the titles of two of them and the organizations that produced them.
  
  
  
  
  
  
  
  
  
  
- j. How many copies of Jane Austen's *Pride and prejudice* does the library have? When was the novel first published?

## Trade Bibliographies

Trade bibliographies are intended primarily for book retailers to indicate which books are available for sale (i.e., in print) and to provide the details needed to order them. They do provide fairly reliable information but further bibliographic verification may still be needed.

Trade bibliographies are produced from information supplied by publishers. They include works irrespective of the date of publication, which means that they are a good place to start if you do not know the date of publication. It is important to note that the information may not conform to library cataloging standards.

Each trade bibliography focuses on one form of material: books, periodicals, spoken word cassettes, computer software, videos, and so on. There is also a national or regional emphasis in each publication usually depending on where it is published, although some bibliographies aim (with varying success) to be genuinely international.

As with other bibliographic tools, printed trade bibliographies are now being supplemented, or even replaced, by CD-ROMs and online databases.

## EXERCISE 5.8

Here is a list of some of the most widely used trade bibliographies. Locate as many as you can and add them to the table on the following page according to their focus and format.

Books in Print  
 Books in print on disc with book reviews  
 Books in Print plus  
 Books in Print Online  
 Books out of print plus  
[www.globalbooksinprint.com/bip/](http://www.globalbooksinprint.com/bip/)  
 Global Books in Print on Disc  
 Forthcoming Books  
 International Books in Print  
 SciTech Reference plus  
 Guide to Microforms in Print  
 Ulrich's Periodicals Directory  
 Ulrich's plus  
 Ulrichsweb.com  
 The Software Encyclopedia  
 Microcomputer Software Directory  
 Bowker's Complete Video Directory (print and CD-ROM)  
 A-V online (CD-ROM and online)  
 Livres disponibles = French books in print  
 Libros en venta plus = Spanish books in print plus (CD-ROM)  
 Bowker's Spanish Books in Print

	Books	Periodicals	
Print	<i>e.g., Forthcoming books</i>		
CD-ROM			
Online			

## Arrangement

Trade bibliographies may be arranged differently from one another. In the electronic bibliographic tools that are rapidly replacing hard copy, the arrangement is sometimes difficult to determine. It is important, however, to be familiar with how each tool is arranged, which access points are provided, and how to find the information you need.

Libraries use different tools for bibliographic verification, and more library staff now rely heavily on one CD-ROM such as *Global books in print* and a range of publishers' and vendors' websites.

The following exercises may suggest particular bibliographic tools to which you may not have access. For this reason, a large number of exercises using a variety of tools are included. It is not necessary to complete all the exercises provided.

You do need to examine some common bibliographic tools to determine how they are arranged and how to find the information you require. If you do not have access to the tools mentioned, substitute any trade bibliographies that are available to you. Use the exercises as a guide for examining any bibliographic tool.

## EXERCISE 5.9

Find a recent print edition from the following list of bibliographic tools:

Books in Print

International Books in Print

Forthcoming Books

Guide to Microforms in Print

Ulrich's Periodicals Directory

Livres disponibles = French books in print

The Software Encyclopedia

Bowker's Complete Video Directory

The following pages contain two sets of questions. Try to examine at least two of the hard copy tools listed above. If you have access to more than two titles, photocopy the questions and complete the same examination of them also.

a. Title:

Publisher:

Date of edition you are using:

Country of publication:

Read the preliminary pages and answer the following questions:

- i. What is the purpose of this tool?
- ii. What material does this tool cover? Mention type of material (e.g., books, periodicals, etc.), country of publication, reason for inclusion.
- iii. How is the main body of the tool arranged?
- iv. What indexes are available? Give names.
- v. How are the indexes arranged? (e.g., numerical order, alphabetical order—each index may be arranged differently)
- vi. For indexes in alphabetical order, is this order word by word or letter by letter? How can you tell?
- vii. How does the tool deal with numbers, initials and acronyms, Mc/Mac, St./Saint? Give examples.
- viii. What other information is included (e.g., publishers' contact details)?
- ix. How do I find
  - An author?
  - A title?
  - A co-author?
  - An illustrator?
  - Items on a particular topic?
  - A series?

b. Title:

Publisher:

Date of edition you are using:

Country of publication:

Read the preliminary pages and answer the following questions:

- i. What is the purpose of this tool?
- ii. What material does this tool cover? Mention type of material (e.g., books, periodicals, etc.), country of publication, reason for inclusion.
- iii. How is the main body of the tool arranged?
- iv. What indexes are available? Give names.
- v. How are the indexes arranged? (e.g., numerical order, alphabetical order—each index may be arranged differently)
- vi. For indexes in alphabetical order, is this order word by word or letter by letter? How can you tell?
- vii. How does the tool deal with numbers, initials and acronyms, Mc/Mac, St./Saint? Give examples.
- viii. What other information is included (e.g., publishers' contact details)?
- ix. How do I find
  - An author?
  - A title?

- A co-author?
- An illustrator?
- Items on a particular topic?
- A series?

### EXERCISE 5.10

Find a recent electronic version from the following list of bibliographic tools:

- Libros en venta plus = Spanish Books in print plus
- Books in Print online
- Ulrich's plus
- Bowker's Complete Video Directory
- A-V online
- Global Books in Print on Disc
- Books in Print plus

Below are two sets of questions. Try to examine at least two of the electronic tools listed above. If you have access to more than two titles, photocopy the questions and complete the same examination of them.

a. Title:

Publisher:

Date of edition you are using:

Country of publication:

Read the introduction and answer the following questions:

- i. What is the purpose of this tool?
- ii. What material does this tool cover? Mention type of material (e.g., books, periodicals, etc.), country of publication, reason for inclusion.
- iii. How is the main body of the tool arranged?
- iv. What access points are provided? Give names.



v. What other information is included (e.g., publishers' contact details)?

vi. How do I find:  
    An author?  
    A title?  
    A co-author?  
    An illustrator?  
    Items on a particular topic?  
    A series?

b. Title:

Publisher:

Date of edition you are using:

Country of publication:

Read the preliminary pages and answer the following questions:

i. What is the purpose of this tool?

ii. What material does this tool cover? Mention type of material (e.g., books, periodicals, etc.), country of publication, reason for inclusion.

iii. How is the main body of the tool arranged?

iv. What access points are provided? Give names.

v. What other information is included (e.g., publishers' contact details)?

vi. How do I find:  
    An author?  
    A title?  
    A co-author?

An illustrator?

Items on a particular topic?

A series?

## World Wide Web Sites

Many libraries prefer to check the details of items they want to order on the website of a vendor or publisher. Most major vendors and publishers have a website linked to their database and many provide an online ordering service.

### EXERCISE 5.11

Here are some widely used library vendors and publishers and the URLs of their websites.

- Check each of the URLs given and amend them if necessary.
- Find URLs for the sites that have not been given URLs.
- Add other vendors or publishers and their URLs.
- Answer the following questions using more than one site if possible. (Each site is organized differently and provides different information.) For each answer, note the vendor.

Vendor	Website
Barnes and Noble	<a href="http://www.barnesandnoble.com/">www.barnesandnoble.com/</a>
Midwest Library Service	
Amazon.com	<a href="http://www.amazon.com/">www.amazon.com/</a>
Blackwells	
Yankee Book Peddler	
Ebsco	<a href="http://www.ebsco.com/home/">www.ebsco.com/home/</a>
Indigo Books	<a href="http://www.chapters.indigo.ca/home">www.chapters.indigo.ca/home</a>
Elsevier Science	
Addison Wesley Longman	
DocMatrix	<a href="http://www.docmatrix.com.au/">www.docmatrix.com.au/</a>
<a href="http://www.borders.com">www.borders.com</a>	

- i. Who wrote the biography of Robert F. Kennedy that was published in paperback in 2002?
- ii. Give the title of one of Daniel Boorstin's books.
- iii. How much does the paperback edition of *Jurassic Park* cost? Is it still available on audiocassette?
- iv. How many of Patricia Cornwall's novels are available in paperback in English? List them.
- v. Who is the publisher of the hardcover edition of *Primary colors*?
- vi. Is the *Academic Press dictionary of science and technology* available on CD-ROM for Windows?
- vii. What is the title of a book about the crash of Swissair Flight 111? Give the ISBN.
- viii. What electronic publications are available through the Ebsco website that provide information about their subscription services?

### EXERCISE 5.12

Answer the following questions using a current trade bibliographic tool. Although the titles of particular tools are suggested at the beginning of each question, the answers may also be found in other tools. Note the source of each answer: e.g., [www.globalbooksinprint.com/bip/](http://www.globalbooksinprint.com/bip/) (checked 30/9/06), *Ulrich's international periodicals directory 1999*.

1. Books in Print plus  
[www.amazon.com/](http://www.amazon.com/)  
[www.chapters.indigo.ca/home](http://www.chapters.indigo.ca/home)
  - i. Who wrote *Building your own home for dummies*? When was it published?
  - ii. What does P. D. James write? Has she written her memoirs?

- iii. Write down the title of the series to which *The Make believe mystery* belongs.
  - iv. What is the web address for the Maryland Historical Society? What email address would you use to contact the Society's volunteer services?
  - v. Name three or more publishers of *The Celestine prophecy : an adventure*. In what formats is it available?
  - vi. What is the ISBN for the book about the Indian Motorcycle Company written by Ed Youngblood?
  - vii. Give the author and title of the book with the ISBN 0393926281. Are there earlier editions?
  - viii. List two or three titles of the books by Nellie McClung that are still in print.
  - ix. Give the contact information for Carnegie Mellon University Press.
  - x. Who distributes the publications of the American Library Association in Canada?
- 
- 2. International Books in Print  
Global Books in Print on disc
    - i. Who composed *Sonata for piano* published by Hal Leonard Publishing? How many pages? What is the ISBN?
    - ii. Give the full title of the book by Witmer and Samuels on life sciences statistics. What is the latest edition?

- iii. Does HarperCollins have an office in India? Give the postal address.
  - iv. Who distributes publications of the American Medical Association in Canada? Give the telephone number and web address.
  - v. Is the Hite report on the family still in print? What year was it originally published?
- 
- 3. Books in Print  
Books in Print plus  
Books in Print Online  
[www.globalbooksinprint.com](http://www.globalbooksinprint.com)  
Global Books in Print on Disc  
International Books in Print  
[www.amazon.com](http://www.amazon.com)
- i. Has Giscard D'Estaing written a book about international relations?
  - ii. What is the title of Quentin Smith's work about the philosophy of language?
  - iii. Are any of William Vantuaono's translations still in print?
  - iv. Who edited Henrik Ibsen's *An enemy of the people* published in 2002?
  - v. Who edited *Energy for a habitable world*? Can you still buy it? How much is the paperback edition?
  - vi. What is the ISBN of the title *Read my lips: the cultural history of lipstick*?

- vii. Give the full title and subtitle of a collection of Doonesbury cartoons called something like "Read my lips".
  - viii. What is the most recent edition of Barbara Requa-Clark's *Applied pharmacology for the dental hygienist*?
  - ix. Note the postal address, telephone number, fax number, and email address of the Illinois Library Association.
  - x. Give the exact title of a book about pacifism published by the University of Toronto Press.
- 
- 4. Bowker's Complete Video Directory (CD-ROM or print)
    - i. Find some videos produced in 2006 on earthquakes. Give the titles for three of them.
    - ii. Find the contact information for Time Warner.
- 
- 5. Ulrich's Periodicals Directory  
Ulrich's plus  
Ulrichsweb.com  
www.ebsco.com
    - i. When was the journal *Revue économique* first published by the National Bank of Canada? Is it still in publication? What was the price?
    - ii. What information is given to describe the content of *Kompass Italia* provide? What formats is it available in?
    - iii. Who publishes *Laugh-makers: the variety arts magazine for kidshow & family audience entertainers*? How often? What is the ISSN?

- iv. What is the name of the weekly newspaper published in Garrison, North Dakota? What is its circulation?
- v. What is the ISSN of *Journal of human resources*? How much is the subscription?
- vi. What is the address for the publisher of the quarterly publication *The Caller*?
- vii. Which journal has the ISSN 0364-474X? Who publishes it?

### EXERCISE 5.13

Search for each of the following names in any bibliographic tool. Identify the term under which the name is found. (This term is called the entry element.)

Name	Entry Element
Liu Yen	_____
Defense Dept.	_____
Vijay Joshi	_____
Chi Do Pham	_____
Hung Sheng	_____
United States Geological Survey	_____
Fletcher Jones Pty Ltd	_____
Oreste Vaccari	_____
Desh Gupta	_____
Ray Charles	_____
Prince Charles	_____
Charles II	_____
Sommaai Premchit	_____
Jalal al Ahmad	_____
Omar Khayyam	_____

## Saving Bibliographic Details

Most electronic tools enable users to print bibliographic details or to download them onto a CD or hard disk. Some libraries load the information directly into an online ordering system; others cut and paste the information into their own ordering software or stationery.

### EXERCISE 5.14

Find details of the following items in any of the electronic tools discussed in this chapter. Details should include author, title, publisher, and ISBN/ISSN. For each item:

- a. Print the complete record
- b. Save the complete record onto a disk.
- i. *Pirates of the Caribbean* collector's edition
- ii. The eighth edition of *Simplified design of concrete structures*
- iii. A book about human resource management in the hospitality industry; ISBN 0-471-11056-6
- iv. The vocal score for an oratorio composed by Paul McCartney
- v. National Vital Statistics report

### EXERCISE 5.15

For each of the publications listed, give the following information:

- a. Format—e.g., print, CD-ROM, online
- b. Publisher
- c. Frequency
- d. Subject coverage
- e. Format coverage
- f. Access points
- i. SciTech Reference plus **OR** Libros en venta plus **OR** Livres disponibles
- ii. Books in Print **OR** Global Books in Print on Disc



- iii. [www.amazon.com](http://www.amazon.com) OR [www.blackwell.com](http://www.blackwell.com) OR [chapters.indigo.ca](http://chapters.indigo.ca)
  
- iv. Ulrich's periodicals directory **OR** [Ulrichsweb.com](http://Ulrichsweb.com)
  
- v. Bowker's Complete Video Directory **OR** AV-Online



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## Chapter 6

# CIRCULATION SYSTEMS

### Introduction

Circulation refers to the process of lending books and other materials to registered borrowers. A circulation system records the lending (check-out) and return (check-in) of the materials. Loan periods are based on the type of material, the level of demand, and the category of borrower.

Circulation systems attempt to match:

- the borrower's identity
- the items on loan
- the date due.

A circulation system should be able to:

- confirm that the borrower is a registered client and is eligible for service
- differentiate between types of borrowers and lend items according to the type of borrower
- keep track of how many items a client has borrowed already and disallow further lending when the maximum is reached
- tell library staff and users when items are on loan and when they are due to be returned
- bring overdue items to the library's attention for recall purposes
- hold circulated items for other borrowers and inform them when the items are available.

Although automated systems do all or most of these functions, most manual systems are a compromise. Only with the use of a great deal of staff time can manual systems handle more than three or four of the above functions.

Sophisticated library software systems include circulation services that enable library clients to help themselves. For example, through the OPAC (Online Public Access Catalog), users can:

- list all the materials they currently have on loan and the related due dates
- extend the loan period for library materials if they are not on hold for someone else
- place a hold on an item already on loan to another client.

Different systems emphasize different outcomes. Libraries with manual systems need to decide which services are more important to them and organize the workflow accordingly.

Circulation work is quite complex and requires a system that can pull together a great deal of information each time an item is borrowed. These requirements differ depending on whether clients visit the circulation desk or log on to the library system from a remote site.

## Customer Relations

One of the most important functions of staff on the circulation desk is customer relations. Clients judge libraries on the attitudes and efficiency of desk staff. Their perception of desk staff sometimes determines whether they will return to the library.

Staff should be:

- friendly
- helpful
- impartial
- informative
- but not overwhelming.

It is extremely important to treat clients impartially. Bending the rules for one client will result in demands from others for the same treatment. Being harsh with some may lead to a perception of discrimination.

All libraries have rules and policies, but they also tend to have an informal policy on how these rules are applied. Some libraries are strict in the interpretation of rules, and others are more lenient. Your treatment of clients should be consistent with the treatment provided by other staff.

## Borrower Registration

Although most public libraries and publicly supported academic libraries in North America allow anyone to use the collection onsite, all libraries require clients to present personal identification and register if they wish to take items offsite. The borrower is then issued a paper or plastic card and allowed to check out materials. In automated systems, library cards are barcoded.

Libraries normally restrict the use of their circulation services to certain client groups. For example, a school library serves its staff and students. Libraries may lend to other groups, but often charge a fee or require a deposit. For example, educational institutions lending to the public often demand a user fee from these external borrowers.

### EXERCISE 6.1

Fill in the table to show the client groups of each type of library.

Type of Library	Client Group
Public library	
School or academic library	
National library	
Special library	

## The Registration Procedure

1. Determine whether the client is eligible for membership and for what particular type of membership.
2. Establish whether the client has the necessary proof of eligibility and proper identification.
3. Ensure that the client understands the conditions of membership, such as deposits and fees.
4. Have the client fill in a registration form and transfer the information to the computer or manual register.
5. Provide the client with a card as proof of eligibility to borrow materials.
6. Explain the borrowing limits including:
  - number and type of items
  - loan period
  - fine policy.
7. If available, provide a guide describing the services and/or a list of opening hours.

### 1. Eligibility for Membership

When the client first requests registration, you must determine if he or she is in one of the eligible client groups. This involves requesting documentation that identifies his or her status and explaining the various categories of borrowers.

Libraries give different borrowing privileges to different types of clients. Certain types of clients may be able to:

- borrow certain kinds of material while others may not (e.g., adults may borrow videos but children may not)
- borrow for different lengths of time (e.g., teachers may borrow serial issues for three weeks and students for one week)
- be exempt from fines while others are not (e.g., senior citizens may be exempt from fines in a public library)
- borrow larger or smaller numbers of items
- renew items more or less often than others
- be given priority for the use of material (e.g., having items recalled from other borrowers when they request them).

For example, a typical educational institution might offer these differing services to clients:

Category	Material type	Borrowing limit	Time limit	Renewals allowed	Fines
Student	monographs	5	14 days	2	\$1 per week
	reference	1	overnight	0	\$5 per day
	reserve	2	3 hours	0	\$1 per hour
Staff	monographs	No limit	21 days	3	Nil
	reference	2	1 day	0	
	AV	2	7 days	2	
Staff from other institutions	monographs	2	7 days	1	\$1 per week
Community	monographs	2	7 days	1	\$1 per week

**EXERCISE 6.2**

Visit two libraries in your area. Fill in the tables below to show the client groups they serve and the different privileges given to the different client groups.

Library A: \_\_\_\_\_

Category	Material type	Borrowing limit	Time limit	Renewals allowed	Fines

Library B: \_\_\_\_\_

Category	Material type	Borrowing limit	Time limit	Renewals allowed	Fines

## 2. Necessary Proof of Eligibility/Identity

Usually, proof of identity is required when a client wants to be registered. Library policy outlines acceptable proof of identification; this may differ for each client group. For example, school libraries often obtain a list of students and staff from administrative records.

In a typical public library, proof of identification for the various client groups might be:

Client Group	Proof of Identification
Adults	Driver's license Evidence of paying property taxes to the county or municipality Other identification that includes the home address
Children	Parent's or guardian's identification and signature on the registration form
Senior citizens	Same as for adults plus senior's card, health care card, veteran's card, etc.
Special groups such as housebound, disabled, visually impaired	Letter of introduction from doctor, community nurse, etc.
Non-resident adult	Same as for adults

## EXERCISE 6.3

Use the chart below to list what might be used as proof of identity in different types of libraries. Or, verify the policies of different libraries in your area.

Type of Library	Proof of Identification
School library	
Academic library	
Special library	

## 3. Ensure the Client Understands Conditions

Conditions might include limits on the number or type of materials borrowed, or a deposit or nonrefundable fee required before registration is completed.

It is important to ensure that the client understands these conditions. For example, if public clients of a university library are charged a fee, make certain that they are aware it is a non-refundable annual fee. Explain that it is not a deposit that is returnable when clients cancel their membership and that it excludes access to some library materials such as the reserves collection.

