

Ministry Of Education
INTRODUCTION TO BASIC LIBRARY PRACTICE

Establishing A Library

Module 2

Bahamas Library Service
Ministry of Education
Nassau, Bahamas
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PREFACE

The trainer's edition of Introduction to Basic Library Practice was compiled by Dorcas R. Bowler from the Ministry of Education In-service Summer Workshops held at the College of The Bahamas (COB). The material in this manual was presented by instructors, Nellie Brennen, Vanrea Rolle and Curlean Fernander, librarians in the Bahamian System. Some articles have been adapted and modified to reflect current information and trends in library work. This information will be presented to persons with little or no knowledge of basic library routines but desirous of working in a library. It is not a certificate course but provides a base knowledge for those who wish to pursue the diploma course at COB or abroad.

Module 2

At the end of the workshop, the participants will be able to:

- List steps in establishing a library
- Discuss floor plan for libraries
- Define classification and cataloguing
- Identify parts of a book
- Explain the initial steps in processing a book
- Discuss processing non-book materials
- Process a book
- Complete newspaper clippings for vertical file

First Steps in Establishing a Library

Feasibility Study

1. Find out the purpose of a library.
2. Establish a purpose for the type of library to be organized.
3. Obtain and review minimum standards for that library.
4. Tour/discuss/seek/adjust physical setting for the library with administration team.
5. With assistance of administrators, prepare organizational chart.
6. Study the make-up of the community and users to be served.
 - (a) Population size, economics, ethnic make-up
 - (b) Types of establishments, factories, businesses in the vicinity
 - (c) Schools, colleges, universities in the area
 - (d) Percentage of physically handicapped
 - (e) Major occupations/professions
 - (f) Government agencies
 - (g) Locale to be served (village, town, city)
 - (h) Transportation/communication
7. Determine who will be served according to space and study of potential users.

Policies

8. (a) With administration and staff, write out a library mission statement.
(b) Write out long and short-term goals and main objectives with library staff.
9. Determine budget and staffing allocation.
10. (a) Establish or write collection policy; include gifts.
(b) Write circulation policy and library rules.
(c) Write other policies including Internet policies.

Room Preparation

11. Prepare floor plan.
12. Prepare room (ventilation, furniture, lighting, etc.).
13. Gather resources for library from rooms and other locations and place in designated library.
14. Acquire guides and labels for the collection.
15. Sort books and other written materials into two (2) groups, *fiction* and *non-fiction*.
16. Weed as you sort.
 - Discard – destroyed literature
 - very old and out of date items
(try to keep local/Bahamian documents, etc.)

Acquisition of Materials

17. Purchase basic library supplies (library stamp, labels, cards, pockets, etc.).
18. Make temporary labels for Dewey Decimal Subject groups and journal titles.
19. Sort and group non-fiction books accordingly on shelves.
20. Prepare accession register and record books.
21. Stamp each item. Classify each item.
22. As you work, list needs according to *basic* collection.
23. Attach pockets, date due slips, etc. to books (optional if register is more useful).
24. Get requests for purchases of books/periodicals, etc. from staff, curriculum officers, consultants, patrons and others.
25. Use review tools (catalogues, brochures, reviews).
26. Identify gaps in the collection. Prioritize your list.
27. Order items to build up your basic collection.
28. Complete procession of in-house materials.
29. Catalogue items continuously.

