UNIT 6  BASIC HOUSE KEEPING OPERATIONS PART 2

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6.0 OBJECTIVES

After reading this Unit, you will be able to:
- explain the need for processing of documents collected by library;
- discuss the areas of physical and technical processing;
- describe the procedures to be followed in classification and cataloguing of documents;
- explain the meaning and scope of circulation work;
- discuss the methods and processes of charging and discharging; and
- describe the serials control process in libraries.

6.1 INTRODUCTION

This Unit deals with three important aspects of libraries i.e., processing, circulation and serials control. Libraries acquire materials in different categories for the use of library members. These materials need an arrangement for easy access. The materials also need preservation and protection from manmade and natural causes of deterioration. The materials are therefore first organised into various sequences, some of which are openly accessible while others are accessed under supervision. Materials in each sequence are further arranged in classified order in their respective shelves.
But before the materials are arranged as above, these have to be prepared for issue or consultation in the library. Preparation requires stamping of books with library stamp to give them a symbol of library ownership. Further these are provided with certain special stationary to facilitate their circulation.

Circulation is a library service of foremost importance. It is the quality and method of circulation service that makes or mars the image of a library among its users. Circulation is providing to the registered members of the library, facility of borrowing materials from library for reading outside the library premises. It is open to persons who take membership of the library. In a public library any citizen of the district can become member of a library. In academic library only students, the faculty members and staff have this privilege. To serve their members, libraries often borrow materials from other libraries. Libraries have various control methods to regulate the circulation function.

Serials absorb a major portion of the library budget. Once subscribed, a title becomes annual commitment until such time as decision is taken for cancelling its order. Receipt of serials is a job of much alertness. Any delay in reminding the supplier for replacement may result into loss of the issue until it is purchased from a bookseller selling second hand books. There has been a tradition of organising receipt and maintenance of serials by a separate section. A select number of serials are put up for display on specially designed display racks. Usually the loose issues of the titles on display are kept along with the current issues till the volume is complete. Serials’ binding requires carrying out certain preliminary steps before sending them for binding.

### 6.2 PROCESSING WORK

Processing work consists of Physical processing and Technical processing. Both activities are carried out in one department of the library popularly called Technical Department although also known by Cataloguing Department or Technical Processing Department.

#### 6.2.1 Need for Processing

- making library material ready for use.
- ensuring identification of library material that it is property of library.
- facilitating use of library material.

#### 6.2.2 Organisational Structure of Processing Work

The processing work is organised in three units, namely classification unit, cataloguing unit and physical processing unit. But the work of all the three units is closely interlinked. The cataloguing unit has to depend on classification unit for subject index and cross reference added entries. The classification unit has to depend on the correct filing of catalogue cards for checking duplication in constructing class number. The chief of the department has to coordinate the jobs of the two technical units.

#### 6.2.3 Personnel for Processing Work

An essential requirement in personnel of the processing department is an eye for the details. Even the most mechanical job of copying call number from verso of
the title page to the catalogue cards, requires alertness of high degree as slight slip, like putting 372 in place of 327, may send document in political science to the subject area education. The jobs of the department provide the base for library service. The two technical functions of classification and cataloguing require understanding of the world of knowledge, broad acquaintance with all the disciplines, and a clear vision about the needs of the local clienteles of the library. The entire routine is a continuation of the existing system and services of the library. The practice of deviation in classification and cataloguing should be in keeping with the fundamental spirit of the classification scheme and cataloguing code and should be followed with consistency in keeping with the authority file maintained in the section. The staff has to be a team of competent personnel in the processing department.

6.2.4 Physical Processing

Physical processing, also called preparation of books for use by the user community, is carried out at two stages. At the first stage, which begins soon after the book is received from acquisition, the book is first stamped at various places with library stamp, as a sign of library ownership. Next, certain essential stationary items are pasted on the book at the designated places. These include library label, date slip, tags, book pocket. At the second stage, after classification and cataloguing, the call number, developed for the book, is written on the verso of the title page in pencil and on the tags and date labels in ink. It is also noted on all the catalogue cards. A book card is prepared for each book which has author title accession number. Call number is written in ink. The catalogue cards are separated in two groups, one by class number and the other by alphabet. Each group is further arranged in a systematic order and cards are filed in their respective trays.

Once the processing work is completed a list of newly added books, called list of addition is prepared and books are released and sent to the maintenance section. Thus, it requires carrying out the following jobs in physical processing:

- Dust cover strengthening
- Stamping with library name stamp
- Pasting various labels, tags, book pockets, bar code, etc.
- Putting call number at various places in the book and in catalogue cards
- Filing of catalogue cards
- Writing call number, author and title on the Book Card.
- Preparing list of addition at fixed interval for display and for circulation among faculty members
- Releasing books processed during the week or month for addition to the collection.

Note: Automation of circulation routines has dispensed with need for book pocket and book card.

i) Dust cover strengthening

Publisher in order to enhance the physical get up of books put dustcover around the book. Very often dustcovers carry information which is not
available in the text of the book. To protect the aesthetics of the books these covers are protected by putting around them cellophane covers.

ii) **Stamping**

Books received for processing are first stamped with library stamp to display the ownership status of the book. These stamps are put designated places in each book such as the verso of the title page, across the two sides of the closed book, library secret page and at the last page of the book.

iii) **Pasting**

To further strengthen the ownership position, each book has a **library label** or **book plate** which is pasted at upper left corner inside the first book cover. **Tags** for writing call number are pasted on the spine of the book at a place 1” above from the bottom of the book. If the book has dustcover an additional tag is pasted on it at the same place. In books with thin spine, tag is placed at left side of front cover at the same height. Providing protective tape to the tag has now become a common practice. It ensures it from loss and defacement. In libraries where book cards are in use, a **book pocket** is pasted on inside the front cover at left hand bottom corner. Care should be taken to keep the open side of the book pocket on the right side direction of the cover. **Date slip** is pasted inside the book on a page facing the first cover. Some libraries use the last page of the book inside the cover.

iv) **Call Number**

Call number of the book is written, in ink, on outer and inner tags, on date slip, and in pencil, on the verso of the title page near the accession number, on the secret page, and at the last page of the book. Call number is also written in pencil on all the various catalogue cards prepared for the book.

v) **Filling of Catalogue Cards**

The catalogue cards prepared for each book are first separated into groups of alphabetical and classified cards and arranged in each group in serial order. Both are arranged as per their requirements and filed in their respective trays.