#### 4. Registration Form

A registration form collects all necessary information about the client, including name and contact information for correspondence and overdue notices. Often more than one address is requested (e.g., a home address for staff). The client information is then transferred to a register or list. In an automated system, this is called a client's patron record. Registration forms are usually not kept after being transferred to the computer file unless there is a need for a signature proving that the client agrees to certain conditions.

Some libraries with a smaller number of new clients, such as a special library, may not use a form but enter information directly into the system. This shortcut introduces the risk of error in busy libraries.

#### Example of a Registration Form

CITY PUBLIC LIBRARY CHILDREN'S MEMBERSHIP											
Membership number	X	5	8	1	7	3	8	4	0	0	1
NAME											
ADDRESS									ID SEEN		
ZIP CODE											
DATE OF BIRTH											
<p>I undertake to ensure that my child will return borrowed books on time and in good condition. I agree to pay any charges incurred by my child for lost, damaged, or overdue items.</p>											
SIGNATURE OF PARENT OR GUARDIAN .....											
DATE .....											



## Screens for Registering a Client in an Automated System

ADD/UPDATE/DELETE PATRON

---

ADD PATRON

---

Patron ID	[            ]		Overdues: No	
Patron	[            ]		Fines: 0.00	
Patron title	[                            ]			
Address 1	[                            ]		Patron type	[            ]
Address 2	[                            ]		Phone	[                            ]
Address 3	[                            ]			
Address 4	[                            ]			
City	[                            ]			
State	[            ]			
Postcode	[            ]			
Country	[                            ]			
Account	[                            ]			

---

Enter new Patron information

ADD/UPDATE/DELETE PATRON

---

ADD PATRON: 1

---

ADDITIONAL PATRON INFORMATION

---


Date added	[   /   /   ]			
Card expires	[   /   /   ]			
Last transaction	[   /   /   ]			
Patron status	[            ]			
Items borrowed	[            0 ]			
Renewals	[            0 ]			
Comments	[                            ]			
Letter salutation	[                            ]			
Trap message	[                            ]			
Dependents	[                            ]			

---

R=Record save E=Edit

## 5. Provide Client with a Card

COASTAL PUBLIC LIBRARY  
NON-RESIDENT



X 5 8 1 7 3 8 4 0 0 1

This card must be produced before library material can be borrowed.

A borrower's card is given to the client as proof of lending privileges. Many libraries will not provide any service unless the client can produce the card. Other libraries will allow service if the client can prove their identity in some other way.

Cards are barcoded for automated systems. Often they are color coded for the different client groups.

## **6. Explain Borrowing Limits and Services**

Ensure that the client understands any borrowing limits as well as the fining policy of the library. Many libraries have a handout for this.

Take advantage of this opportunity to provide a little public relations—an important facet of circulation work. Let the client know about the library's other services and where to ask for assistance. Library clients want to feel confident that your services are accessible and valuable.

## **7. Provide a Printed Guide to Services**

If it is available, provide a guide describing the services and/or a list of opening hours.

## **Keeping Registration Up to Date**

Registration is normally done for a specific period such as one calendar year (January-December) or the academic year (September-August). Clients are then asked to re-register so that their patron records can be checked for accuracy. This may involve repeating the whole process or simply updating contact information.

### **EXERCISE 6.4**

Obtain copies of the following from a library:

- a registration form
- a library card
- a policy showing who is eligible for registration, what identification is required, and the possible categories of borrowers
- library promotional material.

## **Circulation Services**

### **Lending Items**

The purpose of circulation systems is to keep track of the library materials on loan to registered borrowers. The widespread use of automated systems has allowed libraries to be more flexible in lending their collections. For example, automated systems can cope with several categories of clients borrowing different types of material for varying lengths of time. Manual systems are often so labor-intensive that libraries are forced to limit the number and types of items that clients may borrow.

Sometimes a client's loan request is not permitted. The client may already have the maximum number of loans allowed or has asked for a type of material that cannot be loaned out. It is very important that all staff follow the policy of the library. If you forbid a loan, give the reason politely: "I'm sorry but students are not allowed to borrow videos." Follow the library's loan policy and be consistent.

### **Renewals**

Libraries expect clients who wish to use items for longer than the loan period to renew the loan. Loans are normally extended unless another client has asked for the material. There may be a limit on the number of times a renewal is allowed to ensure that materials in demand are shared.

**Fines**

Many libraries impose fines when clients do not return material at the end of the loan period. Fines are used as an incentive to return items in order to make the collection available to as many people as possible.

On the other hand, fines can be a deterrent to returning material, or even to borrowing at all. Dealing with fines requires tact.

**Reserves**

Library materials that are in high demand are often shelved separately and lent out for shorter periods. For example, material selected by teachers for their students is generally put “on reserve”.

**Hold**

Library users might request that an item on loan be made available to them when it is returned. When the item is returned, an automated circulation system alerts staff that the item is on hold and the client is then notified.

A library may decide to display records in the catalog for titles that are on order, but not yet received. If this is the case, the library may also set the system to allow holds to be placed. Whenever one of these items is received, the system alerts staff that a hold is attached. Once the item is cataloged and processed, the client is notified.

**Missing Items**

Items that disappear, as well as items that borrowers insist they have returned, must be shown as missing in the catalog. Most (but not all) automated systems remove the “missing” tag automatically when the item is returned or loaned out.

**Banning**

When clients persistently neglect to return items, refuse to pay for missing items, or have a large number of fines outstanding, they may be banned from using the library’s collection. Banning is more common in academic libraries where it is vital that all students have equal access to collections. Banning is a last resort in most libraries, as it is considered bad public relations.

**Using an Automated Circulation System**

Automated systems vary, but some procedures are common to all of them.

The first task of the day is usually to log on to the computer system. Most have passwords that restrict access to particular parts of the system (often called modules) according to a person’s duties. For example, a circulation assistant might be allowed to search the catalog but not to change anything in the records. Passwords should be kept secret and changed regularly in order to protect the system against unauthorized usage.

In a large library, the computer terminals are usually dedicated to a particular function or task. Terminals in the reference area are primarily used to search the OPAC, whereas in the technical services department, they are used for the acquisitions and cataloging processes. In the circulation department, often one or more terminals is permanently used for lending while a second group is used for returns, inquiries, and other tasks such as overdues.

A barcode reader can be used to scan library cards and items with barcodes. The system then links the records and calculates a date due, based on the type of material and/or type of borrower. When items are returned, scanning the item barcode discharges the loan.

Barcode readers, particularly light pens, are notorious for not reading the number every time. Often they still give a finishing “beep”, and it is easy to think the number has been accepted. Items are then left unrecorded, or recorded as overdue, when they are actually on the shelves. **When using a barcode reader, always check the screen to be sure that the item’s loan or return has registered properly.**

Many libraries provide clients with a system-generated receipt that shows the date due. Others manually stamp a date due slip inserted in the item to provide this information. Some libraries save time by not using date due stamps but do allow clients to stamp their own slips if so desired.

Most systems allow the circulation staff to decide whether illegal loans are to be allowed, rather than just refusing to process the loan. This decision process is referred to as overriding the system.

Some systems use function keys to provide shortcuts from one task to another. It can be time consuming for staff to have to move from one task to another by using menu commands only. Learning shortcut keys and functions is an important part of using an automated system efficiently. Some older systems have commands barcoded to allow quick movement from one process to another.

Circulation systems usually calculate fines upon return of the item and generally are able to print a receipt automatically when the fine has been paid. For accounting purposes, or to record proof of payment, these systems also might keep track of the fines paid by each borrower as well as the total of the fines collected.

## **EXERCISE 6.5**

Practice using a circulation system:

1. Register a new borrower.
2. Lend him or her an item.
3. Discharge the item.
4. Place a hold on an item already on loan for a client.
5. Return the item on hold and notify the client who requested the reserve.
6. Return an overdue item. (Inform the client of the fine, collect the fine, and record payment on the system.)

When you can do this without error, create a list of all the necessary steps in the correct order. Give your list to a co-worker to review the procedure.

## **EXERCISE 6.6**

Make a list of the shortcut functions available on the circulation system. You may need to look at the system manual to find them. Create a list and make it available near the loan terminal.

## Self-Checkout

Many libraries use self-checkout stations to save staff time checking out material and to reduce lines at the circulation desk. Clients position their barcoded library card and the barcodes of the items they wish to borrow under a barcode reader. The system then records the loans and desensitizes the security strips in the items. Clients who are ineligible to borrow for any reason will be referred to the staff at the circulation desk.

Some drawbacks to the use of self-checkout stations include:

- Automatic checkout may not be effective if barcodes and security strips are not positioned in the same place on all items.
- Libraries intending to introduce self-checkout may have to re-barcode some or all of their collections.
- The desensitizing machine can damage videos and software so they cannot be circulated this way.

## Security Systems

Security systems are used to prevent material from being removed from the library without being properly checked out. Items have a magnetic strip placed inconspicuously in them. When the item is checked out, the strip is demagnetized as part of the process. If the strip has not been demagnetized, an alarm rings when the item passes between detection gates or barriers that are usually located near the exit. Strips are remagnetized when the item is returned.

Some libraries pass the item around the barrier without demagnetizing the strips to save time and the expense of a demagnetizer. Clients collect the items when they have passed through the barrier. This can cause problems when the books are taken into other libraries or brought back into the lending library.

If the alarm is activated, do not assume that the client is stealing. Clothing tags, cell phones, items from other libraries, or security strips that have not been properly demagnetized might trigger alarms.

In the event of the alarm going off, here is a procedure to follow:

- Ask the client if he or she has any material from another library or is carrying something else that might have triggered the alarm.
- Politely request to check bags. (The client should open the bags, and staff should just observe.)
- Look for items that might have set off the alarm.
- Confirm that items from your own library are checked out and demagnetized.
- Explain that you may need to pass the material around the gate if, for example, it comes from another library that does not demagnetize items.
- Call for a supervisor if the client refuses to cooperate.

**EXERCISE 6.7**

List the questions you would ask if a client set off the alarm on the security gate in your library. Practice asking these questions with a co-worker.

**REVISION QUIZ 6.8**

1. Why do libraries distinguish among different categories of borrowers?
2. When do libraries keep the registration card that is filled in by the borrower?
3. What is a “hold”? Choose the correct answer.
  - a. The library agrees to keep a book from the shelves until the client picks it up.
  - b. The library keeps a book for another client when it is returned from loan.
  - c. The library keeps a new book for a client who noticed that it is on order in the catalog.
  - d. The library puts a book into a special collection because it is in demand and only lends it for a short period.
4. Why is the attitude of circulation staff toward clients so important?
5. When using an automated system to check out material, you are often given the choice of printing a receipt for all the items loaned out. What is the purpose of this slip?
6. Under what circumstances would a library consider rebarcoding some or all of the collection?

7. When would a borrower ask for a renewal?
  
8. Why do libraries fine clients for having items overdue?

## Reserves

Also called short loan, reserve collections are primarily used in academic and school libraries where several clients want the same material at the same time. Required reading for a course or information needed to complete a particular assignment is often put on reserve.

Many university libraries have a separate short loan or reserve section in their libraries. Often material on short loan is not to be taken outside of the library.

In an academic library, reserve collections usually feature:

- loan periods as short as one day, or even just two hours
- material from the library's collection, personal copies from faculty, and temporary material such as photocopies
- heavy fines to discourage clients from keeping the item longer than permitted, thus disadvantaging others
- strict penalties if fines are not paid (e.g., withholding grades).

Special and public libraries may also have small collections of high-demand materials that are kept behind the service desk so that their use can be monitored.

## Material for Reserve

In academic and school libraries, lecturers or teachers normally notify the library about what needs to be placed on reserve. Sometimes all material on reading lists is automatically put here. To manage a reserve collection effectively, it is important to communicate with the teaching staff about their requirements and to ensure that library staff have enough time to process materials and make them available for circulation.

When the library does not have the material in the collection, teachers and lecturers might put their own copies on reserve to make them available to students.

Articles might be obtained via interlibrary loan for reserve collections. Lecture notes and recordings are also often kept on reserve.

In nonacademic libraries, material is generally put on reserve by library staff when they anticipate high demand.

### **Adding Material to Reserve Collections**

Material in the library collection is put on reserve by:

- moving or copying the item record to the reserve system
- specifying the course for which the item has been put on reserve
- changing the call number in the item record and on the item itself to include the collection symbol
- reshelving the material in a separate section of the library.

Material being added to the reserve collection is normally marked with large stickers or distinctive book jackets for easy identification by circulation staff.

For materials that are not part of the library collection, a temporary item record is created. Most automated circulation systems allow you to do this without having to add a full bibliographic record to the catalog.

Information on the relevant course is added to the record to allow staff to locate items that are requested by course name or number, or by the name of the lecturer. Students often do not have the citations of material they require; they only know that some material has been placed in the library for them.

### **Reserve Loans and Bookings**

Varying loan periods can confuse staff and clients. To avoid this, many libraries offer only a few choices, such as two-hour, four-hour, or overnight loans. This policy also depends on the flexibility of the booking system.

Many booking systems allow students to reserve material ahead in order to use it at particular times. This is done to give part-time students the same opportunity to access material as full-time students.

If items are not returned to the reserve desk on time, another client is disadvantaged, so fines are heavy and no grace period is allowed. As with other library fines, grades are often withheld until fines are paid completely.

In public and special libraries, material on reserve is often only available on overnight loan or for use in the library only. This ensures that all clients have an equal opportunity to use the material.



The screen display below shows two bookings for one item.

DISPLAY BOOKING FOR AN ITEM			
b13981626	BIBLIOGRAPHIC Information		
Life and debt [videorecording] / a Tuff Gong Pictures production ; produced and directed by Stephanie Black.			
1 videocassette (80 min.) : sd., col. and b&w ; 1/2 in.			
i15389741	ITEM Information		
CALL #:	HG3881.5.I58 L54 2001	LOCATION:	Reserve (2nd Floor)
PATRON	D/P LOCATION	FROM	TO
1. Muzzatti, Stephanie		F 11-24 10:00	Th 11-30 22:00
2. Princeton, Andrea		M 12-04 10:00	M 12-04 22:00
-----			
D > DISPLAY calendar	I > More ITEM record		
X > Browse items	P > PRINT		
Q > QUIT			
+-----+			
C > CANCEL bookings	X > Browse items	S > Print SLIP	
M > MODIFY bookings	R > RETURN to summary	P > PRINT	
D > DISPLAY calendar	I > More		

## EXERCISE 6.9

Consider a library where you are familiar with the short loan or reserve section.

List the issues for library staff in managing such a collection.

List the issues for library clients in using such a collection.

## REVISION QUIZ 6.10

1. Why do libraries set up special short loan or reserve sections?
2. Name three differences between short loan conditions and normal loan conditions.
3. Where do the materials on reserve come from?
4. What types of libraries use a reserve system?

---

## Chapter 7

# COLLECTION MAINTENANCE

### What Is Collection Maintenance?

In order to provide an efficient service to users, libraries maintain and preserve their collections. Library staff keep library materials in usable condition and follow certain storage and shelving practices so that the materials stay that way.

Collection maintenance involves:

- **Physical processing:** the physical preparation of materials for inclusion in the collection. This may involve covering or strengthening them or protecting them by placing them in boxes or folders.
- **Storage:** different materials require different storage methods. The materials in a library vary greatly in kind, size, and shape (e.g., atlases, maps, books, pamphlets, videos, and films).
- **Shelving:** placing new materials on the shelves or replacing items after use.
- **Care of the collection:** providing the correct environment for the materials, checking their physical condition, and repairing damaged materials.
- **Inventory and shelf reading:** checking the order of material on shelves.

Collection maintenance is important because:

- Library materials are often expensive or impossible to replace.
- Materials should be kept in good condition and correct order to be accessible and ready to use.
- Users are more inclined to use materials that are in good condition and tend to avoid shabby or damaged materials.

### Processing

All items should be cataloged and classified before they are added to the library collection and should be processed to make them ready for use.

Processing is usually divided into two stages:

#### 1. Materials Receipt

There are processes to carry when the item is received, before it is cataloged and classified:

##### Checking

When an item is received, it must be checked to make sure that it is the item requested and is in good physical order. For example, ensure that a book has all its pages or a kit has all its parts.

##### Ownership Marks

Ownership marks show that the item is the property of the library. In books, this mark may be made in several places—usually on the verso of the title page and on other designated pages throughout the book. Ownership marks are not used on rare or valuable items.

**Accessioning**

Each item is given a unique identifying number called an accession number. This is usually a running number. An accessions register may be maintained although automated systems make this unnecessary. This register shows how many items have been acquired since the collection began. Each number is unique regardless of how many copies of an item are in the library.

Barcodes are now commonly used as accession numbers. They do not need to be consecutive for computers to generate the information on the number of items in the collection. (A barcode number is still unique to an item.)

**2. Physical Processing**

The tasks that are completed after the item has been cataloged and classified include:

**Call Numbers**

A call number is assigned to an item when it is cataloged. The call number usually contains a classification number and a book number (or letters). It determines the item's shelf location. It may also include the physical location such as a branch library or a special collection (e.g., the reference collection). It may also provide a copy number (e.g., Copy 2). For books, the call number may be written on the verso of the title page or on the last page. A spine label with the call number is attached to the cover.

**Circulation Stationery**

If used, this usually consists of a date due slip, a bookcard, and a pocket for manual circulation systems. Circulation stationery may be attached to the first or last page of the item to provide a flat surface for stamping the due date.

**Security**

Magnetic security strips (tattle tape) may be inserted as part of a library's security system. These strips are desensitized at the time of borrowing and resensitized on their return.

**Covering**

A plastic jacket or adhesive cover strengthens a book and protects against soiling. With the exception of adhesive covering, it should be possible to remove the cover later, for re-covering.

**Strengthening Strips**

Vinyl tape or adhesive covering strips may be used to strengthen weak book bindings. Corners may also be strengthened in this way.

**Special Symbols**

- **Locations:** items that are sent to branch libraries or special collections need specific identification. Often color codes are used to indicate different locations if this information is not included in the call number.
- **Type of material:** location symbols are also used for various categories of materials such as serials and audiovisual items.
- **Circulation information:** symbols may be used to indicate circulation information. For example, a red dot may indicate that an item cannot be borrowed.

**Final Check**

The item must be checked to make sure that all of the processing stages have been completed before it can be shelved ready for patron use.

**EXERCISE 7.1**

Visit a library and examine an example of each format listed below. Look at the method used to process the item and fill in the table.

	<b>Printed book</b>	<b>Serial</b>	<b>Film</b>	<b>Map</b>	<b>Kit</b>	<b>Video</b>
Where is the library's ownership stamp located?						
Can you find a barcode on the item?						
Is the accession number recorded in the item? If so, where?						
Where is the call number recorded on the item?						
Does the item include circulation stationery? If so, describe it.						
Does the item include security strips?						
Does the item have a cover or special packaging?						
Are there any special symbols on the item such as a sticker to indicate reference?						

## Library Suppliers

Libraries purchase the materials needed to maintain and preserve their materials from library suppliers including:

### **Brodart** ([www.brodart.com](http://www.brodart.com))

U.S. Customers:

Brodart Order Center

P.O. Box 3037

Williamsport, PA 17701

Telephone: 1-888-820-4377

Fax: 1-800-283-6087

Email: [supplies.customerservice@brodart.com](mailto:supplies.customerservice@brodart.com)

Website: [www.shopbrodart.com](http://www.shopbrodart.com)

Canadian Customers:

Brodart Canada Ltd., Order Centre

109 Roy Boulevard

Brantford, ON N3R 7K1

Telephone: 1-800-265-8470

Fax: 1-800-363-0483

Email: [supplies@brodart.ca](mailto:supplies@brodart.ca)

Website: [www.brodart.ca](http://www.brodart.ca)

International Customers:

Telephone: 1-570-769-3265

Fax: 1-570-769-5111

Email: [supplies.international@brodart.com](mailto:supplies.international@brodart.com)

Website: [www.shopbrodart.com](http://www.shopbrodart.com)

### **DEMCO, Inc.** ([www.demco.com](http://www.demco.com))

P.O. Box 7488

Madison, WI 53707-7488

Telephone: 1-800-279-1586

Fax: 1-800-245-1329

Email: [order@demco.com](mailto:order@demco.com)

International Customers:

Telephone: 1-608-241-1201

Fax: 1-608-241-1799

Email: [international@demco.com](mailto:international@demco.com)

### **Gaylord** ([www.gaylord.com](http://www.gaylord.com))

Gaylord Brothers

P.O. Box 4901

Syracuse, NY 13221-4901

Telephone: 1-800-448-6160

Fax: 1-800-272-3412

International Customers:

Telephone: 1-315-457-5070 ext. 8221

Fax: 1-315-453-5030

**Vernon** (vernlib.com)  
2851 Cole Court  
Norcross, GA 30071  
Telephone: 1-800-878-0253  
Fax: 1-800-466-1165  
Email: vernon@vernlib.com or web@vernlib.com

### EXERCISE 7.2

Using a library supplier's catalog, look at the products that can be used to process library materials. Compare two different formats (e.g., videos and maps) and fill in the table.

