

To

Thiruv. M. Narayandin

With kind regards,

A. Theinmalainathan

25/11/78

A B C of Library Science

**A B C
OF
LIBRARY SCIENCE**

A. THIRUMALAIMUTHUSWAMY

MA MLitt BT BLibSc

*Faculty of Library Science
University of Madras, Madras*

Annai Nilayam

MADRAS

1969

Arunachalam Thirumalaimuthuswamy (1928)
© A. Thirumalaimuthuswamy

2
N69

Price Rs. 6/-

Printed at:
Commercial Printing & Publishing House,
46, Armenian Street, Madras 1.

To the Memory of
My Beloved Father
Tamil Perum Pulavar
E. M. ARUNACHALAM PILLAI

Preface

Library science has at long last come of age, as it were, and has rightly been assigned its legitimate place in the academic curriculum of the Universities. With the rapid developments and increasing interest in the study of library science, it has become apparent that there is a real need for a brief but comprehensive treatment of the subject. A thorough grounding in the fundamentals of the discipline is essential for mastering the subject. This book embodies a selective collection of articles and essays published in learned Journals.

The primary aim of this book is to give the reader a reasonably complete understanding of the various principles and techniques involved in the study of library science. The book is so prepared that it can be used as a text book for the freshers and sophomores working towards the Library Science Degree and Certificate. At the same time there is much in its pages that will also be of absorbing interest to the general reader and the lay public. Therefore an attempt has been made to present the relevant facts in a brief compass-six chapters. Keeping in mind the tremendous amount of ground which the student of to-day is expected to cover, the work has been collated to form, it is hoped, a continuous logical narrative.

As is to be expected, in the first chapter basic concepts are introduced and carefully defined. The five rudimentary laws of library science are delineated in the second chapter. The third chapter deals with the systems of classification, their notation, purpose and application. The methodology of

cataloguing is explained in Chapter IV. The concept of 'reference' is presented in Chapter V. The procedures involved in the library routine are enumerated in the final chapter. Specimen card forms and an exhaustive glossary of technical terms enrich the book.

The majority of the works without the aid of which this book could not have been published are listed in the selected bibliography appended. The reader whose intellectual curiosity has been stimulated may profitably refer to any or all of them.

For granting permission to publish this book the author is deeply grateful to the authorities of the University of Madras, especially to Dr. A. L. Mudaliar, the distinguished Vice-Chancellor, who has continued to inspire him ever since he came into contact with him. Sincere thanks are due to Dr. D. B. Krishna Rao, Professor of Library Science for his encouragement and lively interest. The author is indebted to Mr. P. Gangadhara Rao, M. A. (Minns.), B.Sc. (Hons.), Dip. Lib.Sc., Reader in Library Science for his kind Foreword. The author desires to express his gratitude to Mr. C. E. Ramachandran, M.A., M.Litt., for reading the manuscript with great care and to Mr. S. P. Namasivayam for correcting the proofs patiently.

Appreciation is expressed to the Publishers Messrs. Annai Nilayam, for their kind co-operation throughout the entire period of preparation of this volume.

Constructive criticisms are always welcome and thankfully received.

Madras,
May 30, 1969

A. Thirumalaiahswamy

Foreword

Many educated men in our country are not fully aware of the potentialities of the libraries. This statement may sound strange, but it is true. Survival of democratic society depends largely on the well informed citizens. Libraries are very important media through which right information is provided to all readers at right time. Needless to say that the intellectual growth of the citizens of any country depends very much on the availability of well equipped libraries. To perform this basic and classic function, librarians, who are not mere custodians of information-giving and knowledge-enhancing materials, have to organise the libraries in an imaginary way. They have to devise ways and means to supply all necessary informations to the needy readers expeditiously. The time-saving devices often used by the librarians are classification and cataloguing. The former individualises the book, fixes its place on the shelf and mechanises the arrangement, and the latter tells the reader whether the material, in which he is interested, is available in the library or not, and if it is available where it is located.

The main purpose of this book seems to be to explain the organisation, administration and functions of libraries to the lay public. The book will also serve as a basic book to the beginners in library science. The glossary and illustrations included at the end of the book will help the readers to use the book properly. Perusal of this book will convince any reader that the author has done a very commendable job. In fact the author has succeeded in this book in achieving his aim of educating the literates all about the libraries.

The author is well known in Tamil literary world as a writer and a scholar. Through this work he has successfully staged his entry as a scholar and writer into the field of library science as well. His style of writing is simple and lucid. By this work he has rendered yeoman service to the library world by unravelling to the lay public the mystery surrounding the library and all that it stands for.

P. Gangadhara Rao

TABLE OF CONTENTS

Preface, vii

Foreword, ix

Chapter 1: GARDEN OF EDEN

1

Library and Librarians, Library
Publicity, Life Blood, People's
University, National Library,
Academic Libraries, Special Libr-
aries

Chapter 2: THE "PANCH SHEEL" OF
LIBRARY SCIENCE 10

Five Laws, First Law, Second
Law, Third Law, Fourth Law,
Fifth Law

Chapter 3: CLASSIFICATION — WHAT
AND WHAT FOR? 21

Library Classification, Notation,
Class Number, Book Number, Call
Number, Purpose of Library classi-
fication, General Principles of
Classifying Books, Classification
Systems-Dewey and Colon

Chapter 4: INTRODUCTION TO CATA-
LOGUING 55

Library Catalogue-Purpose and
Functions, Cataloguing, Catalo-
guer, Chief Principles of Cata-

loguing, Physical Forms-Printed Book Catalogue, Card Catalogue, Sheaf Catalogue, Internal Forms-Dictionary Catalogue, Divided Catalogue, Classed Catalogue

Chapter 5: REFERENCE WORK

68

Concept of Reference Function, Reference Librarians, Reference Books Encyclopaedias, Yearbooks, Handbooks, Directories, Biographical Sources, Dictionaries, Geographical Sources, Indexes, Bibliographies, Evaluation of Reference Books, Reference Work in Public Libraries, Reference Work in Academic Libraries, Four Aspects of Reference Service.

Chapter 6: LIBRARY ROUTINE

Book Selection, Ordering of Books, Preparation of Books for Use,

Shelf Arrangement of Books,
Lending of Books, Library Rules,
Library Book Inventory, Binding
and Mending of Books, Public
Relations and Publicity, Extension
Activities, Furniture and Equip-
ment and Supplies, Library Bud-
get.

Appendices: Sample Card Forms	135
Bibliography	142
Glossary of Terms	144

A B C of Library Science

1. GARDEN OF EDEN

GARDEN OF EDEN

A library is a "Garden of Eden" as it existed before the Fall of Man. If we enter this Garden, there are many fruit-bearing trees with their overhanging branches that yield their fruits to us. We need only pluck them with zeal to enjoy them for there is God's Plenty in a library. It is the place where the educated congregate. It is the place which satisfies the intellectual curiosity of man.

A library is one of the important institutions which contributes to the welfare of a country. All revolutions to establish a society based on justice and equality, spring in one sense, from the library of the nation. It spreads knowledge and thereby helps the healthy growth of the culture and the civilisation of the country. It knows and makes no distinctions whatsoever of sex, caste, colour or creed, but draws all the young and old of a country towards it and sends them out, the better for it, by enlightening them in their particular fields and entering to their tastes of intellectual curiosity.

For hundreds of years in the past in India and other Asian Countries, the generality of mankind have wallowed in ignorance being uneducated and poor, while the few privileged rulers actually exploited the ignorance of the poor and firmly founded their sway over them. To-day the percentage of illiterates in India is very slowly decreasing. However, it is important and interesting. The ignorant poor have not been provided with all opportunities to enlighten themselves.

Citizens of India who were not capable of reflecting ideas were never able to act against oppression. So it is our bounden duty in free India to enlighten the masses with a practical knowledge of atleast the rudiments of the various branches of knowledge and provide them with a certain practical knowledge of world affairs. As the ignorant form the majority, it is our duty to work for their welfare and we must realise that knowledge is the basis of all action. We must realise that social uplift depends upon the education, social background and the development of thinking process of men. Numberless schools provided with good libraries can also achieve this stupendous task of educating the masses in India. Thus it is the libraries of the world that hold the torch of knowledge, which guide men who may otherwise grope in ignorance.

LIBRARY AND LIBRARIAN

The term 'Library' comes from Latin 'Libraria'. It originally signified just a collection of inscribed palmyra leaves and parchments, but this is just nothing better than a book shop. To-day its purposes have widened beyond mere collection of books, which is just the first thing to be done. Many useful books of various branches are first collected, classified, catalogued and kept in safety to be distributed to those who seek them. It is not enough if a librarian simply boasts of a very large collection of books in his library. If he does not provide facilities for readers to benefit by them, then the very purpose of a library is lost. It is the librarian's primary duty to enable all who come to him to enjoy the fruits, so to say, he has collected from the garden. He does, then, a dedicated service

to mankind. He ought to feel proud about the number of people who benefited from a study of the books he had collected. If the books are kept untouched in the shelves, a librarian ought to be ashamed of it. What is the use of the finest book on earth if no one is allowed to touch it? What is the use of flowers that blossom in a desert?

LIBRARY PUBLICITY

Of course, good books need publicity and let the librarian remember that it is his duty to choose the right sort of books and publicise them among the right sort of persons interested in them. It is his duty to let the interested person know about the nature of the book, theme, style and usefulness, along with other relevant particulars of the author. Thus, unless the librarian equips himself with the knowledge of books as and when they are received and collected, he will not be of any use to those who seek his aid. He must have certain sense of selection and a practical sense also in so far as he should be able to choose the right sort of book which will suit the standards of the persons who seek his aid.

In a country like ours, where the reading habit is to be developed, the librarian has to adopt all the devices of a book seller, who is but interested in himself. Propaganda and advertisement also go a long way in getting customers or interested members and readers. The bookseller amasses wealth and does not care whether the purchaser makes use of the book or not; the librarian does, on the other hand, a noble job of social service. It is he who is responsible for dissemination of knowledge. It is he who selflessly dedicates himself to the real

service of eradicating illiteracy. Thus the establishment of a good and useful library depends on the co-operation of the people in charge of it, the kind of books it contains and also proper publicity of what it contains.

LIFE-BLOOD

Library is an abode of intellectuals, living and dead, from the age of Tolkappiar to the present age of 'Apollo-8'. The books that embellish every library are the greatest productions of human minds. As Milton observes "a good book is the life-blood of a master spirit embalmed and treasured upon purpose to a life beyond life". The dignity and status of a nation depend not on the social set-up or religion of the people, but solely on their education. Libraries as cultural centres and store houses of knowledge are the only means to improve the education of millions of people all over the world.

It is the duty of a people's government to establish public libraries and see that the people:—

1. become better citizens;
2. become more skilled in their daily occupations;
3. appreciate and enjoy works of art and literature;
4. develop their creative and spiritual capacities;
5. educate themselves continuously;
6. keep pace with progress in all fields of knowledge; and

7. make such use of leisure as will promote their personal and social wellbeing.

PEOPLE'S UNIVERSITY

The public library is called 'the People's University' because it offers to the individual opportunity to continue voluntarily, at his own pace, his life long education. To-day's readers seek information on developments in the fields of nuclear science, electronics, outer space, computer method and other subjects which were even beyond a man's dream half a century ago. Moreover, they also come to the public library for facts concerning local, state, national, and world affairs in order to exercise to the full their responsibilities as citizens. Hence the public library should be the agency with an obligation to provide materials on all facts of controversial issues.

Books contain the creative ideas of thinkers, who have inspired mankind since the beginning of written communication. The public library system makes available to citizens of all ages, the accumulation of more than 5,000 years of knowledge. Hence the public library should be developed as an arm of free public education provided by a people's Government. In fact the school system and the public library should grow on parallel lines since the school system is the avenue of formal education and the public library, an informal one.

The public library should provide materials for all ages of people and on nearly all subjects of human interest as far as possible, taking into consideration only budget allotment and human understanding.

NATIONAL LIBRARY

It is also the duty of the government of a democratic country to establish national libraries. Certain countries such as the United Kingdom, the United States of America, France, U.S.S.R. and India have national libraries and these libraries function as such in a general way. The Library of Congress, the National Library of the United States is the world's biggest library. It occupies two spacious buildings, covering six acres. The books and pamphlets alone, which are more than 40 million, are stored on nearly 270 miles of bookshelves. Pneumatic tubes carry books from one building to another and electric book carriers take them from floor to floor. The national institution serves not only the Congress but all government agencies and libraries and individuals throughout the country.

The chief objectives of a national library are:—

1. to accumulate and make available now and in the future everything published within the country and the best works published in other countries;
2. to compile and publish a national bibliography—an exhaustive list of all the publications in a country;
3. to supply information and materials to other libraries, institutions and individuals throughout the country;
4. to aid formal instruction and to further research;
5. to organise centralized cataloguing including classification with unit card system

to save time as well as labour of the people employed in different libraries; and

6. to help the entire nation in all its intellectual pursuits.

ACADEMIC LIBRARIES

Next in importance are the academic libraries which include school, college and university libraries. All the way from kindergarten to university, there are academic libraries. They are set up to serve the needs of students and faculties in formal institutions of learning. The free and open use of a school library helps pupils enter more actively into learning experiences, find more satisfaction in them and go ahead more rapidly. The college library is the most important single instrument of instruction in the college and hence it is the heart of the institution. The modern methods of instruction and the huge crowds of aspiring students have heightened the importance of a college library. Moreover the service to the faculty forms, now-a-days, a major part of the work of every college library.

The future of a nation depends largely on the children, the future citizens of a country. Hence the reading habit should be cultivated even from their childhood. The school libraries organized on healthy lines and equipped with not only the text books but also books on travels, hobbies, handicrafts, games and sports, scientific inventions, discoveries, biographical sketches of eminent people, stories of adventure, fairy tales, epic stories, animal stories and historical stories, will help the children to develop independent spirit and self confidence in

them and to become more sociable as well as disciplined. The book stock of a college library should contain not only the prescribed books for their study and consultation but also the books on adventure, popular science, sports, hobbies, culture, biographical sources containing inspiring biographical sketches, classical and modern literature and standard and important reference sources, since they have to serve the younger people who are very conscious of themselves. The great task of a university library is to help learned professors, more responsible students, and researchers with necessary detailed books and valuable reference sources, learned periodicals, research publications and bibliographies on different subjects through a well organised reference service.

SPECIAL LIBRARIES

To-day's technical and industrial advances and the expansion of research in those fields has led to a demand for special libraries. Research workers in science and technology, executives in business and industrial firms and members of professional and institutional organisations depend mostly on them.

Special libraries usually serve a limited number of users who share a particular interest and they are set up as a service department in a non-library organization. Hence the librarian of a special library should know and appreciate the objectives as well as the needs of the organization in order to collect the right materials and provide the most useful service. In addition he should have some knowledge of the subject and special field to which he is attached and the ability to adopt suitable

library techniques to fit it. The collection of materials for special libraries should be related to the subject and specialized field of the concerned organization and the coverage of the materials should be more intense, detailed and thorough since the users are specialists. In addition, the techniques and methods employed in a special library should be more precisely geared to the specific needs of the users.

In fine, "a library houses a collection of reading materials to preserve them and make them available for use". Libraries have become indispensable in the modern world. They serve academic world as well as all branches of business, government, and civic life by furnishing information needed by individuals and organizations and provide books and other materials to all people without any reservation.

2. THE "PANCH SHEEL" OF LIBRARY SCIENCE

Each branch of knowledge, be it one of Science, Humanities or Technology, began with a small number of concepts and ideas. Man has been making progress gradually by his observations, experiments, experiences and inferences. Each branch of knowledge as a result grew into a large mass. When the proliferation of ideas went beyond limits, man began to correlate them. He attempted to explore the underlying principles that explain the inter-relations between the different phenomena and also those principles that unify and govern them. While each phenomenon was governed by a specific principle, a few principles were found to be all pervasive, so to say, within each branch by virtue of being primordial in their nature. Thus a few basic laws came to be enunciated in each branch of knowledge.

Library Science is no exception to it. The large body of facts that have grown from the time of Sumerian clay tablets to the modern microcarding developments, from the first revolution initiated by Melvil Dewey by his Decimal Classification to the modern concepts of Facet, Phase, and Zone Analysis of Dr. S. R. Ranganathan, are all found to be influenced and governed by a few fundamental principles or laws. These basic laws are five in number. They appear to be elementary and obvious yet they were least followed. They are so simple, yet they so profoundly influence and have complete sway over all the domains of Library Science. These laws were enunciated in 1928 by Dr. S. R. Ranganathan who

has elevated Library Science to the level of a discipline and secured recognition for it as a science so that the laws are rightly called "Five Laws of Library Science".

FIVE LAWS

The five laws of library science are as follows:—

1. Books are for use.
2. Every reader, his or her book.
3. Every book, its reader.
4. Save the time of the reader.
5. Library is a growing organism.

Within the compass of this chapter it is not possible to describe completely the scope and influence of these basic laws on all the domains of Library Science. Therefore, each law is taken one by one and only some aspects of its influence on the collection, organisation and service are indicated.

FIRST LAW

The first law "Books are for use" serves to bring out clearly the basic truth that mere collection of books in a library is not to be an end in itself. A library should acquire, organise and preserve books solely for use. All the endless routine such as book selection, book ordering, cataloguing and classification in a library is done to satisfy the first law.

To start with, it must be remembered that books are collected for the purpose of enabling the people to read them. Mere voluminous collection of

books is useless, if they are not well utilised by the people. Besides, books are not there in a library to create awe or wonder in the minds of the readers. Secondly, a librarian is not expected to waste the resources of the library on very costly and rare books or books which are not useful. Only such of those books as would rouse a natural desire for reading and make reading pleasant should find a place in a library. Both the exterior and the interior of the books should be attractive enough to rouse the readers' curiosity. In other words, the librarian should select the books which are attractive, easy to handle, pleasing to read and strong enough to stand use. The library may also buy sizeable and sumptuous books made up of quality paper in fine print and with profuse illustrations. Also a few wholesome books of the hour with shining jackets and arresting titles may be acquired by a library. With a view to serving the needs of the learned and the research workers, standard books may be acquired.

Books should be artistically displayed at regular intervals. All the books should be carefully safeguarded also. Old, worn-out and seasonal books should be weeded out periodically. The remaining books should be kept clean and in good repair. Soiled books should be replaced by new copies periodically.

The first law pleads that there should be provision for the appointment of "Reference Librarians" who will transmit ideas that lie crystallized in cold print. They are the friends of both readers and books. Hence the library authorities should appoint more people for this noble service without any hesitation.

The other implications of the first law are as follows:—

1. The library building should be attractive, and the atmosphere should be conducive to study.
2. The seats provided in the library should be comfortable. There should be ample moving space.
3. There should not only be free ventilation but also mellowed lighting in all the rooms of the library.
4. The flooring should be sound proof.
5. There should be broad gang-ways in the stack room. The top most row of the book racks should be within the reach of the readers. Guides should be provided for every tier, gang-way, etc., in the stack room. Above all, the books should be kept on open racks.
6. The library should work on all the days and the working hours should suit the convenience of the readers.

The above are the ways and means to promote the use of books in a library. In other words these are the characteristics of a true library.

SECOND LAW

The second law "Every reader his or her book" indicates what books a library should buy. This implies that the librarian should be conversant with the needs of the clientele. He should have an idea of their occupations so that he might be able to

provide facilities to improve their knowledge in the respective fields of their specialization. This is the primary duty of a librarian. In other words the book selection should be based on the wants of individual readers.

A school library should contain not only the prescribed text books but also all other useful reference and relevant books in various branches of learning. Similarly, a public library should also contain books of general interest as well as informative literature. As "books are for all", and "as the interests of the people vary in multitudinous ways", all useful books in all branches of knowledge should be found in a public library. Then only every individual will feel that his interest has not been overlooked and thus will make the maximum use of the library. Classics required by scholars should find a proper place along with popular books written in a simple style. Children's interest should not be lost sight of. Books printed in bold type and with plenty of illustrations should be made available to the children.

