
UNIT 8 LIBRARY MAINTENANCE

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8.0 LEARNING OUTCOMES

The maintenance work in a library makes significant contribution to the orderly arrangement of library materials and to library cleaning, shelf rectification and library materials preservation. Both these functions are essential for efficient service to library users. After reading this Unit, you will be able to:

- discuss the need for the maintenance of resources;
- explain the methods of arrangement of resources into sequences;
- identify methods of shelving of resources on the shelf;
- describe ethics of shelving;

- elaborate components of shelving routines;
- describe different types of furniture for shelving work;
- highlight different stacking systems;
- describe weeding/deselecting of documents, need and methods; and
- discuss the need for stock verification of library materials.

8.1 INTRODUCTION

Maintenance of an institution refers to all such functions that are required or undertaken to keep its systems, resources and facilities in good condition, at its original or designed capacity and efficiency and for intended purposes. Maintenance of a library thus, includes all such functions and activities as are essential for keeping its building, resources and facilities in good shape, fit enough for discharging library functions and services efficiently. In this Unit however, we shall confine our study to the corrective and preventive maintenance of library resources.

8.2 NEED FOR MAINTENANCE OF LIBRARY RESOURCES

Libraries build collections to meet information needs of their members; but it is also essential and important to ensure that libraries meet their needs effectively as well as expeditiously. This sort of goal can be achieved provided: a) library maintains its resources arranged in a systematic manner and b) that the resources are regularly shelved in proper sequence and order which invariably gets disturbed during use. The need for and purpose of library maintenance are:

- 1) To enable user-friendly access to library resources (This requires proper organisation of resources into sequences and keeping resources in each sequence arranged in proper order on the shelves).
- 2) To help protect and preserve library resources against damaging agents (This requires a proper system of cleaning and dusting of shelves and books on regular basis).
- 3) To keep the collection in usable condition (This requires a proper system of repairing damaged items and replacing missing book cards, tags, date slips in library materials).
- 4) To keep the collection relevant to users (This requires implementation of a process of weeding of out dated, out of course materials and of all such other materials as are not in accordance with the aims and objectives of the parent bodies).
- 5) To ensure that the collection is kept safe and its stocks verified as per items in the accession records of the library.

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.

- 1) Justify, in brief the need for maintenance work in a library.

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8.3 BASIC FUNCTIONS OF LIBRARY MAINTENANCE

The basic function of maintenance is to ensure orderly arrangement of library resources on stacks and to undertake this function in accordance with the laws of library science in general and saving the time of the reader in particular. There two components of library maintenance activity: a) arrangement of resources and b) maintenance of shelf arrangement.

8.3.1 Arrangement of Resources

The arrangement of library resources is carried out in two stages. In the first stage library resources are organised into broad groups of publications called **sequences**. In the second stage, the resources in each sequence are arranged according to a selected system, into **shelves**.

Sequence wise Arrangement

The arrangement of resources into sequences broadly depends upon the category and size of library. A small library may have only two sequences, books and periodicals. The guiding principles for choosing sequence, in case of larger libraries, are the internal and external characteristics of resources. Internal characteristics are related to the content of publications, while the external are concerned with the physical features of publications. The actual adoption of sequence wise arrangement also depends upon the category of the library i.e. public, academic, or special.

Internal Characteristics

- a) Language of subject-content, (English, Hindi, Urdu)
- b) Levels of treatment of the subject-content (Children, Adult, Neo literate, Research Scholars, etc.)
- c) Style of presentation of the subject-content (Reference books, Statistical tables, Quotations, Geographical information, Textbook, etc.)
- d) Content value (Antique or rare, due to one or other reasons).

External Characteristics

- 1) Size of the book (under size, normal book, over size).
- 2) Physical condition (Brittle paper, profusely illustrated, Binding of rare quality).
- 3) Quality of base materials used for recording information (papyrus, leather palm leaf, film tape).
- 4) Method of transcribing information (Manuscript, Printed).

The above characteristics may be used independently or in combination, to decide the number of sequences for a library collection.