	Format 1	Format 2
What products are available in the catalog?		
How much do the products cost?		
Do the products vary from those you saw in the library?		
Suggest reasons the library chose its methods.		

**EXERCISE 7.3**

Find a book that needs processing and complete the following steps:

1. Apply the ownership stamp:
  - one stamp on the verso of the title page
  - one stamp approximately halfway through the item
  - one stamp on the inside of the back cover.
2. Apply a barcode to the top of the endpaper opposite the back cover in the center.
3. Write the barcode or accession number within the ownership stamp on the verso of the title page.
4. Write the call number in pencil within the ownership stamp on the verso of the title page.
5. Apply tattle tape
  - hardback: place one-sided tattle tape down the spine
  - paperback: place double-sided tattle tape between two pages.
6. Glue circulation stationery to the endpaper opposite the back cover.
7. Make a call number label: for example  
023.0994  
CAT
8. Apply a call number label on the spine if the book is 1.5 cm. or thicker, positioning it 1.5 cm. from the base of the spine. For narrower items, place label on lower front cover, 1 cm. from the bottom edge and 1 cm. from the spine.
9. Apply a location symbol above the call number label if required.
10. Check that all stages have been completed and ask an experienced staff member to review your work.

**EXERCISE 7.4**

Answer the following questions about the processing exercise.

1. Were the instructions easy to follow?
2. Can you suggest ways to improve the instructions?
3. Could you use these instructions when processing other formats of library materials?



**EXERCISE 7.5**

Using a library supplier's catalog, list the products used to cover books.

Look at a video on covering books (e.g., Demco's *Protecting library materials from wear and tear*) or read the instructions in a manual (e.g., Schechter's *Basic book repair methods*).

Cover a paperback book, a hardback book, and a book with a dustjacket using the appropriate covering.

Remember to:

- use the materials as economically as possible
- handle the items with care
- keep your work area tidy.

## **Storage of Library Materials**

### **Introduction**

The basic aim of a library is to provide information for its users. To do this, the library must obtain, organize, make available, and preserve the print and nonprint materials required to meet users' needs. Libraries collect a range of materials that vary in kind, size, and shape as well as ones that may require special storage.

Choosing the correct form of storage for each format is important in order to ensure that all items remain in good condition.

The storage method chosen for particular materials depends on the following factors:

- cost
- appearance
- the space available
- the library's clientele
- the need to prevent damage to materials
- staffing levels
- the rarity of the materials
- the special needs of specific formats.

### **Different Formats**

Most libraries have separate sequences of shelving to house different sizes and formats of materials. They generally use adjustable shelving to cater for these different requirements. If all materials are shelved together, the library has to allow the maximum height on each shelf. This takes up a lot of extra space.

### **Printed Books**

Most books are stored on bookshelves with book supports to keep them upright. They should not be shelved too tightly because they are likely to be damaged when users try to remove them. Although books can withstand frequent handling before needing repair or rebinding, some libraries cover books to prolong their life. Paperback books may be stored in wire bookracks for ease of access. Large books should be stored horizontally on shelves, but if several are piled on top of each other, the weight causes damage.

### **Manuscripts and Typescripts**

Rare or valuable manuscripts may need to be stored in a secure area such as a locked storeroom or cupboard. If they are on flat sheets, manuscripts may be bound into books, filed in loose-leaf folders, or stored in boxes. Rolled manuscripts are stored in cylinders. Typescripts are handled in the same way.

### **Pamphlets**

These are usually stored in pamphlet boxes on shelves. Some libraries store them in filing cabinets or place them in stiff covers and shelve them upright with the main collection of books.

Pamphlet boxes protect the materials, and users find them easy to handle, but the thickness of the boxes takes up extra space on the shelves. A filing cabinet for pamphlets protects them from light and dust, but the cabinet takes up floor space.

**Periodicals**

Most libraries display current issues of periodicals on racks that hold the items rigid. Some use transparent plastic covers to protect the issues. Back runs of periodicals may be bound and shelved in the same way as books. Unbound back issues of periodicals are usually stored in pamphlet boxes. Some libraries microcopy backruns or buy microform copies to save space and preserve information.

**Maps, Plans, and Architectural Drawings**

These formats are best stored flat in plan cabinets or hanging cabinets. Some company libraries with small collections may roll and store them in cylinders placed in pigeon-hole racks. If they are fragile, they should be interleaved with acid-free paper. Frequently used items may be laminated.

**Pictures**

Drawings and photographs may be stored in folders in a filing cabinet or mounted in albums. Another option is to use archive boxes that protect the items from light and dust.

**Newspapers and Newspaper Cuttings**

Recent issues of newspapers are often stored in a hanging file. Older issues may be bound and stored horizontally on specially designed shelving. Some libraries store older issues in archive boxes or shrink-wrap their newspapers. Newspaper cuttings are usually clipped and stored in filing cabinets or shallow drawers. Because newsprint deteriorates quickly, many libraries preserve the information by microcopying newspapers or by purchasing microform copies. More recently, much of this material is being scanned or digitized and made available electronically.

**Microforms**

Microfiche may be stored in envelopes, boxes, or slotted plastic panels. Microfilm is usually stored in small reels in cardboard boxes that are housed in special cabinets.

**Films and Slides**

Roll film is best stored in metal canisters. Filmstrips may be stored in boxes. Slides are usually housed in slotted drawers or in transparent plastic sleeves.

**Videotapes**

Videotapes are usually stored on shelves. They can stand upright and their outer casing is strong enough to protect them from damage.

**Sound Recordings**

Compact discs (CDs) may be stored on display racks, in a tower, or on shelves. Cassette tapes are usually stored in cases or drawers or shelved in casings similar to video containers.

**DVDs**

DVDs, as well as CDs, may be stored in security brackets that can house the entire jewel case. The brackets lock and can be tattle taped, so that users must take the item to the circulation desk and have the unit unlocked before the disc can be used. The disadvantage of these brackets is that they take up extra space in cabinets or on the shelves. An alternative method is to use clear tags with imbedded security strips that can be applied directly to singled-sided DVDs and CDs. When applied properly, these strips do not affect disc performance.

**Computer Software**

Diskettes are usually stored in boxes in order to protect them from light and dust.

**EXERCISE 7.6**

Visit a library and identify as many formats of material as possible using the list in the table below. Take note of how the materials are stored and fill in the details.

Type of Material	Is it held in the library?	Storage Methods
Printed books		
Manuscripts, typescripts		
Pamphlets		
Periodicals		
Maps, plans, charts		
Pictures		
Newspapers		
Newspaper cuttings		
Microform		
Films and slides		
Videotapes and DVDs		
Sound recordings		
Computer software		

**EXERCISE 7.7**

Examine a library supplier's catalog and identify the types of equipment and materials available for storing the library materials listed in Exercise 7.6.

Choose **two** formats of library materials—one print and one nonprint—and compare the way in which they are stored in a library with the methods of storage shown in the supplier's catalog. Take into consideration the reasons the library chose its method of storage. State which method you think is the most effective.

	Print Format	Nonprint Format
Material		
Storage method used in library		
One storage method suggested in supplier's catalog		
Reasons library chose its method		
Effectiveness of chosen method		

**EXERCISE 7.8**

Based on your observations in a library, describe three examples of storage methods that may cause problems for library materials and for users. Suggest solutions to these problems.

	Example 1	Example 2	Example 3
Methods that cause problems for materials			
Possible solutions to problems			
Methods that cause problems for users			
Possible solutions to problems			

1. Why is it important to maintain a library's collection?
2. What is a spine label?
3. Why do libraries cover books?
4. What is meant by physical processing?
5. Name three factors that will affect the storage methods chosen by a library.

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## **Chapter 8**

# **SHELVING**

### **Introduction**

The ideal situation in a library is to shelve all the information on a particular topic together in order to make maximum use of all materials. In many libraries, however, the varied formats of library materials, the need for security, a shortage of shelf space, and the costs involved in processing materials lead to the physical segregation of different types of material.

The physical segregation of material may alter usage patterns and the demand for materials. Each library needs to consider its own circumstances and user needs. There is no arrangement that can be applied universally.

### **Different Shelving Arrangements**

#### **Access**

##### **Closed Access**

This arrangement does not allow the library user to collect materials directly from the shelves, so staff must be available to do this. Sometimes the collections are in accession number order rather than arranged by subject.

##### **Open Access**

With this arrangement users can browse and retrieve materials from the shelves. Most libraries are open access and arranged by subject to make browsing possible.

#### **Factors to Consider in Making the Choice between Closed and Open Access**

Libraries base this decision on a number of factors, including:

- the nature of the collection (whether the material is up-to-date or archival)
- the size of the collection and the accommodation available
- the need to avoid damage caused by handling
- the availability of staff to service the collection
- the cost and difficulty of replacing items
- the availability and location of equipment necessary to use an item
- the need to preserve the privacy of the material.

It is common for parts of a collection to be closed access, while other sections are open access. Closed access areas may include nonprint materials, reserve and high-demand collections, archives, manuscripts, and rare books.

**Location****Fixed Location**

If the collection is closed access, the items can be shelved in a fixed location. Advantages and disadvantages of this arrangement include:

- Items are shelved in a prescribed place, and new items are added at the end of the sequence. For identification, items are given a running number or accession number (e.g., 7834, 7835, and so on). This way an item stays in one spot in relation to other items.
- Browsing is impossible because there is no subject order. Access is through a catalog or finding aid.
- This system is mainly used for storage areas such as rare book collections or government records and documents.
- Space is used more economically.
- The collection does not need to be reshelfed as frequently.
- There is less wear and tear on items.

**Relative Location**

Most libraries shelve their materials in a relative location, thus allowing users to browse items on the shelves. Advantages and disadvantages of this arrangement include:

- Items are generally arranged using the Dewey Decimal Classification (DCC) or the Library of Congress Classification (LCC) schemes that group materials by subject.
- New items are interfiled with old ones. As the collection expands, an item may be moved along the shelves, but it remains in the same position relative to other items.
- An expanding collection can be difficult to manage because new material must be intershelved. This leads to constant shifting and the resulting costs.

**Integration**

In addition to decisions about the kind of access and location, library staff also need to decide whether to integrate or segregate sections of the collection.

**Total Integration (or Intershelving)**

All library materials, regardless of format, are shelved in one sequence. This is the ideal arrangement for a browsing collection.

**Nonintegrated Shelving**

All formats of material are stored separately according to their space and equipment requirements. This is not as suitable for a browsing collection as is intershelving.

**Partial Integration**

Some materials are shelved together, especially if they share a similar format, while others are shelved separately. This is the most common option used in libraries and does allow browsing, but users need to be aware that there are other sequences.



### Possible Arrangements

Parts of the collection may be arranged:

- by format (e.g., all videos shelved together in one sequence, oversize books on any subject shelved together)
- in alphabetical order (e.g., fiction books arranged alphabetically by author, serials alphabetically by title)
- in numerical order (e.g., volumes within sets, class-together series)
- in classification number order (e.g., DDC, LCC)
- by audience (e.g., young adults, graduate students)
- by lending conditions (e.g., regular circulation, reserve, noncirculating)
- by type of print (large print, braille).

### EXERCISE 8.1

Arrange the following examples of fiction books in alphabetical order by author (and by title when there is more than one book by an author). Write the call numbers in the spaces below.

F/TRO	Trollope, Joanna <i>The men and the boys.</i>
F/ARC	Archer, Jeffrey <i>Honour among thieves.</i>
F/MCC	McCullough, Colleen <i>The grass crown.</i>
F/RUS	Rushdie, Salman <i>The Moor's last sigh.</i>
F/THE	Theroux, Paul <i>My other life.</i>
F/TRO	Trollope, Joanna <i>Next of kin.</i>
F/KOC	Koch, Christopher <i>Highways to a war.</i>
F/GRI	Grisham John <i>The client.</i>
F/KOC	Koch, Christopher <i>The year of living dangerously.</i>
F/THE	Theroux, Paul <i>The happy isles of Oceania.</i>

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.

## Classification Schemes

### Classification

In addition to arranging some of the collection by use or format, most libraries use a classification system based on subject for all or most nonfiction material. It helps the client locate an item when the call number (based on a classification scheme) is known and find all items on one subject together.

Dewey Decimal Classification and Library of Congress Classification are the best known and most widely used classification schemes. Sometimes special libraries use other schemes that are more suited to arranging information for their specific client needs.

### Dewey Decimal Classification (DDC)

DDC divides all human knowledge into ten main classes using a minimum of three digits followed by a decimal point and further digits if necessary.

The main classes are:

000	Generalities
100	Philosophy & psychology
200	Religion
300	Social sciences
400	Language
500	Natural sciences & mathematics
600	Technology (Applied sciences)
700	The arts
800	Literature and rhetoric
900	Geography and history

This is the most widely used scheme in North America, particularly in public and school libraries. Many libraries use DDC because:

- The decimal notation is simple to assign, shelve, remember, and find.
- The scheme is revised periodically to accommodate new topics.
- Widespread use of DDC and computer technology make it possible for libraries to share the work of classifying.

The DDC number represents the subject. DDC numbers are placed on the shelves in numerical order, grouping similar topics together. The digits following the decimal point are treated as decimal fractions, as illustrated below:

629  
 629.1  
 629.12  
 629.13  
 629.13092  
 629.132  
 629.1323  
 629.132322  
 629.133  
 629.19  
 629.2  
 629.204  
 629.895  
 630

### **Call Numbers**

Call numbers are a combination of a DDC number plus a book number or Cutter.

Call numbers based on DDC are usually a combination of numbers and alphabetic symbols. Frequently, libraries add the first three letters of an author's name to a DDC number to create the call number:

629.13 HAN	(Author John Hanson)
629.133 THO	(Author Fay Thompson)
657.04 KEN	(Author Brian Kennedy)
658.403 BRO	(Author Amy Brown)

Optionally, libraries can use the Cutter-Sanborn tables to create a unique call number for each item and to simplify alphabetic arrangement. Cutter-Sanborn numbers consist of the first letter of the author's name followed by numbers taken from the tables to indicate that name. Detailed instructions on how to create these numbers are included in the front of the Cutter-Sanborn tables. Using the examples above, if a library used the Cutter-Sanborn tables, the call numbers would be:

629.13 H251  
 629.133 T471  
 657.04 K35  
 658.403 B877

Call numbers can also indicate the location if needed (e.g., a branch of the library), a special collection to which an item belongs (e.g., reference, audiovisual), and a copy number if there is more than one. For example:

CITY 629.133 THO  
 REF 629.13 HAN  
 629.133 T471 c.3

**EXERCISE 8.2**

Arrange the Dewey Decimal Classification call numbers given below in numerical order. Write the numbers in the boxes.

a.

428	944	808.02	822.3
FRO	LAN	ESS	CRE
025.1	331.12	940.28	302.2
ORG	LIF	IND	COM
796.46	882.01	959.86	004.1
ATL	ANT	DON	COM
158.2	380.1	914	551.6
BOD	MAR	GRE	HOL
617.8	495.6	640.42	519.5
UND	MEE	YOU	AGA

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

b.

551.8 BUT	591 SMI	952.01 ISH	531.6 SPU
919.5 MAC	935.01 LAN	515.1 HAE	510 NGU
519.5 MAS	994.05 BOL	574.13 VAN	994.51 EAS
512.5 IFR	591.68 HOW	915.4 JOH	513.93 ORD
914.59 PIL	510.76 BRO	573.2 LEA	949.3 HAE

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

c.

027.6305 MUL	338.479105 INT	363.960994 SIE	306.360941 HAN
305.235 ROS	338.064 FED	363.7384 WAL	333.33068 REA
306.30994 BRE	333.333 MAL	027.625 BRO	338.476292 JUR
027.80994 SCH	338.47910904 BUR	363.1926097 3 OKU	305.235099 4 WHI
333.33068 CYR	306.76620994 MOD	305.230942 DES	306.380941 KIR

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

**EXERCISE 8.3**

Arrange the Dewey Decimal Classification call numbers given below in numerical order for a library collection that is totally integrated (all formats intershelved).

VIDEO 332.6324 AUS	001.64404 CHO	020.6224205 LIB	158.05 JOU
052.94 AUS	SERIAL 994.020924 WAR	333.330688 CAN	614.0994 AUS
REF 614.59623 KIL	020.941 LIB	VIDEO 641.5676 LON	333.3387 SUC
005.26 BAS	SERIAL 346.9407 BUS	001.64 STA	REF 994.03 CLU
005.262 TUR	001.6404 OGD	REF 949.5074 GAG	949.5 MEN

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

**EXERCISE 8.4**

Arrange the Dewey Decimal Classification call numbers given below in numerical order, taking note of the location symbols such as VIDEO. Arrange the numbers for a segregated collection that has the reference materials shelved at the beginning, the serials integrated with the main collection, and the videos shelved at the end.

VIDEO 509.22 DON	328.73 CON	011.38 HOP	378.33 GRA
016.35471 IND	SERIAL 590.744 INT	705.8 AME	016.31 STA
REF 791.45 CON	011.6403 NEV	VIDEO 314.2 WHI	520.321 ENG
378.43 BAR	SERIAL 021.0025 INT	021.002541 BRI	REF 001.64032 1 ABR REF 328.73 AUS
341.2 TRI	016.35494093 GAR	VIDEO 020.321 HIL	

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.



**EXERCISE 8.5**

Arrange the Dewey Decimal Classification call numbers that include Cutter-Sanborn numbers in numerical order. Write the numbers in the boxes.

364.0994

C929

364.994021

W181

364.994021

M953

364.49

C929

363.25

L131

364

H229

346.991

W587

364.994

C297

364.099

A477

364.994

A198

364.021

D562

364.99402

C444

364

B112

364.49

M476

363.25

G255

364.49

C928

364.994021

W182

363.25

M475

360

Y92

363.25

G256

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

**Library of Congress Classification (LCC)**

LCC, which uses letters and numbers, was developed by the Library of Congress to organize its own collection. Many libraries throughout the world, particularly large academic and special libraries, have adopted it.

Subject specialists devised the LCC schedules. There are over thirty volumes in this series of special schedules, each with its own index. Letters are used to designate main classes and subclasses, and numbers are used for divisions. Gaps are left in the schedules to provide for the expansion and addition of subjects.

The main classes are:

A	General Works
B	Philosophy. Psychology. Religion
C	Auxiliary Sciences of History
D	History (General) and History of Europe
E-F	History: America
G	Geography. Anthropology. Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music and Books on Music
N	Fine Arts
P	Language and Literature
Q	Science
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliography. Library Science. Information Resources (General)

- [illegible]

**Example of Sequence**

B	BA	BA	BA	BA	BA
1649	164	1631	1631	1631	1631
.R94	.D63	.A48	.A5	.A5	.A5
M3	N71	S55	P3	P36	P36
1964	1991	1985	1979	1978	1980

**EXERCISE 8.6**

List the following groups of Library of Congress Classification call numbers in order:

a.

GN	GN	GN	GN	GN
325	325	324	326	326
.F47	.F7	.F531	.F5	.F5
	1979	1986	1991	1989

1.	2.	3.	4.	5.

b.