The supreme advantage of this law "Books for all" came to be recognised only after the advent of democracy. In a democratic country, as we know, every citizen should have an equal opportunity to continue his self education all through his life with the help of libraries. Hence library service should be extended even to the in-patients of hospitals, to the prisoners in jails, to the sailors in ships and to the blind. In order to provide books for one and all, the second law visualizes that the library provision of a nation should be placed on a statutory basis. In other words this law would plead for the passing of a library Act for the provision

of books for all. It would also plead to establish a national central library which would be the general reservoir from which any library may draw its supply of books required by its readers.

THIRD LAW

The third law "Every book its reader" points out that ultimately a book is meant for the reader and not for filling the stack room. Books cannot reach the hands of the readers of their own accord. So it is the duty of the librarian to bring the readers into contact with books. If books were to speak they will mock at the librarian who does not do this duty and condemn him as a villain who separates the lover (reader) from his lady-love, the book. Therefore, the librarian should take care to draw the attention of the readers to those valuable books which lie unused and uncared for; besides, he must give prompt publicity to new arrivals. This could be done by inserting a notification in the press or by library bulletins, circulars, notices and other similar devices. In addition, he can also contact the students, workers and members of various associations through the authorities concerned and post them with the latest information. This aspect of publicity has to be given greater importance in India than in other countries, for here in our country, the reading habit is still in the formative stage. Of course, this is a difficult task calling for immense enthusiasm, patience, sympathy, perseverance and hope on the part of the librarian.

The librarian can also go out amidst people, canvassing for readers. Further, he can address public meetings too. In short, he should introduce every form of publicity to attract the people of the

locality in which the library is situated. In other words, he should see that every person in that locality becomes a regular visitor to the library.

The third law also pleads that the reading habit should be created in the minds of the people even from childhood. Then only the librarian can bring to the maximum level, the chance of every book reaching its reader. For this purpose it is better to make provision for library hours in the time table of the school and college classes. The teaching staff of the various institutions should know how such hours should be spent usefully.

Another implication of this law is that analytical entries should be made for the multi-focal books. In the case of a multi-focal book, the title may not indicate the secondary subjects dealt with in the book. Hence it is quite natural that the main entry for that book does not bring out the secondary subjects. Some readers may like to see these secondary subjects. To help those people, the library catalogue should contain analytical entries, i.e., additional subject entries under the name of each of the other specific subjects treated in the book. Dr. S. R. Ranganathan calls these entries *Cross Reference Entries*. These entries bring to light the specific subjects hidden within the multi-focal book. So also the display of books by turns at the display rack brings to light the hidden books on the racks. The entire stack room may be designed and maintained as a display room. Thus, the unused books are thrown up to the notice of the readers.

FOURTH LAW

The fourth law "Save the time of the reader" urges that the librarian should see that those who

had visited the library atleast once make it a habit to re-visit the library. He should not lose his clientele. How is this to be done? The best course would be to devise methods for saving the time of the reader, by enabling him to choose the books he needs promptly and quickly. To avoid any delay in the choice of a book, a reference librarian should immediately rush to the help of the reader and this he can do well by getting to know the reader's interests and by guiding him properly. The reference librarian should be gentle and kind in his approach to the reader. He must have the tact of a salesman, endowed with a sincerity of purpose and a sense of service. The reader should be led to the shelf in which he can find the book he needs. Thus the reader is brought into contact with books. The main purpose of a library is to benefit the public by enabling them to improve their knowledge and satisfy their intellectual curiosity and this salient aspect should not be forgotten by any library authority at any time.

Those who come to the library should not feel that they are being unnecessarily delayed there. They should not feel bored by the time taken for the books to reach their hands. The zeal and curiosity of the reader must be whetted by the courtesy of the library staff and this means prompt personal service. The time at the disposal of the reader could be saved in many ways. This is best done by the "Open Access System" adopted in the various modern libraries. Under this system, books are not kept under lock and key. On the other hand, they are placed in open racks, thus inviting the reader and almost inducing him to read. The reader is free to choose any book and read it there

as in his home. Besides, he can take it from the library also by becoming a member. Moreover, after the introduction of the ticket system the unnecessary delay caused in entering the particulars of a loaned book on a register, etc., is avoided. All that a reader has to do is to go to the rack that contains the book he needs, take it out, and place it at the issue counter along with the borrower's ticket and then take it home. It will be exchanged for the ticket.

To facilitate the reader to select the book quickly it is necessary that the books are arranged in a classified sequence on the racks. A well classified arrangement of books would thus help to arrange all the books on a specific subject in a helpful manner. Hence there is every chance for a reader to find his or her book without any difficulty. Books dealing with a particular subject with correct class number assigned to them should all be found arranged compactly in consecutive rows. This arrangement would save the reader's time considerably. It would also increase the use of books.

This law would also plead that the library staff should find time to attend to each reader individually in order to save his or her time. For this purpose, it is necessary that the time of the staff also should be saved by simplification and standardisation of procedure. Towards this end it would be better that both the card system of record and the system of vertical filing may be introduced in all libraries. This would save the time of the staff to some extent. Further, centralisation of the processes like classification and cataloguing would also relieve the staff to a great extent. This law pinpoints the need for maintaining a library catalogue.

FIFTH LAW

The fifth law, viz., "Library is a growing organism" is some what different from the others. The trend of the present day is that the number of readers will definitely be on the increase in any library. In this context it is a truism to say that there must be proportionate increase in the number of books available to the readers. Similarly the number of staff members must also be correspondingly augmented. Thus it would advocate the growth of the Trinity in a library, viz., the Reader, the Book and the Staff. It would also indicate their mutual influence.

A newly started library may be compared to the body of a child. The body of a child grows steadily both in height and weight. Even so should a newly started library grow steadily in enlarging the number of books, attracting more readers to it and increasing the strength of its staff; but there is an ultimate upper limit with regard to the stocking of books, accommodation of readers and enlargement of staff of all the libraries except the national central library similar to the upper limit to the height and weight of a growing individual.

It is desideratum of planning that the growth of the Trinity in a library must be kept in view when designing the building of the library. In other words before a library building is erected it should be borne in mind that ample provision of space is made for its future growth. In the initial stages of laying the foundation itself, care must be taken to provide for future enlargements and additions. Further, the building must be of an attractive design and it must also be free from echoes inside. It

must be spacious enough to accommodate a sufficiently large number of readers.

Seating and lighting arrangements must be satisfactory and perfect. Adequate elbow room and moving-space must be left between chairs and tables. The place where the books are arranged in rows must be such as to enable the readers to pass by without difficulty. The top most row of books must be easily accessible.

There must be various guide cards in prominent places to guide the reader automatically to the books on different subjects arranged on the stack. Above all, it must be borne in mind as a cardinal principle that the library staff must receive all persons who visit the library in a truly polite and courteous manner and render them all help. It is this human touch that will help the growth of libraries more than any other thing.

In short, the five laws of library science detailed above should be considered as the "Panch Sheel" of the librarians and the library authorities. Although many have written on the philosophy of library service, it has been given to Dr. S. R. Ranganathan to admirably reduce this into these five fundamental laws which indeed constitute the very basis of library service.

3. CLASSIFICATION—WHAT AND WHAT FOR?

Classification is not an unknown process. It is in vogue in every field of life from time immemorial and it is not peculiar to Library Science alone. It is practised consciously or unconsciously by all the people all over the world. A housewife, a businessman, a cashier in a bank, or a vendor in the street arranges the things with which he or she deals.

A close observation of a vegetable market, a bangle shop, a cloth shop, the cash counter of a bank, or the railway ticket counter, will bear testimony to the fact that in every one of them, things are arranged and classified to suit the convenience of customers.

Even in a kitchen, groceries will be so arranged that the housewife may take conveniently the things she needs for use. She will put the articles which are frequently needed in a separate or easily accessible place.

In a vegetable market, all the vegetables may not always be available in a particular shop. There will be shops selling particular leafy vegetables or roots. Other shops in another row may sell saps and fruits. This kind of arrangement can be seen in a wholesale market. In a retail shop, vegetables will be arranged in baskets within the easy reach of the shop keeper. The purpose of such an arrangement is to enable the shop keeper to respond instantaneously to the demands of the customers

without making them wait for a long time and without much effort.

The cashier at the cash counter of a bank, as he transacts business, may be seen classifying and arranging the currency notes and coins separately according to their denominations. Such classification and arrangement will be helpful to count easily and quickly large sums of money.

The arrangement in a bangle shop will reveal that separate show cases are used to exhibit bangles made of different materials, viz., silver, ivory, copper, plastic, glass, porcelain, shell, etc. Even in those different cases bangles would be arranged according to their quality, colour and size.

In a cloth shop, there may be two departments, one for handloom goods and the other for mill-made goods. In each department, cotton, wool and silk clothing would be arranged separately. Further, these clothing may be so arranged as to exhibit men's clothing in one place and women's clothing in another place.

From the above illustrations, it will be clear that classification and arrangement are done for various reasons. The housewife wants to minimise her movements in the kitchen by arranging the articles within her reach. The vendors in the vegetable markets want to transact more business and hence they dislike the customers being made to wait for a long time in their shops. The cloth merchant wishes to satisfy all his customers. The cashier at the cash counter of a bank, does not want to take a longer time to transact business and to

cause inconvenience to the customers. The bangle merchant desires to exhibit the varieties he has by a neat arrangement.

In short it may be said that classification and arrangement save time, make location and replacement convenient and make it possible to transact more business. Even in a library such classification and arrangement are essential.

LIBRARY CLASSIFICATION

The library classification is the systematic scheme for the arrangement of books and other materials in a library. It is an important labour saving device resulting in more and more efficient and effective service to the community. Its primary object is to secure economy and increased efficiency in handling books.

In the olden days the books were grouped according to size, colour, printer or publisher. Then they were arranged according to the alphabetical order of either the names of the authors, or the titles of the books. Later the books were classified according to subjects. At present the systematic subject arrangement is considered as the most convenient one. The chief object of this arrangement is to divide universal knowledge into its various parts (subjects) and to arrange these parts in a systematic order. This helps to bring the related subjects together in some degree of affinity. The unrelated subjects are separated automatically. In short, the classification of books was an art in olden days. Now it has become a science—a discipline at the University level.

When "Open Access" system was introduced in libraries, the systematic subject arrangement was found to be the most convenient one for the readers as well as the staff of the library. Hence a number of book classification systems were evolved by the library scientists. They were published and practised by many libraries.

A printed classification for arranging books is called a scheme. The special features of a scheme of book classification are:—

1. Schedules—Headings which comprise the scheme.
2. Generalia class to accommodate works which treat knowledge in general.
3. Form classes which contain books written in a certain form, viz., encyclopaedia, essay, poetry, drama, fiction, speeches, etc.
4. Form Divisions—Generalia divisions of each particular subject.
5. Notation—System of symbols to represent a subject and its divisions.
6. Index—Alphabetical list of the terms used in the schedules, giving the notation for each term.

All the classification schemes attempt to make out a list of all branches of knowledge. Hence they are called enumerative. In an enumerative classification scheme, the sub-classes are made for a more general class deductively. But there are many books which deal with several branches of knowledge though not in detail. Hence the Library Scientists

of this century have attempted to draw classification inductively from certain fundamental concepts. These concepts may be combined in various ways to form a synthesized concept for a whole document. This is called Analytico-Synthetic Scheme. In this scheme the groups of documents may be arranged into classes. Thus a complete scheme may be constructed on this basis.

Knowledge is divided into a number of branches according to accepted ideas. In order to devise a system of classification, one has to survey the whole range of human knowledge in existence, i.e., all the branches of knowledge. Moreover, provision should also be made for the unknown.

NOTATION

In a classification scheme, the notation plays an important role. The notation is "a system of symbols, generally letters and figures, used separately or in combination, to represent the divisions of a classification scheme".

The notation gives fixity and practicability to a classification scheme. Without it a classification cannot be applied. Moreover, it cannot be kept in order. It represents the divisions of a classification scheme. It stands for the heading in a scheme of classification. In short, a notation is an abbreviated sign constructed logically and can be used in the place of a term in the classification schedules.

The notation used in a scheme should be brief, expansive, adjustable and easily understood. It is of two kinds, viz., pure notation and mixed notation. If only one kind of symbol is used, the notation is

called pure, otherwise mixed. Dewey's notation is an example of pure notation. In this classification he uses only figures, and not letters and figures. But an extension using figures and letters is found only in 822.33 (Shakespeare's Plays). Dr. S. R. Ranganathan uses letters, figures, punctuation marks, etc., in his Colon Classification. Hence the notation used by him is a mixed one.

CLASS NUMBER

The notation (number) assigned to the main classes, their divisions and subdivisions of subjects is called the class number. Dr. S. R. Ranganathan considers a class number as an artificial language of ordinal symbols designed to translate the name of the specific subject into the symbolic language or code language. The class numbers in a classification scheme are useful for:—

1. Finding out the books on a particular subject quickly since the books are arranged on the shelves according to the class numbers of the various specific subjects treated in the books.
2. Replacing the books on the shelves immediately.
3. Making use of them as short symbols in loan records.
4. Analysing the use of books on various subjects in a lending library.
5. Stock taking in the library, using the shelf list.

BOOK NUMBER

Many libraries add a book number to the class number. It is used to distinguish an individual •

book from all others having the same class. It usually consists of an Author Number, a work mark, and volume or copy number. It is composed of letters and figures. It serves not only to identify a particular book among others having the same class number but also to place those books in the desired order on the shelves according to author, title, edition, etc. When the book number is used to arrange the books alphabetically according to Authors it is called "Author Number". In Colon Classification the book number is the translation of the names of certain features of a book into the artificial language or ordinal numbers. It is made up of one or more of the following symbols:—

24 Roman capital letters omitting I and O, 23 small Roman letters omitting i and o, the punctuation marks, hyphen, semi-colon, dot and colon and the 10 Arabic numerals. It consists of one or more of the following successive numbers:—language number, form number, year, accession part of book number, volume number, supplement number, copy number, criticism number and accession part of criticism number.

CALL NUMBER

The two conjoined—class number and book number—give the call number. In Colon Classification it consists of class number, book number and collection number. Since we use the call number in calling for a book, it is called so. It is a symbol made up of either letters or figures or both.

PURPOSE OF LIBRARY CLASSIFICATION

The library classification is a systematic scheme for the arrangement of documents according to specific subjects dealt with in the documents. In

brief the library classification serves the following purposes:—

1. It helps to arrange books in a helpful order so that books may be located by the readers and the staff immediately.
2. It helps to replace them correctly.
3. It helps to fix the proper place for a newly added work among those that are already in a library.
4. It helps to fix the place for the first work on a new subject.

GENERAL PRINCIPLES OF CLASSIFYING BOOKS

The following are the general principles of classifying books:—

1. Classification is primarily by subject, except in literature, where first the language and then the literary form, are the dominant characteristics.
2. Language does not affect classification except in literature, unless an artificial classification is used.
3. Class a book primarily according to the intention of the author in writing it.
4. In depth classification, every book is classed in the most specific number that will contain its subject. Except in literature the general rule is to class first by the most specific subject, second by place, and third by form of presentation.

6. *Subjects in Context:*

Before placing a book in number, the topic for which that number stands is surveyed in relation to:—

- (1) the superordinate topics under which it falls. Looking back through the hierarchy of broader subjects helps to make clear the aspect of the immediate subject which is intended.
- (2) The co-ordinate topics which stand beside it. Looking at co-ordinate topics helps to define and discriminate clearly between them and the number under consideration.
- (3) the subordinate topics which fall under it. Looking down through the subdivisions of a topic helps to delimit its scope and to find the most specific number.

6. *More than one subject:*

- (1) If a work deals with two subjects, class it with the subject given greater emphasis, e.g. class the effect of one subject on another with the subject affected.
- (2) If a work treats equally of two subjects, classify the first and bring out the other in the catalogue with a subject entry.
- (3) If a work deals with three or more subjects, choose a general number containing all subjects if possible. If one

subject is noticeably predominant, classify it.

7. *Aspects of a subject:*

(1) Class under the subject illustrated, not under the subject suggested by the aspect. Example, social aspects of education, classed in education, not sociology.

(2) Works dealing with (i) theory or technique, and (ii) application of a process or procedure are classed under one or the other according to the author's main purpose. If theory and technique are only introductory to description of application, classify under application. If application is only an example, classify under theory or technique.

8. Consider conditions in the individual library when choosing a class number.

CLASSIFICATION SYSTEMS

The Earliest and the most popular Classification System

The Dewey Decimal Classification system is the earliest as well as the widely used system. It was invented by Melvil Dewey, the great American Library Scientist, when he was still a student at Amherst College. Dewey invented this system so that all books published so far and all books that would be published could be classified under one system. Almost all modern libraries use the system only for classifying works other than fiction. Fic-

tion is arranged on separate shelves alphabetically by author.

This scheme was published in 1876. In this scheme every subject is represented by Arabic numerals. The Universe of knowledge is divided into ten primary classes. The entire Universe of knowledge is considered as forming a whole unit. Each is divided into sub-divisions. Each subject is represented by three numerical digits. After the third a decimal point is put. Further divisions are on decimal basis. Each number represents a specific subject. This scheme has been frequently revised and enlarged. The most recent edition is the 17th (1965), in two volumes which runs nearly to 2,153 pages. The first volume contains the main schedules arranged in the order of the classes of the scheme together with their numerical notation that gives the scheme its name. The second volume contains the relative index (the alphabetical subject index) showing the relations that exist between the various subjects, and aspects of these subjects. This scheme has been widely adopted not only in the United States and England but also throughout the world. In our country also several libraries, follow this system.

PRIMARY CLASSES

The ten primary classes of this system are as follows:—

000 Generalities (Reference Books).

100 Philosophy and Related Disciplines (Books on the principles that cause, control, or explain facts and events).

- 200 Religion (Books about the Bible, and books about what people believe now and have believed in the past. Myths come under this classification).
- 300 The Social sciences (Books on Government, Civics, Economics, Fairy Tales and Legends).
- 400 Language (Books on the study of languages of different countries).
- 500 Pure Sciences (Books on Mathematics, Chemistry, Botany, Geology, and other sciences).
- 600 Technology (Applied Sciences—Books on medicine, agriculture, vocations, inventions, engineering).
- 700 The Arts (Books about painting, sculpture, music, photography, architecture).
- 800 Literature and Rhetoric (Books of great stories, plays and poems).
- 900 General Geography, History, etc. (Books about history, travel, biography).

The books are arranged on the shelves numerically according to the Dewey Decimal classification System 000-900. The classification is a decimal system, i.e., a book numbered 529.78 would be placed before 530.