Floor Plan for Libraries

SAMPLE FLOOR PLAN FOR LIBRARIES

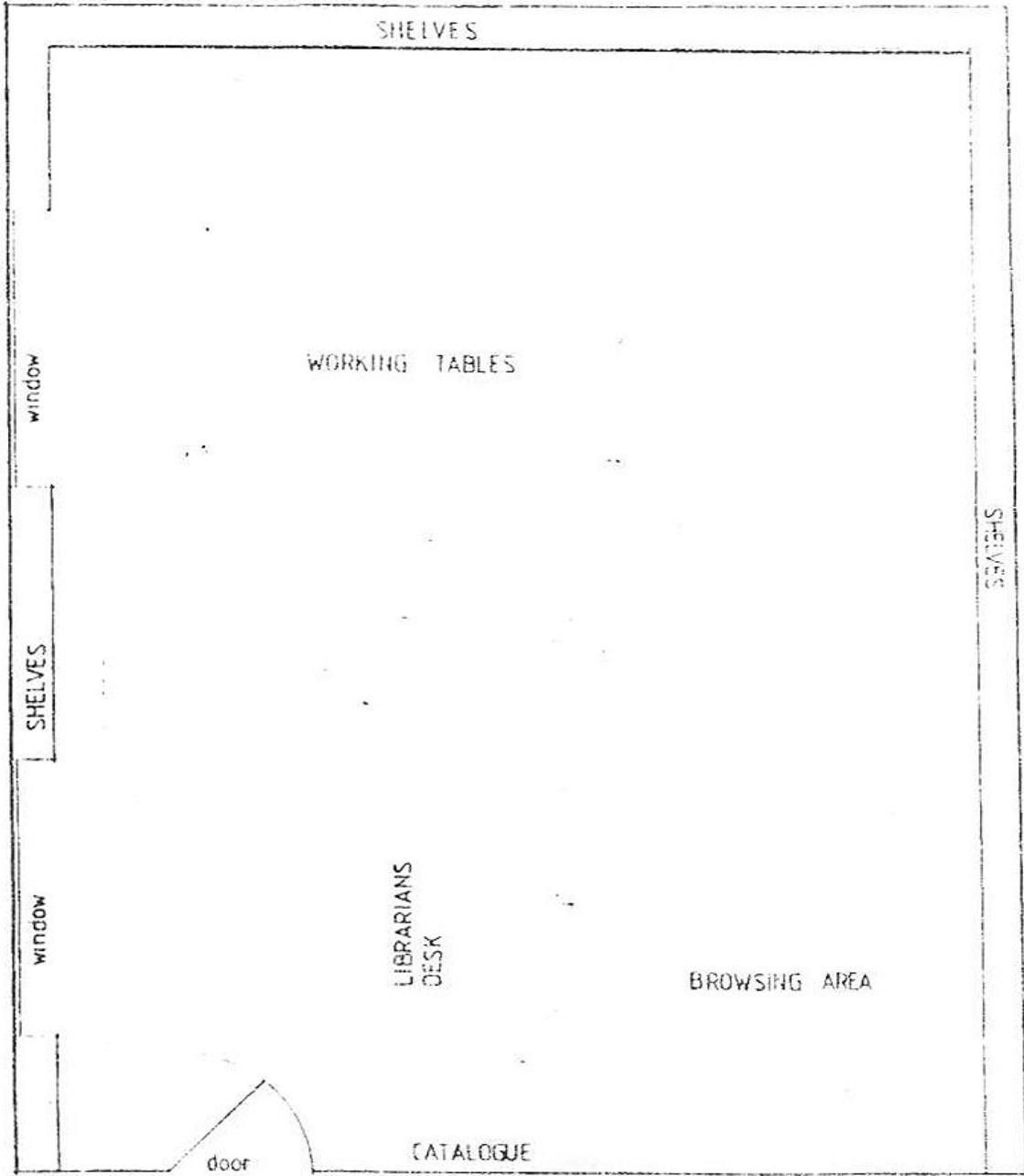


Diagram: One Way of Placing Shelves in a Library

Classification and Cataloguing

A Story About the Dewey Decimal System of Classification

(The story of the numbers used for non-fiction books).

Some years ago, Mr. Melvil Dewey devised a system of classifying books, which is used in many libraries. He chose certain main subjects and numbers, so that all non-fiction books on the same subject would be together on the shelf. He chose these subjects by imagining himself to be a prehistoric or primitive man. He asked himself questions he thought such a man would have asked.

100	Who am I? PHILOSOPHY AND PSYCHOLOGY (Man thinks about himself).
200	Who made me? RELIGION (Man thinks about God).
300	Who is the man in the next cave? SOCIAL SCIENCES (Man thinks about other people).
400	How can I make that man understand me? PHILOLOGY (Language) (Man learns to communicate with others through words).
500	How can I understand nature and the world about me? SCIENCE (Man learns to understand nature on the land, in the sea and in the sky).
600	How can I use what I know about nature? APPLIED SCIENCE AND USEFUL ARTS (Primitive man learned about fire and how to make weapons. Man through the ages learned about the wheel, about medicine, planting crops, cooking

food, building bridges and how to make all the things we use).