Z699.5	Z699.5	Z699.5	Z699	Z699.5
.B53	.B53	.B5	.B53	.B53
D37	D3	D37	D3	D37
1983	1984	1985	1986	1987

1.	2.	3.	4.	5.

c.

PL2892	PL282	PL2842	PL8224	PL42
.A52	.A5	.A2	.A502	.A552
M6	M7	M61	M76	M606
1987	1942		1990	1993

1.	2.	3.	4.	5.

d.

Q1 .S34	JQ4011 .E49	BF575 .S75K44	QB1 .R47
HJ2193 .S97	TX724 .5 .B47	QB86 .S35	HJ2193 .F56
BF575 .9 .A86	QL737 .C23T475	HN850 .V5A97	QB51 .A77
HJ9931 .A44	TX717 .P43	HN850 .Z9V58	JA26 .A86
HV1 .C74	GT4985 .N38	QB1 .A89441	QB1 .5 .M67

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

e.

QH540 .B75	Q1 .R553	DG5 .I61	HM1 .A87
HV1 .C74	T1 .226 .U54	HM1 .A5	HN850 .Z9V53
DU967 .6 .K29	Q1 .R56	HN850 .V5A97	QH540 .C38
JA26 .A86	HQ1101 .W74	QH540 .C4	QB1 .5 .M67
QH540 .C3	HN850 .Z9V58	SD1 .7 .W4	HM1 .5 .C72

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

f.

HT609 .S33	QP33 .5 .C3	QH511 .H35	RC632 .P56 I57
QP34 .L348	HD5345 .A6 C74	QH508 .G7	QP171 .S58
QA276 .8 .H34	QH508 .B3	DS611 .I44	NC1115 .B7
HT609 .R43	HV9069 .C53	PA2117 .A5	HA31 .2 .M66
HT609 .R5	JV9185 .I8 C72	S494 .5 .W3	R127 .2 .V58

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.
16.	17.	18.	19.	20.

## Correct Shelving Practice

To ensure users can find library materials they need, shelvees must understand how to read the classification scheme and how to file items in the correct location. Shelving is an important process in all libraries since misshelved items are lost to those who are looking for them by call number.

The materials that need to be shelved include those items that have returned from loan through the circulation desk. Other materials for shelving include:

- items that have been used in the library
- items being added to the collection
- items returned from binding and repair
- items being transferred from one part of the collection to another.

Returning materials to their correct location as quickly as possible is a priority. Efficient reshelfing of materials prevents users and staff from wasting time looking for materials not on the shelf, or from speculating whether something is missing.

Busy periods often result in shelving bottlenecks and backlogs. Designated sorting areas for materials awaiting reshelfing, numbered and/or dated book trucks, or special sorting shelves on different floors can assist in keeping the shelving workflow running smoothly.

## Shelving Procedure

The shelving process can be divided into several steps:

1. Sort the material by format if the library does not have a fully integrated shelving system.  
Categories include:
  - reference books
  - fiction monographs
  - junior monographs
  - large print monographs
  - nonfiction monographs
  - videos
  - CDs
  - current periodicals
  - bound periodicals
  - microforms.
2. Sort within each format according to a broad unit—usually a range of the classification scheme. For example, sort DDC numbers by 100s, 200s, and so forth, and LCC numbers by QAs, QDs, and so on.
3. Place the items on book trucks for reshelfing. Arrange the items in call number order to avoid backtracking along the shelves.
4. Shelf the items.
5. Record statistics on the number of items shelved each day.



## Shelving Technique

Part of the task of shelving is to ensure that the items already on the shelves are in order and in good condition. While shelving, library staff should look out for misshelved materials and either send them for sorting or reshelve them correctly. Materials requiring repair and rebinding should be routed to the appropriate unit.

Shelves should be tidied constantly by:

- shifting all volumes to the left side of the shelf with a book support on the right to prevent leaning
- aligning volumes with spines to the front edge of the shelf
- relieving the pressure of items being packed too tightly by shifting one or two items to the shelf above or below.

To avoid damaging the books during shelving, try the following:

- making a space first with one hand rather than jamming books in
- using both hands to straighten books so that they stand upright to the left of the shelf
- carefully inserting book supports to prevent damage to the base of books.

### *Occupational Health and Safety (OH&S) Alert*

- *Use a kick stool to work above shoulder level rather than stretching for a shelf you can barely reach.*
- *Sit on a kick stool when working below waist level rather than crouching or bending over.*
- *Pick up books with both hands rather than using one hand.*
- *Turn around using your feet rather than twisting your body.*
- *Shelve for not more than three hours a day.*
- *Try to vary tasks while shelving.*
- *Vary your movements while shelving and pay attention to your body as you move.*
- *Ensure that book trucks are evenly and not too heavily loaded because they can topple easily.*

**EXERCISE 8.7**

Some materials require different handling because of their format. Shelf examples of each of the following formats and comment on whether they were easier or harder to handle than books.

Material	Comparison with Shelving Books
Pamphlets	
Unbound serials	
Bound serials	
Microfiche	
Kits	
Videos	
Maps, charts	
Newspapers	

**REVISION QUIZ 8.8**

1. What is a closed access library?
2. Why do some libraries choose to shelve their materials in a fixed location?
3. Why do libraries use a classification scheme to organize the materials on their shelves?
4. Why is it important to reshelve items promptly?
5. Give at least three OH&S rules you should follow.

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## Chapter 9

# DAMAGE

### Introduction

A prime task for library staff is to prevent damage to the materials stored in the library. The damage may be caused by:

- incorrect handling by library users or staff
- environmental factors
- the composition of the materials.

### Causes of Damage

#### Manual Handling

People are often described as the worst enemies of library materials because they cause so much damage intentionally and unintentionally.

- **Library users** often overuse or abuse materials, especially books: by using paper clips, pins, or staples to mark their place; by pressing on spines when photocopying; by folding over the corners of pages; by spilling food and drinks; by making pencil marks; or simply by handling materials roughly.
- **Library staff** also cause damage by carrying too many items and dropping them, by overloading book trucks, by forcing items onto tightly-packed shelves, by using inappropriate repair techniques, and so forth.
- **Library storage can be inadequate.** Each type of material needs to be considered differently, and each must be provided with its own arrangements, support, and protection.

#### Environment

- **Light:** Sunlight bleaches covers of books, fades colors in maps and prints, harms paper, and fades microform. Artificial light, particularly fluorescent lighting, is damaging to many library materials. On the other hand, dark surroundings encourage infestations of insects, rodents, and fungi.
- **Temperature:** Heat makes materials brittle. If materials have been stored in a cold area, condensation occurs when they are moved to warmer surroundings.
- **Humidity:** Mold and fungi grow if the air is too humid but, if the air is too dry, some library materials dry out (e.g., paper becomes brittle).
- **Atmosphere:** Sulfur dioxide in the air forms sulfuric acid that causes brittleness in paper and decomposes leather. Hydrogen sulfide, ammonia, ozone, nitrogen oxides, and aerosols may also cause damage.
- **Pests:** Insects such as silverfish and woodworms cause damage to library materials and equipment. Rats and mice eat and/or make nests in library material.
- **Composition of the materials:** Various components in library materials sometimes cause damage. For example, the acid in newsprint leads to the rapid deterioration of newspapers.

## Preventing or Alleviating Damage

### Manual Handling

- Libraries need to educate library users and their own staff in the correct handling methods in order to prevent overuse and abuse of the collection. It may be necessary to restrict access to more valuable or fragile materials and to substitute originals with copies.
- Library staff should be instructed in the correct techniques for repairing and covering materials.

### Environment

- The library needs to monitor lighting and ensure that it is not too bright and not too dark. For example, it should control sunlight and monitor fluorescent light.
- It is important to check humidity to ensure that the air is not too dry and not too damp and to make sure that air circulates throughout the collection. The ideal environment has steady relative humidity (55%) and a steady temperature (70°F or 21°C).
- It may be necessary to fumigate the library to destroy pests. Be careful, however, that the chemicals used are not harmful to the library materials.

### Composition of the Materials

- In order to prolong the life of library materials, some libraries protect them with packaging such as boxes, folders, jackets, or special storage systems.
- Library staff should clean shelves and materials regularly and ensure that materials are not packed too tightly.

Some libraries choose an alternative form of publication to preserve the intellectual content of their materials. These methods include:

- microfilming
- recording (e.g., talking books)
- entering information into a database
- scanning or digitizing.

## EXERCISE 9.1

Visit a library and make comments on the following points:

The environment	
Temperature	
Light	
Cleanliness (any dust, pests?)	

<b>The shelving</b>	
Is it crowded?	
Are the materials in order?	
Do library staff or the users reshelve?	
<b>Protection of materials</b>	
What methods are used?	
Are they effective?	

Do you think this library is well maintained?

## EXERCISE 9.2

Visit a library and look closely at ten monographs on a shelf. Fill in the number of monographs fitting each category.

<b>Damage to monographs</b>	<b>Yes</b>	<b>No</b>
Are the covers in good condition?		
Are the spines damaged?		
Is the damage at the top or base of the spines?		
Are the spines loose?		
Are there any loose pages?		
Are the corners of pages folded over?		
Are there pen or pencil marks on the pages?		
Is the text underlined or highlighted?		
Are there any torn pages?		
Is there any evidence of repair (e.g., taped spines, sticky tape)?		

**EXERCISE 9.3**

Choose **two** examples of nonprint materials and examine them for damage. Describe the nature of the damage, explain the factors that have caused it, and suggest ways of preventing these types of damage. Write the details in the table below.

Damage to nonprint materials	Example 1	Example 2
Item		
Nature of the damage		
What caused the damage?		
How could you prevent this damage?		

**Library Rules**

The following rules are given to users of a research library to ensure that they handle the library materials correctly.

**LIBRARY RULES****Warning**

This research library aims to provide its clients with the information they require to complete their research. We try to make all materials available for your use, but this depends on how our clients handle the materials. You are asked to handle materials carefully and to take note of the following rules:

1. Do not handle the books roughly.
2. Do not drop the books or leave them on the floor.
3. Do not write in the books.
4. Do not eat or drink while in the library.
5. Do not turn over or fold the pages in the books.
6. Do not lean on the books when photocopying.
7. Do not place books on top of each other.
8. Do not use pens as bookmarks.
9. Do not cut out or tear any of the pages.
10. Please return books to the book truck when you have finished.

**EXERCISE 9.4**

Describe how you think a client might react when given these rules. Can you suggest any improvements?

**EXERCISE 9.5**

Prepare a list of guidelines for a new member of the library staff on the correct handling of library materials.

## Repairs

### Introduction

All library staff should be on the lookout for items that need repair or rebinding. Staff notice damaged items while shelving, when materials are returned from loan, during shelf reading, and when doing an inventory. Library users may also point out damage. Repairs or rebinding should be done as soon as possible to avoid further damage. The main objective of repairing materials is to keep them available for use.

If an item is damaged, there are several options:

- repairing
- rebinding
- repackaging
- discarding if badly damaged.

Library staff carry out simple repairs such as replacing spine labels, reinforcing torn or loose spines, replacing loose pages, repairing torn pages, and removing paper clips or other page markers. More difficult repairs are likely to be done by specialist staff or the items may be sent to a commercial binding firm. If the person who discovers the damage does not have the necessary skill to complete the repair, the task should be assigned to someone who can do it properly.

Simple repairs can be carried out in-house using materials purchased from library suppliers. There is a wide range of tapes that are used to mend torn pages, repair damaged spines, and attach covers or casings. Special adhesives are available for replacing loose pages or for re-attaching covers of paperbacks and spines of hardback books.

If the library staff are too busy to repair an item immediately, they should place a slip of paper in the item with a description of the damage and set it aside. They should also enter a note in the library catalog to indicate that the item will not be found on the shelf (e.g., “Item at bindery”).

### Repair, Rebind, or Discard?

Library staff may need to decide whether it is worthwhile to spend the time to repair an item, to send it for rebinding, or to discard it. When making this decision, the following questions should be considered:

- Is the item needed immediately by a library user?
- Does the library hold other copies of the item?
- Is it possible to purchase a replacement?
- Can the library afford to buy a replacement?
- Is the item still in demand or only used infrequently?
- How serious is the damage?
- Does the library have the equipment and supplies needed to repair the damage?
- Is the item out of date?
- Is the information available in a different format?
- Does the item belong to a special collection?
- Is the item rare or valuable?

If the decision is made to discard the item, the library catalog must be updated to record this information.



**Rebinding**

Collection maintenance staff need to decide whether they are able to repair an item themselves or whether they should send it to a bindery. In some cases, the cost of rebinding might be too high so the library staff will either discard the item or try to mend it themselves.

If you decide to rebind an item, you need to prepare detailed binding instructions. You should include information on the author, title, and call number as well as details on the type of binding required, style of lettering, etc. It is important to update the catalog record to let users know that the item is at the bindery and to adjust the record when the item returns to the shelves.

**Binding of Serials**

Many libraries prolong the life of their serial collections by binding several issues together. This ensures that the issues stay in logical order and are protected from damage.

When preparing serials for binding, library staff sort the issues into binding order, examine the issues for damage, locate missing issues, add indexes, title pages, and supplements if required, and complete an instruction sheet for the bindery.

The library maintains a binding record that includes information describing:

- which serial titles are bound
- how often a serial is bound and how many issues are in a volume
- whether the serial has a separate index that is to be included
- the form of the title and volume numbers to be printed on the spine
- the color of the binding and type of material used
- special instructions such as whether to include the advertisements.

When the serials return from the bindery, library staff check that all of the instructions have been carried out, and amend the library records to show that the serials have been bound and are back in the library. The serials are then processed and returned to the shelves.

**EXERCISE 9.6**

Examine a number of damaged items in different formats (e.g., monographs, serials, videos, etc.) and consider:

1. What caused the damage?
2. Could it be fixed in a library or does it need special treatment?
3. Is the item worth keeping?
4. Has past mending caused further damage?

**EXERCISE 9.7**

1. Look in a library supplier's catalog and read about the products used for repair.
2. Examine three monographs and describe what action you would take to repair each area of damage, including what material you would use. For example: "Tip in loose pages individually using a brush and adhesive."

Damage	Action
1.	
2.	
3.	

3. Watch a video on book repair (e.g., Demco's *Protecting library materials from wear and tear*) or refer to a guide on repairing books available from a library supplier (e.g., Brodart's *Guide to book care and repair* or *Guide to book repair & protection*). Complete the following repairs:
  - a torn page
  - a loose page
  - a torn cover
  - a broken spine
  - a damaged or tattered spine
  - a spine that has separated from the book.
4. Examine three videos or audiocassettes and describe what action you would take to repair each type of damage, including what material you would use. Look out for:
  - damage caused by exposure to excess heat or moisture
  - evidence of actual tape being handled
  - damage to cassette and spools
  - damage to outer case.

Damage	Action
1.	
2.	
3.	

5. Examine examples of other nonprint materials and describe the damage that is likely to occur to them. Describe how you would repair these items.

Likely Damage	Action
1.	
2.	
3.	

### REVISION QUIZ 9.8

1. How does a library prevent damage caused by people handling the materials?
2. Describe three features of the ideal environment for preventing damage to library materials.
3. Why is it important to repair damaged materials promptly?
4. Describe three factors that library staff need to consider when deciding whether an item is worth repairing?
5. Why do many libraries bind their serials?



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## **Chapter 10**

# **INVENTORY**

### **Introduction**

The inventory process enables a library to produce an accurate measure of its collection. When taking inventory of the material, the staff check for missing items by comparing a list of the library's holdings (shelf list) with:

- the material on the shelves
- lists of the material on loan
- lists of the material at the bindery
- other information that accounts for why material is not on the shelf during the inventory.

### **Why Libraries Do Inventory**

Major reasons libraries conduct an inventory include:

- meeting audit requirements. Libraries have a responsibility to account for property and materials and to ensure that correct financial controls apply
- finding out how many items are missing and which areas of the collection are most affected. A library may need to improve its security arrangements if many items are missing
- assessing the condition of the collection and setting aside items for repair or rebinding
- preparing for a major project such as the automation of the circulation system or catalog.

### **Main Methods of Inventory**

#### **Complete**

This is a major task, usually done only by small libraries (e.g., school libraries) or by larger libraries that are having serious problems caused by inaccurate records.

The process involves:

- recalling as many loans as possible. An amnesty may encourage users to return late items. Items urgently needed by users may be released after sighting and recording
- shelf reading to ensure the collection is in good shelf order
- comparing items on the shelf to the shelf list and noting any missing items
- comparing missing items with binding files, the repair collection, and the list of materials held in storage
- treating the remaining items as missing and searching for them in offices, on desks, etc.
- identifying problems such as materials with no records, duplicate copies not noted, records but no materials, and then giving the details to the cataloging section to amend the records
- withdrawing catalog records for missing items after an exhaustive search and adjusting other records to identify items as missing. Some libraries record the items as missing on the record and wait until the next inventory before removing the record, in case the item is found.

**Continuous**

This involves doing an inventory of one section of the library at a time. Using this method, it may take many years to complete an inventory of the whole collection.

The advantages of this approach are:

- most of the library resources are available to users
- material on short loan is not recalled
- lower concentration of staff time is required
- work in other areas of the library is not disrupted
- problems arrive in the technical services section in small batches, causing minimal disruption to other work.

A problem with this method occurs when books are shelved incorrectly, so an efficient shelf reading program must be developed.

**Pilot or Sample**

This involves sampling the whole collection (e.g., every 100th book). The percentage of the collection sampled depends on the accuracy of the information required—the larger the sample, the greater the accuracy.

This technique is used:

- to decide whether a full inventory is needed
- to achieve a reasonable indication of loss rate and thereby to evaluate security or purchasing policy
- to determine which areas in the library may need a full inventory.

**Automated**

The fastest way to conduct an inventory is to scan the barcodes on the items while they are on the shelves using a portable scanner or wand. In a manual inventory, a great deal of time is spent taking each item off the shelf and matching it against the shelf list. In an automated system, the details of the item are electronically matched and the system records the location of the item. Library staff then prepare a list of any items that are not out on loan or are not found on the shelves. These items are recorded as lost.

Many libraries do not do inventories because of the costs involved but may shelf read to ensure the collection is in order. The purpose of shelf reading is different, however, because it is intended merely to ensure that the items currently in the library are in correct order on the shelf.

**EXERCISE 10.1**

The catalog record below is for an item that is missing from a library collection. Do you think the staff should delete the record rather than mark the item as missing? Give reasons for your decision.

You searched for the AUTHOR: simmons j			
TITLE	67 ways to protect seniors from crime / J.L. Simmons.		
AUTHOR	Simmons, J.L. (Jerry Laird), 1933-		
EDITION	1st Owl book ed.		
PUBLISHED	New York : H. Holt, 1993.		
DESCRIPT	xii, 228 p. ; 21 cm..		
SUBJECT	Crime prevention -- United States.		
BIBLIOG.	Includes bibliographical references.		
ISBN	0805024964		
	LOC'N	CALL #	STATUS
1.	Central library	362.88 SIM	Missing

**Weeding**

Weeding is the process of discarding library materials. The decision to weed may result from an inventory or it may be a continuous process. Weeding is often a response to a special need, particularly if a section of the library has become very crowded, leaving no room for new materials. Many libraries have a weeding policy that is part of the collection development policy.

**Reasons for Weeding**

- Information is out of date or inaccurate.
- Material is worn out physically.
- Better materials are available.
- Duplicate copies are found in the collection.
- The item has not been used or borrowed for a long time.
- Community needs and/or the curriculum has changed.
- Institutional objectives have changed, thereby changing the library's objectives.
- Unwanted material has contributed to crowded, untidy shelves that are difficult to use.
- The costs of storage are too high.

Other ways of reducing the size of the collection include:

- using compact storage or offsite storage for little-used materials
- reformatting (e.g., microfilming or digitizing to store information)
- limiting the subject areas of the collection or assigning some specializations to other libraries.

## Deciding What to Weed

Many libraries have a written weeding policy giving clear guidelines on selecting which materials to weed. Library staff examine each item to determine whether it fits the guidelines. The final decision on whether to discard an item is usually made by the professional staff who often ask for advice from clients.