DETAILED CHART

A detailed chart of Dewey Decimal Classification System is hereunder given:—

- 000 GENERALITIES
- 010 Bibliographies and catalogues
- 020 Library Science

030	General Encyclopaedic works
040	
050	General periodicals
060	General Organizations
070	Newspapers and Journalism
080	General Collections
090	Manuscripts and Book rarities
100	PHILOSOPHY AND RELATED
110	Ontology and methodology
120	Knowledge, cause, purpose, man
130	Pseudo and parapsychology
140	Specific philosophic viewpoints
150	Psychology
160	Logic
170	Ethics (Moral Philosophy)
180	Ancient, med., Oriental philos.
181	Oriental
181.4	India
190	Modern Western philosophy
200	RELIGION
210	Natural religion
220	Bible
221	Old Testament
225	New Testament
230	Christian doctrinal theology
240	Christ. Moral and devotional theol.
250	Christ. pastoral, parochial, etc.
260	Christ. Social and eccles. theol.
270	Hist. and geog. of Chr. church
280	Christ. denominations and sects
290	Other religions and compar. rel.
294	Brahmanism and related religions
294.1	The vedas
294.3	Buddhism

294.4	Jainism
294.5	Hinduism
300	THE SOCIAL SCIENCES
310	Statistical method and statistics
320	Political science
323	Rel. of state to individuals, etc.
330	Economics
333.7	Surface resources and general conservation policies
340	Law
350	Public administration
351.7	Finance and public welfare
353	United States federal and State Governments
360	Welfare and association
370	Education
380	Commerce
383	Postal communication
384	Other systems of communication
385-388	Transportation
385	Railroad transportation
387	Water, air, space transportation
388	Ground transportation
390	Customs and folklore
392	Customs of life cycle
394.2	Festivals and anniversaries
398	Folklore
400	LANGUAGES
410	Linguistics and nonverbal lang.
420	English and Anglo-saxon
430	Germanic languages
440	French, provencal, Catalan
450	Italian, Romanian, etc.
460	Spanish and Portuguese

470	Italic languages
480	Classical and Greek
490	Other languages
491.2	Sanskrit
491.438	Standard Hindi Usage (Applied linguistics)
494.8	Dravidian languages
494.811	Tamil
494.812	Malayalam
494.814	Kannada
494.827	Telugu
500	PURE SCIENCES
500.1	Natural sciences
500.2	Physical sciences
510	Mathematics
520	Astronomy and Allied sciences
530	Physics
540	Chemistry and allied sciences
550	Earth sciences
551.2	Plutonic phenomena
553	Petrology
560	Paleontology
570	Anthropolog. and biol. sciences
574	Biology
580	Botanical sciences
590	Zoological sciences
595.7	Insecta (Insects)
597	Amphibia (Cyclostomes, fishes, amphibians)
598.1	Reptilia (Reptiles)
598.2	Aves (Birds)
599	Mammalia (Mammals)
600	TECHNOLOGY (APPLIED SCI.)
610	Medical sciences
613	General and personal hygiene

614	Public health
614.8	Accidents and their prevention
614.84	By fire
620	Engineering and allied
629.13	Aeronautics
629.2	Motor land vehicles
630	Agriculture and agr. indus.
636	Livestock and domestic animals
640	Domestic arts and sciences (Home economics)
641	Food and drink
650	Business and related type of enterprise
660	Chemical technology and related industries
670	Products based on processible materials
680	Handcrafted, assembled, final products
690	Buildings
700	THE ARTS
710	Civil and landscape art
720	Architecture
730	Sculpture and the plastic art
740	Drawing and decorative arts
750	Painting and paintings
760	Graphic arts
770	Photography and Photographs
780	Music
790	Recreation (Recreational arts)
800	LITERATURE
808.1	Poetry
810	American literature in English
811	Poetry
820	Of English and Anglo-Saxon languages
821	Poetry
830	Of Germanic languages

840	French, Provencal, Catalan
850	Italian, Romanian, Rheto-Romanic
860	Spanish and Portuguese
870	Of Italic languages
880	Of classical languages and modern Greek
890	Of other languages
900	HISTORY
910	General geography
914	Europe
920	General biography, genealogy, insignia
922	Religious leaders, thinkers, workers
930	The ancient world to ca. 500 A.D.
940	Europe
950	Asia
960	Africa
970	North America
971	Canada
972	Middle America
972.8	Central America
973	United States
973.2	Colonial period, 1607-1775
973.9	20th Century, 1901—
979.8	Alaska
980	South America
990	Other parts of world

SUMMARIES AND TABLES

Since the Decimal Classification of Dewey is developed in units of ten it is called so. It is capable of indefinite expansion. It is made graphic by means of a series of summaries and general tables showing the step by step development of classes—from the general to the more specific. The first summary gives the ten main or basic classes. The second summary consists of the 100 divisions

—the ten divisions into which each of the 10 basic classes have been divided. The third summary contains the 1,000 sections into which the ten divisions have been divided. Then follow the complete tables consisting of all classes, divisions, sections and sub-sections.

PROGRESSIVE DEVELOPMENT

The progressive development of a main class into divisions, sections and sub-sections is illustrated below:—

600	TECHNOLOGY (APPLIED SCIENCES)
610	Medical sciences
612	Human physiology
612.1	Circulatory and hemic systems
612.2	Respiratory system
612.21	Biophysics
612.22	Biochemistry
612.3	Nutrition

FORM DIVISIONS

Provision is also made for sub-division according to the form of material. There are nine common form sub-divisions to indicate various stand points from which a subject may be considered. They are as follows:—

01 Philosophy, Theory	06 Organizations, Societies
02 Handbooks, Outlines	07 Study, Teaching
03 Dictionaries, Encyclopaedias	08 Collections, Polygraphy
04 Essays, Lectures	09 History, Local Treatment
05 Periodicals	

Examples of their use are given below :—

1. Philosophy of Religion 201 (Religion 200 ;
Philosophy 01)
2. History of Linguistics 409 (Linguistics 400 ;
History 09)
3. Religious Society 206 (Religion 200 ;
Society 06)
4. Outline of Social Sciences 302 (Social Sciences 300 ;
outline 02)
5. Dictionary of Social Sciences 303 (Social Sciences 300 ;
Dictionary 03)
6. Periodical on Arts 705 (Arts 700 ;
Periodical 05)
7. History of Tamil Literature 894.81109 (Tamil Literature
894.811 ; History 09)
8. Essays on Saivism 294.55104 (Saivism 294.551
Essays 04)
9. Lectures on Tamil Language 494.81104 (Tamil Language
494.811 ; Lectures 04)
10. Handbook of Indian History 954.02 (Indian History 954 ;
Handbook 02)
11. Philosophic aspect of Art 701 (Art 700 ; Philosophic
aspect 01)
12. Teaching of Tamil Poetry 894.811107 (Tamil Poetry
884.8111 ; Teaching 07)
13. Encyclopaedia of Librarianship 020.3 (Librarianship 020 ;
Encyclopaedia 03)

It is to be remembered here that if the class number to which these form divisions are added, ends in '0' the figure '0' in the form division is not to be repeated, unless there is any specific instruction.

For e.g. History of Religion is 209, not 200.09.

SOME USEFUL POINTS TO REMEMBER

1. *Index*: For finding a class number for any subject, first consult the index for the required topic and then check the number found in the schedules. Moreover it is better to look for the specific term rather than the general. In other words choose the precise term—specific subject term contained in the name of a subject and look for it in the index. Example:—Electrical Engineering is more precise than Engineering.

2. *Mnemonic Features*: Mnemonics are used in this scheme. This means the employment of numbers which usually mean the same thing when used in different connections.

Example:—In fine Arts, 7 always denotes a book coming within the meaning of one of the Fine Arts. O always means a general work. 700 is then a general work on the Fine Arts and 709 a general history of the Fine Arts. The same principle can be applied in many of the divisions.

Some figures do not always give the same meaning. But when they are used in certain circumstances they have the same significance.

Eg:—

In *Language and Literature* we have:

420	English language
430	German language
440	French language
820	English literature
830	German literature
840	French literature

And English Language is subdivided:—

- 421 Orthography
- 422 Etymology
- 423 Dictionaries
- 424 Synonyms
- 425 Grammar, etc.

And so also in the case of German language

Fig 1

- 431 Orthography
- 432 Etymology
- 433 Dictionaries
- 434 Synonyms
- 435 Grammar, etc.

Thus we see that within 400's the endings 1, 2, 3, 4, 5 usually have the same meaning.

And so in Literature we have:—

- 821 English poetry
- 822 English drama
- 823 English fiction
- 824 English essays
- 831 German poetry
- 832 German drama
- 833 German fiction
- 834 German essays

and so on. But this principle does not apply in the case of 870 and 880.

3. Period Numbers: These numbers are found in the History class. They serve to classify the history of a country chronologically according to periods:

- Fig 1 — 940 History of Europe
- 940.1 Mediaeval Period

- 940.2 Modern Europe
- 940.3 World War I, 1914-1918

and for instance 942 would indicate as follows:—

- 942 History of England
- 942.01 Anglo Saxon era
- 942.02 Norman Period

But then this would complicate the use of 01—09 as form numbers. So 001—009 are used.

Eg:—

Periodical on English History is 942.005, not 942.05 which stands for Tudor period.

4. Geographical Numbers: Often in D.C. the direction “Divide like 930—990” is found. It refers to documents dealing with the history of a subject in a particular country.

Eg:—

- History of Education in India 370.954
- 370 History
- 370.9 History of education (370 + 09 = 370.9)
- 954 History of India

Now the digit 9 designating the class History in 954 is to be disregarded and the remaining digits 54 are to be added. Now we get 370.954.

5. In the case of a complex subject, first analyse it and find out its constituent ideas and aspects and then select the most important subdivisions.

To conclude, Melvil Dewey is the ‘Father’ of book classification. His Decimal Classification is

the oldest and it is most widely used. It is based on the principle that the entire knowledge may be divided into ten main groups and so on. The notation used in this scheme is a pure one consisting of Arabic figures used decimally. It is infinitely expandable. Moreover the Arabic numerals as decimals are written quickly and are easier to remember. In short the system is simple in conception. Most of the sections in it are fully worked out. It is fully indexed. It is also easy of understanding and could be worked out with least difficulty. Hence it is well known all over the world.

The Colon Classification

The Colon Classification of Dr. S. R. Ranganathan, the leading Library Scientist of India was published at Madras in 1933 when he was the Librarian of the University of Madras. A sixth edition was published in 1960. In this scheme the class number of a document is considered as a translation of the specific subject of the document into a symbolic language. This scheme is not an enumerative one. It is the first analytico-synthetic scheme. It does not enumerate all possible classes in a single schedule. It confines enumeration to about 200 short independent schedules. In other words the Colon Classification provides unit schedules instead of providing ready made numbers. The class numbers for all possible topics are constructed by combining the numbers in the different unit-schedules in assigned permutations and combinations.

In this scheme the subject is first analysed into facets and then the class numbers are constructed by synthesis. The notation used in this scheme is a mixed one. The symbols used in this scheme:

are:—the ten Indo-Arabic numerals; the twenty-six capital letters of the Roman alphabet; the twenty-three small letters of the Roman alphabet excluding i, l, and o; some Greek letters, the punctuation marks, circular brackets and horizontal arrows. By combining these symbols as per the rules and principles provided for the purpose, the specific subject of a book is rendered into the symbolic language number—the Colon class number.

MAIN CLASSES

The order of main classes is as follows:—

z	Generalia	N	Fine arts
1	Universe of knowledge	NX	Literature and Language
2	Library Science	O	Literature
3	Book Science	P	Linguistics
4	Journalism	Q	Religion
A	Natural Sciences	R	Philosophy
AZ	Mathematical Sciences	S	Psychology
B	Mathematics	Σ	Social Sciences
BZ	Physical Sciences	T	Education
C	Physics	U	Geography
D	Engineering	V	History
E	Chemistry	W	Political Science
F	Technology	X	Economics
G	Biology	Y	Sociology
H	Geology	YX	Social work
HX	Mining	Z	Law
I	Botany		
J	Agriculture		

Illustrative

K	Zoology	
KX	Animal Husbandry	
L	Medicine	(:g) Criticism technique
LX	Pharmacognosy	(p) Conference technique
M	Useful arts	(r) Administration report technique
	Spiritual experience and mysticism	(P) Communication theory
MZ	Humanities and Social Sciences	(X) Management
MZA	Humanities	

SCHEDULES

In Colon Scheme each main class is not subdivided. Hence there is no schedule of class numbers for all possible subdivisions of each main class. It provides under each main class varying numbers of separate sets of schedules. Each schedule consists of two columns. The first column gives the number and the second column gives the concept or subject as follows:—

CHAPTER D*Engineering*

D | P | 1 | 2P | 1 P2 | : | 1E |

Part in [P]

1 Civil engineering

2 Irrigation and drainage work

24 Underground water

26 River

27 Tank

and so on.

RULES:

A set of rules is provided for each main class at the beginning. With the help of these rules the classifier can construct the class number with the least difficulty.

DEVICES:

The following are the important devices provided by this scheme for constructing a class number:—

1. *Chronological Device* consisting of the appropriate chronological number used for the further subdivision of a subject when the period forming part of the subject demands expression in its class number. A schedule of chronological divisions is provided by the scheme. The symbol for connecting a chronological number with a class number is a single inverted coma (').

Example:—

N	1900-1999 AD
N6	1960-1969 AD
N60	1960

History of public libraries in Tamilnadu (brought upto 1900). 22v441'N.

Foreign policy of India in the 1960's. V44:19'N6.

History of India brought upto 1962. V44'N62.

2. *Geographical Device*:—It is the appropriate geographical number of the continent, country, state, etc., as demanded by the specific subject treated in the document. A schedule of geographical divisions is provided by Colon Classification. The class number of

the subject should be worked out to the fullest extent first and then the appropriate geographical number should be added to it after putting the connecting symbol dot ('.'). Dot is the connecting symbol for subdividing any class number by the geographical device. A few of the geographical devices are given below:—

1	World	5	Europe
4	Asia	53	France
41	China	55	Germany
42	Japan	73	United States
44	India	58	Russia
441	Madras (Composite)	56	Great Britain
4411	Tamilnadu (after 1956)	8	Australia

Indian Birds K96.44 (Birds K96; India 44).

High School Libraries in the United States
 787.78 (High School Libraries 232; United States 78).

3. *Subject Device*:—Sometimes a class number of the main class to which a document belongs has to be further subdivided by using a class number of another main class. The second main class number is to be enclosed within circular brackets. It is called subject device number.

e.g. Philosophy of Mysticism Δ : (R) – (Mysticism Δ ; Philosophy R).

Soil Microbiology J : 1 : (G91) – (Soil J : 1 ; Microbiology G91).

Agricultural Analysis J : (E : 3) – (Agriculture J ; Analysis E : 3).

4. *Mnemonic Device*:—It consists in choosing the digit for the further division of a class in accordance with a convention in regard to the different possible significances of the digit available for use.

e.g. the digit 1 is used as mnemonic for Unity, God, World, the first in evolution or time, one dimension or line, solid, state and all other entities which may be viewed as correlates to the above.

5. *Alphabetical Device*:—This provides for the use of the first two or first few initial letters of the name of an entity for subdividing a class on the basis of the name of the entity. This is to be applied only in the case of proper names, trade names, and technical names which are internationally current.

e.g. Agriculture in the Cauvery Valley
J 441.16C.

Here 'C' stands for Cauvery.

6. *Superimposition Device*:—This provides for constructing a class not provided for in a schedule but can be got by combining two divisions in one and the same schedule of a main class. The numbers are to be connected by hyphen ("—").

e.g. British territory in India 44—56.
(44 India; 56 England).

In this title significance is given to India; hence the digits for India (44) occur first.

7. *Language Divisions*:—A schedule of language divisions and their respective numbers is provided separately in this scheme. The language number may be used in constructing the class numbers of the main classes—Literature and Linguistics, e. g. O Literature

P Linguistics

031 Tamil Literature P31 Tamil Linguistics

A. *Connecting Symbols*: The details are found elsewhere.

B. *Common Isolates*: These may be applicable to many main classes. A separate schedule containing the common isolates is found in this scheme. In applying this device the class number of the subject of the document should be worked out to the fullest extent before the common isolate number required by it is added to it.

- a Bibliography
- m Periodical
- v History
- x Work
- w Biography, etc.

Bibliography on Thirukkural 031,1C5a.

Periodical on Physics Cm.

History of Tamil Linguistics P31v.

Biography of C. Subramania Bharathy

031,1M82w.

Works of C. Subramania Bharathy 031,1M82x.

MAIN PRACTICAL STEPS

The main practical steps to be followed in classifying a document according to Colon Classification are given below:—

1. Examine the title of the document carefully and in some cases contents page, preface, chapters and the whole book and determine the name of the specific subject of the document in full.
2. Prepare a statement of the specific subject after omitting the insignificant words (puffs) and check it with the document to ascertain whether all the important aspects of the specific subject dealt with in the document are brought out by it.
3. Break down the above statement into as many concepts (major parts) as possible and write down each concept in square brackets.
4. Write down the name of the main class at the beginning of the statement.
5. Consult the schedules of the Colon Classification scheme and render the words in square brackets into the standard terminology found in the schedules.

4. Write down just below each square bracket the fundamental category to which the concept in it belongs and rearrange the sequence of the concepts on the basis of the sequence of the fundamental categories. The concept as well as the fundamental categories should even now be enclosed in square brackets.
5. Choose the connecting symbol appropriate to each fundamental category and insert it.
6. Translate the words within brackets into the numbers with the aid of the Colon Coordination Schedules and delete the brackets to get the class number of the document.

If a classifier follows the above steps in classifying a document he could assign the correct class number to the document. At the end he should analyse the class number into its constituent major parts (concepts), give a digit by digit interpretation with the help of the classification schedules and check the result with the specific subject statement to see if it tallies. If it tallies fully, the class number assigned by the classifier is cent per cent correct.

FACT ANALYSIS

The above eight steps may be grouped into the following four major steps:

1. Determining the specific subject of the document and writing down the statement of the specific subject.

2. Breaking down the above statement into many concepts (major parts), writing them and enclosing them in square brackets.
3. Examining the Colon Classification Scheme and picking out from the appropriate schedules the correct symbol (number) for each one of these concepts (parts).
4. Building up the class number with the aid of the numbers picked out following the rules and devices provided by the Colon Classification Scheme.

e.g. Cataloguing of manuscripts of the public libraries in Tamilnadu in 1960s.

[Cataloguing]	[Manuscripts]	[Public Libraries]		
			[Tamilnadu]	[1960s]
[55]	[12]	[22]	[4411]	[N6]
22 ; 12 : 55. 4411' N6				

It is seen that Colon Classification postulates (demands) that each constituent part of a specific subject is referable to one of the fundamental categories, viz., Personality, Matter, Energy, Space and Time. These five fundamental concepts should be arranged in the decreasing sequence of their concreteness. Now let us take the above example.

[Cataloguing]	[Manuscripts]	[Public Libraries]		
			[Tamilnadu]	[1960s]
[Energy]	[Matter]	[Personality]	[Space]	[Time]

According to the above rule the concepts in the above specific subject should be arranged as follows before the class number is constructed.

[Personality]; [Matter]: [Energy]. [Space] '[Time]
 [Public Libraries] [Manuscript]: [Cataloguing]
 [22] ; [12] : [55].

[Tamilnadu]' [1960s]
 [4411]' [N6]

To help the proper construction of the class number of the specific subject the Colon Scheme has provided connecting symbols for the five fundamental concepts separately. The concepts along with their connecting symbols are given hereunder:—

Personality	,
Matter	;
Energy	:
Space	.
Time	'

Now the class number is constructed by writing the main class number, the numbers picked out from the schedules for the concepts (parts) and the connecting symbols.

[22]; [12]: [55]. [4411] '[N6]

Lastly the brackets should be deleted. Then we get the following class number.

22;12:55.4411'N6

Among the five fundamental categories, the personality category is the totality of all the classes in a schedule. In other words it indicates the wholeness of the subject. It is said to constitute the personality facet of the main class. So also the fundamental category, energy is said to constitute the energy facet of the main class. Each class in the personality facet or energy facet is

called personality focus or energy focus respectively. Thereby we have Personality Facet, Matter Facet, Energy Facet, Space Facet and Time Facet as the case may be. Similarly with focus also.

The above process, i.e., breaking down the specific subject into major parts (concepts), referring each part to the fundamental category to which it belongs, rearranging the parts in their sequence, providing the appropriate connecting symbols and arriving at the class number of the specific subject dealt with in the document, is called Facet Analysis.

To become a good classifier one should

- (1) master the principles, rules and devices;
- (2) have intensive practical exercises;
- (3) learn many more points by doing actual exercises;
- (4) consult experts with regard to doubts; and
- (5) cooperate with other people in finding solution for further problems in classification.

4. INTRODUCTION TO CATALOGUING

LIBRARY CATALOGUE—PURPOSE AND FUNCTIONS

The word catalogue comes from the Greek phrase 'Katalogs' which means a list or a register. The Library Catalogue is as old as the organisation of a collection of books. In the bygone ages it was the practice to enter the books in a catalogue according to the colour of their bindings. Moreover the library catalogue was only used as an inventory list in those days. But now it is considered to be the most useful record in the library.

According to A.L.A. Glossary, a library catalogue is a list of books, maps, etc., arranged according to some definite plan. In other words, it is a systematic list of reading materials found in a library or group of libraries. It records, describes and indexes all the resources of a library. In a research library or special library it may include material outside the library. A catalogue may be in print or manuscript. It may be in cards or loose leaves or in the form of a continuous book or in the paste down form with gaps for interpolation of new entries in between the existing entries.

An ideal form of a library catalogue would increase the number of readers. It would economise the time and expenditure of the readers as well as the staff of the library.

The library catalogue should be an efficient instrument for ascertaining:—

- (A) whether the library contains a particular book specified by (1) its author and

title, or (2) its title alone, or (3) a suitable substitute for the title;

(B) (1) which works by a particular author are in the library;

(2) which editions of a particular work are in the library;

(C) which works the library has on a particular subject.

In brief, a library catalogue should tell us, whether a given book is in the library and whether the library has books on a given subject and how many.