700

How can I enjoy my leisure time?

FINE ARTS AND RECREATION

(By this time, primitive man had more time to do the things he enjoyed. He learned how to paint pictures and to create music. He also learned how to dance and to play games).

800

How can I give to my children a record of man's heroic deeds?

LITERATURE

(Man became a storyteller. He creates sagas, fables, epics, poetry and plays about his ancestors and the people he knew. Later, man put these into writing for all people to read).

900

How can I leave a record for men of the future?

HISTORY GEOGRAPHY BIOGRAPHY

(So man began to write about events that had occurred everywhere and about people who had participated in these events).

000

GENERAL WORKS

The numbers up to 100 are used for bibliographies, books about books, and for books which contain information on many subjects such as encyclopedias and other reference books.

What is a Catalogue?

A catalogue is a list of library materials contained in a collection, in a library or a group of libraries, which is arranged according to some definite plan. A catalogue could be in one of many physical forms. It could be in the form of a card catalogue, or a book catalogue. And it could also take the form of a microfilm catalogue or a computerized catalogue.

Regardless of the physical format, any entry in a catalogue must have the basic parts. These are:

1. The heading under which it is filed or arranged in the catalogue;
2. The description which identifies the document and shows the user whether the document will satisfy his needs;
3. The location of the document on the shelves or in files of the library – usually a class mark or number.

CALL
NO.

HEADING

DESCRIPTION

Why Catalogue?

The purpose of the library's catalogue is to enable the patron to determine:

1. Whether the library contains a certain item;
2. Which works by a particular author are in the collection;
3. Which editions of a particular work the library has;
4. What materials the library has on a particular subject.

Standardization in Cataloguing

The rules, which will be used to make catalogue entries, are standardized rules, which have been accepted locally and internationally.

The Parts of a Book

Understanding the arrangement and functions of various parts of books may make selection and use of them more meaningful. A book is arranged with parts as follows:

1. The *cover* of a book is intended chiefly to protect the book. The *spine* is the narrow backbone.
2. *End papers* are sheets glued to the inside cover.
3. The *title page* is near the beginning, which gives the complete title, the author's name and the facts of publication (publisher, place of publication and copyright date).
4. The *title* is the name of the book; a *subtitle* may explain the title more fully or may be a second, less important title.
5. The *author* is the person who wrote the book. An *illustrator* is the one who did the drawings within the book.
6. *Place of publication* tells where the book was printed.
7. The *publisher* or *publishing company* is the person or company responsible for having a book or magazine printed and sold.
8. A *copyright* is the right to publish and sell a certain piece of writing. A copyright is given for twenty-eight (28) years. The copyright notice usually appears on the back of the title page.
9. The *table of contents* is the list of chapters, stories, or parts in the same order as they are found in the book. Looking at a table of contents is like reading the headlines of a newspaper.
10. The *list of illustrations and maps* is usually placed after the contents and gives maps, charts and pictures in the order in which they appear in the book.
11. The *dedication* is a brief statement by the author of his thanks to or regard for someone.
12. The *preface* is a message from the author about the book. It tells why he has written it, for which it is intended, the aims of the book and how to use it.
13. The *introduction* explains the subject itself, and gives background or additional information to add to the understandings of the text. This is often written by someone other than the author.
14. The *text* or *body* of the book is the main part of the book.

15. A *bibliography* is a list of books or other printed material on a particular subject. It may list the sources from which material in the text was drawn, or may give additional references or suggested readings.
16. An *appendix* contains additional or supporting information.
17. A *glossary* is a list defining the terms or special vocabulary used in the book.
18. An *index* is an alphabetical listing of the subjects or people discussed in the book and indicate the pages on which each item is mentioned.

Initial Steps in Step By Step Processing of a Book

Step 1 Open a new book properly.

- a. Hold the book upright on its spine.
- b. Open both covers flat.
- c. Take a small section of pages from each side, open them against the covers and press your fingers along the inside fold.
- d. Take another section of pages and repeat the above.
- e. Continue to center of the book.