Information about accession number and call number on secret page is helpful in ascertaining information about authorship, etc., when books badly damaged, have no title page and are to be sent for binding.

**Self Check Exercise**

**Note:** i) Write your answers in the pace given below.

ii) Check your answers with the answers given at the end of this Unit.

1) Explain physical processing.

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2) Describe routines of physical processing.

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6.2.5 Technical Processing

Technical processing consists of jobs in relation to classification and cataloguing of books. Libraries core functions, carried out behind the screen, relate to three broad areas viz:

i) Acquisition of resources,

ii) Organisation of resources along with development of tools for their access,

iii) Maintaining resources in good condition for use by contemporary generation and also for use by the coming generations.

From the point of view of providing access to the resources, organisation work is of prime importance. It helps readers in getting access to the needed document with minimum efforts and saves time of the reader for its maximum utilisation. Organisation is brought about by providing each document a unique number through a symbol called call number and by developing access tools, i.e. catalogue cards to satisfy all the various possible approaches, expected of a person looking for materials in a library. The jobs carried out for this purpose are called Technical Processing jobs.

Technical processing includes:

- Classification of books
- Cataloguing of books

A) Classification of Books

Classification work is carried out to bring organisation in the library materials. It is achieved by assigning a code number, called call number, composed of class number and book number, to each document based on a scheme of classification. A scheme of classification is an attempt to map the universe of knowledge, and assign each individual subject an artificial number which replaces the name of the subject. Since the universe of knowledge is ever changing the schemes developed either need constant revision or must have built-in mechanism to adapt to the situation.

The system of organisation is achieved by using a logically developed scheme of classification. At various stages in the history of librarianship schemes of classification have been designed. But among the existing schemes, DDC and UDC are the classification schemes which have wider acceptance. The selection of scheme does not come in the purview of processing department. The department is expected to use the scheme selected by the library for classifying the resources.
Classification is an essential function of a library. In the present age of tremendous growth in the world of knowledge and information unless resources are organised in some rational order access to the needed document is just not possible. The work of classification is carried out through the following distinct jobs:

- Checking duplication
- Deciding the basic class
- Detailed class number
- Working out book number
- Working out subject headings
- Checking class number by the chief classifier

The basic class is normally identified by looking at the title, preface to the book, introduction by the author and by going through the content pages. Occasionally help of subject expert is also sought. The classification unit also maintains an authority file for recording local deviation in construction of class number.

**Need for Classification**

- All libraries (academic, public and special libraries), irrespective of large or small collection of library resources, have to introduce some sort of organisation of their collection. Unless they organise the collection according to an established system of classification it cannot be used efficiently. A rational/logical system of organisation is a *sine qua non* for providing efficient, accurate and expeditious access to the desired material.

- Library materials are constantly in use, both for borrowing and for browsing in the stacks. In the process the order of organisation gets disturbed. Classification of materials is essential to bring the order back for use by new readers and also to re-shelve books which have been returned or left after being browsed by a reader.

- Acquisition of new materials is an ongoing activity in libraries. The new acquisitions have to be accommodated in their proper place in shelves. Proper placing is only possible if they are classified according to an approved scheme of classification and bear call number.

- Staff in libraries like any organisation keeps changing. Unless the library follows a scheme of classification the authority manual developed to meet the specific situation in classification shall become meaningless.

- Books returned from binder or binding unit after binding are replaced in their respective shelves with the help of call number based on the adapted scheme of classification.

**Tools for Classification**

The following tools are to be made available in the technical section for classification of library materials:

- Copy of the scheme of classification selected by the library.
- Copy of Authors table (approved for use) if the scheme is other than Colon Classification,
• Copies of recent issues of the Indian National Bibliography, British National Bibliography and American Book Publishing Record (ABPR),
• Library of Congress Catalogue of Printed Books,
• Sear’s List of Subject Headings,
• L C List of Subject Headings,
• Dictionaries, world atlas, single volume encyclopaedia.

The materials acquired by libraries are generally recent publications which are likely to be already listed in current national bibliographies. The bibliographies, both, INB and BNB, also give class number for books listed which have been worked out by a team of experts. The same number may be copied by the unit. However, in the recent past, WorldCat and other online sources on the Internet more easily provide classification number, subject headings and other metadata of books.

Libraries also buy many old publications which are already available in the Library of Congress catalogue with class number and can be adapted by the library. Subject Heading lists are used to provide for subject headings which shall be used by the cataloguer for making added entries. However these list are not required if the library is following Colon Classification for classifying books as this scheme uses chain procedure for deriving subject headings.

**Personnel for Classification**

The first step in classification is to identify the basic class of a book. Although great number of books acquired by libraries have simple titles which disclose the basic subject of books easily, there are also many a titles which defy such easy solution. It requires clear understanding of the universe of knowledge which comes by keeping oneself abreast with various disciplines through general reading as also possession of in depth knowledge of one or two disciplines. The classification unit therefore must have staff with in depth knowledge of various disciplines. It has been said that the classifier must have an aptitude for classification. In certain situations even help of subject specialist from the faculty may become essential.

**Classification Procedure**

The job of processing is carried out according to a set routine for the same. The routines include:

• Checking with the existing collection,
• Determining specific subject.
• Assigning Class number,
• Assigning book number,
• Recording needed subject headings for the cataloguer,
• Review of call number by chief classifier.

Before beginning to assign class number you must know the policy about the extent of depth of classification in the library. Some libraries such as public library follow broad class number policy, while others such as university or research libraries, follow depth or close classification.
Library Functions and Operations

Checking of Books

The books are arranged alphabetically by authors’ name and are taken to the author catalogue for checking. The purpose of checking is to find out if the library already has copies of some of the books in its collection. If copies with the same edition are already available, the words “add” are written on fly leaf of each of the identified book. The call numbers for these books are copied from the catalogue card and written on the verso of the title pages of the books being checked. The words Main and Shelf are written on fly leaf if library has earlier editions of these books.