CATALOGUING

Greatest care should be taken to compile a library catalogue. The process of compiling it is called cataloguing and it is adopted by all modern libraries to help the readers in hunting up the required information without loss of time. A listing in a catalogue is called an entry. The process of describing the book for a catalogue entry, usually on a card, is called descriptive cataloguing. The essential information required is got from the title page, the first important page found at the beginning of a book which gives the title of the book—the name of the work, the subtitle—a descriptive phrase explaining the main title, the author's name, the name of the collaborator, if any, the edition, if any, and the imprint which includes the place of publication, the publisher and the date of publication.

In olden days the entries for books were made according to the order of their acquisition. Thus the entries were not related to one another and so

the catalogue was not at all useful. Therefore the Library Scientists set to work and to-day, we have all types of cataloguing codes which uphold the principle that "Books are for use". As the library catalogue is made to be used by the readers as well as by the staff, the clientele of the library will determine the type of cataloguing to be done. The users of the catalogue may be adults, or children, or a cross section of the general public, or a group of specialists. While the principles are the same regardless of the persons who will use the catalogue, the amount of details to be provided in the entries will vary greatly. In a special library more details are necessary whereas in a school library, a simpler record of information is enough. The basic principle of cataloguing is economy. Hence each entry found in a catalogue should accurately represent the book and meet the need. This means that the cataloguer's judgement should always be a correct one. In short, the information contained in an entry must be selected carefully and in accordance with the principle of economy.

CATALOGUER

A Librarian who prepares the entries for a catalogue is the Cataloguer. He should possess:—

1. general education on broad lines;
2. real aptitude for the profession;
3. flair for accuracy;
4. thorough knowledge about the world and its people, the great books of the world, the books of the moment, the important titles on different subjects and the contents of the popular as well as important works found in the library;

5. acquisitive and inquisitive mind;
6. organising capacity;
7. common sense, tact, etc.;
8. (above all) retentive memory.

CHIEF PRINCIPLES OF CATALOGUING

The following are the chief principles of cataloguing:—

1. A catalogue should be compiled in such a way that it has a maximum of flexibility so that new entries may be added easily when new books are acquired by the library. It should also permit the easy removal of entries when the books are discarded, or lost. In addition, revision as well as correction of entries already prepared should be done with least difficulty. The book collection of a library is dynamic and constantly changing. Therefore, the catalogue must be made in such a manner that it may be easily changed and kept up-to-date.
2. A catalogue should be compiled in such a way that all entries may be easily and quickly found. For example, if one is searching for entries under "Arunachalam Pillai, E.M." he should be able to find them with minimum effort. In a card catalogue, for example, the tray containing the cards for Arunachalam Pillai should be labelled in such a way that it is quickly identified. Similarly within the

tray there should be guide cards to enable one quickly to find the desired entries. Finally, the format of the catalogue should allow one to scan the entries quickly and with minimum effort.

- II. A catalogue should be so compiled and arranged that entries which logically go together actually stand together. This means that all entries for a given author must be prepared in such a manner that they are grouped together regardless of the form of name found on the title page of the book. All editions of a given work should be found in one place under the author's name, arranged in a logical order. All books on a given subject must be arranged under a uniform subject heading or other device, so that all books treating of that subject will appear together in the catalogue.
4. A catalogue should be physically as accessible as possible. Its format should be such that many readers can consult it simultaneously.
5. A catalogue should be prepared and maintained in a completely up-to-date fashion with least expense.
6. A catalogue (size) should be more compact. The format which results in a catalogue occupying least space has a decided advantage.

PHYSICAL FORMS

Keeping the above principles in mind, let us now consider the several types of format in which library catalogues can be prepared.

The invention of paper and printing enabled the production of books economical and in multitudes. With the spread of learning during the renaissance and with the development of the conception of democracy, libraries have developed fast. Naturally the necessity of keeping a catalogue that would help a reader to know the holdings of a library came to be felt.

PRINTED BOOK CATALOGUE

The first in the line is the printed book catalogue. This was of a familiar form in those days and persisted until the beginnings of the 20th century. But it became less common in the West in the last quarter of the 19th century. As the name indicates, the entries are printed in page form and bound into as many volumes as are required.

This type of format has the following advantages:—

1. It permits any kind of arrangement of entries desired.
2. The entries are easily and quickly found provided there is adequate labelling of the volumes. Indeed, entries can be scanned much more quickly than in any other physical form. In other words one could look at a number of entries at one sweep of the eye.

3. It is accessible; as many copies of the catalogue as are required can be supplied relatively cheaply.
4. Copies may be taken home or distributed widely to other libraries.
5. It is compact and occupies less space than other types of catalogues.

However, the printed book catalogue has one great disadvantage which, from the point of view of practical cataloguing operations, outweighs the advantages. It is completely lacking in flexibility. Once it has been printed and bound, the book catalogue cannot admit new entries. So also entries cannot be removed or revised. In fact it is out-of-date before it is printed, since more books would have been added after the press copy of the catalogue has been sent to the press. In short inflexibility is the greatest defect of a printed catalogue. But it is interesting to note that even to-day there are many libraries which adopt this form for the advantages it has. It is generally assumed that the printed book catalogue is the most expensive format. This is true when letter press is used. But recent photo-lithographic methods of printing which involve no type-setting have made it less expensive to print catalogue. As a result, in the last few years some of the libraries have turned to the book catalogue. They print the older entries of their card catalogue in book form with a supplementary card catalogue to keep the book catalogue up-to-date.

CARD CATALOGUE

The Second type of format to be considered is the card catalogue, the typical catalogue found in

all parts of the world. It was the genius of the Library Scientist that hit upon the card form of catalogue. As everyone knows, each entry is prepared on a standard size card (7.5 x 12.5 cm.). About 1,000-1,500 cards are locked in a tray.

The great advantage of this type lies in its high degree of flexibility. Entries may be added or removed with maximum ease. Hence entries can be arranged in any fashion desired and rearranged according to a different pattern, if warranted. Moreover the deletion of entries for books lost or weeded out, and addition of entries for books added to the library can be carried out easily. So far as disadvantages are concerned, the card catalogue is difficult to consult than the printed book catalogue. It is less accessible and is not transportable. Anyhow at present the card catalogue has become the dominant form of library catalogue in many countries because of its greater flexibility.

SHEAF CATALOGUE

Another kind of format which is common only in Great Britain is the sheaf catalogue. In this form, the entries are prepared on slips of a standard size and put into loose leaf binders. Each slip contains one entry. The entries in it might be hand written or typed or printed and they are notched at one end, protected by boards on either side and secured by mechanical clasp. Thus they are bound in volumes. As compared with the printed book catalogue its great advantage is flexibility. It is as flexible as the card catalogue. But the addition or removal of entries is more difficult. Entries may be arranged in any fashion desired. It is relatively compact. So far as the accessibility is

concerned it is more like the card catalogue than the printed book catalogue. A major disadvantage is that it is more difficult to consult, for slips must be scanned singly and turned in order to find the desired entries. While single volumes can easily be moved about, no library could afford to prepare multiple copies unless the entries were mechanically duplicated.

INTERNAL FORMS

Now let us discuss the internal forms of the library catalogue, i.e., the types of catalogues according to arrangement of entries.

DICTIONARY CATALOGUE

At present the universal pattern of arrangement is the dictionary arrangement. A dictionary catalogue is a catalogue in which all entries (author, title, subject, and form) are arranged in one alphabetical sequence. The chief advantage of this catalogue is simplicity. There is a single file to consult whether one's approach is by author, subject, or title. One who is inexperienced in the use of library catalogue finds this type of arrangement the least perplexing since he is accustomed to this kind of arrangement in dictionaries. But this is helpful so long as the book collection remains small. But when the library grows, the catalogue also grows and thereby becomes more complex. Since all the entries are interfiled, filing becomes complicated. Moreover, the users have considerable difficulty in locating the desired entry in the file. Another source of difficulty lies in the nature of the subject entries which are in the form of alphabetical subject headings, e.g. "Mechanical Engineering".

“Steam-power Engineering”; “Hydraulic Engineering”; “Electrical Engineering”. All the examples relate to Mechanical Engineering, each aspect having its own specific subject heading. Since the arrangement is alphabetical these headings are scattered throughout the catalogue. Hence it is impossible to find in one place a logical subject arrangement of all material relating to Mechanical Engineering. This is typical of the subject approach provided by a dictionary catalogue. But it is argued that most readers are seeking material on a specific subject rather than making exhaustive searches for all material on a broad subject and its sub-divisions. But a research worker or a specialist finds useful only a logical arrangement in one place of all the material on a subject. This kind of approach is impossible in the dictionary catalogue. It is true that there are “See Also” references calling attention to related subjects or aspects of subjects. But there remains the need to move about from one part of the catalogue to another to find the entries thus referred to. To conclude, the dictionary catalogue provides a quick approach to a specific topic and to author and title entries. But it fails to provide a systematic approach to all aspects of a broad subject. If the dictionary catalogue is small or medium in size it is simple to use; but when it grows larger the filing becomes complicated and thus it becomes difficult to use.

DIVIDED CATALOGUE

The difficulty experienced in using the dictionary catalogue led to a modification of the dictionary arrangement—the so called divided catalogue. The subject entries were removed from the dictionary catalogue and filed separately. This resulted in two

catalogues, viz., alphabetical author and title catalogue, and alphabetical subject catalogue. The chief advantage of this divided catalogue is that the filing of the cards in each catalogue is simpler than when they are combined. Thus it becomes easier to locate particular entries in the files. But there are some complexities when a divided catalogue is used. In the first instance, it is necessary for the users to understand clearly the types of approach provided by each catalogue. Secondly one should decide whether it is author, title, or subject approach that he should use. A divided catalogue provides greater total accessibility than the other one so that more people can use the catalogue at one time. The Library Scientists consider that this type of catalogue is somewhat more expensive to maintain than the dictionary catalogue because more cards are required. In this connection it should be noted that the separate author and title catalogue and alphabetical subject catalogue were invented even before the development of the dictionary catalogue. Only in the late 19th century, some libraries which had organized their catalogues in this fashion changed over to the dictionary catalogue.

CLASSIFIED CATALOGUE

The last in the line is the classed catalogue. A classed catalogue is a catalogue in which the subject entries are arranged in a definite scheme of classification. It replaces the alphabetical subject headings of the dictionary catalogue or the separate alphabetical subject catalogue. The author and title entries are prepared exactly as for a dictionary or divided catalogue. The subject approach in the

classed catalogue is provided by cards arranged according to a scheme of classification rather than by alphabetical subject headings. For example, instead of arranging the cards for books on British History under the subject "British History", they are arranged under the classification symbol for British History in the classification scheme chosen for making the classed catalogue. If the Dewey Decimal Classification is chosen, books on British History would be filed under the number 942 which stands for British History in the Dewey Scheme. A book treating of two or more subjects will have two or more subject cards, each filed under its appropriate class number. Because of the fact that the users will not know the class number for a subject, an alphabetical key to the classification system is provided. Any number of index entries may be made to a particular class number. In the above example the following index entries may be prepared, each on its own card:—

British History

U.K. History

The first entry would help those who think in terms of British History. The second entry would help the specialists who think in terms of U.K. History anything connected with Britain or English people. This would illustrate the flexibility of the alphabetical subject index.

The major advantage of a classed catalogue is that it provides a logical arrangement of books on all aspects of a broad subject and thus meets the needs of the scholars and specialists. But a classed

catalogue can be no better than the classification scheme used. Therefore, it is suggested that the libraries providing a classed catalogue must take particular care to select a classification which provides a logical, scholarly classification of knowledge, which is up-to-date. It has been criticised that the classed catalogue is more difficult to consult than the dictionary catalogue because the user must understand the use of the alphabetical subject index and the advantage of the classed arrangement of cards.

5. REFERENCE WORK

CONCEPT OF REFERENCE FUNCTION

Reference work means "direct, personal aid within a library to persons in search of information". The information sought may vary from a quickly supplied answer to one involving research. The concept of the reference function has been greatly expanded during the last decades. In the beginning reference work was considered primarily as the answering of reference questions from a select group of books designated as "reference books". Even to-day the reference librarian retains this function. But his world has been expanded to include the entire library collection as well as sources of information outside his own library. Besides, he prepares indexes, bibliographies and instructions in the use of the library, guides the readers in the most effective methods of using library materials and facilities, evaluates and elects materials, prepares publicity and displays and supervises the management of the reference section. Moreover, interlibrary lending and borrowing, and preparation of guides to libraries or special collections and preparation of lists of new books are also generally considered as the duties of the reference librarian.

REFERENCE LIBRARIANS

Reference librarians are the persons who are in charge of the work of a reference department. They are the canvassing agents for the books in a library and by their personal canvassing, they introduce the right book to the right reader at the right time. To do this noble job effectively, the reference librarians should have the following qualifications:—

1. First and foremost, they should have sound education and training and a rich cultural background based on the study of especially the sciences, social sciences, and national and world affairs.
2. They should have an urge for social service, love for humanity and have a keen interest in what is going on in the world and in the community. Besides, they should have faith in the ability of books to help humanity.
3. They should have intellectual curiosity and possess strong memory power since they are the intellectual giants of the institution where they work. In addition, they should have a broad acquaintance with every field of knowledge, and with the collection in their library and the scope and structure of the books. They should also be thoroughly familiar with the arrangement of the books on the shelves and of the catalogue maintained by the library.
4. They should put themselves alongside the books and periodicals that can meet their requirements and work with the readers in their hunt for information. Moreover they should receive the readers with a cheerful face and help them in getting their requirements.

In brief, the reference librarians should have ability to comprehend easily, imagination and resourcefulness, enthusiasm, persistence, thorough

knowledge of all the resources, humility, and above all, love for serving people.

REFERENCE BOOKS

Reference books are the books referred to for specific information. In other words, reference books are not designed to be read through from cover to cover. They contain separate facts arranged for convenient and rapid use. They are of two kinds, viz., reference books general in scope and reference books on special subjects. They are otherwise called "genral reference books" and "subject reference materials".

General reference books are broad in scope and useful for all. They may be divided into the following categories:

1. ENCYCLOPAEDIAS

The word encyclopaedia comes from the Greek word "enkyklios Paideia". It means "education in the circle of arts and sciences". An encyclopaedia contains information on all subjects arranged in alphabetical order. Hence it is very useful for short, condensed articles on many subjects. Background questions as well as specific factual questions can be readily answered by consulting it.

General encyclopaedias may be divided into the following groups:—

(a) Major encyclopaedias, such as:—

1. *Encyclopedia Americana*. New York, Americana Corporation, 1961. 30 vols. Rich in scientific articles; signed articles by experts.
2. *Encyclopaedia Britannica*. 14th ed. Chicago, Encyclopaedia Britannica,

Inc., 1961. 24 vols. Oldest of the standard encyclopaedias in English today; scholarly; unusual illustrations; signed articles by experts.

3. *Kalai Kalanjiyam*. Ed. by M. P. Periyasami Thooran, Madras, Tamil Valarchi Kazhakam, 1954-63. 8 vols. The only standard modern encyclopaedia in Tamil.

(b) School encyclopaedias such as:—

1. *Compton's Pictured Encyclopedia and Fact Index*. Chicago, Compton, 1961. 16 vols. Pictures on almost every page; graded articles; index in each volume.
2. *World Book Encyclopedia*. Chicago, Field Enterprises Educational Corporation, 1961. 18 Vols. Simple style; copiously illustrated.

II. YEARBOOKS

Yearbooks which are published annually contain a large amount of information arranged in a concise form about events, progress and conditions during the year covered. In other words it provides statistical or directory information. One can know the latest information on a subject or what happened in a particular year by consulting a yearbook. The important types of yearbooks are:—

- (a) Encyclopaedia annual supplements, issued by the publishers of the major general encyclopaedias to keep their encyclopaedias up-to-date.

1. *Americana Annual*. New York, Americana Corporation, 1923—. Contains events of the previous year.
 2. *Britannica Book of the year*. Chicago, Encyclopaedia Britannica, Inc., 1938—. Gives a calendar of events, short articles, statistics and bibliography.
- (b) Almanacs containing miscellaneous information and statistics. They were originally calendars of months and days including astronomical calculations.
1. *Information Please Almanac*. Ed. by John Kieran. New York, 1947—. Includes miscellaneous information arranged in general classes; subject index.
 2. *World Almanac and Book of facts*. New York, World Telegram and Sun, 1868—. Contains information on all subjects.
- (c) Fact books, such as:
1. *Facts on File*. New York, Facts on File, Inc., 1940—. Useful weekly digest of world events with cumulative index.
 2. *Keesing's Contemporary Archives*. London, Keesing's, 1931—. Weekly news service, with cumulative index; includes texts of speeches and documents.
 3. *Statesman's Yearbook*. London, Macmillan, 1864—. Describes the Government, people, religion, finance, defence,

production, industry, commerce, communication, money, and weights and measures of the countries of the world.

HANDBOOKS

Handbooks are small books providing miscellaneous items of information, capable of being conveniently taken to any place for ready reference. The most useful handbooks are:—

1. Digests presenting information in a condensed form such as digests of laws, digests of articles from periodicals, etc.
2. Companions explaining the various aspects of a subject.
3. Compendiums providing comprehensive summaries of a subject.
4. Manuals containing instructions on occupations, hobbies, trades, etc.
5. Miscellanies giving miscellaneous information on many subjects.
1. *Etiquette*. Emily Post. New York, Funk and Wagnalls, 1945. Book of social usage; illustrated with photographs and facsimiles of social forms.
2. *Kothari's Economic Guide and Investor's Handbook of India*. 27th ed. Madras, Kothari & Sons, 1967. Very useful in providing information on industry, finance and general economic development.

4. DIRECTORIES

Directories are alphabetical or classified lists containing names and addresses of persons, organizations or institutions. They may also provide other information pertaining to organisations.

1. *Directory of International Scientific Organizations.* Unesco, Paris, 1950.
2. *World of Learning.* 12th ed. London, Europa, 1962. Very useful directory; broader in scope; includes universities and colleges, learned societies and research institutions, libraries and archives and museums.

5. BIOGRAPHICAL SOURCES

Biographical sources are the reference sources specially compiled to give biographical information. They may be universal in scope. Sometimes they are restricted to particular regions or areas or they may be limited to persons no longer living or again, to persons of a certain group or profession.

1. *Current Biography.* New York, Wilson, 1940—. Published monthly; presents articles on the life and work of people in the news—national and international affairs, sciences, arts and industry; articles accompanied by portraits.
2. *Dictionary of American Biography.* New York, Scribner, 1928-58. 20 vols., index and supplements 2. Greatest American Biographical dictionary containing interesting life sketches of prominent Americans from all the ages of American history; retrospective; very useful

in the fields of Social Sciences and Literature. Prepared under the auspices of the American Council of Learned Societies.

3. *Dictionary of national Biography*. Ed. by Leslie Stephen and Sydney Lee. London, O.U.P., 1922. 22 vols. Supplements. Monumental as well as most important book of reference for English biography; includes information about inhabitants of the British Isles and its colonies; retrospective. It was first published in 63 vols. by Smith Elder (1885-1901).
4. *Webster's Biographical Dictionary*. Springfield, Mass., Merriam, 1943. Contains 40,000 brief biographies of men and women of all countries and all times and from every field of human activity. Also includes the correct pronunciation of the names.
5. *Who's Who*. London, Black, 1849—. Alphabetical biographical dictionary of living British notables. Also includes the names of internationally famous personalities.
6. *Tamil Kuttalar Yar-Evar?* Madras, Tamil Kuttalar Sangam, 1966. Who's who of modern Tamil writers.

6. DICTIONARIES

Dictionaries deal primarily with words and contain information about spelling, pronunciation, definitions, grammar, synonyms and antonyms.

illustrations and miscellaneous information of an encyclopaedic nature. There are also specialized books words.