When material has been removed from the open shelves, it may be stored in closed stacks, in compact shelving, or at a remote location; it may be disposed of in a sale or auction, or discarded. Some libraries prepare duplicates lists offering the unwanted items, which they distribute to other libraries. This is useful for libraries wishing to build up collections in new subject areas or trying to obtain out-of-print materials. For example, the Canadian Book Exchange Centre acts as a clearinghouse that arranges for the exchange of publications deemed surplus by one library but needed by another.

The final stage of weeding involves removing all records of items that have been discarded, or recording the transfer of relocated materials. The records that must be amended include the catalog, the shelf list, shelf guides, the floor plan, guides to the library, financial records, and, finally, the item itself (if it is being relocated rather than discarded).

## Example of a Weeding Policy

### PEARSON COLLEGE LIBRARY WEEDING GUIDELINES

The following criteria are used either separately or in combination to identify material for withdrawal. It should be stressed that they are guidelines only and are not mandatory.

#### Books

Age	Out-of-date or incorrect information
Use	Books not borrowed in the past three years
Relevance	Books not relevant to current curriculum both in content and learning level
Number of copies	Retain duplicates only when the item is heavily used
Physical condition	Books of antiquated appearance that may discourage use: - badly bound items - worn-out titles with dirty or missing pages or frayed binding

Titles are repaired or rebound when it is warranted by frequent use or the item's intrinsic value and when it is more cost effective than buying a replacement.



**Reference**

Age	Out-of-date or incorrect information
Number of copies	Retain only one copy of an item in the reference collection
Physical condition	Books of antiquated appearance that may discourage use: - badly bound items - worn-out titles with dirty or missing pages or frayed binding
Format	When material is held in more than one format, the print format may be considered for weeding
Currency	When a title is duplicated or several editions are held, only the most recent edition is housed in the reference collection

Titles are repaired or rebound when information is still current and when it is more cost effective than buying a replacement.

**Audiovisual**

Age	Out of date or incorrect information
Use	Material not borrowed in the past three years
Relevance	Material no longer appropriate to current curriculum both in content and learning level
Number of copies	Retain duplicates only when the item is heavily used
Physical condition	Filmstrips with torn sprockets. Audiotapes with poor sound. Videos with poor sound or visual reproduction
Format	Material in formats not compatible with available equipment

The Media Department is consulted about the cost effectiveness of repair.

**Serials**

Weeding in relation to serials is the process of discarding issues as a result of established serial retention policies. In this sense, weeding of serials differs from other formats because the process focuses almost solely on publication date.

**Retention Policies**

The following criteria may be used to develop serial retention policies:

Subject	Titles in subject areas where information is limited are retained for a minimum of five years
Indexed	Titles indexed in services held by the library are retained for a minimum of five years

Currency	Titles with information of a passing nature are retained for a maximum of one to two years
Holdings	Is the title held in another local library that allows public access? Is it available electronically?
Use	Visual observation and loan statistics

**Cancellation**

The following criteria are used to identify serials for cancellation. Before a serial is cancelled, and if it would be appropriate to borrow it on interlibrary loan, union lists of serials are consulted to identify other libraries holding the same title.

Relevance	Serials no longer relevant to current curriculum both in content and learning level
Format	Print subscriptions are often withdrawn if the library subscribes to the electronic version
Use	Serials with minimal or infrequent use
Indexes	Serials not indexed
Ceased	Serials that have ceased publication and have no cumulative index
Supply	Serials with a history of erratic supply from the vendor

**EXERCISE 10.2**

Answer the following questions relating to the Pearson College Library weeding guidelines:

1. Do you agree with weeding all books that have not been borrowed in the last three years? Can you think of any problems associated with implementing this guideline?
2. How would library staff stay up-to-date with changes in the curriculum?
3. How would library staff decide whether a book was heavily used?

4. Why has the library decided to give preference to nonprint formats of reference materials?
5. Why does the library keep only the most recent edition of reference books in the reference collection?
6. How would library staff check the physical condition of the audiovisual materials?
7. Why is the media department consulted about the cost-effectiveness of repairing audiovisual materials?
8. Why does the library check to see whether another library holds a serial before cancelling a title?
9. Why does the policy include visual observation as a measure of serial use?

### **REVISION QUIZ 10.3**

1. Why do most libraries decide not to inventory the whole collection at once?
2. What is a shelf list?
3. Why is it important to shelf read the collection before doing an inventory?
4. Why do libraries weed their collections?
5. What types of materials are most likely to be weeded from a collection?



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# ANSWERS

## EXERCISE 2.1

a.

Title	The no-nonsense guide to globalization
Authors, editors, compilers, translators, illustrators, etc.	Wayne Ellwood
Edition (if any)	2nd edition
Place(s) of publication	Toronto, Oxford
Name of publisher(s)	Between the Lines and New Internationalist Publications
Date of publication	2006
Physical description	144 pages, illustrations, 18 cm. high
Series (if any)	No-Nonsense Guides
Notes (i.e., any other information you think could help to find or identify the item)	Series editor: Troth Wells
Numbers (ISBN, ISSN, other relevant numbers)	ISBN: 1897071132

b.

Title	The Storehouse of Sundry Valuables
Authors, editors, compilers, translators, illustrators, etc.	Translated by Charles Willemen
Edition (if any)	
Place(s) of publication	2620 Warring Street, Berkeley, California 94704
Name of publisher(s)	Numata Center for Buddhist Translation and Research
Date of publication	1994
Physical description	275 pages, no illustrations, 23.5 cm. high
Series (if any)	BDK English Tripitaka 10-I
Notes (i.e., any other information you think could help to find or identify the item)	Bibliographical references and an index First printing, 1994 Translated from the Chinese of Kikkaya and Liu-Hsiao-piao
Numbers (ISBN, ISSN, other relevant numbers)	ISBN: 0-9625618-3-5 Library of Congress Catalog Card Number: 92-082068

c.

Title	Everything You Always Wanted to Know about Sex* *But Were Afraid to Ask
Authors, editors, compilers, translators, illustrators, etc.	Explained by David R. Reuben, M.D.
Edition (if any)	McKay edition published November 1969 Book Find Club edition published May 1970 Book-of-the-Month Club edition published June 1970 Psychology Today edition published May 1970 Bantam edition published January 1971
Place(s) of publication	Toronto, New York, London
Name of publisher(s)	Bantam Books
Date of publication	Bantam edition published January 1971
Physical description	433 pages, no illustrations, 18 cm. high
Series (if any)	
Notes (i.e., any other information you think could help to find or identify the item)	Has an index
Numbers (ISBN, ISSN, other relevant numbers)	

d.

Title	Music and the creative spirit: innovators in jazz, improvisation and the avant garde
Authors, editors, compilers, translators, illustrators, etc.	Author: Lloyd Peterson Series editors: Dan Morgenstern and Edward Berger
Edition (if any)	
Place(s) of publication	Lanham, Toronto, Oxford
Name of publisher(s)	Scarecrow Press
Date of publication	2006
Physical description	331 pages, 22.5 cm. high
Series (if any)	Studies in jazz, no. 52
Notes (i.e., any other information you think could help to find or identify the item)	Has an index
Numbers (ISBN, ISSN, other relevant numbers)	ISBN-13: 978-0-8108-5284-6 ISBN-10: 0-8108-5284-6

**EXERCISE 2.2**

- |  |  |
|--|--|
| <p>a.</p> <p>Ben Jonson revised / Claude J. Summers and Ted-Larry Pebworth<br/>         . – Rev. ed.<br/>         – New York, N.Y. : Twayne Publishers, c1999<br/>         . – xix, 293 p. : port. ; 23 cm.<br/>         – (Twayne's English authors series ; TEAS 557)<br/>         Includes bibliographical references (p. 274-281) and index.<br/>         ISBN 0-805-77062-3.</p>                  | <p>Title and statement of responsibility</p> <p>Edition</p> <p>Publication, distribution etc.</p> <p>Physical description</p> <p>Series</p> <p>Note</p> <p>Standard number and terms of availability</p> |
| <p>b.</p> <p>Crisis &amp; renewal : meeting the challenge of organizational change / David K. Hurst<br/>         . – Boston, Mass. : Harvard Business School Press, 1995<br/>         . – xiii, 229 p. : ill. ; 25 cm.<br/>         – (The management of innovation and change series)<br/>         Includes bibliographical references (p. 198-213) and indexes.<br/>         ISBN 0-875-84582-7.</p> | <p>Title and statement of responsibility</p> <p>Publication, distribution etc.</p> <p>Physical description</p> <p>Series</p> <p>Note</p> <p>Standard number and terms of availability</p>                |
| <p>c.</p> <p>The Cambridge illustrated history of medicine / edited by Roy Porter.<br/>         . – Cambridge, U.K. ; New York, N.Y. : Cambridge University Press, 2001<br/>         . – 400 p. : ill. (some col.), col. maps ; 26 cm.<br/>         – (Cambridge illustrated history)<br/>         Includes bibliographical references (p. 383-386) and index.<br/>         ISBN 0-521-00252-4.</p>    | <p>Title and statement of responsibility</p> <p>Publication, distribution etc.</p> <p>Physical description</p> <p>Series</p> <p>Note</p> <p>Standard number and terms of availability</p>                |
| <p>d.</p> <p>Canada by Picasso: the faces of federalism / by Roger Gibbons, Antonia Maioni, Janice Gross Stein.<br/>         . – Ottawa, Ont. : Conference Board of Canada, 2006.<br/>         . – 155 p. ; 23 cm.<br/>         "The 2006 CIBC Scholar-in-Residence Lecture".<br/>         ISBN 0-88763-742-6.</p>   | <p>Title and statement of responsibility</p> <p>Publication, distribution etc.</p> <p>Physical description</p> <p>Note</p> <p>Standard number and terms of availability</p>                              |

**EXERCISE 2.3**

- a. Bamboo : a material for landscape and garden design / Jan Oprins, Harry van Trier ; photographs, Hugo Maertens
- b. Res (title proper)  
: lo stato delle cose (other title)
- The underlined element is the Publisher.
- c. . – xi, 214 p. : ill. ; 24 cm.
- The underlined element is a Note.
- d. La pianiste [videorecording] = The piano teacher / written and directed by Michael Haneke.  
A parallel title is the title in another language (English in this example).

**EXERCISE 2.4**

- a. The red and the blacklist : the intimate memoir of a Hollywood expatriate/ Norma Barzman. – New York: Thunder's Mouth Press, 2003. – xi, 464 p., [8] p. of plates : ill, ports ; 24 cm.  
Includes bibliographical references and index.  
ISBN 1-56025-466-1.
- b. Exploration, conservation, preservation : a geographic perspective on natural resource use / by Susan L. Cutter, William H. Renwick. – 3rd ed. – New York : Wiley, c1999. – xiii, 391 p. : ill. ; 26 cm.  
Includes bibliographical references and index.  
ISBN 0-471-01810-4.
- c. The owl and the raven : an Inuit legend / written down by Lars Svensen. – Ottawa : Little Seal Books, 1996. – 32 p. : ill. (some col.) ; 26 cm. – (Tell me a story)  
ISBN 0 48629 117 6.
- d. Oral and literate culture in England, 1500-1700 / Adam Fox. – Oxford ; New York : Oxford University Press, 2002. – xi, 497 p., [12] p. of plates: ill. ; 22 cm. – (Oxford studies in social history)  
Simultaneously published in the USA and UK.  
Includes bibliographical references (p. [414]-457) and index.  
ISBN 0-19925-103-7

**EXERCISE 2.5**

- a. Schaum's outline of theory and problems of astronomy / Stacy E. Palen. – New York : McGraw-Hill, c2002. – 381 p. : ill. ; 28 cm.  
Includes index.  
ISBN 0-07136-436-6
- b. Chicken soup for the soul at work : 101 stories of courage, compassion, and creativity in the workplace / Jack Canfield ... [et al.]. – Deerfield Beach, Fla. : Health Communications, c1996. – xvi, 330 p. : ill. ; 22 cm.  
Includes bibliographical references.  
ISBN 1-55874-424-X.
- c. The discovery of the Titanic / by Robert D. Ballard ; with Rick Archbold ; introduction by Walter Lord ; illustrations of the Titanic by Ken Marschall. – Toronto : Madison Press Books, c1995. – 287 p., [lvi] p. of plates (2 folded) : ill. (some col.), ports. ; 20 cm.  
"A Penguin/Madison Press book."  
Includes index.  
ISBN 0-14024-883-8.



- d. The Writer's Digest grammar desk reference / Gary Lutz & Diane Stevenson. – 1st ed. – Cincinnati : Writer's Digest Books, c2005. – 354 p. ; 23 cm.  
Includes index.  
ISBN 1-58297-335-0

## EXERCISE 2.6

- a.
- |   |                             |
|---|-----------------------------|
| Esteticheskaia vyrazitelnost goroda       | title proper                |
| otvetstvennyi redaktor O. A. Shvidkovskii | statement of responsibility |
| Moskva                                    | place of publication        |
| Nauka                                     | publisher                   |
| 1986                                      | date of publication         |
| 156 p. : ill. ; 22 cm.                    | physical description        |
| At head of title: Akademiia nauk SSSR.    | note                        |
| Includes bibliographical references.      | note                        |
- b.
- |  |  |
|--|--|
| Mellan byrakrati och laissez faire                                       | title proper   |
| en studie av Camillo Sittes och Patrick Geddes stadsplaneringsstrategier | other title information                                      |
| Lilian Andersson   | statement of responsibility                                  |
| Goteborg, Sweden   | place of publication   |
| Acta Universitatis Gothoburgensis  | publisher  |
| c1989  | copyright date   |
| 337 p. : ill. ; 25 cm.   | physical description   |
| (Gothenburg studies in the history of science and ideas ; 9)             | series statement <b>OR</b> series title and number in series |
| Summary in English.  | note   |
| Thesis (doctoral)--Goteborgs universitet, 1989.                          | note   |
| Includes bibliographical references (p. 321-334).                        | note   |
| ISBN 9 17346 204 7.  | standard number <b>OR</b> ISBN                               |

## EXERCISE 2.7

- a. Map: from the GMD. Scale 1:250,000. The underlined element is the dimensions (size).
- b. Videorecording: from the GMD. The 2<sup>nd</sup> element is other physical details (sound, color). The underlined element is a summary note.
- c. Periodical: the chronological designation and an open date of publication. The first issue numbered "Volume 1" was published in 1997. The underlined element is the ISSN (International Standard Serial Number).

- d. Sheet music: from the GMD. That it is music for both voice and piano. The underlined element is the date of publication.
- e. Electronic book (e-book): from the GMD, publisher (NetLibrary) and note. It was published in paper format. The underlined element is the author.

### EXERCISE 3.1

- 2. A library might keep a later edition or differently bound edition of an item as long as a particular edition was not specifically ordered.

### EXERCISE 3.2

- 2. Electronic journal subscriptions are new, and the policies and procedures for them are still evolving. They are accessed over networks, so they are not shipped to the library and checked in. Usernames, passwords, and links to remote websites must be maintained. Because holdings information is a challenge to keep updated, library catalogs often do not indicate what issues are available.

### REVISION QUIZ 3.3

- 1. Faxed forms, email messages, forms in the mail, electronic requests via OCLC or regional networks.
- 2. Rare, fragile items; material in the reference collection; periodicals are often not loaned because if they go missing it will ruin the set and they are very difficult to replace.
- 3. Local courier; certified mail; overnight courier.
- 4. Libraries are allowed to copy material for another library if:
  - the copy will be used for research or teaching, not for business
  - the copy includes a notice of copyright.Copies made for use in the classroom are also permitted.

### EXERCISE 4.1

Standard access points include:

- author, added authors and other contributors, corporate bodies
- title, series title
- subjects

Many OPACs allow searches by call number and ISBN/ISSN.

### EXERCISE 4.2

- a.
  - i. Pound, Roscoe, 1870-1964
  - ii. No.
- b.
  - i. Yes.
  - ii. Yes.

**EXERCISE 4.3**

- a.
  - i. All headings are valid.
  - ii. The client will be informed of the other headings possible for this author.
  - iii. Yes, this author has written under a number of pseudonyms.
- b.
  - i. United States. Immigration and Naturalization Service
  - ii. Related term
  - iii. Yes, if the library has works published under all names.

**EXERCISE 4.4**

- a.
  - i. Book/monograph
  - ii. Archaeologies of the future: the desire called utopia and other science fictions
  - iii. Fredric Jameson
  - iv. Yes
  - v. 1844670333
  - vi. It is a history of English and American science fiction.
- b.
  - i. Map
  - ii. Arches National Park, Utah
  - iii. Colored
  - iv. A firm called Trails Illustrated
  - v. Hiking trails in the Arches National Park in Utah

**EXERCISE 4.5**

- a.
  - i. Monograph
  - ii. Nicholas Cox
  - iii. Freeman Collins for Nicholas Cox
  - iv. 1686
  - v. 3rd ed.
  - vi. Yes
  - vii. No
  - viii. Fowling, Hunting, Falconry, Fishing, Forestry law and legislation—Great Britain, Game-laws—Great Britain
  - ix. Look up the subjects in the catalog. You may be able to navigate directly from the subject headings.
  - x. Dewey Decimal Classification
  - xi. It may be rare or fragile (it is very old).
- b.
  - i. Videorecording
  - ii. John Heminway
  - iii. WNET, New York and BBC
  - iv. Brain—Aging, Aging, Aged—Diseases, Brain—Diseases
  - v. 56 min.
- c.
  - i. Periodical
  - ii. 1969
  - iii. English, French or Spanish
  - iv. Look up the subjects in the catalog. You may be able to navigate directly from the subject headings in a web-based catalog by clicking on the subject headings.