Determination of Specific Subject

The next step is determination of specific subject for books not found in the catalogue during the checking. Specific subject is determined with the help of internal evidence in the books such as title, subtitle, preface, author’s introduction, observations of some eminent authorities often printed on the back of the jacket or on jackets’ fly leaf. If internal evidences fail one looks up external evidences such as reviews in subject magazines, checking with national bibliographies like INB, BNB and as last resort consultation with subject experts. In many a cases the title or subtitle itself is enough to decide about the subject.

Assigning Class Number

When it comes to assigning class number, one has to remember the policy of the library about assigning “close” number or “broad” number. In special, research and academic libraries, policy of close number is followed. But public libraries remain content with broad classification. Class number is constructed with the help of schedules of the subject in the classification scheme. In Colon Classification one has to follow the facet formula of the subject schedule to construct class number. In enumerative schemes like the DDC or UDC, where subject schedules or relative index fail, one has to take help of lists of subject headings, like the Sear’s List or the LC List of Subject heading. Final class numbers are written, in pencil, on the verso of the title pages of each book.

The LC Cataloguing-in-print policy has now solved, to a great extent, the problem of class number construction for books published from the English speaking countries. Even subject headings for added entries are also available in the books.

Book Number

Assigning of book number, in case of enumerative classification schemes is achieved with the help of one of the various Authors Tables developed for the purpose. In practice libraries are generally using the first three letters of the title of the books or of the names of authors.

Staff Manual or Authority file

Authority file is an important document maintained by the Technical Section to record deviations adapted in the library in deciding basic subject or class number. The deviation from the otherwise required decision, is made to suit the local needs of a library. The file serves as guide to the new member of staff or to a newly transferred staff.
Self Check Exercise

Note: i) Write your answers in the space given below.
   ii) Check your answers with the answers given at the end of this Unit.

3) Write in brief the need for processing work.
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4) Write in brief the need for classification of documents.
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5) Explain the routines of classification.
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B) Cataloguing of Books

Cataloguing is the next technical job done by the technical unit. Cataloguing is done with the help of code for cataloguing. The AACR-2R is the one code which has worldwide acceptance. It is a dictionary code according to which the main entry begins with the author’s name. The Classified Catalogue Code of Dr. S. R. Ranganathan is used in many libraries in India. In CCC the main entry begins with class number. The CCC uses chain procedure to derive class index entries, but in AACR one has to use one or other list of subject headings. LC List and the Sears list are used for this purpose.

In cataloguing a book the following jobs are carried out:

- Preparation of the main entry
- Preparation of shelf list
- Preparation of added and reference entries
The essential bibliographical details for monographic document, for serials and for non-book materials that make a document distinct were approved in 1971 and adopted in 1974. The bibliographical details fall under the following areas:

1) The title and statement of authorship area,
2) The edition area,
3) Imprint area,
4) Collation area,
5) Series area,
6) Notes area,
7) International Standard Book Number, Binding and price area.

**Need for Cataloguing**

- Catalogue helps choosing a specific title among the books on a subject, through bibliographic information about book, in the catalogue card.
- The multiple entries for a book help user in locating in the catalogue desired book about whose author s/he was not sure but knew other bibliographical detail.
- The classified part or subject catalogue in dictionary catalogue, gives an idea of amount of material in a library on a given subject and its subdivisions.
- The date of publication in the catalogue helps reader know that how up-to-date is the material in a book.

**Note:** Much of the problem of cataloguing foreign language books is solved due the cataloguing-in-publication policy being followed by publishers in foreign countries. But libraries should not copy the class number blindly and must check with the contents of the book for possible misinterpretation of the subject.

**Tools**

- Catalogue Code
- List of subject headings( if AACR is in use )
- Dictionary of Indian names
- Language dictionaries

**Cataloguing Process**

The jobs of the cataloguing depend upon the code of cataloguing adopted for cataloguing work and the scheme of classification selected for classification. The placing and extent of details provided in added entries vary in the two codes. If the library is following the unit card policy, the job of preparing added entries is reduced. If the classified cataloguing code is in use the back of the main card shall need provision for tracing.

- Preparation of the Main entry
- Preparation of shelf card
- Preparation of Added and Cross Reference entries
- Checking of the main card and added entries
6.3 CIRCULATION

Circulation of documents or circulation service and reference service are the two services which are considered to be the public face of a library. The efficiency and the manner of their performance determine the prestige and rating of any library in the eyes of its user community. Circulation service refers to facility provided by a library to its members to have one or more documents for study outside the library premises for a specific period. Such a facility is extended against guarantee in the form of a membership card given to members once they take up membership on fulfilling the requirements for the same or get membership by virtue of their position in an institution or organisation, the parent body of library.

The basic aim of the circulation section is to maximise the utilisation of the library resources and the major concern of circulation service is to perform this task with economy and efficiency.

In this Unit, you will learn the scope of work of the circulation section, circulation systems, and policy regarding borrowing privileges and the records and statistics maintained by the section.

6.3.1 Scope of Circulation Work

Core Functions:

1) Users’ registration
2) Charging /Discharging
   i) Reminder and hold up
ii) Reservation and Recall  
iii) Renewal  
iv) Overdue charge  

3) Record keeping/Statistics  

Non Core Functions:  
1) Wicket gate supervision  
2) Property/Belonging counters supervision  
3) Stack maintenance (Shelving, dusting, moving of books)  

Depending upon the size and nature of library, scope of the circulation section keeps on expanding and contracting in its functions. In a large library the non core functions may be assigned to independent units but in a smaller library these may be under the supervision of the circulation section.  

6.3.2 Users/Members Registration  

The first step in organising circulation work in a library is to define its clientele. The clientele in the case of a public library is the general public residing in a defined geographical area. In the case of an academic library, it the students and faculty members, including the authorities of the institution, who constitute the clientele. The clientele are to be registered with the library to establish their identity for extending library facility. The identification is necessary for the accomplishment of the controlling processes like holds, recall, overdue charge, etc. Registration is the initial contact point with the potential users of the library. It helps the library to understand the type and level of service that the potential members are going to expect from the library. It also offers library opportunity to explain its members their rights and privileges as well as their responsibility towards preservation of the resources.  