1. *Dictionary of Modern English Usage*. Henry Watson Fowler. Oxford, Clarendon, 1926. Famous authority on moot problems of grammatical usage.
2. *English-Tamil Dictionary*. Ed. by A. C. Chettiar, Madras, University of Madras, 1964. 3 Vols. More Comprehensive; covers many words not attempted in the earlier dictionaries. Single Vol. edn. is also available.
3. *New English Dictionary on Historical Principles*. Murray, Sir James A. H. and others. Oxford, Clarendon, 1888-1933. 10 vols., and supplement. Reissued, 1933, in 13 vols., under the title *Oxford English Dictionary*. Most exhaustive work on the English tongue; unabridged; primary source for the meaning and use of words in the English language; abridged edn. under the title *Shorter Oxford English Dictionary on Historical Principles*.
4. *Tamil Lexicon*. Ed. by S. Vaiyapuri Pillai, Madras, University of Madras, 1926. 6 vols. Supplement, 1937. Standard reference work containing the words in the Tamil language and their definitions.
5. *Webster's New International Dictionary of the English Language*. 2nd edn. Springfield, Mass., Merriam, 1959.

Most famous American dictionary; unabridged. In the new 3rd edn., 1961, archaic words and phrases are omitted.

7. GEOGRAPHICAL SOURCES

Geographical sources are the reference sources much used in connection with geographical inquiries. In other words, they are often used by the library for locating information about places. Maps in sheet forms, atlases, which are books made up entirely of maps, gazetteers, which are dictionaries of geographical places, and geographic handbooks or guides are the most important geographical sources.

1. *Columbia Lippincott Gazetteer of the World*. Ed. by L. E. Seltzer. New York, Columbia, 1952. Complete and up-to-date geographical dictionary of the world, additional information such as population, location, trade, industry, natural resources, history, etc.; supplement included in the 1962 printing.
2. *Times Atlas of the world*. Ed. by John Bartholomew. London, Times, 1955-59. 5 vols. Best of the large world atlases.

8. INDEXES

Indexes point out where the information sought by the readers can be found. In addition to the indexes formed in books, there are other important kinds of indexes which could help especially the research scholars who seek material on a particular subject. They are:—

1. Indexes to periodicals providing information about the wealth of material buried in the periodicals.
2. Indexes to newspapers serving as keys to the contents of the newspapers.
3. Indexes to literature found in collections or anthologies.

There are also indexes to government publications which are the result of the research and activities of the various government departments, bureaux and agencies, and lists of magazines and newspapers, giving addresses, and other useful data, and works specially prepared to help to locate the book reviews.

1. *N. W. Ayer and Son's Directory of Newspapers and Periodicals*. Philadelphia, Ayer, 1880—. Comprehensive annual directory; contains information about 20,000 newspapers and magazines published in America; arranged according to places; particulars about periodicals and newspapers furnished—name, frequency of issue, price circulation, editors etc.
2. *Readers' Guide to Periodical Literature*. New York, Wilson, 1905. Valuable index to the contents of over 130 well known general magazines from 1900 to the present time; published twice a month; cumulated at intervals; each magazine article entered under its author and subject and also under title as well; very useful for locating recent information as well as information

which might have come out in magazines in years past and which might not have been published in books.

BIBLIOGRAPHIES

Bibliographies are the lists of writings. They are frequently consulted by the library staff for locating information about books. They may be divided into two groups, viz., general bibliographies and subject bibliographies. They range in size from the very briefest reading list to the most exhaustive one containing all the literature on a given subject, or by a given author, or published in a given country, or found in a given library. The different forms of general bibliographies are:

1. Book selection aids which are compiled to help us in the choice of books for reading or buying.
2. Lists of books containing information about books in print in different countries.
3. General comprehensive bibliographies furnishing information about old books of any country or period.
4. Aids for locating archives and manuscript collections.
5. Aids for locating government publications.
6. *Bibliography of Bibliographies*. Theodore Besterman. World bibliography of bibliographies. 2d. edn. London, Besterman, 1947-49. 3 vols. List of separately published bibliographies from

the beginning of printing to date; subject arrangement of entries; author and subject index.

2. *British National Bibliography*. London, Council of the British National Bibliography, 1950—. Weekly list of books deposited in the copyright office of the British Museum; entries are fully catalogued and classified.
3. *Commemoration Bibliography*. Comp. by S. R. Ranganathan and R. Muthukumaraswamy. Tirunelveli, Madras, S.I.S.S.W. Publishing Society, 1961. Lists the first 1,008 books published by the Society.
4. *Cumulative Book Index*; a world list of books in the English language. New York, Wilson, 1888—. Current; monthly; annual and multiannual vols.; lists books in the English language published in all countries in a dictionary arrangement of authors, titles, and subjects.
5. *Indian National Bibliography*. Central Reference Library, Ministry of Scientific Research and cultural Affairs at the National Library, Calcutta, 1958—. Weekly; Lists current Indian publications received in the National Library, Calcutta under the Delivery of Books Act of 1954. Contains two sections, viz., general publications and government publications; each section divided

into two parts—classified and alphabetical; monthly and annual cumulations.

Reference books on special subjects are indispensable guides prepared to help the scholars doing research in their special field. The material found in the subject reference books is devoted to a specific subject field such as literature, political science, chemistry. Reference books on special subjects include guides to the literature in the respective fields—bibliographies, periodical indexes, and abstract journals—encyclopaedias, handbooks, dictionaries of terms, biographical dictionaries, directories, etc. A few of the important subject sources are noted below:—

1. *Agricultural Index*. New York, Wilson, 1916—. Valuable subject index to agriculture and allied fields such as biology, bacteriology, horticulture, forestry; includes periodicals, bulletins, reports and pamphlets; monthly issues cumulate at intervals during the year, annually, biennially, or triennially.
2. *Cambridge Bibliography of English Literature*. Ed. by F. W. Bateson. London, C.U.P., 1940. 4 vols. Very important work listing the authors, titles, and selected editions, with relevant critical matter, of all the works in English or Latin published up to 1900; entries are arranged chronologically under literary periods and within the periods by form subdivisions such as poetry, drama, fiction, etc.; V. 1. 600-1660; V. 2. 1660-1880; V. 3. 1880-1900; V. 4.

Index. V. 5. Supplement: A.D. 600-1900, ed. by G. Watson (1957) brings each section of the bibliography (600-1900) upto the beginning of 1955. Literature of the United States as well as the French literature of Canada not included.

3. *Chemical Abstracts*. Easton. Pa., American Chemical Society, 1907—. Most efficient as well as practical periodical index devoted to elaborate abstracts of chemical papers; very useful for locating current articles on any topic in the field wherever published; citation to each article accompanied by an abstract of its contents; semi monthly; indexes to authors, subjects, etc.
4. *Dictionary of Philosophy and Psychology*. New edn. New York, Macmillan, 1925. 3 vols. Reprinted by Peter Smith in 1946. Excellent and authoratative basic work covering the entire field; out of date for modern developments.
5. *Encyclopedia of Religion and Ethics*. Ed. by James Hastings. New York, Scribner, 1908-27. 13 vols. Monumental general work prepared from the standpoint of no one religion; articles on all the religions of the world, and on all great systems of ethics; includes relevant matter concerning mythology, folklore, biology, psychology, and sociology.

4. *Encyclopedia of the Social Sciences*. New York, Macmillan, 1930-35. 15 vols. Re-issue, 1937, 8 vols. Ed. by E. R. A. Seligman and assisted by a board of specialists and laymen and contributors from many learned societies; includes not only the social sciences—political science, economics, law, anthropology, sociology, and social work—but also the social aspects of many other fields of knowledge such as ethics, education, philosophy, psychology, biology, geography, medicine, and art; excellent bibliographies; rich in biographical material; gives a synopsis of the progress made in the various fields of social sciences.
5. *Organisation of the Government of India*. Indian Institute of Public Administration Bombay, Asia Publishing House, 1968. Contains descriptive information regarding the organisation and processes of government in India at all levels and in all their aspects.
6. *Oxford Companion to English Literature*. Sir Paul Harvey. 3rd edn. New York, Oxford, 1946. Magnificent compilation; dictionary of brief articles on English authors and their writings; notorious names and literary allusions explained.
7. *Oxford Dictionary of Quotations*. 2nd. edn. New York, O.U.P., 1953. Includes quotations based on popularity; index of key words.

10. *Pre-Pallavan Tamil Index*. N. Subramanian. Madras, University of Madras, 1966. Index of historical material in Pre-Pallavan Tamil Literature; lists all entries, in Tamil alphabetical order, having historical and sociological significance; toponyms, events, etc., are also listed.
11. *Van Nostrand's Scientific Encyclopedia*. 3/d. edn. New York, Van Nostrand, 1958. Concise one vol. encyclopaedia; includes articles on basic sciences as well as applied sciences; contains both elementary and technical information.

EVALUATION OF REFERENCE BOOKS

Reference books are different in purpose from other books. Hence for using them intelligently one must have knowledge of the authority, scope, treatment, arrangement, and special features of each. Moreover a careful study and evaluation of each reference source acquired by the library can help the reference staff to render efficient, expeditious and exhaustive reference service. To ascertain the quality of gold, the goldsmith tests it with the help of the touch-stone. So also evaluation of reference books should be done by examining their characteristics noted.

1. *Authority*: This refers to the accuracy of the work's compilation. The value of a reference work depends solely on the reputation of the author. Signed articles are also a clue to authoritative material.

2. *Scope*: A knowledge of the scope of the work is essential. The preface and introduction are useful in determining the scope (or the field covered by the work). Besides, one can read some portion of the work dealing with a matter with which he is familiar and examine it in the light of his own knowledge of the subject.

3. *Treatment*: Some books are written by specialists and therefore the subjects found in them are treated in a scholarly manner. Hence they may be useful only to scholars. There are some other books dealing with the same subjects but contain brief articles written in a simple style along with good bibliographies. For ready reference, these books are very essential to all.

The facts found in a reference book should be thorough, reliable, and complete. Inaccuracy of facts cannot be excused. Sometimes in the case of a factual book, its omission in some direction may constitute bias. But this may be ignored.

4. *Arrangement*: The contents of a reference book should be arranged systematically, so that the readers can consult it with ease. The most popular system of arrangement is the alphabetic arrangement. Reference books such as dictionaries, encyclopaedias, indexes follow alphabetic order. There are some other

books in which the sequence of contents are classified according to chronological or geographical or tabular order. For e.g., bibliographies, treatises and handbooks follow classified arrangement; statistical works follow a tabulated arrangement; atlases follow geographical order and historical outlines are arranged chronologically. In addition to the systematic arrangement of contents the main text arrangement of a reference book should be adequately complemented by indexes as well as cross references.

5. *Format*: The get up of a book should be attractive, and the book should be easy of handling and strong enough to stand use. Good binding, paper, type, wide margins and illustrations are necessary features of a good book.
6. *Special features*: Each one of the reference books may have some outstanding features which distinguish it from all others.

REFERENCE WORK IN PUBLIC LIBRARIES

The main reference sources of a public library system should be kept in the central library. But each branch must have its own collection of reference tools, corresponding to the size of the branch and the demands of its clientele. In order to serve the clientele most effectively the reference librarian or assistant should be familiar with the contents of those tools as already stated. They should be examined every now and then until he is thoroughly familiar with the contents.

The resources at the Central library should include reference books in many fields not found in its branches. The readers at branches should be informed of the additional material available for consultation at the central library. Every attempt should be made to make available information from the central library which may circulate when a question has been referred to reference services.

The first step in reference work is to find out what the reader wants. Next, if the information is readily available in the library, it may be supplied to the reader. If it is not available in that library, the librarian may send a subject request to other libraries, where the information is available. Subject requests should be accompanied by as much background as possible, so that the staff members of other libraries may be able to supply what is wanted. Frequently the use to which the information is to be put will give a clue as to what is wanted.

The librarian can answer to a reader's question by readily referring to the proper book. He could even offer to contact on the telephone neighbouring libraries with a large collection of books and get the information required by the reader.

When the question is one which cannot be answered readily, a request to other libraries, giving as much background as possible should be made. If the information is not available in other libraries it may be borrowed from the State Central Library, if the reader could afford to give time to the librarian.

Reference questions must never be answered from memory. The answer should be furnished only

after consultation of the source containing the information. Sometimes the library may be asked to suggest reference books for purchase. It is wise on the part of the library not to recommend books for purchase. It may offer to furnish with sources containing evaluation of books. All the important books for evaluating reference sources must be acquired and kept by the central library for this purpose. The branches may send a regular request for this information to the central library. Excerpts of reviews of the books will have to be sent by the same authority to the branch libraries.

Copies of the unbound periodicals received by various branches may be borrowed for circulation through a regular request procedure. Besides, each library in the system should be furnished with a list of all the periodicals subscribed to by various libraries of the system, so that an inquirer in immediate need of a periodical may be referred to the branch having it. A telephone call to the other library asking if the desired issue is in, will prevent disappointment. It should be remembered here that only the issues of the last six months of each periodical subscribed to can be circulated. The earlier issues should not be circulated on any account. They may be sent for binding and afterwards kept in bound volumes in the library for the consultation of the readers.

The reference staff will often be confronted with a request by a reader for the issue of a reference book so that he could go through it at home. Now it is the duty of the reference staff to inform him that reference books must always be available in the library for consultation. But special

permission may be given under exceptional circumstances. It is better not to have a hard and fast rule.

In a busy library, it would sometimes be difficult to help every person seeking information. So the staff must guard against devoting too much time to persistent inquirers and those with trivial requests at the expense of other readers. At the same time the staff must realise that each inquiry is of importance to the inquirer. They must be courteous. However, judgement must be exercised on the time which may be spent on a particular enquirer. For instance, a public library is not justified in devoting much time in helping an inquirer who just wants a quotation from a book. The time spent over supplying the quotation needed may be spent for more important duties. Answers to crossword puzzles should be avoided as far as possible. But the library can suggest sources from which answers could be obtained.

A record should be maintained by all the libraries of the reference questions received by them. This record is of great value as an index, along with circulation figures, for library development. The questions received by the libraries can be classified into two varieties: 1. Directional and 2. Search.

A directional question is one which could be answered by directing the inquirer.

Examples:

"Are there Dr. V. L. Subramanian's Books?"

For this question the inquirer will have to be simply directed to the catalogue of the library and to the shelves.

“Where are the books on Tamil Literature?”

Here the inquirer is to be directed to the 031 section if the books are arranged on the shelves according to the classification symbols of Colon Classification devised by Dr. S. R. Ranganathan.

A search question, on the other hand, cannot be answered immediately and involves search on the part of the staff of the library.

Examples:—

“What is the importance of Kalingattu Parani?”

Tamii Encyclopaedia will have to be consulted to find out the answer.

“When was Dr. M. Varadarajan born?”

Who-is-who of Tamil writers or any biographical dictionary of Indian writers or Tamil writers will have to be looked into for the answer.

In short the search questions serve to measure the quality of library's services. But the directional questions are also important since they help in measuring work load for budget justification. Every question, whether it be directional or search, should be tallied and recorded.

The organization of reference services varies with the size of the library. In a small library, the librarian may assume this function. In a medium sized library there must be a reference assistant. In a District Central Library there must be a separate reference department and a trained staff to give the most complete service possible. A Grade I Librarian with one or two professionals (Certificate holders) may be appointed for this important library work.

In the U.S.A., according to the survey made in 1956, some information and reference service is provided by almost all public libraries regardless of size. In recent years reference services in many metropolitan libraries have been greatly expanded. All the large public libraries in the U.S.A. have re-organised their services in such a way as to furnish information on literature, history and travel, philosophy, music, art, science and technology, business, etc. Reference and circulation functions are combined in the several subject departments. In some libraries a general reference section handles general information inquiries. In others, the general reference function is combined with that of one of the subject departments. This change was necessitated by the great mass of library materials books, periodicals, reports, documents and non book materials. Moreover it was felt that one librarian can no longer encompass the world of learning and that staff specialization is a necessity in order to provide the most adequate and competent service. A second major trend in the organization of reference services is the establishment of special service to handle telephone inquiries. In some libraries, librarians at telephone desks equipped with ready reference books, clipping files and card indexes answer the simple and direct questions. Other questions requiring a long search are referred to the appropriate subject departments. The main libraries in Detroit and Cleveland have 18 and 24 trunk lines respectively, for this service.

The Grade 1 Librarian who is in charge of the reference section of the District Central Library should be the supervising reference librarian. He should direct the reference section, train and guide the staff attached to central reference services and

the staff of branch libraries, and select and assign reference materials for all branches. In addition he should consult branch librarians concerning related problems, participate in evaluation and selection of books and advise the Chief Librarian of the District Central Library as to the present and future development of reference service.

The reference collection at the central library should be most extensive. The more specialized reference tools should be found here. There should be space at the central library to maintain a back file of reference materials as well as periodicals and newspapers. In short, though the reference collection at central library must be considered as an extension of the smallest collection of reference tools in the smallest branch in the system, the information to be found in its collection is to be shared by all. The function of its staff is to serve all.

REFERENCE WORK IN ACADEMIC LIBRARIES

In college and university libraries there should be a general reference section supplemented by special reading rooms and departmental libraries. The general reference section should serve mainly the humanities and social sciences. There should be divisional libraries for the biological science and for the physical sciences and in the case of the latter there may be several departmental libraries in different locations. The general reference section may also be assigned the responsibility of organizing the reference services for large collections of specialized materials such as government publications and reports. Now a days since the reference

sources are being increasingly used by scholars there should be expert reference assistance in all college and university libraries. Only a specially trained and skilled staff can attend to this important function.

At the beginning of every academic year a series of classes may be held for initiating the new entrants into the college. Besides, a series of lessons may be conducted on the use of the reference sources. Instructions with regard to taking down notes and compiling bibliographies may also be given. It is better if the classes are regular and spread over throughout the year.

The aim of organising such library classes should be to instil into the young minds the methods of using indispensable tools for education and research. Book talks and book reviews may also be organised by the reference section periodically.

FOUR ASPECTS OF REFERENCE SERVICE

Dr. S. R. Ranganathan has stated in his book "Reference Service and Bibliography" that there are four aspects of reference service which consist in the "process of establishing contact between reader and book by personal service." The four aspects are:

1. Initiation of Freshman.
2. General Help to General Readers.
3. Ready Reference Service.
4. Long Range Reference Service.

Initiation of freshman means acquainting the reader with the resources. Every reader should get the best out of the library whenever he visits it. This is possible only if the reader possesses thorough knowledge of the sources of information available in the library. Besides, he should also have some knowledge of the organisational techniques employed by the library. Hence if anybody visits the library for the first time he has to be welcomed, taken and shown around. This is the first step in the initiation of freshman. This will certainly make the freshman feel at home. Then he has to be informed about the sequence of arrangement of reading materials such as books, periodicals, bulletins, reports and special sequences, if any, the arrangement of publications within each sequence, the catalogue maintained by the library, the other indexes available, the assistance and services provided by the library and the library rules. Brief information about the specialized departments of the library, the advantages of open access system in the library, the classification system adopted by the library, and the arrangement of entries in the catalogue may also be furnished. A copy of the plan of the library as well as the library handbook containing rules and regulations of the library and other information about the library may be supplied to the new comer, if available.

General help to readers means the help rendered by the librarian to readers such as directing them to particular subject shelves, reference collections, assisting them in locating books in the stack room, giving them guidance and advice on the use of

reference sources, and bibliographical tools such as indexes, catalogues, etc., and the method of searching.

Ready reference service is nothing but fact finding or information service. Here the readers served are all ordinary enquirers. The questions brought by them are easy and popular. The answer to these questions is furnished by brief consultation of general or subject reference books and in a very short time. Hence this service is called ready reference service. The place where these ready reference questions are handled is the information desk or enquiry desk. In academic libraries ready reference service should educate the clientele in the use of ready reference sources. In other words the students should be taught how to help themselves by becoming familiar with the resources which they would have to consult later. But in the case of administrative staff the librarian should furnish the information required.

The clientele of a commercial or industrial or departmental library are busy persons and so they may not be in a position to spare time to hunt for information. Hence it becomes the duty of the library staff to find out the exact information required by them and pass it on to them.

Long range reference service is the special service provided by the library of a technical or research or professional institution. The readers served by long range reference service are mostly the research workers or scholars or specialists. The information sought by such persons may not find a

place in the common reference sources. Therefore one has to go beyond the use of common reference sources and cull out answers from a number of publications, such as books, bulletins, reports and also from other libraries. Naturally it will take much time. Sometimes bibliographies are to be compiled for service as well as for future needs. Since the questions put by the specialists will be of a specialised nature the answers to such questions will have to be furnished after strenuous search of the resources. Hence this service is called long range reference service.