Libraries also form **sequences to satisfy local needs**, independent of internal or external characteristics. These include:

- 1) Personal Collection of an eminent person given to a library, e.g. “**Sir Aushutosh Collection**” at the National Library, Kolkata.
- 2) Collection bringing together total library resources **on a person or area** where these become in themselves a subject of study, e.g. **Chinese Study Collection**, or **NEHRUANA**.
- 3) Temporary sequence. Libraries may put together books on
 - a theme of a conference being organised by the parent body
 - an event of significance taking place in the library campus or in the country e.g. **Non Alignment Conference, Common Wealth Games**
 - a person who has been conferred with an honour of international significance e.g. **Nelson Mandela**.

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.

2) Describe the sequences generated by external characteristics of documents.

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Arrangements of Publications on the Shelves

The question of physical arrangement of publications in shelves comes after the sequences needed in a library have been finalised. Library materials in any sequence must be shelved according to a method which makes identification of the desired title on the shelf accurate and easy. The following are some of the available methods for shelving books under a sequence:

- **Subject wise**, based on a standard scheme of book classification.
- **Alphabet wise**, using the first letter from title or from author’s name of the book.
- **Serial number wise**, using the accession number of the book.

Among the above three methods, the methods based on alphabet or serial number appear useful due to their apparent simplicity in locating a title but not in identifying a required title by subject. Users need books on a subject and they will fail in identifying books on a specific subject if publications are arranged alphabet wise or serial number wise. Besides, alphabetical order scatters books on a given subject and also presents problems in their re-shelving. Similarly serial number wise arrangement scatters books on a subject all over the library.

The arrangement of books in shelf by class number has been found to be the most helpful method of shelf arrangement. Arrangement by author or by title of the books

may be used in libraries where both, users and collection, are small. We may arrange books on fiction by author name to bring together all books by one author.

The other methods of shelving, used in libraries, include:

- Parallel arrangement
- Block arrangement
- Ribbon arrangement
- Broken order arrangement

These methods of shelving are discussed in detail in Unit 6 of Course BLII-012 of this Programme.

8.3.2 Maintenance of Shelf Arrangements

Maintenance of arrangements of the collection in the stacks calls upon the staff to carry out certain functions which include:

- Shelving of books, received from technical section, or/and from circulation section,
- Dusting and cleaning of books as well as shelves,
- Checking physical conditions of documents, to identify those in need of repair and/or binding,
- Replacement of missing essential stationary items in books, such as book card, tags, due date slip.

These functions are essential not only for meeting the information needs, but also for preservation of the collection. Regular dusting and cleaning wards off biological elements, a major source of damage to the library materials. Timely repair of torn pages saves books from further damage.

8.4 STACK MAINTENANCE FUNCTIONS

Stack maintenance is all about maintenance of sequence and shelf arrangement. Its functions include: a) shelving, b) shelf rectification, and c) shelf refurbishing.

8.4.1 Shelving

Shelving is putting back materials in their designated place in a shelf. Shelving is an essential, routine activity of a library which must be carried out on daily basis to keep publications arranged on the shelves in proper order. Shelving order gets disturbed during browsing process and due to circulation function.

A library must have an accurate and efficient shelving operation for a good library service. Backlogs of un-shelved materials cause delays in service and require staff time to locate materials. In closed access system only library staff had access to stacks, maintaining an accurate arrangement was at least possible. But with the advent of the open access system, maintaining orderly collections of materials has become a constant battle. A wrongly shelved book is as good as a lost book till such time when it is accidentally spotted. Shelving is also a requirement to accommodate new acquisitions once these are transferred, after processing, from the technical section. Shelving staff is also responsible for cleaning each book before its shelving and regular cleaning of the racks. The staff keeps an eye on the missing shelf guide and bay guides for prompt

replacement. Shelving also has its impact on preservation of the materials. Lack of care in handling books during shelving often damages binding of the books. The routines are, therefore, guided by certain normative principle called **ethics of shelving** as follows:

- Straighten the shelves constantly,
- Keep all books in a straight line,
- Keep the spine of the books parallel to the front border line of each shelf,
- Eliminate “lean” by pushing the loosely shelved books from the right to the left,
- Leave some space unfilled in each shelf and
- Use book trolley for transporting books to the required shelving zone.

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.
- 3) Describe the ethics of shelving.