Usually a card in the shape of postcard with language of application printed is given to potential user where blank spaces for name address qualifications, etc., are available. Space is also available for introduction by an official or a public man of standing. In case of an academic institution, the administration sends to the library list of admitted students. The students come to the library to collect application form along with their identity card. In both cases on completion of registration, members are given library cards as per their entitlement and a copy of the guide lines for using the library.  

6.3.3 Charging and Discharging  

Charging/Discharging function is the main component of the circulation work in a library. It refers to the issue and return of books for reading outside the library for a specified period. The charging methods have evolved over a period of time. The service is available to those who have registered themselves with the library as its member. It began with the simple Day book method in which all the books issued in a day were entered in a register in the order in which they were issued. As the books carried no information of date on which they were issued problem of locating the record for cancellation made the library adopt register system in which a page was assigned to each member. This system created problem of locating a particular book out on loan, as the record of issue was by
name of the borrowers only. To get over the situation a slip was made for each book issued. These slips were arranged by author of the book and kept at the counter. The present book card is a replacement of the slips. The book card has information about author, title, call number and accession number.

Although there are various improvised systems for charging and discharging of documents, the two most widely practiced systems based on combination of book card and membership card are the Browne circulation system and the Newark circulation system.

Normally books acquired by libraries are transferred to the stack area after they have been made up with necessary stationary items such as library label, due date slip, book pocket for book card and book cards complete with information about the book, etc. Issue counters are now designed with built in charging tray and enough space for storing books returned by members and for storage of various records and a set of printed stationary items required for use at the counter.

Self Check Exercise

Note: i) Write your answer in the space given below.
   ii) Check your answer with the answers given at the end of this Unit.

8) Describe evolution of book card system.

Charging Process

Browne System

The system is named after Nina E. Browne librarian of the Library Bureau, Boston who developed the system towards the close of the Nineteenth Century. Under the system each member is given as many pocket type membership cards as the number of documents s/he is entitled to borrow from a library. The card bears name, address and membership number of borrower. The borrower presents book for borrowing along with library card. Counter staff takes out book card from the book and puts it into the pocket of the library card, stamps the due /issue date on the date slip in the book and gives to the borrower. The book card along with borrower’s card is filed behind the date guide in the charging tray. When the book is presented for discharging, the staff with the help of due date in the book, takes out from the charging tray the relevant book card along with borrower’s library card. The book is put on the trolley for shelving and the borrower gets back library card.
Sample of material used in Browne system

CALL. NO. .............................................  ACC. NO. ..................................

Name of the Library : ..........................................................................................

The following books were issued/are due on the date stamped below:

Date of issue/Date of return  Date of issue/Date of return
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Size: 12.7 cms × 7.6 cms
Fig.6.1: Date Slip

Book Pocket-------------------------

Acc.No.-----------------------------

Name of the Library

Size 5”× 3”
Fig.6.2: Book Pocket
Advantages of the System

- The procedure is simple and less time consuming.
- Issue of reminders and calculation of overdue charges on the book is simplified as the staff does not need to check up members detail from membership record.
- Statistical record of issue also can be easily prepared.
- Reservation and/or recall can be carried out promptly.
- Borrower is not required to sign at the time of borrowing.

Disadvantages of the System

- No permanent record of issue is available. (This record can be obtained from the date slip of the book).
Library Functions and Operations

- It is difficult to ascertain the number of books issued to a person.
- In case of loss of library card misuse of the card is possible as borrower’s signature is not required.
- Possibility of mismatch of book card and borrower’s card if care is not taken in inserting the book card in right borrower’s card.
- The system is popular in India because of its simplicity. To overcome some of its limitations many modifications are incorporated by libraries.

Newark Charging System

Newark system also came into use around the same time at the Newark (New Jersey) Public Library. Its positive attributes include accurate files, conveniently located at the circulation desk by the patron’s name due date and call number. It can also generate accurate statistical reports and accommodate different loan periods. However it is labour intensive.

The charging routines under this system are the same as are in the Browne system with the modification that in Newark system, book card has a column for recording user’s membership number opposite the due date and borrower’s card is given back along with the book to the borrower. In the case of discharging a document the date of return are put on the borrower’s card while returning the card. In case any fine for late return is due the card is returned only after the fine is paid.

Samples of the Materials used in Newark Charging System

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<tr>
<th>CALL NO.:</th>
<th>ACC. NO.</th>
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<tr>
<td>Name of the Library</td>
<td></td>
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<tr>
<td>The Book was issued/due for return on date stamped or marked below</td>
<td></td>
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</tbody>
</table>

Size 5”×3”
Fig. 6.5: Date slip

OPEN FLAP
NAME OF THE LIBRARY
BRIEF LIBRARY RULES
1
2
3
4
5

Size 5”×3”
Fig.6.6: Book Pocket
Advantages of the System

- A permanent record of type of books circulated and the kind of books borrowed by a member is available.

- The record of number of times the book has been circulated is available at all time from the issue record even when the book is not available in the library.

- It is also claimed that several assistant can carry out work simultaneously, or that borrower can be allowed to borrow books from any branch of the library. But such facilities are also available under the Browne system. The limitation is the number of books a member is entitled to borrow/ already borrowed cannot be checked at the time of issuing a book.
Disadvantages of the System

- The routines are slow and cumbersome as the issue work requires writing membership number on book card and stamping of due date on member’s card also.
- There are chances of mistake in transcribing member’s number on book card.
- Membership files both serial number wise and alphabetically by name have to be consulted repeatedly.
- Though claim is made that the system is fool proof, it is also said that this advantage may not be always available.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

9) Describe charging routine in Browne system.

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10) Describe difference between book cards in Browne and Newark systems.

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11) Give a comparative account of advantages of the Browne and Newark systems.