6. LIBRARY ROUTINE

Library routine deals with the different aspects of library work. An inspiring and functional library programme cannot be carried out in the midst of disorder. Therefore certain procedures must be followed consistently in order to make the resources in the library readily available and to make the library a pleasant place for readers as well as library staff.

The important aspects of library routine common to all kinds of libraries are book selection, ordering of books, preparation of books for use, circulation work, maintenance of records and other duties to be performed to maintain a high standard of service.

1. BOOK SELECTION

Book selection is the process of choosing books and other reading materials for a library according to some principles. When books are selected for a library, the objectives of the library, the nature of its clientele, and the community to be served must be kept in mind so that the right books will be selected. In addition, the following important book selection principles may be followed in selecting the books for a library:

1. Select the most suitable books which will help the library to develop a good book stock, at low cost, for the greatest number of users of the library.
2. Select the books which are attractive, easy to handle, pleasing to read and strong enough to withstand use.

3. The book stock of the library must be always balanced. Hence provision should be made not only for educational, and informational pursuits but also for recreational purposes.
4. Select books which will provide the readers with information about themselves, their work, their community, the world and their place in it.
5. Select the basic and significant books in the fields of science, arts and humanities.
6. Select materials to further informal education and self realisation. Also select source materials of value to industry, government, agriculture, business, local history, and history of both the state and the country, and materials for recreational reading.

Book selection for any library is a specialised field. The book collection in a library is to enrich the knowledge of its clientele in general, and to further their intellectual, spiritual and social development. With the funds available, a library must provide not only books of high literary quality and great durability, but also the books that will stimulate intellectual curiosity, encourage independent thinking and inculcate values that will shape individuals into responsible citizens of the country.

The selection of books is a professional responsibility. It should be placed in the hands of a librarian who is in a better position to know the needs and interests of the clientele of the library. In an attempt to maintain a balanced collection, the

distribution subjectwise may be roughly as follows:—

	PER CENT
General works	10
Philosophy and religion	5
Social Sciences	10
Linguistics	5
Sciences	15
Useful arts and fine arts	10
History and geography including travel	10
Biography	5
Literature	15
Piction	15
	<hr/>
	100
	<hr/>

Books should be selected from approved sources. The use of the following sources in book selection work will be found helpful:—

(a) Bibliographies:

1. *British National Bibliography.*
2. *Indian National Bibliography.*
3. *Cumulative Book Index; a world list of books in the English language.*
4. *The Book List, 1905—.* Chicago, A.L.A. (Semi monthly; annotated list of selected books).
5. *Commemoration Bibliography.*

6. *Tamil Nool Vivara Attavanai*, 1867-1900. Madras, Tamil Development Research Council. (Retrospective Tamil bibliography).

(b) Newspapers and Periodicals containing Review Columns:—

1. Sunday edition of "The Hindu" (Madras), and "The Mail" (Madras), and "Sunday Standard" (Madras), containing reviews of books in all languages.
2. *Times Literary Supplement*.
3. *Book Review Digest*, 1905—. New York, H. W. Wilson. (Monthly; annual cumulations; indexes reviews of current books appearing in periodicals).
4. Weeklies like "Kalki" (Madras), Monthlies like "Noolakam" (Madras), "Puttaka Nanban" (Madras), "Kalaimagal" (Madras), "Amudhasurabi" (Madras), containing reviews of books in Tamil.

(c) Suggestions from Readers:—

A suggestion book in which the readers can write their suggestions about book selection may be maintained by the library. This should be perused by the librarian every now and then.

2. ORDERING OF BOOKS

When a book is selected, a card ($12\frac{1}{2} \times 7\frac{1}{2}$ cms.) should be prepared. The card will contain the following details:—

1. Author;
2. Supplier and Date ordered;
3. Title;

4. Imprint;
5. Price;
6. Pagination;
7. Size-Height;
8. Annotation and
9. Date Received.

Then the cards for all the selected items, if they are approved for purchase, should be arranged alphabetically under the names of authors. The next item of work is to send appropriate orders to the various publishers who can supply the books selected by the library. Each card may be endorsed with an identifying symbol indicating the name of the bookseller and then filed as stated above.

A list of books to be supplied will be sent to each bookseller. The lists sent to various booksellers should be numbered. These numbers should be quoted by the booksellers on their invoices when they supply the books ordered for, so that when those books are received the orders for them may be cancelled on the order file maintained by the library without any difficulty. Moreover, the order cards may be withdrawn from the order box. After endorsing the date of receipt at the foot of these cards they may be filed to prevent reordering.

The other points to be noted in connection with the work of book ordering are:—

1. If there are only a few titles for each publisher, order through a bookseller or jobber (standing vendor).
2. If there are many items for each publisher, send the order directly to the publisher.

3. Both the publisher and jobber should be asked to make the supply promptly on most favourable terms. If there is any discount, it should be shown by them on the invoices.
4. It is suggested that in the case of standing vendors, it is better to call for quotations atleast from three persons and place orders with those who could supply the books on the most favourable terms.
5. If any book not contained in the order is supplied by a jobber or publisher or if any book sent by him is spoiled or damaged it should be sent back to him and a new copy obtained at his cost.
6. In the case of books submitted on approval, the books accepted by the library should be covered by an official order. Besides, cards should be prepared and filed as stated above.
7. Books donated should be acknowledged as soon as they are received by the library and temporary cards prepared and filed as mentioned above until they are catalogued.

3. PREPARATION OF BOOKS FOR USE

The most technical part of the work of a librarian is that of preparing the books for use. The purpose of buying books is to make them available for the use of the clientele of the library as soon as possible. Preparation of books for use is time consuming. Hence librarians should develop a system that would quicken the process.

Preliminary Procedures:

The following are the preliminary procedures:

1. Checking Off

When new books are received they should be checked carefully with the book order to find out whether the items ordered for have been received and also whether they correspond in all respects with the terms on which they have been supplied.

2. Collation

Collate the books to ascertain whether or not the copy of the book is complete as well as perfect. This is usually done by leafing it through and noting any irregularities in paging, print or illustrations.

3. Stamping

Stamp each book with the mark of ownership on the front and back leaf, the title page and a few other pages.

4. Accessioning

Enter the new books in the accession register which is a numerical list of all the books acquired by the library. Accessioning is the most important of these preliminary procedures. The accession register which is found in several forms like bound register, loose leaf register, and card form, is the most important administrative record of a library. It should contain the following particulars of a book entered in it:

1. Date of accession.
2. Accession number.
3. Author's name and initials.
4. Short title including edition.

5. Imprint—place of publication, publisher and date of publication.
6. Cost.
7. Remarks: Name of the supplier or book seller, invoice number, and date of invoice; name of the donor in the case of books donated and date of receipt. If any book is lost or withdrawn for any other reason the fact may be entered here.

A sample page of an accession register is found hereunder:—

Date	Accession Number	Author	Title	Imp- rint	Cost Rs. Ps.	Remarks
------	---------------------	--------	-------	--------------	-----------------	---------

The books are numbered in the order in which they are added to the library. Each book should have a separate number and each book has its own line in the accession register. An accession number once assigned should not be used again on any account. This accession number should be inked in the book at the back of the title page. Besides, the accession numbers should be copied on the invoices, against the respective items. Now the invoices should be sent to the office without any further delay so that the payment will be made promptly.

Similar accession registers may be maintained separately for pamphlets, maps, etc. To differentiate the accession numbers assigned to these types of materials, a symbol—a letter—may be added before the accession number. For e.g. "M" for maps (M 61).

Major Technical Processes

The other major technical processes involved in the preparation of books for use are classification, Cataloguing including the preparation of cards for the shelf list and the filing of both catalogue as well as shelf list cards, and processing the books. They require considerable careful study. The books are to undergo these processes.

I. Classification

Classification is the process of assigning the call number to a book by which the books are arranged on the shelves. Any one of the standard published schemes may be followed for classifying books.

II. Cataloguing

Cataloguing is the process of preparing catalogue entries for books under authors, subjects, titles, etc. The convenient physical form of a library catalogue is the card catalogue which is made up of standard catalogue cards ($12\frac{1}{2} \times 7\frac{1}{2}$ cms.). Each card contains an entry.

If a shelf list which is a record of the books as they stand on the shelves is maintained by the library, the necessary entry may be prepared for each book when the catalogue entries are being prepared. The details to be furnished on the entry should consist of author's name, short title, edition and date, accession number, and call number. Card

form may be adopted for shelf list since it is more convenient. The call number of the book should be shown in one of the top corners of the shelf list card. The shelf list is very essential for stock taking purpose.

Now the catalogue cards prepared by the cataloguer are to be arranged and filed alphabetically, according to the words on the top line. It is suggested that standard filing rules may be followed. A few basic rules which should always be used are given below:—

1. File alphabetically word by word.
2. Disregard “the”, “a” or “an” when it occurs as the first word of the title.
3. Spell out abbreviations.
4. Spell out the numbers which occur at the beginning of the title in words.

The catalogue cards are to be filed in the drawers contained in the catalogue cabinet specially designed for this purpose. The shelf list cards may also be arranged and filed.

3. Processing

After the cataloguing work has been completed a book card and a book pocket are prepared. The book card will contain the following:—Call number, accession number, name of author, and title of the book. These particulars may be typed. Finally the spine of the book is lettered with white ink or indian ink to contrast with the colour of the cover. The book pocket is pasted on the inside of the book cover and a due date slip pasted opposite to it. It is better if the spine of the book is painted with

shellac to prevent the call number from wearing off quickly. Now the book is ready for use.

4. SHELF ARRANGEMENT OF BOOKS

Usually books are arranged on the shelves by call numbers assigned according to some scheme of classification. Books are placed on shelves from left to right and top to bottom on each shelving section. Books should be shelved upright so that the spine of a book will not be weakened or torn. The books should not be arranged in a tight manner in the shelves. They must be so arranged as to be picked up just by the touch of the fingers. Shelves should not be packed to full capacity and there should be ample space to shelve books returned. Books should never be placed on top of other books in the shelves.

The books should be arranged in the following manner, first according to classification number; then by alphabetical order of the authors and finally by the alphabetical order of the titles.

The appearance of the library will improve if the books are placed on each shelf attractively and the service of the library will improve if the books are in their proper places. Reference books such as encyclopaedias, dictionaries should be shelved together in one section. This provides more convenience in using the materials.

There should be ample aids in locating books on the shelves. Each section of the shelves should be labeled with a title identification such as "Social Sciences", "Sciences", "Humanities". Each shelf should be labeled with general headings and their sub-sections. It must also include the classification numbers; i.e., 398 Fairy Tales.

5. LENDING OF BOOKS

It is necessary for the orderly conduct of a library to know the name, occupation and address of a borrower. Hence it is suggested that when a visitor desires to become a borrower he should be asked to fill in an application form. Then the application form should be screened and found out whether he is eligible for membership. After screening, the appropriate borrower's cards should be issued. The application form should then be filed.

Charging

When a book is lent to a borrower a record of the book lent and the name of the borrower must be kept so that the borrowed book can be traced easily and quickly. This process is called "charging". An efficient charging system should indicate how many books were issued each day and how many borrowed the books, the names of borrowers and the due date of the books issued.

Charging Systems

There are many charging systems like Newark System, Browne System. The charging system selected by a library should be the one most suited to it. In public libraries and large academic libraries where speed in charging and discharging of books is essential the time record should be maintained. In this, the charge is recorded according to the date borrowed or the date due. But the latter is best since it is easier for the borrowers to know when the books are due. Special libraries prefer a record of the material borrowed. A few libraries prefer a borrower's name system, i.e., listing under the name of each borrower, the books borrowed.

Charging Routine

Below, the time and book record system is described briefly:—

The materials used are:—

1. Book pocket pasted on the inside of the front cover of the book to hold the book card.
2. Book card kept in the book pocket. It should have a pocket on its front side to hold the reader's ticket when a book is lent and contain the call number, the book number and the accession number written in three lines and the name of the author and the short title of the book.
3. Reader's ticket made of good bristol board. It is otherwise called borrower's ticket or card. Usually it will contain the emblem of the library, the name of the library and the words 'Not Transferable' on one side. The ticket number, the name of the borrower, etc., are to be written on the other side.
4. Date label pasted on the first blank page of the book should indicate the name of the library and should have space for indicating the date on or before which the book should be returned.
5. Loan slip with the name of the library at its top and horizontal columns for call number, author, title, name of borrower, date of issue (at bottom left),

ticket number (at bottom right) and
due date (at top right corner).

6. Dater and one ink pad.
7. Charging trays to hold the book cards and the loan slips.

To charge a book, a borrower presents the book at the charging desk, along with the loan slip duly filled in by him and his ticket. The library clerk will remove the book card, check particulars on the loan slip with the particulars found on the book card, couple the book card with the reader's ticket, stamp due date on the date label and loan slip and will finally hand over the book to the reader. Now the coupled book card and the loan slip are put behind the guide "To-day's Charges". At the end of the day, all the coupled book cards should be sorted into the various main classes according to the classification scheme used by the library. Then the number of issues in each class (subject) is recorded in the "Record of exchanges book." Finally the coupled book cards are re-arranged in call number order and filed in this order under the date due. So also the loan slips are arranged in a single classified order and filed separately.

Now the charge consists of the book card coupled with reader's ticket arranged in a time sequence so that the overdue books may be controlled and the loan slips arranged in a classified order so that one could find out easily whether a book not found on the shelf has been lent.

To discharge a book, the borrower presents the book on the due date. The library clerk will check the date due, then the call number, turn to the file, pick up the coupled book card, hand the borrower

his ticket and put back the book card in the book pocket. He will also check up the physical condition of the book, and note down the defects, if any. Finally he will pick out the related loan slip and keep separately for disposal. In due course the book will be replaced on the shelf. It is suggested here that the book should be shelved as soon as possible.

Overdue Books

In the case of overdue books prompt action should be taken by the library authorities. They should be brought to notice immediately. Overdue notices may be prepared in polite wordings and sent to the borrowers. After the notices have been sent, a note should be attached to the book card to indicate that the first notice has been sent. Tickets may then be returned to the charging tray and filed together behind a guide marked "Overdues", separated by dates on which the books were due. At the end of the week, if some of the books still remain not returned, a second notice, so marked in red, will have to be prepared and sent to the borrower. A check mark in red should be placed on the book card to indicate that a second notice has been sent. If the book is not returned even after the second notice the matter should be reported to the higher authorities for further action.

The regulations regarding fines should be applied to all borrowers and numbered receipts should be given for all fine money received. The amount collected should be recorded daily in a register and paid into the treasury or to any other authority regularly and receipts obtained.

Renewals

Provision for the renewal of books for a further period is generally provided by the rules of the library. But the needs of others should be taken into consideration before a renewal of a book is made. If there is any demand for the book to be renewed the borrower should be informed accordingly. If phone renewal is permitted an endorsement should be made on the book card. Then the book card should be left in the appropriate date tray.

Reservations

There should also be provision for borrowing a particular book lent to another by an interested reader. He will have to leave a self addressed post card which will have to contain the details of the book. When the book is received the post card will be sent informing him that the book is available. Reservation of books should be filed in the order of receipt. When a book is reserved a small slip indicating it should be attached to the book card.

6. LIBRARY RULES

There should be library rules framed by the authorities of the library to maintain order and decorum in the library. Each member should know the rules and regulations of the library. Therefore the library authorities should make arrangement for printing of the library rules for distribution. The library rules will generally provide information about the statutory body responsible for the library, definition of members, lending of books, working hours, observance of holidays, general conduct of the members, etc.

A set of few important loan rules of a public library is found here under:—

1. Books shall be borrowed from this library by one possessing a valid identification card issued by this library.
2. He shall present his card when he wishes to take books from the library.
3. Books shall be issued for two weeks, with the following exceptions:—
 - (a) Books borrowed on inter-library loan shall be kept for a shorter period;
 - (b) Books will be issued for shorter periods because of special demand or unusual circumstances;
 - (c) Books will be loaned to the patrons going on vacation, for six weeks.
4. Each member shall take three books at a time.
5. Books shall be renewed once in two weeks, unless there is a request on file. A second renewal shall be given at the discretion of the librarian. Fines accumulated before renewal should be paid before the book is renewed.
6. An overdue charge of 6 paise per volume per day shall be levied in the case of books not returned in time.
7. There shall be special privileges for teachers and research workers. Six books shall be loaned to them at one time returnable in six weeks, if there is no demand.

8. The borrower shall be responsible for the damage, or loss of the books lent to him. He shall be charged the list price of lost books. He shall pay 75% of the price in the case of books damaged. If the damage is slight, the charge shall be 25%. No charge shall be made for books damaged by flood, fire or any other disaster beyond human control.
9. Sub-lending of books shall be strictly prohibited.
10. A charge of 25 paise shall be collected for loss or damage of each of the following:—Book card, Book pocket, identification card and date slip.

7. LIBRARY BOOK INVENTORY

The following simple procedure may be followed:—

1. Two people will be required for stock verification, one to read the shelf list and the other to take books from the shelves and examine them.
2. The shelf list cards are filed in the same order in which books are arranged on the shelves.
3. Check the shelves to make sure that the books are arranged in the correct order.
4. One person will have to read from the shelf list drawer while the other will have to be at the shelves.

5. The call number and the accession number on the shelf list card will have to be read.
6. The person at the shelf would check whether the book is on the shelf or not. The book will have to be removed and checked to see that the call number and accession number on the book card correspond to those on the shelf list card. If there is any discrepancy, it should be noted on a work sheet and inserted in the book for later correction. The book will have to be examined as to its physical condition. If the book needs mending or rebinding, a new card, or a new pocket it is also noted on the work sheet. These books will have to be removed from the shelves and placed in a box with the label "Library Books to be mended, etc."
7. When a book is not on the shelf, a red signal should be attached to the corresponding shelf list card.
8. If there is a book on the shelf for which there is no shelf list card, prepare a shelf list card and file.
9. After the books are checked with shelf list, consult all sources to see if titles marked with red signals on the shelf list cards are lent. If so, the signals of these titles are to be removed. If any book cannot be located, write with pencil on the shelf list card opposite to the accession number, "M/1.4.68"

which means "Missing in inventory April, 1968 (month or year of verification). If a book is definitely lost, write the word 'lost' in ink after accession number. The shelf list cards for the missing books may be set aside for later attention.

10. List all books which are missing and finally these will have to be replaced.

8. BINDING AND MENDING OF BOOKS

It is one of the responsibilities of a librarian to keep all the reading materials of his library in good condition. Now-a-days many books published are inadequately bound. Hence some libraries prefer to have reinforced library binding for the books bought by them. If they are sent for rebinding the life span of them can be increased. In other words a good rebinding makes a book last longer than does its original binding. In addition the repair of a book becomes necessary when pages are loose or torn, when the back breaks at the joints or when the super has been pulled away from the contents.

It is also the practice to bind the periodicals received by a library at the completion of each volume after the receipt of its title page and index.

When library books and periodicals are sent for binding the following points merit attention:—

1. Binding work should be done promptly and economically.
2. Choose a good commercial binder. Selection may be made by competitive quotations. Cost, service and quality of

actual work should be taken into consideration. If funds are available large libraries can operate a bindery of their own.

3. There should be adequate allotment of funds for binding.
4. Proper instructions should be given to the binder on the quality and style of binding.
5. Books and periodicals should be selected carefully. Only the items which require rebinding are to be selected.
6. For each item selected a card should be prepared furnishing the essential particulars and the date of despatch. For a book, the card will contain the name of the author, title and call number. For a periodical it will contain the name of the periodical, volume and period covered and the call number.
7. The cards should be arranged alphabetically by title or author and then typed. Now the list should be numbered serially and dated. Two copies of the list should be taken, one to be sent with the material for binding and the other to be retained in the library. Now the cards should be filed separately.
8. When books are received from the binder, they should be checked with the help of the list retained by the library. The quality of binding should also be

checked. If everything is in order, the related cards should be removed from the file and destroyed.

9. Lastly, the invoice of the binder should be passed for payment. The rebound books should be sent for processing and then placed on the shelves. The periodicals should be entered on the shelf lists and then shelved.

All the books may be rebound in stout buckram. But leather may be used for costlier books.

Proper attention should also be given to minor repairs of books. If there is any minor repair, mending should be done immediately by the library staff. One should mend the books when:—

1. pages are loose or rumped;
2. margins are ragged;
3. back cloth is breaking at joints or top or bottom;
4. super or joints are broken; and
5. sewing is loose.