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8.4.2 Shelf Rectification

Rectification in a broad sense refers to overseeing the proper maintenance of shelves from the point of view of maintaining correct order of books in shelves and maintaining books in good condition. Shelf rectification helps improve ease of access and contributes to the preservation of the materials. It constitutes as an important activity in the open access system wherein frequent user access to collections results in misplacement of materials as well as damage to documents. Rectification consists of the following routines:

- Maintenance of correct order, both in sequence and in shelf,
- Replacement of missing stationary items in books such as due date slip, book pocket book cards and tags, etc. at the appropriate places,
- Identification of materials in need of repair/ binding. Minor repair is carried out on the spot,
- Identification of badly damaged books that need special binding by a professional binder or need replacement with a new copy of the title.

8.4.3 Shelf Refurbishing

Refurbishing is a process of intensive cleaning of the entire collection, either on annual basis or as a year-long ongoing process. From the point of view of preservation of the collection it is an important preventive maintenance activity of library. It involves an active and well organised book repair arrangement. For this purpose the library must have all the various required tools and stationary items. All the torn pages should be repaired with quality tissue paper, tags, date slip, etc. should be replaced; protective

covers should be provided to books in need of such covers. The refurbishing work may be carried out in a planned way by dividing the entire library in various areas. Each area is taken up at one time. The work follows the following routines:

- Identifying the area and collecting the needed tools and equipments,
- Removing books from the shelves,
- Cleaning shelves and dusting each book individually,
- Identifying books in need of repair and keeping them aside,
- Replacing cleaned books in shelves and
- Sorting books in need of repair into two categories, one which could be repaired by the maintenance staff and the other which need professional treatment.

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.

4) Describe routines of refurbishing.

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8.5 FURNITURE AND EQUIPMENT FOR THE MAINTENANCE SECTION

In order to carry out the functions efficiently maintenance section in a library requires the following additional equipments and furniture:

Book Lift

In a multi-storey library building book lift is used to transfer returned books from circulation counter to various floors. It is also used for transferring processed books to stack areas and to bring down books to be sent to binding firms or to the library bindery.

Book Repair Table

Specially designed table with provision for stocking tissue paper, board, gum bottle, scissor, knife, etc. are required for minor repair work by library staff.

Book Supports

Book supports are required to protect books in shelves from becoming lean or loose.

Book Trolley

Book trolley is like mobile book rack used to transfer books from circulation section and from the technical section to the stack area for shelving. It is also used in shelving books in the stack. Like all other library furniture items, BIS has developed standard for book trolley also.

Shelving Table/ Sorting Table

Stacks on each floor need sorting tables where books for shelving are downloaded from trolleys and reloaded after these have been sorted bay wise.

Stools

Some readers find it difficult to reach for books at the top shelf of a unit rack of standard height. Persons of short height and weak eye sight often need to be closer to the upper shelves in a rack. Stools are helpful in such situations.

Unit (one sided) Rack

Provision of such racks on each floor of stacks is helpful for temporary placing of books brought for shelving from various sections.

8.6 WEEDING

According to Stanley J. Slote weeding is “removing the non-core collection from the primary collection area”. Once a material has ceased to be of relevance to the user community, it is considered a hindrance in the way of reaching to the required materials. Weeding is also called de-selection, relegation and discarding. But some of these terms have certain specific connotations. De-selection is used as a decision for weeding. It is based on those very considerations which play a role in selection of a title for acquisition in the library. Relegation is transferring a material not of current relevance but might serve a need at some later period and therefore it is transferred to a secondary storage area. Discarding is removing unwanted material from the library for all time. Therefore the term weeding is more appropriate to describe the function of removing unwanted materials from the collection.

8.6.1 Need for Weeding

Library, according to Dr. S. R. Ranganathan, is a growing organism. A library remains relevant to its clientele with addition of new literature on regular basis. It will fail in its basic function of satisfying the information needs of its users if it stops adding new literature to its collection. At the same time a building is planned for accommodating a given number of documents. Once it has reached its optimum size, further addition cannot be accommodated in it. Further, no one library is capable of meeting the information needs of the entire group of reader’s interest in a discipline area. Weeding is practiced to resolve the dilemma the libraries face in the above situations.

The need for weeding varies with type of libraries. According to Evans, “public library collection is built up to meet current needs and these are not much relevant for longer period, therefore collection should completely turn over every 10 years”. Special libraries are very cautious in selecting materials for their users. Their storage space is small and they are aware of the changing needs of their clientele. They may resort to continuous review of their collection. Academic libraries acquire complete records of human knowledge. In their case weeding should be of those materials only which contain misleading text, or physique of the material has become ugly and worn out, or has been superseded.