**EXERCISE 4.7**

- a.
  - i. Yes—look for periodical title
  - ii. Yes—look under title
  - iii. No—individual journal articles are not usually listed in the catalog
  - iv. Yes—look under subject
  - v. No—individual journal articles are not usually listed in the catalog
- b. OPACs do not all function in the same way, but here are some common approaches:
  - i. choose journals and newspapers from the main menu or search for author, title, etc., and limit by periodicals/magazines
  - ii. choose music/oral histories from the main menu or search for author, title, etc., and limit by sound recording
  - iii. search for author, title, etc., and look for [microform] after the title proper
  - iv. search for author, title, etc., and look for [electronic resource] after the title proper or search for author, title, etc., and limit by computer software
  - v. search for author, title, etc., and look in the physical description for monographs with fewer than 50 pages
- c. Your library may use different names. Here are some common headings:
  - i. Alcott, Louisa May, 1832-1888
  - ii. United States. Internal Revenue Service
  - iii. Galleria nazionale d'arte moderna (Italy)
  - iv. American Enterprise Institute for Public Policy Research
  - v. National Baseball Hall of Fame and Museum
- d. Your library may use different subject headings. Here are some common headings:
  - i. Children's software
  - ii. Football
  - iii. Stamp collecting—Periodicals
  - iv. Teenagers—Mental health services  
Youth—Mental health services
  - v. Economic assistance—Developing countries  
Humanitarian assistance—Developing countries

**EXERCISE 4.9**

- a.
  - Air and space resources
  - Air conditioning
  - Air cushion vehicles
  - Air Force
  - Air, Lesley
  - Air pollution
  - Air transport
  - Aircraft
  - Airfields
  - Airports
- b.
  - Engineers unlimited
  - Engines and trains
  - England and the near east
  - Englisch Sprechen!
  - Englische dogges
  - English historical documents
  - English literature
  - English men of literature
  - Englishmen

The enigma of drug addiction

- c. Go down Moses  
Go tell it on the mountain  
Goannas  
Gold and silver  
Gold fever  
Gold mining  
Golden girls  
Golf for amateurs  
Gondolas of Venose  
Gone is gone  
Good housekeeping  
Good wives  
Goodbye cruel world  
Goodness gracious me  
Goody Townhouse
- d. Booby  
Book  
Book lice  
Book of common order  
Book of common prayer  
Book of English essays  
Book of famous ships  
Book of the dead  
Book scorpion  
Book worm  
Bookbinding  
Bookish  
Bookplate  
Books  
Books and reading  
Books that count  
Booksellers and bookselling  
Boole, George
- e. A is for alphabet  
The Acts  
An Approach to Hamlet  
Approach to housing  
An April After  
Archaeology and Old Testament  
The Archaeology of Carajou  
The Danger of Equality  
Danger on the ski trails  
La la  
Label manufacturing  
Le laboratoire  
The labour gang  
The labrador puppies  
Ladders and snakes  
Le Lagon  
La laine  
The language laboratory  
The laundry basket  
Lexicon of jargon

A Lexicon of the German language  
That was summer  
That's me  
That's the way

- f. 12 x 8 : Paper read to the Crown Club  
\$12 to May  
 $20 + 20 = 40$   
20/- change  
20% profit  
Twelve angry jelly beans  
Twelve drunk teddy bears  
Twenty and two  
Twenty poems  
Twenty soldiers
- g. 4 favorite epic poems  
 $14 = 10 + 4$   
\$14 a day to tour Europe  
14 days of Hell in the Pacific  
14 lbs.  
14% of a lifetime  
44 favorite short poems  
Four and forty  
Fourteen equates to ...?  
Fourteen likely lads

### EXERCISE 4.10

- a. Air and space resources  
Air conditioning  
Aircraft  
Air cushion vehicles  
Airfields  
Air Force  
Air, Lesley  
Air pollution  
Airports  
Air transport
- b. Engineers unlimited  
Engines and trains  
England and the near east  
Englische dogges  
Englisch Sprechen!  
English historical documents  
English literature  
Englishmen  
English men of literature  
Enigma of drug addiction
- c. Goannas  
Go down Moses  
Gold and silver  
Golden girls  
Gold fever  
Gold mining

Golf for amateurs  
 Gondolas of Venose  
 Gone is gone  
 Goodbye cruel world  
 Good housekeeping  
 Goodness gracious me  
 Good wives  
 Goody Townhouse  
 Go tell it on the mountain

- d. Booby  
 Book  
 Bookbinding  
 Bookish  
 Book lice  
 Book of common order  
 Book of common prayer  
 Book of English essays  
 Book of famous ships  
 Book of the dead  
 Bookplate  
 Books  
 Books and reading  
 Book scorpion  
 Booksellers and bookselling  
 Books that count  
 Book worm  
 Boole, George

### EXERCISE 4.11

- a. The order is letter by letter.  
 The terms with the first word “Cape” are not all filed together.  
 The space between Cape and Preston is ignored.
- b. The order is word by word.  
 The terms with the first word “File” are all filed together.
- c. The order is word by word.  
 CD-ROM viewing comes before CD-ROMs.  
 Free form comes before FreeCell.
- d. The order is letter by letter.  
 Spaces are ignored.  
 Hawkesbury comes before Hawkes Butchery.

### EXERCISE 4.12

- a. There will be some explanation found immediately before the main alphabetical listing of names.
- b. Numbers: as if they are spelled out  
 Mc and Mac: as if spelled “Mac”  
 Mt and Mount: as if spelled “Mount”  
 St and Saint: as if spelled “Saint”  
 Businesses using people’s names: look under first name; check under both names  
 Businesses starting with “The”: usually ignore “The”; check in both places

Punctuation and special characters: ignore  
Initials: treat as a name, regardless of punctuation  
Prefixes of names: treated as part of the first word  
Hyphenated names: treated as two words and filed under the first name

### EXERCISE 4.13

- a. *An encyclopedia of rock*. Washington, DC: Schirmer, 1987.

Manuel, Peter. *Popular music of the non-Western world: an introductory survey*. Oxford: OUP, 1988.

Manuella, Timothy W. *Rock around the Bloc: a history of rock music in Eastern Europe and the Soviet Union*. Oxford: OUP, 1990.

*The music and the musicians: pickers, slickers, cheatin' hearts, and superstars*. Chicago: Abbeville, 1988.

Rees, Dafydd and Crampton, Luke. *Rock movers and shakers*. Cardiff: ABC-CLIO, 1991.

Rees, David and Markoff, John. "Led Zeppelin" in *Music and musicians*, No. 54, September 1994, p. 2-7.

Robertson, Fred. *Lissauer's Encyclopedia of popular music in America, 1800 to the present*. New York: Paragon, 1991.

Robinson, D. C., *Music at the margins: popular music and global cultural diversity*. Edinburgh: Sage, 1991.

Saint, John, *The Penguin encyclopedia of popular music*. London: Viking, 1989.

St John, A. J. "I knew Elvis", *Canberra times*, 21 November 1959, p. 6.

Stumbler, Irwin. *The encyclopedia of pop, rock and soul*. Chicago: St. Martin's Country Music Foundation, 1989.

- b. *An accent on periodicals: a survey*. Canberra: Library Association of Australia, 1989.

*Access: the supplementary index to Internet serials*. Washington, DC: Gaylord, 1975-

*I.B.M. journal of research and development*. New York: International Business Machines Corporation, 37, 1993.

*I.T. and accounting: the impact of information technology*, edited by Bernard C. Williams and Barry J. Spaul. London: Chapman & Hall, 1991.

*I.T.: journal of information technology*. Sydney, Australia: Macquarie University, 1995-

*IEEE/ACM transactions on networking*. New York: Institute of Electrical and Electronics Engineers and the Association for Computing Machinery, 2:2, Winter 1994.

*IEEE annals of the history of computing*. Los Alamitos, Calif.: IEEE Computer Society, 1979-

*IEEE transactions on communications*. New York: Institute of Electrical and Electronics Engineers, 15:8, August 1995.

*IEEE transactions on computers*. New York: Institute of Electrical and Electronics Engineers, 1959-



*IEEE transactions on information technology*. New York: Institute of Engineers, 1955-

*Information sources in information technology*, editor, David Haynes. London: Bowker-Saur, 1990.

*Information technology and libraries*. Chicago: American Library Association, 17:3, March 1998.

NATO Advanced Study Institute on Information Technology and the Computer Network. *Information technology and the computer network*, edited by Kenneth G. Beauchamp. Berlin: Springer-Verlag, 1984.

### EXERCISE 4.14

3rd world report  
4 weekly poets  
24 hours: ABC FM program  
Abridged reader's guide to periodical literature  
Book review digest  
Booklist  
The bulletin  
Bulletin of the Centre for Children's Books  
C.S.R. quarterly report  
CSIRO papers  
Defence index  
Defense abstracts  
Four to fourteen  
The horn book magazine  
A journal of documentation  
The journal of early childhood behavior  
Mount Morgan mining review  
Mt Isa Mines ecological quarterly  
Queensland agricultural review  
Queensland. Dept of Education. Annual report  
Social science abstracts  
Sociofile

### EXERCISE 4.15

20th Century Britain  
100 ideas for the pianist  
106 funny things  
114 ways to be your own boss  
150 masterpieces of drawing  
160 feet down  
1050 jewellery designs  
1200 Chinese basic characters  
1200 notes, quotes, and anecdotes  
1250 years at Westbury  
150,000 years  
160,000 kilowatts  
Oliver, I. J.  
Oliver Pty Ltd  
Olivers galore  
One Australia  
One hundred and two H bombs  
One single minute

One thing necessary  
One thousand and one fishing trips  
One thousand and one nights  
One two buckle my shoe  
O'Neill, Fred J.  
O'Neil's private war  
T. W. U. report  
TV Shopping Network  
Twelve lesson course  
Twelve noon  
The twentieth century  
Twentieth century drama

### **EXERCISE 4.16**

The filing principles are:

- numbers are filed as if spelled out
- initial articles are ignored.

One Australia  
150 masterpieces of drawing  
150,000 years  
114 ways to be your own boss  
106 funny things  
160 feet down  
113 teams of netball players  
112 2nd form students  
One hundred and two H bombs  
100 ideas for the pianist  
100,000 jelly beans in a bag  
One single minute  
1050 jewelry designs  
1001 fishing trips  
One thousand and one nights  
One two buckle my shoe  
30 bald heads  
'39 to '94: the years of change  
3000 elephants in a Mini?  
3111 buttons  
3001 days to blast off  
3001: the year of the future  
3010 pieces of paper  
3101 feet of rope  
Twelve lesson course  
12 noon  
The twentieth century  
20th century Britain  
Twentieth century drama

### **EXERCISE 5.1**

- a. City planning—Research. Architecture, Environmental aspects—Research. Design—Research. Sage Publications for the College of Environmental Design, University of California, Berkeley. No, it ceased in 1971.

- b. The following are criticisms of Margaret Atwood's *The handmaid's tale*:  
 Wilson, Sharon Rose, et al., *Approaches to teaching Atwood's The handmaid's tale and other works*  
 Foster, Malcolm, *Margaret Atwood's The handmaid's tale*  
 Michael, Magali Cornier, *Feminism and the postmodern impulse: post-World War II fiction*  
 Thompson, Lee Briscoe, *Scarlet letters: Margaret Atwood's The handmaid's tale*
- c. Critical companions to popular contemporary writers
- d. For the birds : a book about air / by Jill Wheeler ; illustrated by Angela Kamstra and Krista Schaeppi.
- e. STACS 2006 : 23rd annual symposium on Theoretical Aspects of Computer Science, Marseille, France, February 23-25, 2006 : proceedings
- f. John Lennon, 1940-1980
- g. *Las aztecas : poesías tomados de los antiguos contares mexicanos*. Published by Factoria Ediciones. Originally published in 1854.
- h. *Cloudy with a chance of meatballs* [braille] by Judi Barrett. Several Braille editions including those by National Braille Press and Seedlings Braille Books for Children.
- i. There are many books by Neil Simon, including the following:  
*Barefoot in the park*  
*Biloxi blues*  
*Brighton Beach memoirs*  
*California suite*  
*Dinner party*  
*The goodbye girl*  
*The odd couple*  
*Oscar and Felix: a new look at The odd couple*  
*Rose's dilemma*
- j. There are also a number of books about Neil Simon, including the following:  
 Johnson, Robert K., *Neil Simon*  
 Konas, Gary, *Neil Simon: a casebook*  
 Koprince, Susan F., *Understanding Neil Simon*  
 McGovern, Edythe M., *Neil Simon, a critical study*  
 McGovern, Edythe M., *Not-so-simple Neil Simon: a critical study*  
 Simon, Neil, *The play goes on: a memoir*

## EXERCISE 5.2

OCLC Symbol	NUC Symbol	Library
DY3	NmTr	Truth or Consequences Public Library
NJF	NcGCL	Center for Creative Leadership Library
SSK	FKeNKS	NASA, John F. Kennedy Space Center
GPG	CtMyMHi	Mystic Seaport Museum, G.W. Blunt White Library
IUF	TxDaM-L	Southern Methodist University, Underwood Law
BIA	ViQF	Federal Bureau of Investigation, Academy Library

**EXERCISE 5.3**

- a. Marcel Desaulniers' *Death by chocolate cakes* is held by many libraries, including:
- DLC Library of Congress
  - MLN Minuteman Library Network
  - TXA Texas A&M University
  - UOK Seattle Public Library
- b. Bill Clinton's book *My Life* is held by many libraries, including:
- MZJ Montana Technical Library
  - SLY Shanghai Library
  - YFY Big Horn County Public Library
  - YZR Hearst Free Library
- c. *The complete climber's handbook* is held by many libraries, including:
- CVL Aurora Public Library
  - IUL Indiana University
  - OCP Public Library of Cincinnati/Hamilton County
  - YCC Yuma County Library District
- d. *A community checklist : important steps to end violence against women : "—what can we do about it?"* is held by many libraries, including:
- AKD Central Arkansas Library System
  - BHS Black Hills State University
  - DLA Widener University School of Law, Delaware Campus
  - MTS State Law Library of Montana
  - VTT Vermont Law School
  - VVJ John Jay College of Criminal Justice Library
  - XLJ Montgomery County Department of Public Libraries
- e. *The Georgia plant list : a list of the Georgia plants in the University of Georgia Herbarium* is held by several libraries including:
- RBG Royal Botanic Gardens, Kew
  - MOA Missouri Botanical Garden
  - SMI Smithsonian Institution

**EXERCISE 5.4**

- a. Published by Three Rivers Press since 2002. Yes, it was originally published in forty-six issues per year by Creative Ad-Ventures.
- LYP Longview Public Library
  - YEP Fort Vancouver Regional Library
- b. 1996. [www.jsi.com/intl/omni/pubs.htm](http://www.jsi.com/intl/omni/pubs.htm)
- c. January 1907
- d. International journal of purchasing and materials management (ISSN 1055-6001); Journal of purchasing and materials management (ISSN 0094-8594); Journal of purchasing (ISSN 0022-4030)
- e. University of Nebraska Medical Center (UNM). Most recent title is Occupational health & safety.
- f. University of Michigan. Worm runners digest
- g. Yes, including the Loeb Music Library at Harvard University (HMU) and the University of Texas at Austin (IXA)

- h. Over 300 worldwide. Includes university, college, school, government, medical, and public
- i. Yes to both questions.
- j. Print edition ceased in 1998 but is continued by ALCTS newsletter online.

### EXERCISE 5.5

- a. Yes. It is a serial. The title was formerly *Arizona traveler's handbook* and has now changed to *Moon travel handbooks*.
- b. Achterhuis. 2003.
- c. American birds / National Audubon Society. Yes, it has changed its name twice:  
Earlier title: Audubon field notes (ISSN 0097-7144)  
Later title: National Audubon Society field notes (ISSN 1078-5477)
- d. Draft general management plan, environmental impact statement Death Valley National Park, Inyo and San Bernardino Counties, California, Nye and Esmeralda Counties, Nevada.
- e. There are several catalogs in the Library of Congress about collecting Beanie Babies in the United States that were published in 1998. The list includes:  
Beanie family album and collector's guide / by Shawn Brecka.  
Beanie mania II : the complete collector's guide / Becky Phillips, Becky Estenssoro.  
Beanie tracker : an inventory book and buyer's guide to The Beanie Babies / by R. A. Downey.  
Encyclo-beanie-a : ultimate guide / Tiffany Foucht, Rachel Cook, Dawna Foucht.  
Beanie babies : collector's guide / Holly Stowe.
- f. Animals are the issue : library resources on animal issues  
Digital versus non-digital reference : ask a librarian online and offline  
Research, reference service, and resources for the study of Africa  
  
Yes, all three titles are held by Oregon State University.
- g. Farmers' and farm workers' movements : social protest in American agriculture / Patrick H. Mooney and Theo J. Majka.  
Conquering Goliath : Cesar Chavez at the beginning / Fred Ross ; foreword by Edward M. Kennedy.  
Today in history. August 22 [electronic resource]
- h. 5th ed. 1999. Z696 .U4 C47 1999.
- i. Hachette Filipacchi USA, Inc. Oct./Nov. 1995.
- j. Coupland, Douglas, Generation X : tales for an accelerated culture.

## EXERCISE 5.8

	<b>Books</b>		<b>Nonbook Materials</b>
Print	Books in Print Forthcoming Books Livres disponibles = French books in print	Ulrich's Periodicals Directory	Guide to Microforms in Print The Software Encyclopedia Bowker's Complete Video Directory Microcomputer Software Directory
CD-ROM	Books in Print plus Books Out of Print plus Global Books in Print on Disc International Books in Print SciTech Reference plus Libros en venta plus = Spanish books in print plus	Ulrich's plus SciTech Reference plus	Bowker's Complete Video Directory A-V Online
Online	Books in print on disc with book reviews Books in Print Online <a href="http://www.globalbooksinprint.com/bip/">www.globalbooksinprint.com/bip/</a> Bowker's Spanish Books in Print	Ulrichsweb.com	A-V Online

**EXERCISE 5.11**

- b. Midwest Library Service: [www.midwestls.com](http://www.midwestls.com)  
 Blackwells: [www.blackwell.com/](http://www.blackwell.com/)  
 Yankee Book Peddler: [www.ybp.com/](http://www.ybp.com/)  
 Elsevier Science: [www.elsevier.com/](http://www.elsevier.com/)  
 Addison Wesley Longman: [www.aw-bc.com/](http://www.aw-bc.com/)
- d. i. Evan Thomas.
- ii. There are many books by Daniel Boorstin, including:  
 Cleopatra's nose : essays on the unexpected.  
 The creators : a history of heroes of the imagination.  
 The birth of the Republic, 1763-1789.  
 The discoverers.  
 The seekers : the story of man's continuing quest to understand his world.
- iii. Prices vary. Yes, it is still available in audiocassette.
- iv. At least 18 of Patricia Cornwell's novels are available.  
 All that remains; Black notice; Blow Fly; Body farm; Body of evidence; Cause of death; Cruel and unusual; From Potter's Field; Hornets nest; Isle of Dogs; Last Precinct; Point of origin; Portrait of a Killer; Postmortem; Predator; Southern cross; Trace; Unnatural exposure.
- v. Random House.
- vi. Yes.
- vii. Flight 111 : the tragedy of the Swissair crash / Stephen Kimber.  
 ISBN: 0770428401.
- viii. At your service; New & Notable; Vantage Point.

**EXERCISE 5.12**

Sources are not specified because the answers can usually be found in more than one.

1. i. Kevin Daum, Janice Brewster, Peter Economy. 2005  
 ii. Mystery and detective fiction. Yes: Time to be in earnest: a fragment of autobiography  
 iii. The Nancy Drew notebooks  
 iv. [www.mdhs.org](http://www.mdhs.org) [volunteers@mdhs.org](mailto:volunteers@mdhs.org)  
 v. Warner Books (hardcover and paperback); Wheeler (large type); Time Warner (audiocassette and CD); Books on Tape (audiocassette)  
 vi. 0760311056  
 vii. Robert Boyd and Joan B. Silk. How humans evolved. Yes  
 viii. Stories subversive: through the field with gloves off  
 Purple springs  
 In times like these  
 ix. 5032 Forbes Avenue, Pittsburgh, Pennsylvania, 15289-1021; tel: (412) 268-2861; fax: (412) 268-8706; [www.cmu.edu/universitypress](http://www.cmu.edu/universitypress)  
 x. Canadian Library Association

2.
  - i. Robert Starer. 24 pages. 0793542022
  - ii. Statistics for life sciences. 3rd.
  - iii. Yes. 1-A, Hamilton House, Connaught Place, New Delhi 110 001, India
  - iv. Login Brothers. 800-665-1148; www.lb.ca
  - v. Yes. 1994
3.
  - i. Yes. Peace and East-West relations (out of print)
  - ii. Ethical & religious thought in analytic philosophy of language
  - iii. Sir Gawain & the Green Knight: a dual language edition  
Pearl: an edition with verse translation
  - iv. William-Alan Landes
  - v. Pierre Elliott Trudeau. Yes. From \$45 U.S.
  - vi. 0811820114
  - vii. Read my lips, make my day, eat quiche, and die!
  - viii. 4th ed.
  - ix. 33 West Grand Ave., Suite 301, Chicago IL 60610-4306; Phone: 312-644-1896; Fax: 312-644-1899; www.ila.org
  - x. Challenge to Mars: pacifism from 1918 to 1946
4.
  - i. San Francisco's great quake, Shock waves one hundred years after the 1906 earthquake, 10.5 apocalypse
  - ii. www.timelife.com; Phone: 800-950-7887
5.
  - i. 1980. ceased publication in 1990. Free
  - ii. Information about the activity, products, and structure of 50,000 Italian companies that are leaders in their areas. Print and CD-ROM
  - iii. Fun Technicians, Syracuse NY. Bimonthly. 1083-7817
  - iv. McLean County Independent. 3,875 (paid)
  - v. 0022-166X. USD204 combined subscription per year to institutions
  - vi. National Wild Turkey Federation, Inc. 770 Augusta Rd, PO Box 530, Edgefield, SC
  - vii. Electric perspectives. Edison Electric Institute, Washington D.C.