If several pages are missing in a book, and the rest of the book is so badly worn and torn it should be discarded and replaced by a new copy, if available.

9. PUBLIC RELATIONS AND PUBLICITY

It is one of the important duties of the authorities and staff of a library, especially a public library, to create a relationship with the people so that the library services can be improved and made to reach a wider circle.

The citizens have every right to know everything about their public library. Therefore a library should try to build up the confidence of the public in its policies, plans, methods, rules, finance, etc., and in the steps taken to provide more facilities.

The public relations programme of a library—its every day publicity—should be so arranged that all the people could understand it and thereby extend their maximum co-operation and help. Every staff member of a library is a creator of public attitudes towards the library. The way he looks and acts—looking cheerful, meeting and serving the people with kindness and sympathy, keeping himself busy and doing well his job—will certainly create confidence in the minds of the people and make them think that the staff of the library are friendly, helpful and competent.

Signs and Placards

The library should have adequate directional signs and explanatory placards to indicate clearly the whereabouts of facilities provided. This will help the patrons to use the library without any difficulty, get the best out of the library and enjoy their visits to the library.

As already pointed out elsewhere, good publicity is of great value to the library. Therefore every effort should be made by the librarian to advertise the library, its resources and its services in a dignified manner. The following are some of the methods of publicity:

Community Contacts

A Librarian of a public library should know the people in his locality—the civic leaders, businessmen, teachers, members of different organizations

as well as institutions—and see that they know about him. He should tell them about the library's resources. He can also depute some of his staff members to do intensive door-to-door promotion, taking a few interesting titles, bibliographies and circulars and explaining the services provided by the library to help people. Even though this sort of canvassing is time consuming, it is rewarding. Besides lively library talks on the objects of the library and its methods and problems may be arranged by the library at regular intervals. A good friends, organization—“Friends of the Library”—consisting of a group of friendly influential people who could help the library in spreading knowledge and getting funds may also be organized by the librarian.

Bulletin Boards

Bulletin boards in the library can be effectively utilized for the purpose of stimulating interest in books and reading. The arrangement of the bulletin board should be simple, interesting, and attractive. A display that is convincing and has a definite message will readily create interest. An interestingly worded caption captures the imagination of the reader. Suitable material for bulletin board displays are book jackets, pictures, posters, maps, clippings, and photographs. Notices of all community entertainments, lectures or other local events and meetings open to the public may also be displayed.

Book Lists

From time to time bibliographies on subjects of current interest or lists of recent additions may be prepared. Enough copies of them should be taken and distributed among the members of the library.

Bookmarks

Bookmarks may also be prepared to acquaint the patrons with hours and services. Occasionally they may contain a small selected list of titles to publicise some commemorative event.

Newspaper Publicity

One of the most popular and effective means for publicity is the press. Addition of new books can be conveyed through the newspapers. Radio is also of great value. Hence the librarian should contact the concerned authorities and arrange for short reviews of books and talks on library service.

Celebrations

Library week and National library week, birthdays of great poets, leaders and other great people, anniversaries of great events, national and international festivals and local festivals like Pongal day may be celebrated by libraries. These are the occasions for public meetings. Book fairs may also be organised on all such occasions.

Annual Report

Above all a library should keep the patrons informed of all aspects of its activities by issuing an annual report which should cover the following points:

1. review of the year's work;
2. finance—receipts and expenditure;
3. trends in reading and highlights of readers' interest;
4. library's extension activities;
5. staff;
6. future plans; and
7. donors and visitors.

The sources for the annual report are the statistical data maintained by the various sections of the library. It is better if the head of each section prepares the report of his section from the diary maintained by him. In addition, each section should prepare a monthly report so that it may be consulted at the time of preparing the annual report.

The diaries and records to be consulted in connection with the preparation of an annual report are:—

1. Counter Diary in which the total number of borrowers and the total number of books issued for loan are entered.
2. Technical Section Diary in which the total number of books and periodicals acquired, accessioned, classified, and catalogued and bound are entered.
3. Accounts Section Diary which contains information about the budget allotment for various items and the money actually spent.
4. Gate Register which contains statistics relating to the number of visitors to the library.
5. Donation Register containing particulars of donations received by the library.

The above records should be perused periodically by the concerned section heads. In most of the libraries the calendar year, i.e., from January to December, is the year for annual report. Usually it is prepared by the senior most staff member who is well acquainted with the activities of the library.

The data for the annual report should be obtained from various sections early in December. After

receiving the reply from all sections the annual report is to be drafted first in consultation with higher authorities. The draft should be finalised by the first week of January. The report should be presented in a simple readable form. Wherever possible information or data may be furnished in tabular forms. A copy of the annual report may be sent to the press for publicising it in the newspapers.

A model annual report of a university library is given below:—

ARUNA SANKAR UNIVERSITY LIBRARY
TIRUNELVELI

Annual Report—1968

I. Staff:

Librarian: Sri A. Sankaravallinayagam,
M.A., M.Lib.Sc.

Assistant Librarian: Sri C. E. Ramachandran,
M.A., M. Litt., M.S.

Sri G. Vinayagam, M.A., M.S., the Senior Technical Assistant recently promoted as Reference Librarian from April 1968.

Three Technical Assistants have been added to the technical staff.

The Departmental Library is also under the charge of the Librarian.

II. Grants:

The Library received this year the following grants from the University Grants Commission for the purchase of books and periodicals:—

- (a) Rs. 15,000 for Sciences for the Main Library;

(b) Rs. 20,000 for Humanities for the Main Library;

(c) Rs. 10,000 for the Departmental Library.

III. *Hours of the Library:*

The library worked from 7 a.m. to 7 p.m. on all the days of the year except Sundays and other public holidays.

IV. *Activities of the various sections:*

1. *Issue Section:*

3,000 members enjoyed the privilege of borrowing books from the Library. Of these, 500 joined during the year under report. There are 300 mofussil members. About one and half lakhs of books were consulted within the Library and 80,000 books were issued on loan. The total number of readers who used the Library was 50,000.

2. *Reference Section:*

Reading lists and bibliographies were prepared and distributed to the members.

3. *Technical Section:*

4,500 books, 1,500 periodicals and 15 theses and 10 research reports were accessioned, classified and catalogued during the year under report, involving the preparation of 15,874 cataloguing cards.

4. *Book Section:*

6,480 volumes were added to the Library of which 4,000 were by purchases and 2,480 by donation or exchange. Of these 2,080 were deposited in the departmental library.

There are 1,80,000 volumes in the main library and 25,000 volumes in the departmental library,

thus making a total of 2,05,000 volumes. Besides these, there are 1,200 maps, 24 palm leaf manuscripts, 20 paper manuscripts and two sets of photostat copies of Dr. Caldwell's manuscripts. 85 theses submitted for research degrees of the University and 22 final reports of research students were deposited in the main library.

5. *Binding Section:*

1,578 volumes of books and periodical publications were bound during the year under report.

6. *Periodical Section:*

The current periodical publications received including exchange and gift copies aggregated 1,500 of which 1,400 were kept in the main library and the rest in the departmental library.

V. *List of Donors:*

1. Dharmapuram Mutt—a collection of books in Tamil;
2. Tiruvavadudurai Mutt—a collection of Tamil Books on Saiva Siddhanta;
3. Tiruppanandal Mutt—a collection of their publications;
4. Dr. S. R. Ranganathan—one set of all his publications;
5. U.S.I.S., Madras—two sets of Dewey Decimal Classification.
6. The Hindu, Madras—Vols. from 1934-1958.
7. Tamil Nadu, Madurai—Vols. from 1955-1963.
8. Kalai Vallal Karumuttu Thiagarajan Chettiar—a collection of Tamil, Sans-

krit and English books which are 1,250 in number.

The library is indebted to the above institutions and individual donors for the donation of books.

VI. *Extension Activities:*

- (a) A summer course in Library Science was conducted from April-May 1968 for the benefit of high school teachers. 50 teachers underwent the course.
- (b) A book exhibition was conducted in February, 1968.
- (c) Four book reviews were organised. Latest books on Sciences, Humanities, Library science and Gandhian Philosophy were reviewed by four eminent scholars.
- (d) A hand-book containing a brief history of the library and the rules of the library was printed and distributed to the members of the Library.
- (e) "Bharathiyana"—a "Bibliography on the works of Bharathiar and the works on Bharathiar" was compiled and published.
- (f) Three film shows were screened.
- (g) A symposium on "The Medium of Instruction in the College" was conducted in November, 1968.

A. Sankaravallinayagam
Librarian

Tirunelveli, }
29—1—1969. }

10. EXTENSION ACTIVITIES

As pointed out earlier a public library should make the people acquainted with world problems and help them to solve these problems through reading and discussion. This can be done effectively by arranging a series of programmes of extension activities.

(a) *Public Lectures*

Organising public lectures has become now-a-days one of the common features of a public library. Arrangements should be made well in advance and proper publicity should be given in time through newspapers, handbills, posters, etc.

(b) *Book Reviews*

Books which in some way have a bearing on the personal life of the people may be reviewed periodically by anyone who has an interest in the problems presented by the books chosen for review.

(c) *Symposium*

Symposium provides information on various aspects of a problem and the topic selected should be a question in which the public will be deeply interested such as "Medium of Instruction in Colleges". The members participating in the symposium should be knowledgeable persons.

(d) *Film Forum*

Film forum is one of the very interesting items since it provides information in a dramatic way and makes effective appeal to the people.

(e) *Group Discussion*

Group discussions may be organised on the current questions on which there is diverse opinion

Other Activities

Books may be sent to hospitals and prisons at regular intervals by public libraries so that the inpatients and the prisoners could read them and benefit by it. Books printed in the embossed Braille or moon types may be purchased for the use of the blind and door-to-door delivery may be organised to help them. The same privilege of door-to-door delivery may also be extended to the aged and the women folk. Story hours may be organised for the benefit of illiterates and children. In addition, books of great value may be read by the library staff to educate the illiterates. Great books in foreign languages may also be translated into the local language for the use of those who are interested in them.

Cultural programmes including 'Kata Kalakshepam' and 'Villuppattu' and other dramatic performances may be held. Exhibits of community interest may also be organised. It is suggested in this connection that there should be an auditorium with modern facilities in public libraries to cater to public extension activities.

11. FURNITURE AND EQUIPMENT AND SUPPLIES

A list of essential furniture and equipment and supplies required by a small library is found hereunder:—

Furniture and Equipment

Card catalogue cabinet (10 or 15 drawer units)

Shelf list card cabinet (4 drawer unit)

Shelving to accommodate books and other materials

Charging desk with return book slot

Librarian's table and chair

Foot stool

Dictionary stand

Book trucks

Globe

Tables (rectangular)

Tables (round)

Chairs

Bulletin boards

Vertical Filing Cabinet

Wall Clock

Typewriter

All the equipments in a library should be arranged in such a way that they make the library attractive. Tables and chairs should be arranged so as to allow atleast five feet of aisle space for easy movement. The card catalogue should be of easy accessibility.

Supplies

The following supplies are needed:—

Book cards, Book pockets, Daters, Stamp pad, Book ends, Charging trays, Paste, Guides for charging trays, Card catalogue and Shelf list, Mending tapes, Shelf labels, Shelf label holders, Book order cards, Accession register, Shelf list cards, Catalogue cards, Book plates, etc.

12. LIBRARY BUDGET

The library budget is the most important item of the financial set up of a library. Even a small library should prepare its budget. The preparation of the budget is the responsibility of the librarian. The librarian should always show great interest in preparing the library budget—an estimate of receipts and expenditure.

The librarian should discuss with his colleagues before he prepares the budget. All the staff members of the library should extend their co-operation in preparing the library budget.

Money is required for an adequate library service which demands:—

1. central library with reading rooms;
2. branches and service points required by the area;
3. facilities provided for research scholars, children and blind people;
4. sufficient lending, reference and periodical collections; and
5. able and efficient staff.

In other words, money is required for the purchase of reading materials, the payment of salaries to the staff, and for tools, plants, equipment, furniture, etc.

In the case of public libraries run by local authorities the library fund may be derived from

1. library cess;
2. subsidy or grant from the state government;

3. special grants from the central government; and
4. gifts and endowments made by the public.

The library budget should be based on a complete study of the resources and the needs of the library. Moreover, it should be prepared with care and presented in simple terms so that the authorities and the members of the library could understand and grasp it.

Provision should be made in the budget for all the library requirements which cost money. All the requirements may be grouped into four main headings, viz., the building and maintenance, the staff, the books and periodicals, etc., and miscellaneous. The approximate percentage of these items shall be as follows:

	PER CENT
1. Building and maintenance	25
2. Staff	40
3. Books, periodicals, etc.	30
4. Miscellaneous	5

The American Library Association recommends the following standards:—

	PER CENT
Salaries	55
Books, periodicals and binding	25
Heating, lighting, cleaning, stationery, postage and incidentals	20

Further, it recommends that there should be three books per head for areas of less than 10,000 population and two books per head for areas of 10,000—99,000 population.

In the budget, the estimates for the financial year to come, the original estimates of the current year, the revised estimates of the current year and the actual expenditure of the previous year may be provided. This will facilitate comparison. The usual practice is to prepare the budget either in December or January. Therefore the details of income and expenditure should be worked out by the accounts or finance section in November itself.

The library is just like a business undertaking. The accounts of the library will be audited at the end of every year. Hence the librarian and his senior staff members must keep a careful check on all expenditures. Moreover, they must be properly authorised and accounted for.

A sample form of estimates analysis is given below :—

BAGAVATHY PUBLIC LIBRARY

NANGUNERI

Estimates for the year Ending March 31st, 1969

INCOME	1968-69 Estimate	1967-68 Estimate		1966-67 Actual
		Original	Revised	
	Rs.	Rs.	Rs.	Rs.
Rents and Hire of Rooms	2,000	1,500	1,500	1,400
Wines, etc.	1,750	1,000	1,500	1,000
Total Income.	3,750	2,500	3,000	2,400
Balance Required from General Rate Fund	6,350	5,600	5,200	4,600
	10,000	8,100	8,200	7,000

EXPENDITURE	1968-69 Estimate	1967-68 Estimate		1966-67 Actual
		Original	Revised	
	Rs.	Rs.	Rs.	Rs.
I. Salaries and Wages	5,500	4,455	4,510	3,850
II. Books and periodicals (including binding)	2,500	2,025	2,050	1,750
III. Other Expenses :—				
(a) Electricity	400	324	328	280
(b) Stationery	200	162	164	140
(c) Postage	100	81	82	70
(d) Lectures and Exhibitions	300	243	246	210
(e) Furniture	800	648	656	560
(f) Miscellaneous	200	162	164	140
Total Expenditure	10,000	8,100	8,200	7,000
	—	—	—	—
	—	—	—	—

APPENDICES
SAMPLE CARD FORMS

520 Namasivayam, S P

N Elements of Astronomy
Annai 1969 36 p

1 Astronomy

I Title

**Author
Card**

○

520 Elements of Astronomy

N Namasivayam, S P

Elements of Astronomy
Annai 1969 36 p

1 Astronomy

I Title

**Title
Card**

○

520

Astronomy

N**Namasivayam, S P**

Elements of Astronomy

Annai 1969 36 p

Subject
Card

1 Astronomy

I Title

O

520**Namasivayam, S P.****N**

Elements of Astronomy

Annai 1969 36 p

Shelf
List
Card**M 61**

1 Astronomy

I Title

O

Here are some rules to be followed in preparing the catalogue cards :

1. Use single spacing on all cards.
2. Space once after any punctuation including the period following abbreviations.
3. Space twice after a period at the end of a sentence.
4. Do not write below guard-hole.
5. Subject headings to be given should be listed in the tracings at the bottom of each card. Each subject heading should be numbered with an Arabic numeral.
6. Added entries such as title, joint author, illustrator, should be numbered with Roman numerals.
7. Indention (spacing on the left margin of the card) :

Call number should be two spaces in from the edge of the card ; first indention should be 13 spaces in, and third indention should be 16 spaces in.

8. Consider the 2nd line down from the top of the card, (approximately three-eighths of an inch) as the top line on all cards.

(Author)	(Supplier and date ordered)	
(Title)	(Imprint)	(Price)
(Pagination)	(Size-Height)	
(Annotation)	(Date received)	

Book
Order
Card

	Date of Dispatch :
Author :	
Title :	Call Number :
Remarks :	

Card used
for a Book
in Binding
Routine

In the case of a periodical, author and title are to be replaced by the following :

1. Name of the periodical ; and
2. Volume and period covered.

Name		Frequency	
Ordered	Source	Title Page & Index	
		Accounts	Year
	Volume Number	January	February
	March	April	May
	June	July	August
	September	October	November
	December	Remarks	

Accession card
for a periodical

The above card may be used to control the regular supply of a periodical.

2 N69 1468	5689 SOMASUNDARAM (N.C.)
THIRUMALAIMUTHU -SWAMY (A) ABC of Library Science	

Coupled Book
Card

1 N69 1468	
THIRUMALAIMUTHU -SWAMY (A) ABC of Library Science	

Book Card

5689 SOMASUNDARAM (N.C.)	28, Chengalvaraya Mudali Street, Madras-5
A. S. 26-5-69	

Borrower's
Card

BIBLIOGRAPHY

- Akers, Susan Grey. *Simple Library Cataloguing*, edn. 4. Chicago: A.L.A., 1954.
- Aldrich, Ella V. *Using Books and Libraries*, edn. 4. Englewood Cliffs, N. J. : Prentice Hall, 1965.
- Barton, Marry Neill and Bell, Marion V, comp. *Reference Books, etc.*, edn. 5. Baltimore, Maryland: Enoch Pratt Free Library, 1962.
- Carter, Mary Duncan and Bonk, Wallace John. *Building Library Collections*, edn. 2. New York: Scarecrow, 1964.
- Dewey, Melvil. *Dewey Decimal Classification*, edn. 17. New York: Forest Press; L.P.C.E.F., 1965.
- Gates, Jean Key. *Guide to the use of Books and Libraries*. New York: McGraw—Hill, 1962.
- Harrod, L. M. *Librarians' Glossary, etc.*, edn. 2. London: Grafton & Co., 1959.
- Joy, Thomas. *Right Way to Run a Library Business*. Glade House (G. B.): Right Way Books, 1951.
- Kyle, Barbara Ruth Fuessli. *Librarianship*. London: English University Press Ltd., 1964.
- Landau, Thomas, ed. *Encyclopaedia of Librarianship*. London: Bowes and Bowes, 1958.
- Lyndenbergh, Harry Miller and Archer, John. *Care and Repair of Books*, edn. 4. Rev. by

- John Alden. New York: R. R. Bowker Company, 1960.
- Mills, J. A. *Modern Outline of Library Classification*. Bombay: Asia Publishing House, 1962.
- Ranganathan, S. R. *Colon Classification*, edn. 6. Madras: Madras Library Association, 1957.
- Five Laws of Library Science*, edn. 2. Madras: Madras Library Association, 1957.
- Library Manual*, etc., edn. 2. Bombay: Asia Publishing House, 1960.
- Shores, Louis. *Basic Reference Sources*, etc. Chicago: American Library Association, 1964.
- Thirumalaiahwarthy, A. *Noolaka Amaip-pigal*. Madras: Ovvai Noolakam, 1959.
- Noolaka Alchi*. Dindugal: Dindugal Publishing House, 1967.
- Thompson, E. H., ed. A. L. A. *Glossary of Library Terms*. Chicago: A. L. A., 1943.
- Viswanathan, C. G. *Public Library Operations and Services*, etc. Bombay: Asia Publishing House, 1961.
- Webster's Seventh New Collegiate Dictionary*. Springfield, Mass: Merriam, 1963.
- Wheeler, Joseph L. and Goldhor, Herbert. *Practical Administration of Public Libraries*. New York: Harper & Row, 1962.

GLOSSARY OF TERMS

Abridgement (*abridged edition*). Condensed form of a work.

Abstract Journal (*or Periodical*). Periodical containing brief summaries of current material in books, pamphlets and periodicals.

Abstracting Service. Preparation and distribution of abstracts in particular field or on a particular subject by an individual or an agency.

Accession (*v*). To record all the reading materials of a library in the order of acquisition.