Step 2 Collate the book.

- a. Go through a new book page by page.
 - (1) Cut any uncut pages with a letter opener.
 - (2) Check for omissions and misprints.
- b. Return faulty copies for replacement.

Step 3 Stamp library name.

- a. Stamp name on the title page, near center bottom.
- b. Stamp name on page twenty-five (25). (Each library has its own secret page).
- c. Stamp on last page of text.
- d. Stamp on last page of book. (These are sometimes the same).

Step 4 Accession of the book.

- a. Turn to the latest entry in the accession book.
- b. Enter the current date at left of the next number to be assigned.
- c. In the book itself, turn to the page facing the back of the title page. (Location varies with libraries).

- d. Write the accession number in ink, centered about one inch up from the bottom of the page (or wherever there is a clear space, the call number goes just above).
- e. Write the accession number near the name stamp on page twenty-five (25). (This is optional).

Processing Books

There are nine steps to be followed.

Step 1 Check and collate

When library material is purchased and received:

Check the invoice against the order.

Check the material against the invoice.

Examine books to detect faulty or imperfect copies.

Faulty copies should be returned to the dealer for replacement.

Enter the following trade information in pencil in the crease behind the title page; date received, price, e.g. Ryerson, March 1974, \$3.00.

When gifts are received:

Reject poorly printed, defective, unattractively presented, inaccurate, mediocre books and those out of date.

Reject book unsuitable for the age level using the collection.

Organize the remainder, which can be added to the collection.

Step 2 Affixing ownership stamp

Stamp the name of the school or institution in two or three places:

Title page – near the bottom, or in the middle of the page

Selected identification page at the center bottom

Use the same page number for each book

Inside front or back cover

Edges of the book

Last page of text

Last page of book

Step 3 Accession

1. Enter details in accession register.
2. Write accession number.

Where to write accession number

Account number also goes on:

1. Book card
2. Book pocket
3. Shelf list card

On accession stamp on verso of title page; or

On first page of text at right bottom corner
about half inch from the edge of the page ; or

Within the ownership stamp on title page; or

On verso of title page (no stamp necessary)
just below call number.

Step 4 Classify

Write out the catalogue entry on 5" x 3" paper slips:

Classify the material;
Indicate added entries on the catalogue entry slip;
Enter classification number and author mark
(call number) at the top left hand corner of
catalogue entry and in the center of the verso of the title page.

Step 5 Prepare book card and pocket

(a) On book card 3" x 5" type:

Call number in upper left hand corner;
Accession number, in upper right hand corner;
Author, surname first, on first line. If one (1) forename
give in full; more than one (1) forename shorten to initials;
Title, short title – not subtitle, on second line.

(b) On book pocket, type same details as on book card. This is an aid to accuracy and speed in carding the book after it has been returned.

Paste pocket on inside front cover of book about half an inch from the bottom. Paste date due slip by top edge only on the end paper or fly leaf opposite the pocket, about half an inch from the bottom.

Step 6 Letter book spine

Call numbers should be placed at the same height
from the bottom of book spine or on front cover of
a thin book;

Write the classification number and the first letters of author's surname below the classification number.

- a) Two or three letters for non-fiction e.g.
Economics by Arthur Silverman.
- b) Three letters for fiction e.g.
The Sundial, by Rose White.

or

Use adhesive labels which can be typed (preferably) or neatly hand-written. A good size is $\frac{3}{4}$ " x 1" (or paper as preferred). Cover labels with tape:

- (1) To keep in place.
- (2) To keep clean.

Use a guide to ensure standard height as well as to assist in having labels put on straight. 1" or 1 $\frac{1}{2}$ " is good.

Distance from bottom of spine 1"

Step 7 Lacquer book covers

Lacquer spines or entire cover of books:

Use a spray-can and spray spines lightly.
Allow three to ten (3 – 10) minutes to dry.

Or apply lacquer with a brush, with strokes going in the same direction.

Shellac may be used instead of lacquer:

1. Mix shellac with thinner to consistency almost as thin as water.
2. Apply on a clear day; damp weather delays drying.
3. Clean brush with thinner after use.

or

If possible, apply book jackets.
These may be bought commercially.