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6.3.4 Control Methods for Circulation System

Besides the charging routines the other functions falling under the core area are Reminders, Reservation, Recall, Renewal and Collection of over dues for late return of books. There are standard languages for communicating these, and printed cards for these functions are normally kept at the Circulation Counter for use as per need.

i) Reservation

When new collection of books is released for circulation, often more than one reader are interested in borrowing some books. In such situation the first person who expressed desire for a particular book is issued the book and the book is reserved for others to get the book in turn. Each one of the subsequent member is intimated about the availability of the book as and when his turn comes. Sometimes a reader wants a book which is already out on loan. In that case the book is reserved by putting a slip bearing reader’s detail in the issue record of the book and the member is intimated about its availability when it is retuned by the earlier reader.

ii) Recall

When for one reason or other, the library is in need of a book already out on loan, and still not due for return, the circulation section may ask the borrower to return the book to the library. Such practice is called recall of book by library.

iii) Renewal

Members who want to keep book beyond due date may get the due date extended either by presenting the book to the counter or by telephone. Renewal is allowed only if the book is not reserved by some other member.

iv) Reminder

Sometimes members forget to return books due for return, or deliberately hold the book as they are afraid that they may not get it again. This happens when books are in heavy demand and in short supply. In such cases the circulation counter sends reminders to the concerned members for early return of the books.

v) Overdue charges

In order to deter members from holding the books beyond the due date libraries follow a system of levying fine for the period the book has been held up beyond the due date. Such payments must be received against receipt. There have been cases when audit party has asked the library to produce record of such income. The overdue charges are deposited with the central office of the library.

vi) Inter-library Loan

Inter-library loan is the oldest form of library network or cooperation among libraries. When a book is needed by a library member which is not available in the library, the library makes a request to a sister library, where it is available, for loan of the book. Such transaction is done on mutual
understanding and under agreed terms and conditions. Normally books procured under inter-library loan are to be used within the premises of the borrowing library. Such a condition is laid to ensure prompt return if the lending library is in need of the same book.

**Self Check Exercise**

**Note:**  
i) Write your answers in the space given below.  
ii) Check your answers with the answers given at the end of this Unit.

12) Describe the need for getting books under inter library loan and condition for their use.

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13) Discuss, in brief, the various control methods used by the Circulation Section.

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**6.3.5 Records and Statistics**

Circulation section maintains various types of records and statistics which play an important role in planning library’s future programmes and policies. The following are some important records:

- **Membership record**
  
The membership record helps library learn about the type of library users and how the library should build up its resources to meet their information needs. It also helps in organising library’s orientation programme.

- **Circulation statistics**
  
Circulation statistics is maintained at the counter to serve as guide for increasing the number of copies for books in heavy demand. It also helps in changing the staff strength at the circulation counter.

- **Interlibrary loan record**
  
Libraries borrow documents from various libraries to meet the needs of its members. It must maintain record of such transactions to ensure its smooth functioning.
• **Suggestion Book**

Library receives various suggestions from members regarding new books, problems in property counter shelving of books, etc. Such suggestions are studied by authorities for taking appropriate action on the same.

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### 6.4 SERIALS CONTROL

Library collection comprises monographs and serial publications. Both are now available in printed form as well as in electronic form. In this Unit we are concerned with the control problem of serials in printed form. We have already studied acquisition of serials in Unit 5 of this block. In this Unit, we shall study routines of the serials control. Serials control is primarily concerned with decisions about the administrative set up and management of the routine for placing order, receipt and recording of issues, and its preservation for easy access by the users of the library. Traditionally the entire routines of acquisition, service and preservation, etc. of serials have been dealt with as functions of a separate department of a library. The rationale for this is sought from certain peculiarities that are identified in serials. Some of the peculiarities are:

1) Unlike books, selection and acquisition of core list of serials in libraries is a one time job. Later on it is mostly minor addition and deletion to the core list as annual routine at the time of renewal of subscription.

2) Acquisition through agents is generally a preferred method for serials acquisition. Agents have developed specialisation in handling serials and keep themselves up to date with new titles, changes in titles publication schedule and subscription rates and offer various value added services.

3) Serials undergo many changes in their life time in titles, periodicity, sponsoring bodies and in resuming publication with gaps. Often their titles create problem because they are only news letter, transaction, proceeding, etc. and need addition of names of publishing institution/organisations to become meaningful.

4) Serials are published in parts and need much alertness in receipt of each individual issue of a serial. Failure of prompt claim for non receipt may result into permanent loss of the issue to the library.

Despite these peculiarities, which call for more vigilance by the clerical staff, there is little that calls for a separate management unit to deal with their various routines. W.G. Potter has succinctly explained this point by saying that “…serials processing should not have been divorced from other processing functions to begin with… separate procedure and units for the processing of serials are only called for in a few areas(which) are largely clerical and can be supervised by professional staff responsible for broader functions…”.

Once the selection of titles has been finalised, the management routines of serials begin with order then passes through receipt, recoding, technical processing, and providing service and culminate in preservation. Thus, acquisition control is said to involve four routines: ordering, recording or check in, claiming issues not received and dealing with invoices. Order routines deal with three types of order: new subscription, renewals and order for back issues.
Self Check Exercise

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

14) State the peculiarities of serials that call for separate department for serials management.

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i) New Subscription

The first step in placing order is selection of the supplier. We have discussed the advantages and disadvantages of ordering materials through publishers and agents in Unit 5 of this block. Generally orders for subscription are routed through agents. Libraries in India and perhaps most of the non-western countries, subscribe greater number of serials which are published abroad. The libraries have to incur heavy expenditure on postage more so if the subscription is through air. Before preparing order form it is necessary that bibliographical details of each title have been checked for accuracy and completeness of information. For this purpose titles should be checked with reliable authorities such as *Ulrich’s International Periodical Directory*, the *Press in India* and *Directory of Indian Periodicals*. One may also consult the *Union Catalogue of Scientific Serials* (NISCAIR) and *Union Catalogue of Social Science Periodicals* (NASSDOC).

ii) Order Form

The order form should have complete information about the serials along with necessary instructions for dispatch and for preparation of the invoice. It should also have indication if the subscriptions are to be renewed automatically until letter of cancellation is received. The following details are considered to be the complete information about a serial title: Title, ISSN, Publishers names and addresses, starting date and volume. Each item should have individual order number. The order form should also have delivery instruction. The titles in the form should be listed in alphabetical order. The order form should be prepared in triplicate, one for the supplier, one for order file and one to accompany the invoice to be transferred to the finance office for payment. The order details should be recorded on the relevant register page/registration card prepared for recording receipt of the serial’s issues. This will facilitate correspondence without looking up the files.

iii) Renewals and Cancellations

Suppliers send their check list of titles subscribed or invoice for renewal of subscription much in advance at the last years’ rates. They raise supplementary bills for any revision in the rates. In case the library is intending to cancel subscription to any title it must inform the supplier in
proper time before invoices are prepared. In case of failure the library will have to seek credit note for canceled titles. The credit note is to be forwarded to the finance office along with the invoice to work out the amount due for payment. Cancellation order should be from the next volume and not in the middle of the current volume.

iv) **Back Issue Order**

Orders for back issues are for serials earlier not in subscription list or for issues which are lost/damaged, or were not reported when they were not supplied under subscription. Need also arises for ordering supplements which are not covered under subscription.