Accession Date. Date of accession of a book.

Accession Number. Serial number given to a book acquired by a Library.

Accession Register. Important administrative register containing a condensed description and history of all the materials added to the library. It is also known from its various forms as accession book, accession cards, accession catalogue, accession file, accession sheets, etc.

Added Entry. Entry other than the main entry.

Almanac. Calendar containing statistics or facts related to particular dates.

Alphabetic subject Catalogue. Catalogue arranged alphabetically by subject headings.

Alphabetic Subject Index. Index of specific subjects arranged alphabetically.

Alphabetico-Classed Catalogue. Alphabetic subject catalogue with subjects grouped in classes and subdivided alphabetically.

Analytical Entry. Entry of a part of a book.

Annotation. Note added generally to an entry in a bibliography describing the subject matter of a book.

Annual. Yearly publication.

Anonymous. Work published without the author's name.

Anthology. Collection of literary pieces.

Appendix. Supplementary material given usually at the end of a work.

Application Card. Membership application in card form.

Application File. File containing application cards.

Atlas. Collection of maps.

Audio-Visual Materials. Aids for teaching through ear and eye, such as tape recorders, slides, and motion pictures.

Author Analytic. Entry under author for a part of a work.

Author and Title catalogue. Catalogue consisting of author and title entries.

Author Bibliography. List of works by, or by and about, an author.

Author Card. Catalogue card containing an author entry.

Author Catalogue. Catalogue of author entries arranged alphabetically.

Author Entry. Entry under the name of the author.

Author Number. Author mark (symbol) assigned to a book to distinguish it from books of other authors on the same subject.

Autobiography. A person's life written by himself.

Bibliography. List often with descriptive or critical notes of writings relating to a particular subject, period, author or printer.

Binding Book. Administrative register providing information about books sent for binding.

Biobibliography. List of books with brief biographical data about their authors.

Biography. Life history of a person.

Book Card. Card used to represent the book when it is lent.

Book Fair. An exhibit of books.

Book Jacket. Detachable book wrapper.

Book List. List of books usually with descriptive notes to aid in book selection.

Book Number. Symbol assigned to distinguish a work from all others on the same subject.

Book Pocket. Pocket pasted on the inside of a book cover to hold a book card or a borrower's Card.

Book Record. Record of books lent showing the borrower's name and the due date of return.

Book selection. Process of selecting books.

Book Week. Week set aside for special celebration and exhibits to stimulate interest in books.

Booklet (or Pamphlet). Small book, usually with paper covers.

Bookmobile. Automobile equipped with reading materials to serve as a travelling library.

Books for the Blind. Books specially prepared for the blind like books in braille or moon type and talking books.

Book Worm. Insect that damages books.

Borrower. Person borrowing books from a library.

Borrower's Card. Card issued to a borrower for recording books lent to him.

Borrower's Number. Registration number of a library member.

Borrower's Pocket. Envelope with borrower's name used in the Browne charging system.

Borrower's record. Record of books lent to a borrower, generally with dates of issue and return.

Branch Library. Auxiliary library in a library system.

Broad Classification. Classification of subjects in broad general divisions.

Browne Charging System. Method of recording book loans devised by Nina E. Browne, which uses a pocket bearing the borrower's name to hold the book card of each book borrowed.

Bulletin. Publication issued at regular intervals by corporate bodies.

Call Number (Call Mark). Symbol assigned to a book to indicate its location on shelves; usually composed of class number and book number.

Call Slip. Form to be filled out for borrowing a book or to use a book not on open shelves.

Card Catalogue. Catalogue made on cards.

Card Catalogue Cabinet. Filing cabinet for holding a card catalogue.

Carrell (Cubicle or Stall). Alcove for individual study in a library stack.

Catalogue. List of reading materials in a library or collection arranged on some definite plan.

Catalogue Card. Card generally of standard size 7.5 cm. x 12.5 cm. used for cataloguing.

Cataloguer. One who prepares a catalogue.

Cataloguing. Process of preparing a catalogue. Also includes classification of books, assignment of subject headings and maintenance of the catalogue.

- Central Catalogue.* Catalogue of all the collections of a central library or of a central library and its branches of a library system.
- Central Library.* Main library of a library system.
- Charge.* Record of a book lent.
- Charging.* Process of recording the books lent.
- Charging File.* Record of books lent, usually consisting of book cards arranged by date or call number.
- Charging System.* Method of keeping a record of books lent.
- Charging Tray.* Tray used to hold the record of books lent.
- Chute.* Sloping channel through which a book or book container may slide to a lower level.
- Circulation Desk (Charging Desk).* Counter or desk where books are charged and discharged.
- Circulation Record.* Statistical record of books lent.
- Class.* Division of a classification scheme under which subjects of common characteristics are grouped.
- Class Entry.* Catalogue entry of a book by the name of its class (general subject).
- Class Number (Classification Number).* Number assigned to the book to stand for the subject of its contents.

Classed Catalogue. Catalogue arranged by subjects according to a classification system

Classification. Systematic scheme for the arrangement of books by subject or form. Also assigning the appropriate classification symbols to the books.

Classification System. Particular scheme of classification.

Classified Index. Index of topics grouped under broad subjects.

Colon Classification. Classification scheme devised by Dr. S. R. Ranganathan of India which uses the colon to separate certain parts of a class number.

Compiler. One who produces a work by collecting and putting together from the works of one or many authors.

Composite work. Work on a subject by different authors, the contribution of each forming a distinct section or part of the complete work.

Compound Name. Name made up of different proper names, usually connected by a hyphen, a conjunction or a preposition.

Concordance. Alphabetical index of the principal words in a book or the works of an author with their immediate contexts and sometimes with definition of the words.

Co-operating Library. Library that co-operates with other libraries in some common projects.

Co-operative Book Buying. Joint purchasing of books by two or more libraries in order to secure economy.

Co-operative Book Selection. Joint selection of books by two or more libraries to avoid duplication.

Co-operative Cataloguing. Production of catalogue entries through the joint action of many libraries in order to save time, energy and money.

Corporate Author. Corporate Body as the author of a work.

Corporate Body. Group of individuals legally united into a body such as Government, institution, etc.

County Library. Free public library maintained by county taxation for the use of the people of a county (administrative unit of a county).

Cumulative Index. Index of a periodical published at stated intervals that combines new entries with those of an earlier index to it.

Cutter Number. Author number from one of the Cutter tables or from the Cutter-Sanborn 3-figure Alphabetic Table.

Date Card. Card placed in a book pocket to indicate date of issue or date due.

Date Guide. Guide marked with numerals for dates, used to arrange book cards in a charging tray.

Date Record. Record of books lent arranged by date of issue or by date due.

Date Slip. Slip pasted on the inside cover or on the fly leaf of a book for recording date of issue or date due.

Delivery Station. Library agency which receives the books requested by the patrons from a public library, issues and returns them to the library at regular intervals.

Departmental Library. Library containing books in a particular field attached to a department in a college or a university or a Government and administered as a branch of the main library or independently.

Deposit Fee. Money deposited by a borrower at the time of becoming a member of a library which is refundable.

Deposit Station. Library agency in a store, school, factory, club, etc., with a limited collection of books obtained generally from a public library and open at stipulated hours.

Dewey Decimal Classification. System of classification for books devised by Melvil Dewey, an American who divides all knowledge into ten main classes with further decimal divisions using a notation of numbers.

Dictionary. Reference book that lists alphabetically the words in a language or the terms in a special field and gives their meanings, pronunciations, applications, etc.

Dictionary Catalogue. Catalogue in which the entries are arranged like the words in a dictionary in alphabetical order.

Digest. Brief condensation of a work.

Directory. Alphabetical or classified list of persons or organisations, giving addresses, affiliations, etc., for individuals, and address, officers, functions, and similar data for organisations.

Discard. Book withdrawn from a library collection as unfit for use or as it is no longer needed.

Discharging. Cancelling the loan record of a book on its return.

Display Case. Show case used for the display of library materials.

Display Rack. Rack for displaying library materials, distinguished according to use as book rack, magazine rack, etc.

Divided Catalogue. Card Catalogue divided into two or more parts, e.g., author and title catalogue and subject catalogue.

Documentation Service. Specialised form of bibliographical service. In this, the emphasis is mostly on the inclusion of periodical literature and on the reader serviced, usually a researcher or specialist.

Edition. Whole number of copies of a book published at one time and in one form.

Editor. One who edits a work.

Editor Reference. Reference in a catalogue from an editor's name, or from an entry under the editor of a work to another entry containing complete information about the work.

Electric Stylus. Sharp-pointed electric instrument used for inscribing call numbers on books.

Embossed Book. Book specially prepared for the blind in raised characters.

Encyclopaedia (Cyclopedia). Work containing short, condensed articles on a particular or all branches of knowledge, usually arranged alphabetically.

Entry. Record of a book in a catalogue.

Entry word (Filing Word). Word by which an entry is arranged, usually the first word of the heading.

Expansive classification. Classification scheme devised by C. A. Cutter.

Extension service. Catering of books and providing other library facilities to individuals or institutions like hospitals, prisons, etc. outside a library's regular field of work.

Factual Book. Informational book used for recreational reading.

Festschrift. Complimentary or memorial publication in the form of a collection of essays, addresses, etc., issued in honour of a person, institution, or a society, on the occasion of some celebration.

Fiction. Imagined or invented stories.

Fine. Penalty for keeping books after they are due.

Fixed Location. System of marking and arranging books by shelf and book marks with a view to assigning a definite position to a book on a shelf.

Form Entry. Entry of a book under the name of the kind of literature to which the book belongs.

Gazetteer. Geographical dictionary.

Glossary. Section generally at the end of a book that defines special terms.

Guide Card. Projecting labelled card to help in locating information in a card file.

Half Title. Brief title of a book or a series, printed on a separate leaf preceding the title page.

Handbook. Manual often containing rules or instructions for doing or making things or a concise reference book covering a particular subject.

Heading. Word or name or phrase by which the alphabetical place of an entry in the catalogue is determined, it being usually the name of the author or the subject, or the literary form or a word of the title.

Home Library. Form of travelling library sent to a home by a public library.

Hospital Library. Library maintained by a hospital for the use of its staff and patients.

Also includes the collection of books sent to a hospital from a public library for the use of the patients.

Illustrator. One who illustrates thoughts by drawings or paintings.

Imprint. Place and date of publication and the name of the publisher or printer.

Index. An alphabetical list of topics, names, etc., treated in a book with page reference.

Indexing Service. Production of indexes, frequently cumulative, for particular subjects or for certain types of publications by an agency.

Information Desk. Place where general information or directions to readers are given.

Information File. File containing pamphlets and other materials used for giving miscellaneous information under ready reference service. Also includes a file of references to sources of information on various topics.

Interlibrary Loan. Loan of material by one library to another by library co-operation.

Joint Author. One who collaborates with one or more associates to produce a work in which the contribution of each is not separable from that of others.

Journal. Periodical or newspaper.

Juvenile. Book for children or young people.

Library Extension. Promotion of libraries and library service, by state, local or regional agencies.

Literature Search. Systematic and exhaustive search for published material on a specific subject or problem including the preparation of abstracts for the use of researcher or specialist by a special library.

Magazine. Periodical for general reading.

Main Card. Catalogue card containing the main entry of a work.

Main Entry. Catalogue entry giving the maximum information about a work.

Manual. Handbook containing the essentials of a subject in a concise form or rules for guidance.

Mending. Rectifying the minor repairs of a book.

Messenger Service. Delivery and collection of books by a member of library staff.

Mixed notation. Many kinds of symbols used in combination to represent the divisions of a classification scheme.

Moon Type. Embossed line type for the blind based on a modified form of the Roman capital letters devised in 1849 by Dr. William Moon, a blind clergyman of England.

Municipal Library. Library maintained through taxation by a civic authority.

Museum Library. Special book collections maintained by a museum in the fields covered by its exhibits.

Name Catalogue. Catalogue arranged alphabetically by names of persons and places, whether used as authors or subjects.

National Bibliography. Generally list of all the works published in a country. Sometimes a list of works about a country by natives of a country living within the country or elsewhere, or a list of works written in the language of a country.

National Biography. Collective biography of eminent people of a country.

National Library. Library maintained by a Government at national level.

Newark Charging System. Method of recording books lent, in which the book cards are filed to form a time record and the borrowers' cards are retained by the borrowers.

Newspaper. Publication issued at stated and frequent intervals, usually daily, weekly, or semiweekly containing events and topics of current interest.

Newspaper Stack. Specially planned stack for the storage of bound volumes of newspapers.

Non-Fiction. Book giving factual accounts.

Notation. System of symbols, generally letters and figures, used separately or in combination to represent the divisions of a classification scheme.

Official Catalogue. Catalogue maintained for the use of the library staff.

Open Shelves. Book shelves to which readers have direct access for choosing the books.

Order Card. Card giving all necessary information about a book to be acquired.

Overdue Book. Book not returned on time.

Overdue Notice. Reminder sent to a borrower for return of books overdue.

Ownership Stamp. Stamp used for affixing the name of the library on books to indicate ownership.

Pamphlet. Publication consisting of only a few leaves stitched together.

Pamphlet Box or File. Box for keeping pamphlets.

Periodical. Work usually issued at regular intervals containing articles by different contributors.

Pneumatic Book Carrier. System of tubes through which containers of books are propelled by air pressure.

Pseudonym. Pen name used by an author to conceal his identity.

Public Library. Library serving free all residents of a locality.

Publisher. One who publishes a work.

Readers' Advisor. Member of library staff who helps the readers in their choice of books.

Recto. Right hand page of an open book.

Reference. Partial entry of a book under author, title, subject or kind, referring to a fuller entry under some other heading.

Reference Book. Book containing compressed factual information about topics in particular fields of knowledge or in all fields.

Serial. Publication issued in successive parts, usually at regular intervals and continued indefinitely such as periodicals, annuals including reports, year books, etc., memoirs, proceedings, and transactions of societies. Also any literary composition such as novel, published in consecutive numbers of a periodical.

Series. Number of separate works, usually related to one another in subject or otherwise issued in succession, normally by the same publisher and in uniform style with a collective title.

Series Entry. Catalogue entry under the name of the series.

Series Note. Note included in a catalogue entry containing the name of a series to which a book belongs.

Shelf List. Card record of all the books belonging to a library arranged by call numbers as the books stand on the shelves, a very important file which is essential for inventory purpose.

Story Hour. Period devoted regularly to the telling or reading of stories to children in a public or school library.

Subject Analytic. Entry under the subject of a part of a work which includes a reference to the publication which contains it.

Subject Bibliography. List of references about a given subject.

Subject Card Catalogue card containing a subject entry.

Subject Catalogue. Catalogue consisting of subject entries.

Subject Classification. Classification scheme developed by James Duff Brown from his "Adjustable Classification". In this, only one place is assigned to a subject.

Subject Entry. Entry under a subject.

Subject Heading. Name of a subject used as a heading under which books relating to that subject are entered.

Subject Reference. Reference from one subject heading to another. Also called subject cross reference.

Subscription Library. Library owned by an association and run on annual subscriptions by the members.

Subtitle. Secondary title, usually explanatory, printed after the main title.

Talking Book. Book recorded on phonograph records for the use of the blind people.

Tier. One of two or more rows of a book rack arranged one above the other.

Time Record. Record of books lent indicating the books due on a given day.

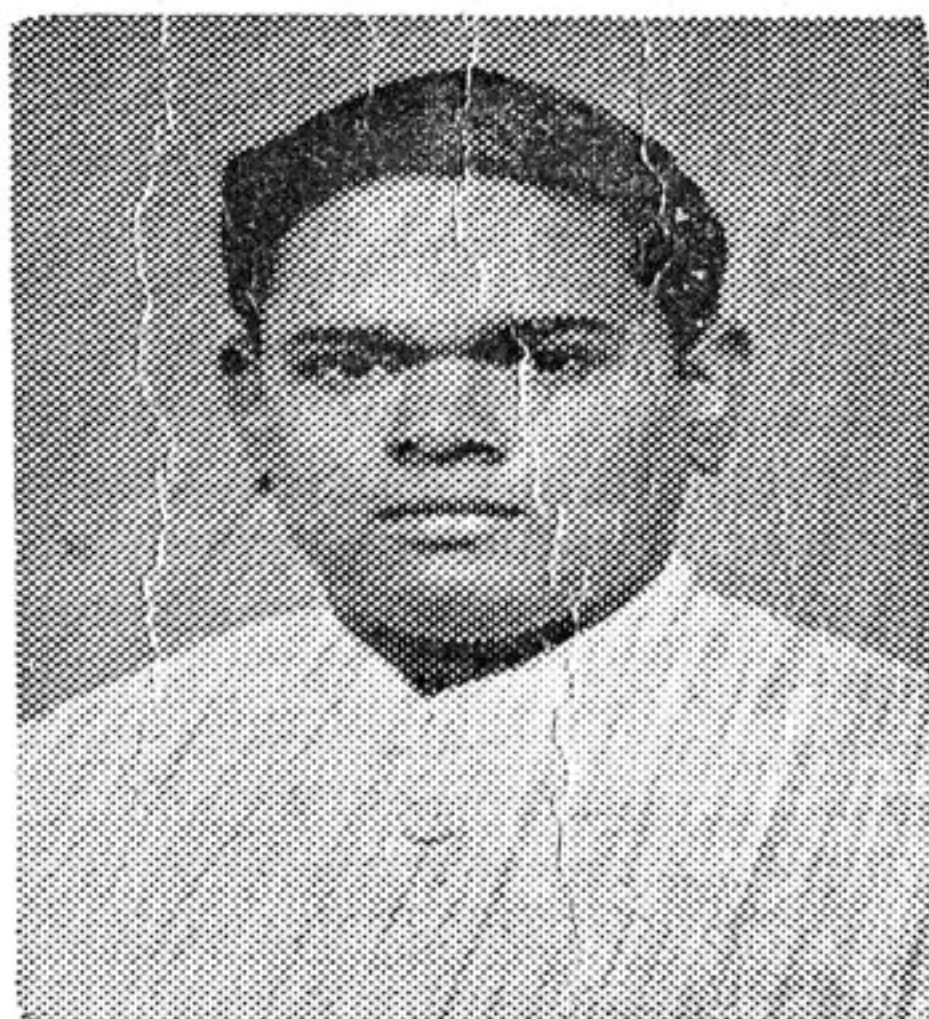
Title. Name of a work.

Title Analytic. Entry under the title of a part of a work.

Title Card. Catalogue card containing the title entry of a book.

Title Catalogue. Catalogue consisting of title entries.

- Title entry.* Catalogue entry under the title of a book.
- Title Page.* Page at the beginning of a book containing the title, author, publisher, etc., of the book.
- Tracing.* Section of a main entry containing the record of all added entries made for a book.
- Trade Bibliography.* List of books in print or for sale, published by a publisher or book-seller.
- Travelling Library.* Small collection of selected books sent by a central library agency for the use of a branch, group, or community during specified hours.
- Union Catalogue.* Catalogue of all the books found in a group of libraries.
- Verso.* Left hand page in an open book.
- Vertical File.* File containing clippings, pictures, leaflets and similar reference material maintained in a deep drawer or a set of drawers.
- Weeding.* Discarding or transferring to storage of superfluous copies, rarely used books and materials no longer required.
- Weekly.* Periodical issued once a week.
- Withdrawal.* Process of removing from library records all entries for a book discarded or lost.
- Withdrawal Record.* Record of books discarded or lost.
- Year Book.* Volume issued annually in order to keep an encyclopaedia up-to-date. Also includes an annual volume of current information.



A. THIRUMALAIMUTHUSWAMY, M.A., M.Litt., B.T., B.Lib.Sc., Dip. Lib. is Lecturer in Library Science, University of Madras. He began his career as a Lecturer in Tamil, M. D. T. Hindu College, Tirunelveli and after having served for seven years in the Local Library Authority, Tirunelveli and Thiagarajar College, Madurai, he joined the University of Madras in 1960. He visited the United States of America in 1965 at the invitation of the Government of the U. S. A. and made a study tour of the States for 5 months. On his way back he visited the Universities and Libraries in the Continent. He has to his credit a number of research papers and publications. His fields of specialisation include Public Library System, Library Cataloguing, Bibliography, History of the Tamils and Tamil Culture, Tamil Language and Literature.