8.6.2 Criteria for Weeding

Weeding, though essential, is a very sensitive issue in libraries. Baring a small number of books with sizable number of missing pages selection of titles for weeding is subjective in nature. The following are some guiding criteria for weeding of titles:

- Physical deterioration beyond repair,
- Content superseded by new edition,
- Change in aims and objective of the parent body,
- Number of copies of a title in excess to the prospective demand,
- Gifted collection falling outside the scope of the parent body,
- Titles acquired by mistake and
- Shelf time period, i.e. time period that has elapsed since last issue date.

8.6.3 Weeding Process

Weeding of library materials is as important as selection of titles for acquisition. It requires the same level of knowledge and understanding about the academic needs of library users. Library also needs to identify staff suitable for the job and their orientation about the work before they are pressed into the task of weeding books. The work is better done during the lean period of library use. The steps involved in the weeding process are:

- A team of supporting staff to suggest titles suitable for weeding.
- Team of professional staff to examine suggested titles for their suitability for weeding.
- Invitation to user groups to re-examine suggested titles for their suitability for weeding.
- Preparation of a list of titles recommended for the approval of the library authority.
- Stamp “Weeded Out” in the accession record against each and every title approved for weeding.
- Make appropriate corrections in the card catalogue and shelf list in respect weeded out titles.
- Weeded out books may also be stamped “Weeded Out”.

8.6.4 Barriers to Weeding

Although there are no two opinions about the importance of weeding, a few libraries do not succeed in weeding. The main reason for their failure is the undercurrent murmur within the user community. It is their misconception that important books from the library are removed in weeding. Besides, there is a common thinking that each book has at least one reader who would turn up some day looking for the title. There are other reasons that also serve as barriers to weeding:

- Prevalent belief among librarians that library culture is to build up collection and not to deplete it,
- Widely held impression that after all weeding does not create new space,
- Fear of committing mistake in weeding which could result into losing some important titles,
- Weeding is a time consuming process and cannot go along with other functions and therefore gets postponed,

- Decision about lack of relevance of a document is considered a subjective decision,
- Lack of support from the user community,
- The common perception is that library prestige lies in its large collection and
- Occasionally legal problems come in the way where weeding is called as wasting of public fund.

8.6.5 Benefits of Weeding

The following are some of the arguments that have been advanced in support of weeding:

- Weeding helps libraries to keep their collection to optimum size,
- Maintenance of library is an expensive operation, weeding leads to savings in the cost of library maintenance,
- It improves access to the desired materials,
- It creates space for new additions,
- It improves the value of the library materials.

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.

5) Discuss in brief the need for weeding.

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6) Explain why only few libraries succeed in carrying out weeding?

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8.6.6 Disposal of the Weeded Materials

Weeded materials may be sorted into a few categories as follows for further steps, e.g.

- Titles suitable for relegation to alternative storage,
- Titles fit for repair and preservation,
- Titles that may be distributed among libraries considered more appropriate,
- Titles fit for destruction through shredding.

8.7 STOCK VERIFICATION

Stock verification, in the context of library, is done to account for library books and other library acquisitions as per accession records. The inventory gives an idea of what the library has and what needs to be replaced. Stock verification is also done to check the order and condition of library books, to identify those items that need to be cleaned, repaired or mended. Staff can also identify materials in various class subjects. Libraries are expected to carry out physical stock verifications at fixed intervals. Though primarily it is to be carried out to identify missing books in a library, it also, in the process, identifies those materials which need replacement or repair. In the past periods, need for stock verification was felt important since during those days books were rare and were considered very valuable as replacement of missing books was almost impossible. Books were kept under lock and librarian in those days was a custodian and therefore was accountable for any loss.

The philosophy that “books are for use” and the need to keep books in open access system have now changed the scenario in libraries. The function of shelving which also includes rectification and refurbishing has taken over the responsibility of keeping books neat and clean and duly repaired, if needed. Libraries now require proper security system under the charge of a caretaker/security in charge. Stock verification has been replaced by the concept of stock evaluation. Librarians are now expected to justify if their collection and the services that they have provided, have met the information needs of their user community. In our country, however, sock verification is still an important responsibility of a librarian, more so in small libraries such as school or college level libraries.