**Self Check Exercise**

**Note:**  
1) Write your answer in the space given below.
2) Check your answer with the answers in given at the end of this Unit.

15) What are the three type of order for serials?

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v) **Payment and Refund**

Early settlement of suppliers’ invoice is recommended for the following reasons:

1) It helps to foster good relations with the supplier,
2) It ensures continuity of the supply of serials,
3) Advantage of special discount may be available under early payment system.

As explained earlier, subscription dues are, in most of the cases, paid in advance. Indian agents for foreign serials are required to make payment to their counterpart in foreign country in advance therefore they ask libraries for advance payment of their invoices.

Some libraries, as a safety measure, enter into a written agreement about the payment and claim refund of the amount paid if supply of serials fails to materialise. The following steps are taken to pass the invoices for payment:

1) The suppliers’ invoices are checked against correctness of each title, their supply position, subscription rates and, in case of foreign currency, their conversion rates.
2) Invoices details are recorded on the receipt record of each title for future reference in case of any dispute.
3) Invoices are finally entered in a bill register.
4) One copy of the invoice is filed vendor wise, the second copy is filed date wise and the Third copy, which is actually the first copy of the set, is sent to the finance office along with a copy of the order, for payment.

5) Credit note sent by the supplier for cancelled subscription should also be enclosed with the invoice.

**Self Check Exercise**

*Note:* i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

16) Describe the payment process of suppliers invoice.

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vi) **Receipt and Registration**

- The mail is checked for address and opened on daily basis. Issues are verified for any enclosures such as credit note, supplementary bill for revised subscription rate. Issues are also checked for correct copy of the serial. Issues with defect or damage are separated and intimation is made to supplier for replacement copies for the same.

- All issues are arranged alphabetically by title for registration.

a) **Registration Process**

Each issue is entered in registration record. There are different methods of registration record beginning with register to ledger to card forms. Libraries select the one they consider more appropriate for their needs. Once the registration is complete and check-in done, Library stamp is put on each issue. Next the issues are sorted for display and for putting in the box/racks for storage. Those meant for display are put up on display racks. Every library decides titles which should be put up for display. Loose issues are either put in boxes or put in storage device. Display racks with built in system for storage under the display planks are also used for storage of loose issues.

b) **Claiming for Non-receipt**

Making claim for non-receipt of serial on due date must be taken up promptly with the supplier. For this purpose registration system adopted must be such that it alerts non-receipt automatically. But before deciding to write reminder each case must be studied for its arrival routines. Possible delay due to postal system working should not be overlooked. Regularity of publication, country of origin, etc. should also be taken into account before writing for replacement. The check-in record should be able to record claim information, for follow up, till the replacement is received. In case replacement is not made, due to un-availability of the issue with the publisher, library may think of acquiring it as back issue acquisition.
c) **Registration Methods**

A number of registration systems are available for registration of serials. Library with small number of serials may use a register where a page is assigned to one title. Register with index pages are available in the market. The index page is used to identify the page on which a particular title is to be recorded. The top of the page has complete information about the serial for ease in correspondence.

A permanent ledger system may also be used for recording purpose. The register with a few pages assigned to each alphabet may be used for recording titles with a specific alphabet. In case of entering titles in numerical order it should be supported by an alphabetic index at the beginning pages. Each of the two register system will require some sort of check in device for identifying in time non-receipt of a particular issue.

**Card systems**

The two card systems which are popular in India are known Three Card System and Kardex system. The Three card system was developed by S.R. Ranganathan while working in the Madras University Library. The system functions with three cards, Register card, check card and classified index card.

A) **Three Card System**

- **Register card**
  
  The top of the card provides complete information about the serial the supplier and payment details. The lower half and verso of the card has columns for entry on receipt of individual issues. The details recorded at the top help in providing information for correspondence regarding non-receipt, invoice, or any other problem. The cards are arranged in tray in alphabetical order.

- **Check Card**
  
  Each registration card has a corresponding check card. The check card contains the following information: Title, periodicity, volume and issue number, date of reminder, initials of the dealing staff.

  Check cards are kept in a tray. The tray has four guide cards for each month to represent four weeks in a month. The check card corresponding to a particular serial is placed behind the expected week of the expected month of receipt of the serial. Once a serial is received and registered, the corresponding check card is moved behind the next expected week of the next expected month. If receipt position of serials is regular all cards behind a particular week would have moved out to behind the next week guide cards. If still one or more cards have not moved out it means issues of these serials have not arrived on due date and a reminder is due. After reminder the check card is moved for placing it behind the next expected week guide.

- **Classified Index Card**
  
  The following information is contained in the classified Index card:

  Class number, annual subscription and periodicity; title, vendor and publisher, volumes available; index, etc., supplements, etc. The cards are arranged by
class number. Classified cards show holding of the library for one particular title. These cards also inform the number of serials in a subject being acquired by the library.

B) **Kardex**

It is the other card system for recoding receipt of serials in libraries. The system was supplied by Remington Rand Co. It comprises two cards, bottom card and top card. The cards are kept in a steel cabinet. Each unit consists of 10 trays, holding 504 card holders possessing sliding dust cover and locking device. For each serial publication there are two cards, namely bottom card and top card.

- **Bottom card**

  It contains the following information:

  Name of the library, frequency; year, volume and issue number, title, index reminder, volume per year, location, nature of binding, volumes in binding, vol. library has, vol. library lacks, months from Jan. to Dec.

  Its function is to inform:

  i) holdings of the library,
  
  ii) latest issue received in the library,
  
  iii) gaps in the holdings,
  
  iv) location of the volumes and issues,
  
  v) Information of need for reminder.