## EXERCISE 5.13

Name	Entry Element
Liu Yen	Liu, Yen
Defense Dept.	Depends on whose Defense Department it is; e.g., Australia, United States, Canada
Vijay Joshi	Joshi, Vijay
Chi Do Pham	Pham, Chi Do
Hung Sheng	There are many people with this name — more information is needed
United States Geological Survey	Geological Survey (U.S.)
Fletcher Jones Pty Ltd	Fletcher Jones and Staff Pty Ltd
Oreste Vaccari	Vaccari, Oreste
Desh Gupta	Gupta, Desh
Ray Charles	Charles, Ray, 1930-
Prince Charles	Charles, Prince of Wales, 1948-
Charles II	Charles II, King of England, 1630-1685
Somma Premchit	Somma Premchit
Jalal al Ahmad	al Ahmad, Jalal
Omar Khayyam	Omar Khayyam



**EXERCISE 5.14**

- i. Pirates of the Caribbean : the curse of the Black Pearl / directed by Gore Verbinski, David B. Nowell, 2003, ISBN: 0788848011.
- ii. Ambrose, James E., and Patrick Tripeny, Simplified design of concrete structures, 8th ed., J. Wiley & Sons, ISBN: 0470044144.
- iii. Go, Frank M., Tom Baum, and Mary Monachello, Human resource management in the hospitality industry, J. Wiley & Sons, ISBN: 0471110566.
- iv. Paul McCartney's Liverpool oratorio : oratorio in eight movements for soprano, mezzo-soprano, tenor, bass, and boy treble soloists, boys' choir, SATB chorus, and orchestra, Faber Music, ISBN: 0571512801.
- v. National Vital Statistics Report, National Center for Health Statistics (U.S.), 1998- . ISSN: 1551-8922

**EXERCISE 6.1**

Answers might include:

Type of Library	Client Group
Public library	General public living or working in a particular local government area including: children, adults, senior citizens, and special groups such as housebound, physically disabled, visually impaired Public from out of the area upon payment of a deposit or fee
School or academic library	Teaching staff, administrative staff, students, parents, occasionally staff from similar institutions Public upon payment of a deposit or fee
National library	Staff, other libraries, scholars and researchers, and the public
Special library	Employees (may be divided into different categories of employees) Employees from related or cooperating organizations, contractors upon payment of a fee or deposit

**EXERCISE 6.3**

Answers might include:

Type of Library	Proof of Identification
School library	Students: name on class list, student card Teachers: pay slip, name on staff list
Academic library	Students: student card, instructor's letter, fee receipt Staff: pay slip or staff identification card Staff from similar institutions: pay slip, letter of introduction
Special library	Security identification, pay slip, supervisor's authority

**REVISION QUIZ 6.8**

1. In order to provide different services for different clients according to their needs.
2. When there is a need to keep a client's signature showing agreement to the conditions of borrowing material.
3. b and c
4. The circulation desk is usually the most frequent point of contact for library clients. Clients may judge all library services on the quality of service they receive at the circulation desk.
5. The slip is used to show when items are due back in the library. Its use saves staff time stamping the due date on each of the items being borrowed.
6. To make it possible to introduce self-checkout stations into the library.
7. When they require the item for a longer period.
8. Fines are imposed to encourage clients to return library materials by the due date. This helps to make the materials available for other library clients to use.

**EXERCISE 6.9**

Issues for library staff include:

- extra space to keep the materials in a secure area and prevent unauthorized use
- extra staffing to retrieve materials for students and to book items
- extra marking of items to identify their status more easily
- rudeness and distress of clients who are unable to access an item when needed, especially just before assignments are due
- communication with teachers so that material is put into the reserve collection when students need it
- ensuring that teachers review the collection regularly so that only required material is kept on reserve
- students might rely only on material put aside for them rather than using the whole collection.

Issues for clients include:

- heavy fines and penalties discouraging use
- high demand for some materials and limited loan periods restricting use
- an in-library-only use policy disadvantaging part-time and distance education students
- the need to plan ahead rather than waiting until deadlines are imminent

**REVISION QUIZ 6.10**

1. A large number of clients need access to a restricted number of items, usually for a short time.
2.
  - shorter loan periods of a few hours or overnight
  - often housed in a secure area of library and often only for use in the library
  - heavy fines and penalties if not returned on time
  - can be reserved/booked for a particular time
3.
  - the library's collection
  - teachers' personal copies
  - lecture notes, tapes
  - photocopies temporarily made available
4.
  - most academic libraries
  - some school libraries
  - some special libraries

## REVISION QUIZ 7.9

1. It is important to maintain a library's collection because:
  - Library materials are often expensive or impossible to replace
  - Materials should be kept in good condition and order to make sure that they are accessible and ready to use
  - Users are more inclined to use materials that are in good condition and tend to avoid shabby or damaged material.
2. A spine label is a label that is stuck on the spine of library materials to show the call number and location details for an item.
3. Libraries cover books to strengthen them and to protect them from damage and soiling.
4. Physical processing is the physical preparation of library materials for inclusion in the collection. It may involve covering or strengthening them or protecting them by placement in boxes or folders.
5. Factors that affect the storage methods chosen by a library include:
  - cost
  - appearance
  - the space available
  - the library's clientele
  - the need to prevent damage to materials
  - staffing levels
  - the rarity of the materials
  - the special needs of specific formats.

## EXERCISE 8.1

1. F/ARC	2. F/GRI	3. F/KOC (Highways)	4. F/KOC (Year)	5. F/MCC
6. F/RUS	7. F/THE (Happy)	8. F/THE (My other)	9. F/TRO (Men)	10. F/TRO (Next)

## EXERCISE 8.2

a.

1. 004.1 COM	2. 025.1 ORG	3. 158.2 BOD	4. 302.2 COM	5. 331.12 LIF
6. 380.1 MAR	7. 428 FRO	8. 495.6 MEE	9. 519.5 AGA	10. 551.6 HOL
11. 617.8 UND	12. 640.42 YOU	13. 796.46 ATL	14. 808.02 ESS	15. 822.3 CRE
16. 882.01 ANT	17. 914 GRE	18. 940.28 IND	19. 944 LAN	20. 959.86 DON

b.

1. 510 NGU	2. 510.76 BRO	3. 512.5 IFR	4. 513.93 ORD	5. 515.1 HAE
6. 519.5 MAS	7. 531.6 SPU	8. 551.8 BUT	9. 573.2 LEA	10. 574.13 VAN
11. 591 SMI	12. 591.68 HOW	13. 914.59 PIL	14. 915.4 JOH	15. 919.5 MAC
16. 935.01 LAN	17. 949.3 HAE	18. 952.01 ISH	19. 994.05 BOL	20. 994.51 EAS

c.

1. 027.625 BRO	2. 027.6305 MUL	3. 027.80994 SCH	4. 305.230942 DES	5. 305.235 ROS
6. 305.2350994 WHI	7. 306.30994 BRE	8. 306.360941 HAN	9. 306.380941 KIR	10. 306.76620994 MOD
11. 333.33068 CYR	12. 333.33068 REA	13. 333.333 MAL	14. 338.064 FED	15. 338.476292 JUR
16. 338.479105 INT	17. 338.47910904 BUR	18. 363.19260973 OKU	19. 363.7384 WAL	20. 363.960994 SIE

**EXERCISE 8.3**

1. 001.64 STA	2. 001.6404 OGD	3. 001.64404 CHO	4. 005.26 BAS	5. 005.262 TUR
6. 020.6224205 LIB	7. 020.941 LIB	8. 052.94 AUS	9. 158.05 JOU	10. VIDEO 332.6324 AUS
11. 333.330688 CAN	12. 333.3387 SUC	13. SERIAL 346.9407 BUS	14. 614.0994 AUS	15. REF 614.59623 KIL
16. VIDEO 641.5676 LON	17. 949.5 MEN	18. REF 949.5074 GAG	19. SERIAL 994.020924 WAR	20. REF 994.03 CLU

**EXERCISE 8.4**

1. REF 001.640321 ABR	2. REF 328.73 AUS	3. REF 791.45 CON	4. 011.38 HOP	5. 011.6403 NEV
6. 016.31 STA	7. 016.35471 IND	8. 016.35494093 GAR	9. SERIAL 021.0025 INT	10. 021.002541 BRI
11. 328.73 CON	12. 341.2 TRI	13. 378.33 GRA	14. 378.43 BAR	15. 520.321 ENG
16. SERIAL 590.744 INT	17. 705.8 AME	18. VIDEO 020.321 HIL	19. VIDEO 314.2 WHI	20. VIDEO 509.22 DON

**EXERCISE 8.5**

1. 346.991 W587	2. 360 Y92	3. 363.25 G255	4. 363.25 G256	5. 363.25 L131
6. 363.25 M475	7. 364 B112	8. 364 H229	9. 364.021 D562	10. 364.099 A477
11. 364.0994 C929	12. 364.49 C928	13. 364.49 C929	14. 364.49 M476	15. 364.994 A198
16. 364.994 C297	17. 364.99402 C444	18. 364.994021 M953	19. 364.994021 W181	20. 364.994021 W182

**EXERCISE 8.6**

a.

1. GN 324 .F531 1986	2. GN 325 .F47	3. GN 325 .F7 1979	4. GN 326 .F5 1989	5. GN 326 .F5 1991
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b.

1. Z699 .B53 D3 1986	2. Z699.5 .B5 D37 1985	3. Z699.5 .B53 D3 1984	4. Z699.5 .B53 D37 1983	5. Z699.5 .B53 D37 1987
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c.

1. PL42 .A552 M606 1993	2. PL282 .A5 M7 1942	3. PL2842 .A2 M61	4. PL2892 .A52 M6 1987	5. PL8224 .A502 M76 1990
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d.

1. BF575 .S75 K44	2. BF575 .9 .A86	3. GT4985 .N38	4. HJ2193 .F56	5. HJ2193 .S97
6. HJ9931 .A44	7. HN850 .V5 A97	8. HN850 .Z9 V58	9. HV1 .C74	10. JA26 .A86
11. JQ4011 .E49	12. Q1 .S34	13. QB1 .A89441	14. QB1 .R47	15. QB1 .5 .M67
16. QB51 .A77	17. QB86 .S35	18. QL737 .C23 T475	19. TX717 .P43	20. TX724 .5 .B47

e.

1. DG5 .I61	2. DU967 .6 .K29	3. HM1 .A5	4. HM1 .A87	5. HM1 .5 .C72
6. HN850 .V5 A97	7. HN850 .Z9 V53	8. HN850 .Z9 V58	9. HQ1101 .W74	10. HV1 .C74
11. JA26 .A86	12. Q1 .R553	13. Q1 .R56	14. QB1 .5 .M67	15. QH540 .B75
16. QH540 .C3	17. QH540 .C38	18. QH540 .C4	19. SD1 .7 .W4	20. T1 .226 .U54

f.

1. DS611 .I44	2. HA31 .2 .M66	3. HD5345 .A6 C74	4. HT609 R43	5. HT609 .R5
6. HT609 .S33	7. HV9069 .C53	8. JV9185 .I8 C72	9. NC1115 .B7	10. PA2117 .A5
11. QA276 .8 .H34	12. QH508 .B3	13. QH508 .G7	14. QH511 .H35	15. QP33 .5 .C3
16. QP34 .L348	17. QP171 .S58	18. R127 .2 .V58	19. RC632 .P56 I57	20. S494 .5 .W3

## REVISION QUIZ 8.8

1. In a closed access library, users do not have access to the shelves. Library staff collect materials from the closed stacks, which are often in accession order rather than classified by subject.
2. Some libraries shelve their materials in a fixed location because:
  - space is used more economically
  - the collection does not need to be respaced as often as it would in a relative location arrangement
  - there is less wear and tear on items.
3. Libraries use a classification scheme to shelve the materials by subject. Organized this way, the collection is browsable so that users can find related materials together on the shelves.
4. It is important to reshelve materials promptly to avoid the unnecessary effort involved in searching for “missing” items.
5. The OH&S rules you must follow when shelving materials include:
  - Use a kick stool to reach the high shelves.
  - Sit on a kick stool when working on low shelves.
  - Pick up books with both hands.
  - Turn with your whole body including your feet.
  - Shelf for about three hours a day and vary tasks while shelving.
  - Switch hands periodically.
  - Load book trucks evenly because they can topple over easily when they are heavy.

## EXERCISE 9.4

The client would be rather intimidated by the number of “do nots” in the rules. There is also the danger that the library might give the client some ideas on how to cause damage!

To improve these rules it would be better to use more positive comments such as “Please handle the books with care.”

## EXERCISE 9.5

Your guidelines should include comments on handling of material, loading of book trucks, correct ways to shelve materials, and how to handle material when making photocopies.

## REVISION QUIZ 9.8

1. A library prevents damage caused by people handling the materials by:
  - educating its users and staff in correct handling methods
  - restricting access to more valuable or fragile materials
  - substituting originals with copies.
2. Here are the features of the ideal environment for preventing damage to library materials:
  - the lighting should be not too bright and not too dark
  - the relative humidity should be around 55%
  - the temperature should be around 70°F/21°C
  - air should circulate throughout the collection
  - it may be necessary to fumigate the library to destroy pests.
3. It is important to repair damaged materials promptly to:
  - avoid further damage
  - ensure materials are returned to the shelves ready for use.

4. When deciding whether an item is worth repairing, library staff need to consider the following factors:
  - Is the item needed immediately by a library user?
  - Does the library hold other copies of the item?
  - Is it possible to purchase a replacement?
  - Can the library afford to buy a replacement?
  - Is the item still in demand or only used infrequently?
  - How serious is the damage?
  - Does the library have the equipment and supplies needed to repair the damage?
  - Is the item out of date?
  - Is the information available in a different format?
  - Does the item belong to a special collection?
  - Is the item rare or valuable?
5. Libraries bind their serials to prolong their life and to keep issues together. Binding ensures that the issues stay in logical order and are protected from damage.

### **EXERCISE 10.1**

Users find it frustrating to retrieve a record for an item and then find it is not available. Some online catalogs can mask records from the public display until the item is found or another copy is acquired. If the records are searchable in the catalog, the library might offer to acquire the material temporarily on interlibrary loan.

### **EXERCISE 10.2**

1. If a library decided to weed all books that have not been borrowed in the last three years, it may discard some items that have been used in the library but not borrowed.
2. To stay up-to-date with changes in the curriculum, library staff need to communicate regularly with teaching staff.
3. Library staff decide whether a book is heavily used by looking at the loan records and also by examining its appearance.
4. The library decided to give preference to nonprint formats of reference materials because they take up less space. Also, print formats are more likely to be damaged.
5. The library keeps only the most recent edition of reference books in the reference collection in order to save space and to allow users to borrow older editions that are shelved with the main collection.
6. Library staff check the physical condition of audiovisual materials by examining them closely and running their fingers along the sprocket holes of films to check for cracks. They might run the audiovisual materials on the appropriate equipment to check for damage.
7. The library consults the media department about the cost effectiveness of repairing audiovisual materials because they would have specialized knowledge on whether the materials can be repaired or whether they should be discarded.
8. The library checks to see whether another library holds a serial before cancelling a title to make sure that it is not the only library in an area which holds that title. If it is the only library, it might decide not to cancel the subscription.
9. The policy includes visual observation as a measure of serial use because some serials are used only in the library and are not available for loan; therefore the loan records cannot be used to measure use. Also, the physical appearance of the serial might be a determining factor in whether to retain or discard it.



**REVISION QUIZ 10.3**

1. Most libraries decide not to inventory the complete collection because of the effort involved. It is usually necessary to close the library, thus disrupting clients and other libraries.
2. A shelf list is a list of the library's holdings in the order in which they are arranged on the shelves.
3. It is important to shelf read the collection before doing inventory to ensure that all of the materials are in correct order. If the materials are out of order, staff take much longer conducting the inventory because they have to stop and reshelve items.
4. The reasons for weeding a library's collection include:
  - Material is worn out physically.
  - Availability of more current materials.
  - The item has not been used or borrowed for a long time.
  - Community needs or the curriculum may have changed.
  - Institutional objectives may have changed, thereby changing the library's objectives.
  - Unwanted material can get in the way, resulting in crowded, untidy shelves that are awkward to use.
  - The costs of storage are too high.
5. Libraries are most likely to weed obsolete materials, superseded publications, and duplicate copies. They also weed unsolicited and unwanted donations, as well as materials that are too badly damaged to be worth repairing.



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## GLOSSARY

This glossary contains the main terms used in the book. For a comprehensive glossary, see Mortimer, Mary, *LibrarySpeak: a glossary of terms in librarianship and information management*.

**AACR2** *See* Anglo-American Cataloguing Rules Second edition

**academic library** A library serving the information needs of the students and staff of a university or similar institution

**access point** A name, subject heading, title, or other element of a bibliographic description that is searchable in a library catalog

**accession** To record the particulars of each item as it is received in a library

**acid-free paper** Paper that is free of acid; acid causes paper to become yellow and brittle over time

**acquisitions** The process of adding to a library's collection by purchase, gift, or exchange

**added entry** Any entry, other than the main entry and subject entries, by which the user can access the catalog (e.g., title, joint author, illustrator, editor, series, corporate body)

**aggregator** A company that acquires the distribution rights for different pieces of electronic information and packages it for sale to libraries and other information agencies

**Anglo-American Cataloguing Rules Second edition (AACR2)** Standardized rules for cataloging library materials, adopted by major libraries in most English-speaking countries and translated into many other languages. The rules are developed and copublished by the Library of Congress, the American Library Association, the Library Association (UK), and the Canadian Library Association

**annual** A serial published once a year

**approval plan** An arrangement between a library and a publisher or vendor for the selection and supply of all publications that match a pre-established collection profile (library has return privileges). *See also* blanket order

**area of description** A major section of the bibliographic description dealing with a particular category (e.g., publication details)

**artifact** An object made or modified by one or more persons

**audiocassette** An audiotape recording enclosed in a plastic case

**audiovisual material** Nonbook materials such as audiocassettes, compact discs, slides, videotapes

**author** The person chiefly responsible for the intellectual or artistic content of a work (e.g., writer of a book, compiler of a bibliography, composer of a musical work, artist, photographer)

**author entry** An entry under the heading for an author as an access point, searchable in a library catalog

**author number** *See* book number

**authority control** The control of access points by establishing and using consistent headings

**authority file** A collection of authority records containing the preferred forms of headings for names, series, and subjects; can be on cards, microfiche, or online

**authority record** A record of the preferred heading for a person, place, corporate body, series, or title

**back issue** A noncurrent issue of a serial

**back run** A set of noncurrent issues of a serial

**banning** Forbidding client privileges such as borrowing, usually until fines are paid

**barcode** Product identification code made up of thick and thin lines; used to identify a library item uniquely

**barcode reader/scanner** A device used to read a barcode into a computer

**bibliographic control** The creation, organization, and management of records to describe items held in libraries or databases and to facilitate user access to those items

**bibliographic description** Description of an item by title, statement of responsibility, edition, publishing information, etc.

**bibliographic instruction** *See* library instruction

**bibliographic record** A description of an item in card, microtext, machine-readable, or other form containing sufficient information to identify the item; may include subject headings and call number

**bibliography** A list of related library materials or resources, usually subject-related

**binding** Adding a hard cover to a book or volume of serials

**binding record** A list of books and/or serials sent to the bindery

**blanket order** An arrangement between a library and a publisher or vendor to provide one copy of all publications in a particular category (library does not have return privileges). *See also* approval plan

**blog** Online journal, diary or newsletter available on the Web and frequently updated  
Shortened form of weblog.

**book catalog** A catalog printed and bound in book format

**book jacket** *See* dustjacket

**book number** The numbers, letters, or combination of numbers and letters used to distinguish an individual item from other items with the same classification number. *See also* Cutter number

**bookcard** A piece of cardboard or plastic that has the details of a particular book (e.g., author, title, call number); used when charging out a loan

**borrower** A library user who is entitled to check out materials

**branch library** A library other than the central library in a system

**browse** To examine a collection of library materials in an unsystematic way

**BT** Broader term; a more general subject heading

**call number** A number on a library item consisting of a classification number, a book number, and often a location symbol

**card catalog** A catalog composed of 7.5 x 12.5 cm. card entries filed in drawers

**catalog** A list of library materials contained in a collection, a library, or a group of libraries, arranged according to some definite plan

**cataloger** A person who prepares catalog entries and maintains a catalog so that library materials can be retrieved efficiently

**cataloging** The preparation of bibliographic information for catalog records; consists of descriptive cataloging, subject cataloging, and classification

**cataloging tools** Publications of the international cataloging rules and standards

**CD** *See* compact disc

**charging** Recording the loan of an item

**check-in** The process of recording the receipt of a specific issue of a serial

**chronological designation** Numbering of serials in date order (e.g., January 2001)

**circulation** Borrowing and returning of library items

**circulation slip** *See* routing slip

**circulation system** A system that stores and matches information on a library item with a borrower and the date due

**claim** A form or letter sent to a publisher or subscription agent notifying them of a serial issue that has not been received

**classification number** The number assigned to a library item to indicate a subject and to specify its location in the collection

**classification scheme** A particular scheme for arranging library materials according to subject (e.g., Dewey Decimal Classification, Library of Congress Classification)

**classify** To allocate a classification number

**client** A person who is served by a library or other information agency; also referred to as a borrower, patron, reader, etc.