8.7.1 Process of Stock Verification

Stock verification is in effect, counting of books present in the library vis-a-vis titles in the stock register. The work involves three distinct activities relating to the collection. These are:

- Counting of the books,
- Rectification of the accession record and shelf list and
- Preparation of a report for the consideration of the authorities.

8.7.2 Methods of Stock Verification

The counting has to be done in such a way that it gives a correct picture about the available materials in the library. The following are some of the available methods for a fool proof count:

- Accession Register method
- Dummy accession register method
- Book Cards method
- Numerical counting method
- Shelf list method
- Sample stock verification.

Accession Register Method

The method requires two persons to carry out the counting. One person takes out the book from the shelf and speaks the accession number; the other person opens the register and after locating the number, puts a tick mark against the number. This process is repeated throughout the entire stack areas. On completion of the round, a list of all unmarked items is prepared as missing books. The job of tick marking is carried out at all those places where a record about book is likely to be available, such as issue counter, binding list and technical processing section, etc. The method is simple but time consuming, prone to committing mistakes in wrong marking. It also needs cleaning the register on completion of checking.

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.
7) Describe methods available for stock verification.

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Dummy Accession Register Method

A plane sheet register with serial number beginning from one and going up to the last number in the actual accession register is printed with numbering machine. The printing is done on each page in vertical multiple columns as per space on the page. One person announces the accession number of the book in the shelf, the other person holding the dummy accession register cancels the corresponding serial number in the dummy register. This method saves from defacing the actual accession register and also requires relatively less page turning as a dummy page accommodates a large number of serial numbers.

Book Cards Method

Book cards of each book in a rack are removed and arranged in serial order. The missing serial numbers are noted separately on a sheet or a book card with only missing number is prepared and kept separately. This process is repeated in each rack. On completion of the process the newly prepared cards, arranged in serial order, are used to type out list of missing books from the accession register.

Numerical Counting Method

Numerical counting is the simplest method of stock verification, in which all the books in stack on loan or with the binder, etc. are counted and the total number is compared with total number in the accession register. The difference is the number of missing books. The system though simple tells only the number of missing books but not the titles of missing books. The result can be helpful in improving the security system. It gives no guidance for replacing books which are important and missing in the collection.

Shelf List Method

Shelf list, as we know, is arrangement of a duplicate set of catalogue cards in parallel order to the books in the shelves in various parts of the library. A person sits near a

stack with a tray containing cards corresponding to the books in a particular stack. The other person speaks out the accession number and the corresponding card in the tray is raised in slanting manner. The process is repeated through all the stacks where books are shelved. At the close of the exercise all those cards, which are found still in their original position, are taken out to prepare list of missing books. The shelf list method is both time saving and more reliable method for stock verification.

The list of books found missing in the stacks is, first checked with issue record, list of books in binding and finally with the list of books identified missing in the previous stock verification before arriving at the final list of books missing since the last verification.

8.7.3 Advantages of Stock Verification

- It helps in identifying books which are missing in the collection,
- Staff gets an opportunity to become more familiar with the library collection,
- Books which are damaged or have become brittle are identified and rectified,
- Titles which need weeding out are identified,
- Books with missing tags, due date slip, etc., are restored,
- Catalogue and shelf list records are rectified by withdrawing cards in respect of missing titles,
- Security arrangements are reviewed in the light of loss of books and
- Libraries are thoroughly cleaned.

8.7.4 Disadvantages of Stock Verification

While most of the above advantages are covered under shelf rectification and refurbishing functions, stock verification presents certain very important disadvantages to the library functioning.

- Library users are denied library facility during the period of stock verification,
- Members are required to return books borrowed, which obstructs their work,
- Library routines of acquisition, technical processing and readers' services are disturbed during stock verification,
- Often the value of the books identified as lost is much less compared to the value of the staff time lost and the value of inconvenience caused to the readers,
- Some loss of books is a known phenomenon in libraries. No library can claim zero loss and
- Staff time is wasted for doing the same job which they are even otherwise doing under shelving.

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) Discuss the advantages of stock verification.