  The card is fixed in the punched holes of the card holder and plastic tab is put at the month when next issue is due. Bottom Card fulfills the following purposes:

  i) Holding of the library,
  
  ii) The latest issue received in the library,
  
  iii) Gaps in the holdings,
  
  iv) Location of the volumes and issues,
  
  v) The plastic tab indicates when the reminder is due for overdue issues.

  Bottom cards are arranged alphabetically by title. Printed on both sides the card provides space for recording 20 volumes.

- **Top Card**

  It is fitted opposite to the bottom card and lies on the verso of the next card holder such that when any card holder for a given title is lifted, both cards come face to face with each other. The top card serves the purpose of keeping record of payments made to the supplier. These cards are printed both sides covering information for 20 volumes.

  The top card contains the following information: Volume number; date of publication; date of receipt of bill; voucher number; amount of subscription along with date of payment; name of supplier.
Registration method

When an issue is to be recorded the requisite tray of the bottom card is taken out from the cabinet and the date of receipt is noted in the appropriate column, the coloured tab is pushed towards the right side. If the issue is not received the tab remains in its earlier place and after the due date a reminder is issued and a note is given in the appropriate column of the Top Card.

Self Check Exercise

Note: i) Write your answers in the space given below.

ii) Check your answers with the answers given at the end of this Unit.

17) Explain the function of the Check Card.

18) Explain the structure of Kardex system.

vii) Binding of Periodicals

Serials are published with different periodicity. A serial may complete its volume in six months, in one year or in two years. The span of year of a serial may not always coincide with calendar year. Once a volume is complete it kept for binding both to safeguard against loss of individual issues and also for convenience of use. Although binding has been the traditional method of preservation, the experience shows that binding if poorly done hampers both reading as well as in getting photocopy of the required article. According to Clive Simmond, librarian of the Cambridge University Library, “traditional binding process may not always be either appropriate or possible”. It has been suggested that the issues might be tied up as a bundle and kept in a box. The Library of Congress has developed Phased box constructed out of one piece of acid free card board for keeping serials.

Serial are ready for binding once all issues of a volume have been received. Before the volumes are sent for binding it must be ensured that:

- All issues of a volume are in the bundle.
- Issues are arranged in correct order.
- Papers in the issues with advertisements have been removed from each issue.
• Title, content and index of the volume are placed before the first issue.
• Only section stitching should be done.
• Indication on thick volume that these are to be bound in two parts.

viii) **Technical Processing**

Technical processing of serials which includes both cataloguing and classification are no different from that of monographs. Once the volume is complete and put in the form of a single unit through binding or bundling these are to be classified like a book. The AACR-2 and MARC format have provided guidelines which should be adhered to for cataloguing.

In this Unit, we have learnt how the various functional components of circulation systems are regulated, controlled and operated. The actual operation may vary from library to library depending upon the resources and policy of the library.

We have also seen how the charging methods evolved, and the pros and cons of the two most widely used methods. To facilitate smooth and efficient functioning of the section, the section provides various other services such as reservation, renewal recall, etc. Circulation section also maintains various records and statistics which are helpful in planning library activities.

### 6.5 SUMMARY

Resources acquired by a library need certain processing before these are released for use and are suitable for access by library users. The processing work is carried out in two parts, physical processing and technical processing. Technical processing is concerned with bringing some organisation in the resources to facilitate easy access to the require materials. After organisation need arises to develop tools which shall help in confirming what is available in the library and where to find them. The technical processing includes classification and cataloguing of the materials. Both these functions are carried out according to certain codes (classification and cataloguing) selected by a library for the purpose. Both the jobs require personnel of high caliber who have understanding of the universe of knowledge as well as the psychology of users in searching materials in libraries. The diligence is not only needed in using the two codes but also in recording the call number at various places in the book but also in filling the cards as per approved filing policy of the library.

The Unit describes the scope and functions of the circulation section. The major function of the circulation section has been charging and discharging of materials available for circulation. To regulate the system for smooth and equitable service the section has developed certain control system. Reservation, renewal and recall are some checks, operated by circulation section. The section also maintains records of books borrowed and returned on daily basis.

Serials are an important part of library collection. But their acquisition and control requires special administrative steps and much alertness. Due to certain peculiarities in their publication their control and preservation is assigned to a separate section. Unlike books there are three different types of serial orders for serials, order, renewal and cancellation. Normally serial suppliers require advance
payment. Libraries generally make an agreement about terms and condition of supply. Receipt and recording of individual issues are done either in register or on cards. Depending upon the number of serials receive by a library. The two popular card methods of receipt are Three card system developed by Dr. Ranganathan and Kardex system of the Remington Rand co. Serials are bound in volume after all the issues of a title have been received by library.

**Illustration 1**

**Sample page in the Ledger System**

<table>
<thead>
<tr>
<th>Periodicals Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title : ..................</td>
</tr>
<tr>
<td>Publisher : ...............</td>
</tr>
<tr>
<td>Sponsor : ..................</td>
</tr>
<tr>
<td>Supplier : ...............</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume</th>
<th>Number</th>
<th>Date of publication year</th>
<th>Date of Receipt</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### Illustration 2
#### Card used in the One Card System

**Recto**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Periodicity:</th>
<th>Supplier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vol &amp; year</td>
<td>Jan</td>
<td>Feb</td>
</tr>
</tbody>
</table>

**Verso**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Vol &amp; year</th>
<th>Subscr Amount</th>
<th>Bill No &amp; Date</th>
<th>Voucher No.</th>
<th>Reminders sent</th>
<th>Bound upto</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### Illustration 3
#### Cards in the Three Card System

**The Register Card**

<table>
<thead>
<tr>
<th>Title</th>
<th>Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor</td>
<td>Vol or Year</td>
</tr>
<tr>
<td>C N</td>
<td>Period in weeks</td>
</tr>
<tr>
<td>Grace Weeks</td>
<td>Ann. Subs</td>
</tr>
<tr>
<td>Vol &amp; Number</td>
<td>Vol or Number</td>
</tr>
</tbody>
</table>

**The Check Card**

<table>
<thead>
<tr>
<th>Heading</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vol &amp; Number</td>
<td>Due Week</td>
</tr>
<tr>
<td>Vol &amp; Number</td>
<td>Due Week</td>
</tr>
</tbody>
</table>
The Classified Index Card