**client education** *See* library instruction

**closed access** Where users only have access to items in the collection by requesting them from the library staff; most often occurs in large research libraries

**collection development** *See* selection

**collection maintenance** All the tasks required to maintain the library collection (e.g., shelving, weeding, repair)

**compact disc** CD. A disc on which sound or information is recorded digitally and played back by laser

**compiler** A person who selects and puts together material written by other people or a person who writes a reference work made up of many different entries (e.g., a dictionary)

**computer file** A file of data encoded for processing by computer

**copy cataloging** The process of copying cataloging details from an existing catalog record and adding local location and holdings details

**copyright** The exclusive legal right granted by a government to an author, artist, composer, etc., to publish or sell their work within certain limitations

**Cutter number** A system of author numbers, devised by Charles A. Cutter, beginning with the first letter of the author's last name and followed by numbers; used in Library of Congress Classification for authors, titles, and geographic areas

**Cutter-Sanborn number** An extension of the Cutter author-number system, outlined in the Cutter-Sanborn Threefigure Tables; designed to maintain works with the same classification number in alphabetical order by author

**database** A collection of records in machine-readable format, each record being the required information about one item

**date due** The date on or before which materials should be returned to the library

**date due slip** A slip glued into a book that is used to record when it must be returned to the library

**date of publication** The earliest year in which the particular edition of the work was published (e.g., if a second edition was published in 1991 and reprinted without alteration in 1993, the date of publication of this edition remains 1991)

**descriptive cataloging** The process that describes an item, identifies and formats access points

**Dewey Decimal Classification** A classification scheme, devised by Melvil Dewey in 1873, using numbers to represent subjects

**Digital Video Disc** An optical disc similar in size to a CD-ROM but with much greater storage capacity. Also referred to as a digital versatile disc

**digitization** The process of converting data into digital format to enable it to be displayed on a computer screen

- discharging** Canceling a loan record when an item is returned
- distributor** An agent with the marketing rights for an item
- document delivery** The delivery of published and unpublished information by conventional and electronic means, including electronic mail and facsimile transmission
- download** To transfer a file to one's own computer from another computer
- dustjacket** Paper cover for a hardcover book to protect the binding
- DVD** See digital video disc
- EDI** See Electronic Data Interchange
- edition** All the copies of a work produced from the same original
- edition statement** The part of the description that indicates the particular edition of the work (e.g., revised, illustrated, student, abridged)
- e-book** A book either directly input into a computer or converted from print to electronic format, and made available via the Internet
- e-journal** A periodical published in electronic format and made available via the Internet
- Electronic Data Interchange** The computer-to-computer transmission of business data in standard format between two organizations to exchange documents such as purchase orders, invoices, and claims
- electronic publishing** Making information available in electronic format, usually on the Internet
- electronic reserves** Library materials that have been made available online for the use of students enrolled in a particular course
- electronic resources management** Systems developed to assist in the control of licensed third-party electronic resources including the management of licenses, renewals, legal requirements, and collection management
- encumber** The process of committing a certain sum of money to the payment of an order
- endpapers** The papers that join the front and back cover of a book to the central section
- end processing** *See* physical processing
- ephemera** Material of current interest that is expected to be stored for a limited time (e.g., pamphlets, newspaper clippings)
- ERM** *See* Electronic Resources Management
- exchange agreement** A library trades material it owns with materials from another library; this arrangement is often used to exchange duplicate material
- explanatory reference** A longer "see" or "see also" reference that explains when a heading or headings should be used
- extent of item** Number and specific material designation of the parts of the item being described
- field** Unit of information in a MARC record that corresponds to an area of description or other piece of information (e.g., access point) or element of a record in a database
- file as is** File as the entry looks and not as it sounds (e.g., "Mr." is not filed as "Mister")
- filing rules** A set of rules for arranging records or cards in a file
- final processing** *See* physical processing
- fine** A monetary penalty imposed on a user who returns library material after the due date
- fixed location** Arrangement of library materials in which items are shelved in a prescribed place and new items are added at the end of the sequence
- format** Appearance and makeup of a book (e.g., size, paper, type, binding, etc.), physical type of an audiovisual item (e.g., slide, filmstrip, etc.), or physical organization of a catalog (e.g., card, microfiche, online, etc.)

**general material designation (GMD)** Broad category of material to which an item belongs (e.g., microform, map); used in *AACR2*

**hardcover** Bound in cloth-covered or paper-covered boards

**heading** A name, word, or phrase used as an access point in a catalog

**hold** The status given to a library item in circulation and requested by another patron; the item can be put “on hold” for the next patron

**holdings** Collection of a library or information agency

**ILL** *See* interlibrary loan

**ILS** *See* integrated library system

**index** An alphabetical list of names, place, and/or subjects covered in a book, each followed by the page number(s) where it can be found in the text or a finding-guide to the literature of a specific field, usually in electronic format, searchable by topic, author, title, and keyword (e.g., *The Avery index to architectural periodicals*)

**indicator** Additional character used in some fields to provide extra information to the computer (e.g., the number of non-filing indicators)

**information agency** An organization that provides access to information (e.g., library, archive)

**information technology** The acquisition, processing, storage, and dissemination of information by means of computers and telecommunications

**in print** Available for purchase from the publisher

**in-process file** A file (manual or automated) of items received by a library and not yet available to users

**integrated library system** A computer-based system of functional applications (called modules) designed to perform the operational and technical functions of a library, including acquisitions, cataloguing, circulation, and the online public access catalog

**integrated shelving** Shelving in which all physical formats of material are shelved in one sequence

**interlibrary loan** (ILL) A loan made by one library to another for the use of an individual, including the provision of a photocopy of the original work requested

**International Standard Bibliographic Description** (ISBD) Standard set of bibliographic elements in standard order and with standard punctuation, published by the International Federation of Library Associations and Institutions (IFLA)

**International Standard Book Number** (ISBN) A unique ten-digit number assigned by R. R. Bowker in the United States and by the Canadian ISBN Agency in Canada. Identifies the publisher, language, and title

**International Standard Serial Number** (ISSN) A unique eight-digit number assigned by the International Serials Data System (ISDS) in the United States; Canadian publishers of serials can obtain ISSNs from ISSN Canada, a service of the National Library of Canada; identifies a specific serial publication

**Internet** An electronic network of computers using a common set of communication protocols to provide access to millions of resources worldwide

**Internet Protocol (IP) address** The unique string of numbers that identifies a computer or server on the internet

**intershelving** *See* integrated shelving

**inventory** The checking of the contents of a library's collection against a list of the library's holdings. Usually done to identify how many items are missing, to meet audit requirements, and to assess the condition of the collection

**invoice** The document from the publisher or vendor requesting payment from the library for purchased items

**ISBD** *See* International Standard Bibliographic Description

**ISBN** *See* International Standard Book Number

**ISSN** *See* International Standard Serial Number

**issue** (n) A single copy of a serial title. (v) To lend an item

**journal** A periodical issued by an institution, corporation, or learned society containing current information and reports of activities or works in a particular field; also used as a synonym for periodical

**Kardex®** A specialized filing cabinet for storing serial check-in cards

**large print** Materials that are produced in larger than usual print (e.g., materials for the visually impaired and beginning readers, children's picture books)

**letter-by-letter alphabetization** Arranging in strict alphabetical order ignoring word breaks (e.g., Newbery before New England)

**library** A place housing a collection of materials for reading, study, reference, or from which to borrow or a collection of resources available in print and/or digital formats

**Library of Congress** The library of the United States Congress; the *de facto* national library of the United States

**Library of Congress Classification** A classification scheme developed by the Library of Congress using numbers and letters

**Library of Congress Subject Headings** The authoritative list of subject headings compiled and maintained by the Library of Congress

**library instruction** Teaching clients about library services, facilities, resources, and search strategies in order to help them derive the most benefit from using the library

**library vendor** A company whose primary function is to supply library materials from publishers

**loan** A recorded transaction in which a borrower removes an item from a collection for a stated period of time

**location** Where an item is housed; this can be the name of the library or the part of a collection

**location symbol** A symbol showing in which collection an item belongs (e.g., F for fiction)

**magazine** A popular periodical or a holder for slides to be shown using a slide projector; can also be used to store slides

**main entry** The principal entry in card and book catalogs; the entry with the fullest description of an item including the tracings

**manuscript** A handwritten or typescript document

**map** A representation, normally to scale, of an area of the earth's surface or another celestial body

**MARC** Machine readable cataloging; an internationally accepted standard developed by the Library of Congress in 1966 to enable libraries to share catalog records

**material specific details** Details that apply only to a particular material type such as the scale of a map

**microfiche** A microfilmed transparency about the size and shape of a filing card that can accommodate many pages of print

**microfilm** 16mm or 35mm wide film containing a sequence of microphotographs

**microform** Any form of microreproduction, including microfilm and microfiche, commonly used to preserve and store information in libraries because of its compact size

**monograph** A publication either complete in one part or in a finite number of separate parts

**name authority file** A collection of authority records containing the preferred forms of headings for personal and corporate names; can be on cards, microfiche, or online



**national bibliography** A listing of the publications of a country, about a country, and by the residents of a country

**national library** A library, funded by a national government, responsible for collecting and preserving the published, and perhaps the unpublished, heritage of the country

**national union catalog** A listing of the holdings of a large number of libraries in a country

**network** A system of physically separate computers with telecommunications links that allow the transfer of data among them

**newspaper** A printed publication issued regularly, usually daily or weekly, containing news, comment, features, and advertising

**newspaper clipping/cutting** An article cut from a newspaper; usually filed in a vertical file or photocopied and sent to identified library users

**newsprint** Paper on which newspapers are printed; contains a high proportion of ground wood pulp that causes the paper to become yellow and brittle when exposed to light

**nonbook material** Material other than printed materials (e.g., audiovisual material, computer software)

**notation** In library classification, the symbols that stand for the classes, subclasses, divisions, and subdivisions of classes

**numeric designation** Numbering of a serial using numbers (e.g., volume 1, number 1)

**on-demand publishing** Allowing users to access a document or book (usually online) and then print or save it immediately, subject to copyright and likely for a fee

**online public access catalog (OPAC)** A library's computer-based catalog, often including other information such as special collections, patron information, and online services or databases; usually part of an integrated library system (ILS) allowing staff from different departments to share files

**on-order file** A listing of all the items ordered by a library and not yet received

**OPAC** *See* online public access catalog

**open access** Where users have direct access to items in the collection

**orders complete file** A listing of orders that have been processed; includes both cataloged items and cancelled orders

**original cataloging** Creating a bibliographic record for an item using cataloging tools

**other title information** Title on an item other than the title proper or parallel or series title; also any phrase appearing in conjunction with the title proper

**overdue** Kept beyond the due date

**ownership mark/stamp** A mark indicating which library owns a particular item; may be made with a rubber stamp or an embossing machine or may be handwritten

**pagination** The number of pages or leaves (or both) of a book identified in the bibliographic description of a book

**pamphlet** A small (usually less than fifty pages) printed work on a topic of current interest

**pamphlet box** A box usually made of cardboard, plastic, or metal that is used to store pamphlets and unbound serials

**paperback** A book bound in flexible heavy paper or cardboard covers

**parallel title** Title proper in another language and/or script found on the chief source of information

**patron record** The record in an electronic circulation system that includes information about a borrower (e.g., name, telephone number, items on loan, holds)

**periodical** A serial with a distinctive title intended to appear in successive parts at stated and regular intervals

**physical description** Information about the physical form of an item (e.g., pagination, type of recording, dimensions)

**physical processing** The preparation of an item, after it has been cataloged, for use in the library or for loan

**preservation** Changing the state of library material in order to protect the content (e.g., microfilming newspapers, digitizing slides)

**process** To prepare an item for use in the library or for loan; involves adding an ownership stamp, tattle tape, call number label, etc.

**public library** A library funded by government that provides library services to all sections of the community

**public services** Services to library users including library instruction, meeting users' requests for specific information and assistance, and management of the use and loan of library material and equipment

**publisher** A person, firm, or corporate body responsible for producing a work in multiple copies and making it available for sale

**purchase order** An order placed with a supplier (e.g., government department or agency) that indicates a firm intention to purchase

**realia** Three-dimensional objects

**recall** (n) A request for the return from loan of a library item. (v) To request the return from loan of a library item

**reciprocal borrowing** The exchange of borrowing privileges between two libraries

**record** (n) A document or the data relating to a document (found in a catalog or database) (v) To preserve information in writing, typescript, or coded form or to reproduce sound and/or pictures using disc or magnetic tape

**reference** A direction from one heading or entry to another

**reference collection** A collection of books intended to be referred to rather than read; usually not for loan outside the library

**relative location** Library items shelved in relationship to others depending on the subject

**renew** To extend the period for which a library item is on loan

**reserve collection** A collection of material in high demand, usually in a teaching institution, with controlled access and shorter than normal loan periods

**reshelve** To replace items on the shelf in order

**restricted loan** *See* short loan

**revision** A new edition of a work containing alterations and/or additions

**routing slip** A list of users (e.g., faculty, staff) attached to a publication in the order in which the publication is to be routed

**RT** Related term; a subject heading at the same level of specificity to another heading and related in subject matter

**scanner** A device that converts images on paper to electronic impulses readable by a computer (e.g., barcode scanner, optical scanner)

**school library** A library in a school that offers library service to students and staff

**search engine** Computer software that retrieves documents based on words or phrases specified by a client; also the services—such as AltaVista, Yahoo!, Google—designed to enable clients to find information on the World Wide Web by typing keywords

**security strip** *See* tattle tape

**see also reference** A direction from one heading to another when both are used

**see reference** A direction from one heading, which is not used, to another heading that is used

- segregated shelving** The different formats of library materials are shelved separately according to their needs
- selection** The process of deciding which items to acquire for a library's collection
- serial** A publication issued in successive parts, often at regular intervals, and intended to be continued indefinitely
- serial title** The title of all issues of a serial; some serials also give titles to individual issues
- serials control** The process of managing the receipt, check-in, routing, and claiming of serials
- series** A number of works related to each other by the fact that they have a collective title, as well as each work having its own title
- series title page** An added title page providing the series title proper
- shelf guide** A sign to show the sequence of call numbers on a particular set of shelves
- shelf list** The record of the works in a library in the order in which they are shelved
- shelf read** To check the order of the materials on the shelves
- shelve** To place material in order on the shelves
- short loan** *See* reserve collection
- silverfish** Small insect that eats paper
- slide** A single frame of film, glass, or other transparent material mounted in cardboard or plastic; designed to be used with a projector or viewer
- software** Computer program that tells the computer what to do and how to do it
- sound recording** A generic term for a recording of sound; available in a number of formats that include audiocassette, phonograph or vinyl record, and compact disc (digital)
- special collection** A collection of materials that is treated in a special way because of its subject matter, age, value, etc.
- special library** A library specializing in a limited subject area. Usually maintained by a corporation, association, or government agency
- spine label** A label that is stuck on the spine of library materials to display the call number
- standard number** An ISBN, ISSN, or any other internationally agreed upon standard number that identifies the item uniquely
- standardize** Make standard by applying a set of rules
- standing order** An order for all future issues of a serial title or series of related items that is kept active until the publisher is notified that no more issues are required
- statement of responsibility** A statement taken from the item that describes the person(s) or corporate body responsible for the intellectual or artistic content of the item
- subfield** An element or subdivision of a field in a record
- subject entry** An entry under subject that is searchable in a library catalog
- subject heading** A heading that describes a subject of a work and provides subject access to a catalog
- subscription** An order for all issues of a periodical published within a certain time, usually one or two years; payment is made in advance for the whole period
- subscription agent** A person or company providing services to libraries wanting to purchase serials; the services include ordering subscriptions and standing orders, arranging payments and invoicing the library, following up missing issues, etc.
- subtitle** *See* other title information
- supplement** Extra and/or special issue of a serial title or material issued separately that brings a monograph up to date or otherwise adds to the work
- supplier** A company that sells equipment, furniture, and other supplies to libraries

**tag** The identifying label of a field in a record

**tattle tape** Magnetic tape inserted in a library item to activate an alarm if the item is removed from the library without being borrowed or checked out

**technical services** Library services that deal with the bibliographic control of library material (includes acquisitions, cataloging, and final processing)

**telnet** A protocol for access to text-only databases on the Internet, especially used for access to library catalogs

**terms of availability** Terms on which an item is available, including price or other statement

**title entry** An entry under title that is searchable in a library catalog

**title page** The page that provides the most complete information about the author and title and is used as the most authoritative source of cataloging data

**title proper** The main name of an item, including alternative title(s) but excluding parallel titles and other title information

**tracings** A record of the headings under which an item is entered in a catalog

**trade bibliography** A listing of books available for sale, together with details of publishers, etc., needed for purchase

**typescript** (adj) Written on a typewriter. (n) A typed manuscript

**UF** Used for; introduces nonpreferred headings; guides the cataloger to make a *see* reference from a term that is not used to one that is used

**Uniform Resource Locator (URL)** The address of a site on the World Wide Web

**uniform title** A title chosen to identify a monograph appearing under varying titles or a title used to distinguish the heading for one serial or series from the heading for another serial or series

**union catalog** Catalog describing the holdings of more than one library

**URL** *See* Uniform Resource Locator

**verification** Checking data to confirm bibliographic details before ordering

**verso** The back of a leaf of a book (e.g., verso of the title page); a left-hand page

**vertical file** A collection of ephemeral material including pamphlets and newspaper clippings; usually arranged in subject order in a filing cabinet

**videotape** Strip of mylar plastic tape covered with iron oxide that can be magnetized; sound and pictures are encoded as magnetic signals

**vinyl record** A sound disc made of vinyl plastic with sound grooves pressed into the surface

**volume** What is contained in one binding of a monograph or a number of issues of a serial, usually those published in one twelve-month period

**website** A group of related web pages and other information installed on a webserver and accessible to users through the internet

**weeding** Discarding materials that are considered to be of no further use to the library

**wiki** A web application that allows users to add and edit content collaboratively

**woodworm** A worm or larva that is bred in or bores in wood

**word-by-word alphabetization** Arranging in strict alphabetical order within each word (e.g., New Town before newness)

**World Wide Web (WWW)** A networked information retrieval and communication environment; using hypertext transfer protocol (http) in the form of links (hyperlinks), computers connect documents and nontextual information such as graphics and sound files

**Z39.50** A retrieval protocol often used in libraries to connect to other library catalogs and share bibliographic records

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## Internet Resources

AcqWeb  
[www.acqweb.org/](http://www.acqweb.org/)

Canadian Subject Headings  
[www.collectionscanada.ca/csh/index-e.html](http://www.collectionscanada.ca/csh/index-e.html)

Cataloger's Learning Workshop  
[www.loc.gov/catworkshop/cat21/](http://www.loc.gov/catworkshop/cat21/)

Interlibrary Loan Information at Library and Archives Canada  
[www.collectionscanada.ca/ill/index-e.html](http://www.collectionscanada.ca/ill/index-e.html)

Library of Congress Classification  
[classificationweb.net](http://classificationweb.net)

Library of Congress Authorities  
[authorities.loc.gov](http://authorities.loc.gov)

MARC Standards  
[www.loc.gov/marc/](http://www.loc.gov/marc/)

National Interlibrary Loan Code for the United States  
[www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm](http://www.ala.org/ala/rusa/rusaprotools/referenceguide/interlibrary.htm)

Reitz, Joan M., *ODLIS: online dictionary for library and information science*  
[lu.com/odlis/](http://lu.com/odlis/)

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