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8.8 SUMMARY

Maintenance function is important as it helps improve access to resources making it more efficient, expeditious and accurate. The basic function of maintenance is: a) to give a system of arrangement to resources, and b) to maintain the arrangement in a given order. The resources are arranged in two stages. In the first stage these are arranged into various sequences based on internal and external characteristics of the books. Internal characteristics refer to the subject-contents while external characteristics are concerned with the physique of the book. In the second stage resources in each sequence are arranged in shelves based on one the various methods available for shelving. Arrangements in libraries get constantly disturbed by users during searching books for borrowing or just browsing to find material relevant to their needs. Shelving routine consists of shelving, shelf rectification and shelf refurbishing and it is an ongoing function in libraries. There are a number of systems for stacking. In India, conventional stacks comprising unit racks are more common. Maintenance work requires certain equipment and furniture items for its smooth functioning. The stack staff also makes use of various signs to provide help to users in reaching to the required zone while looking for materials needed by them.

Weeding is removing from the collection such materials that have become unusable due to: a) their poor physical condition, b) surplus copies, or c) have ceased to be relevant for current needs of the users. The work of weeding requires the same expertise in the staff as are needed for selection of materials for acquisition. The work is not appreciated by user community as for them every title is important. Disposal of weeded materials is done by segregating them into three categories- for relegation, for distribution among needy and for destruction. Stock verification refers to verification of the total collection at appointed intervals primarily to ascertain the loss of books during the intervening period. It is justified for certain accruing benefits such as identifying damaged books, obtaining a fresh knowledge about library collection, cleaning of the total collection, etc. There are counter opinions that it is a legacy of the past period when books were rare. It is also considered time consuming process yielding little new knowledge about the loss. Books get lost despite very elaborate security system.

8.9 ANSWERS TO SELF CHECK EXERCISES

- 1) Libraries build collections to meet information needs of users. However it is even more important and desirable that libraries achieve their goal of meeting information needs rather with ease and speed. To meet this goal libraries must ensure that books remain arranged in proper order on the shelves. Hence library maintenance is the requirement of libraries for day to day shelving of books back on the shelves. Library maintenance routines also keep the shelves in order. In addition, library maintenance in the requirement of libraries for other reasons too. It is to give protection to library materials against damage and deterioration, identify damaged and deteriorating materials as soon as possible and get such books repaired/bound and to generate information about loss of library materials and books that need replacement.
- 2) The sequences that libraries can generate on the basis of external characteristics

- of documents are under size and over size sequences, rare materials sequence, microfilm sequence and manuscript collection.
- 3) The ethics of shelving are: straighten books on the shelves regularly, keep all books in shelf in straight line, keep spine of the books parallel to the front border line of each shelf, eliminate “lean” tendency in shelves and leave some space unfilled in each shelf and use book trolley for transporting books for shelving.
 - 4) The routines of refurbishing include identifying areas for refurbishing, removing books from the shelves, cleaning the shelves all over again, books in need of repair are identified, cleaned books are replaced to their shelves, damaged books are sorted between those fit for local repair and those in need of professional binding.
 - 5) The need for weeding can be explained as follows:
 - Keeps collection at optimum size
 - Saving on cost of maintenance
 - Improvement in access to desired materials
 - Creates space for new addition
 - Improves value of library materials.
 - 6) The small libraries fail to carry out weeding for reasons as follows:
 - Considered anti library culture
 - It does not create additional space
 - Fear of committing mistake
 - Time consuming job
 - Identification of items for weeding based on subjective opinion
 - Lack of community support
 - Negative impact on library prestige
 - May give rise to legal issues.
 - 7) The methods available for stock verification are as follows:
 - Accession register method
 - Dummy accession register method
 - Book Card method
 - Numerical counting
 - Shelf List method
 - Sample stock verification.
 - 8) The advantages of stock verification are as follows:
 - Missing books can be identified
 - Staff familiarity with collection improves

- Damaged and brittle material are identified
- Titles suitable for weeding identified
- Books in which book cards, etc. are missing can be identified
- Catalogue record and shelf list are rectified
- Effectiveness of security system can be checked
- Thorough cleaning of library carried out.

8.10 KEYWORDS

- De-selection** : Removal of titles from a library's collection, as a result of weeding or the withdrawal of missing or physically damaged materials.
- Shelflist** : That part of library card catalogue which arranges cards by call number rather than by author or title and is used to give location and holdings information and not to serve as a classified catalogue.
- Stack Maintenance** : Stack maintenance is all about maintenance of sequence and shelf arrangement.
- Stacks** : Rows of shelves where library books and journals are stored.
- Weeding** : The process of removing titles from library collections that are found damaged beyond repair, out-of-date, trivial, irrelevant or of little value compared to the overall collection.

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