<table>
<thead>
<tr>
<th>Cl No.</th>
<th>Ann Subs</th>
<th>Per in weeks</th>
</tr>
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<tbody>
<tr>
<td>Title</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor</td>
<td></td>
<td></td>
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<tr>
<td>Publisher</td>
<td></td>
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<tr>
<td>Vol Available</td>
<td></td>
<td></td>
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<tr>
<td>Indexes, etc.</td>
<td></td>
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<tr>
<td>Supplements, etc.</td>
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</tbody>
</table>

Illustration 4

Cards used in the Kardex System

The Top Card

<table>
<thead>
<tr>
<th>Title</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publisher</td>
<td>Country of Origin</td>
</tr>
<tr>
<td>and his</td>
<td>Volumes per year</td>
</tr>
<tr>
<td>Address</td>
<td>Nos. per Volume</td>
</tr>
<tr>
<td>Agent</td>
<td>Subscription Rate</td>
</tr>
<tr>
<td>and his</td>
<td>Periodicity</td>
</tr>
<tr>
<td>Address</td>
<td>Day SUE</td>
</tr>
<tr>
<td></td>
<td>Gift/Exchange</td>
</tr>
</tbody>
</table>

Order

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Year</th>
<th>Number</th>
<th>Date</th>
<th>Number</th>
<th>Date</th>
<th>Amount</th>
<th>Paid on</th>
<th>Remarks</th>
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</tbody>
</table>

Subscription Particulars

<table>
<thead>
<tr>
<th>Vol Nos. Sent</th>
<th>Year</th>
<th>No. of Issues Sent</th>
<th>Sent on</th>
<th>Recd on</th>
<th>Accession No</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
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</tr>
</tbody>
</table>

Particulars of Invoice/Bill

Back Volumes in Stock

<table>
<thead>
<tr>
<th>Year</th>
<th>Volume</th>
<th>From</th>
<th>To</th>
<th>Vol Nos. Sent</th>
<th>Year</th>
<th>No. of Issues Sent</th>
<th>Sent on</th>
<th>Recd on</th>
<th>Accession No</th>
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</table>

Binding Record

<table>
<thead>
<tr>
<th>Year</th>
<th>Volume</th>
<th>From</th>
<th>To</th>
<th>Vol Nos. Sent</th>
<th>Year</th>
<th>No. of Issues Sent</th>
<th>Sent on</th>
<th>Recd on</th>
<th>Accession No</th>
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</tbody>
</table>

Kardex Periodicals Control
### Illustration 5

**Binding Peculiarities Slip**

<table>
<thead>
<tr>
<th>Title</th>
<th>Volume Number</th>
<th>Year</th>
<th>Class Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- **Covering Material**
- **Clubbing or Splitting peculiarities, if any**
- **Assembling peculiarities, if any**
6.6 ANSWERS TO SELF CHECK EXERCISES

1) The need for processing is due to following reasons:
   i) Growth in resources,
   ii) Emergence of interdisciplinary and multi disciplinary subjects,
   iii) Facilitates analytical approach in identifying materials,
   iv) Strengthens materials against deterioration.

2) Libraries classify documents due to the following reasons:
   i) Organisation for efficient access,
   ii) Restore order disturbed during use of the sources,
   iii) Facilitates merging new addition,
   iv) Brings continuity in organisation work.

3) The routines of classification are as follows:
   • Checking duplication,
   • Forming basic class,
   • Constructing class number,
   • Constructing book number,
   • Identifying subject headings,
   • Review of call number.

4) The areas of bibliographical details of a book are:
   • Title and author;
   • Edition;
   • Imprint;
   • Collation ;
   • Series;
   • Note;
   • ISBN, binding, price.

5) Cataloguing is needed due to following reasons:
   i) Help choosing specific title,
   ii) Supports multiple approach,
   iii) Information on amount of materials on a subject,
   iv) Information on how up-to-date is the material.

6) Physical processing refers to various jobs carried out to make a book ready for use by a reader.

7) Routines of physical processing are as follows:
   • Stamping,
   • Pasting various special stationary to the book,
   • Noting call numbers,
• Filling catalogue cards,
• Preparing list of addition.

8) Circulation through Day Book or through ledger system presented problem of identifying location of books out on loan led to the development of book card.

9) The book and borrowers card are presented to the counter. Counter staff removes book card and puts it in the borrower’s card, stamps due date on the date slip in the book and gives the book to the borrower. The book card together with the borrower’s card are filed behind date guide in the charging tray.

10) The book card in the Browne system contains only details of the book. In Newark system book card has a column for writing membership number of the borrower.

11) **Browne system:** 1) Charging process simple, 2) reminder sending easy, 3) issue statistics can be prepared easily, 4) Reservation recalls easy, 5) User’s signature not required.

**Newark system:** 1) Record of borrowers uses permanent, 2) Books use record available even when the book is out, 3) Several people can issue books at a time.

12) Books not available in library are can be provided to members, the books are required to be consulted in the library only.

13) Reservation, Recall, Renewal, Reminder, Overdue charges.

14) Peculiarities of serials are as under:
• Core titles are ordered only once by a library,
• Selection of suppliers is limited to agents,
• Serials undergo changes in periodicity, title, sponsoring bodies, merge with some other title, and break in publication,
• Published in parts.

15) Types of orders are as follows:
   i) New subscription, ii) Renewals, iii) Back issue

16) Payment of invoice procedure includes:
   i) Checking invoice for title, supply position, subscription rate, conversion rate
   ii) Noting on registration record,
   iii) Entering in bill register,
   iv) Enclosing credit note if any,
   v) Transferring to finance office.

17) Functions of check card are:
• Keep watch on supply,
• Keep record of reminder.

18) Structure of kardex:
Consists of two cards, Bottom card and Top card,
Bottom card is used for registration and reminder and Top card contains detail of payment.
6.7 KEYWORDS

Back Issues : Serial issues not supplied and not available for replacement; issue supplied but found lost issues not covered under subscription.

Check Card : Second card in Three Card System used for ensuring regular supply of serials.

Check in : Record for keeping an eye on supply of serials.

Registration : Recording receipt of issues received in the library.

6.8 REFERENCES AND FURTHER READING