Step 8 Check Processing

Librarian should check for:

Placement of ownership stamp and accession number;
Lettering on spine;
Details on book pocket and card;
Placement of date due slip;
Complete set of catalogue cards.

Records

Type catalogue cards

Clerical help should have definite instructions.
At least two (2) sample sets should be provided. These can be mounted on cardboard, letter size.
Have clerical help type shelf list card first, and librarian should check this carefully before other cards are typed.
Use the unit card system, so once the shelf list card is correct, all other cards can be typed from it.

N.B. This typing can be done as time permits. Books can be prepared for circulation when shelf list card has been prepared. Cards can be typed later as time permits.

Keep a record of new books as they are catalogued.

Shelf list cards for new books may be kept in a special section at the front of the shelf list until the end of the month, and then make record. Before shelf list cards are filed, make a note of the number of new books and the value, to give you a record of the library collection and its value.

e.g.	Fiction added	book's value
	Non-fiction added	book's value
	Reference	book's value

This record should be kept in a notebook and tallied regularly, or a record may be kept on cards and filed at the front of the shelf list. Periodically you will deduct lost or discarded books from this record. If an accession record is kept, this gives a record of books and their value, so the tally may be made here regularly.

Processing Non-Book Materials

Newspapers

1. Before newspapers are put out for use, single pages should be attached in place either by paste, along the inner edge, or by a hinge or mending tape.
2. Put it in the newspaper holder. The best type for a school library is one which is split into sections and secured at the end by a rubber ring.
3. Used newspapers should be clipped for the information file before being discarded.

Magazines

1. Keep a record of receipt of magazines on cards.
2. Stamp upper left hand corner of front cover with ownership stamp and insert date of receipt.
3. Either reinforce or place in protective transparent covers.

Reinforce – a) Sew thin magazines through center of the spine.

b) Cover should be removed and lined with tough paper. Replace contents in cover, sew, then reinforce spine with a strip of hinge.

c) Another method is to put a strip of hinge tape inside each of the hinges of the cover.

4. Display on sloping shelves designed for the purpose. Underneath each sloping shelf, a flat shelf will hold the back issues.

Information File Material

This is called the information file for the material supplements the book stock. It is also called “the vertical file” because it is housed in upright cabinets with four drawers. Pamphlets, leaflets, clippings and other materials to supplement the book collection are placed in this file.

Pamphlets

1. Stamp the same as magazines.
2. If it has a date, circle in red, if not date it. This date helps in determining the “continuing” value of each piece when the vertical file is “weeded”.
3. “Subject headings” could be lettered in the upper right hand corner in red.

4. It is wise to use a standard list of "Subject Headings" e.g. Sears List of Subject Headings, (12th) Edition, Edited by Barbara Westby, 1982.
5. When a pamphlet is of permanent value catalogue it as a book.

Clippings

1. Write source on a slip of paper and attach to the clipping mount.
Information: Title of newspaper or magazine, day, month, date and page.
e.g. Evening Post, Friday April 14, 1972. Page 11.
2. Mount the clippings to be kept permanently.
3. Type or write source at the top of the clipping on the mount.
Insert 'subject heading' at the right hand corner in red.
4. File in vertical file according to the subject heading.
5. Affix ownership stamp at the back of the mount.
6. Keep a list of the clippings in each folder – this ensures that a check can be made in the event that a clipping is taken away, lost, or needs to be replaced.

Pictures and Illustrations

Pictures are gathered from many sources; largely from magazines that are not being retained for reference purposes.

1. Each picture is mounted with margins in the ratio one (1) to two (2) at the top and bottom with equal margins on the two sides.
2. Several small pictures on the same subject can be grouped on one mount.
3. Mounts can be 10" by 14".
4. Insert *subject heading* at the top right hand corner. Affix ownership stamp at the back of the mount and date it once it has been added to the file.
5. Loose pictures should be kept in large envelopes the same size as mounts, with subject heading in the upper right hand corner of the envelope.
6. File mounts with long side end in the file.

Reference cards should be made for material in the vertical file; e.g.

Weather

See also material in vertical file under the above subject.