CHAPTER –2

MAINTAINING BOOKS IN LIBRARY: EXISTING CONVENTIONAL TECHNIQUES
The aim of library is to supply the needs of its user for this it is essential to provide all the services in library that are applicable in good library system, for this good management an application should be done in a good manner. In building a library the components are involved when these three factors do the functions co-operatively that is in such away a library. The three factors are the following.

- Reading Materials
- Readers
- Staff.

These three factors to enable them to do functions co-operatively

Dr. S.R. Ranganathan adopted five laws of library science, which join the above three factors in one formula.

1. Books are for use
2. Every Reader his/har books
3. Every book its Reader
4. Save the Time of Reader
5. Library is a growing organism.

Keeping in view the five the functions are lone in library. The conventional systems in conventional library are done they are following.

- Book selection
- Book presentation
- Circulation

1. **Book selection**

The aim of library is to fulfill the need of relating information and book for readers. There fore to make the forceful
service of library the library should collect the proper reading materials. The books are the foundation stone of library service. The good rating of any library depends upon its collections.

1.1 Need of Book Selection:

*Why there is the necessity of Book selection in the library for this it is necessary to know the following reasons.*

- The resources in the library are limited: Every library has its limited financial resources in the limited resources only the library has to provide for maximum readers useful quality material.

- All books cannot be useful: Many books are published everyday in the world, and every published book cannot be useful for every reader. Hence every library selects the books, according to their aim and necessities.

1.2 Factors of book selection:

*According to drury in any library, there are three main factors for the selection of books. Book readers and resources around these three factors the work of book selection circulates.*

- **Resources:** In order to buy book in library money is necessary. A part from that for the presentation of books also, Staff is necessary. All these comes under the Resources be in mind and this resources be used properly.

- **Readers:** In the library the number of readers is very less than the number of books then also certainly there is variations among the Readers The Readers coming to the library are of different level types and necessities therefore while selecting the books the interest necessity and demand should be certainly in the mind.
• **Books**: In the libraries huge collection of books are available in which the complete introduction of book selectors must be there otherwise the book selectors may not select the proper and useful books.

1.3 **Book Selection Policy**

*The evaluation of any library is on the basis of collection of books. In readily the aim of libraries is provide to maximum people in minimum expenditure the quality study material the collection of quality books is possible only when in the process of book selection the compliance of high quality Book selection be done.*

• **Good get up**: While the process of Book selection priority should be given to those books whose outer covering and size be beautiful and attractive.

• **All Subjects**: In every library the Interested Readers of every subjects and cases are there therefore the selections of the books being done taking in mind of the inertest of the Readers.

• **New and latest Editions**: Knowledge is continuously mobile and developing therefore the study material available in old editions becomes old after some time. Therefore while selecting the books new and latest should be selected.

• **Popular Books**: The use of some books so increases that they become very popular. Therefore in the selection of Book these Books must be in mind.

• **According to Budget**: Every library has their limited budget. Therefore while selecting the Books, budget must be in knowledge.
1.4 Principles of Book Selection

Drury principle: Book selection is governed by certain principles one of which was certain by Drury. "To provide the right book to the right reader at the right time." This principle falls in three categories

- Knowledge of book and sources of information
- Knowledge of the needs and requirements of the clientele
- Administrative efficiency in coupling these two. This means that not only knowledge of books and knowing the needs of the readers are enough criteria to select books, but there should also be some efficient mechanism by which the library material can be made available at the service point expeditiously.

‘Right Reader” means different categories of readers according to their age, sex, educational standards need and reading habits that a particular library is to serve.

“Right Time”. Means the administrative efficiency of the library staff in procuring the books demanded by the readers with least time involvement. It also implies a library should select such books sellers who can supply the book ordered within a reasonable time. That will enable him to select the right book.

Demand theory: Demand theory was advanced by Lionel R McColvin in 1925 for book selection purpose. According to him, book selection is based on the principle of supply and demand supply refers to types title and varieties of reading materials and books from which the libraries make the selection. Demand on the other hand refers to the kind of
books the users of particular library need or many requests. This is where the acquisition skills and proficiency of the professional librarian comes to the forefront, the library in all probability cannot afford to procure as well as which are the ones to be rejected. So selections of books are to be accepted as well as which are the ones to be rejected. So selection of books from a vast number of published books is not easy. Books themselves are nothing but print on white papers. They are of no use or value unless they are made serviceable by demand.  

Ranganathan’s rules for Book Selection: The ideal is to select a book only after inspection and perusal. In confirmation to this ideal, whenever and wherever facilities exist for it—either in the form of the chief book centre being not far from the library, or of booksellers or the agents of publishers taking the books from place to place.

- **Impeccable character and integrity should be brought to bear on the discharge of duties connected with book selection and assessment of the potential wants of the readers free to be from any sneaking tendency to please the whims and fancies of the members of the library committee.**

- Book selection should be the joint responsibility of the library staff and the teaching staff; they should be guided by the probability of getting readers for the books selected. Book selection should never be vitiated by consideration of privilege.

- Save the time of the staff by eliminating time lag in book selection. To eliminate time lag, book selection
may, with due circumspection, base itself on the advance announcement of books by publishers of repute.

- Judge not hastily or light-heartedly, reject not easily. Err on the side of selection rather than rejection.

**Dewey Principle:** 'the best book for largest number at the least cost' established a Principle to select the book. It is said in this principle to make available the good books, to make satisfied the readers in much number by the service of library along with this strictly abide to make the resources.

2. **Book presentation**

After selecting the book when the book comes in the library may different activities are done after this any book can become useful to any user under the processing selection, all technical works are done in the book.

- Classification
- Cataloguing

2.1 **Classification**

The ordinary meaning of the word classification is to be formed different groups of views and things generally group word means to the group of visual things or departments. The origin of this world is forms the world of classis of lateen language it means also to form groups. The use of this word firstly in ancient Rome Empire to divide the men on the basis of their property and importance In ancient time the dichotomy system was prevailed therefore the division was made only in two groups as far example shave and owner rich and poor etc. But in long run with the spread of knowledge, this word was used in broad sense.
2.1.1 Library Classification

Library classification we are concerned with document and the aim is to arrange these in the most helpful and permanent order.

According to Margerret Mann “Classification of book is a knowledge classification with adjustment made necessary by the physical form of book.”

According to WCB Sayers “The systematic arrangement by subject of books and other material on shelves in the manner, which is most useful to those who need or who seek a definite piece of information.”

According to Dr. S.R. Ranganathan “Library classification is the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers and the individualization of the several books dealing with the same specific subject by means of a further set of ordinal numbers which represent some features of the book other than thought contents.”

2.1.2 Need of classification

To remove the various raised due to the vast increase of text material and to well management the classification has become essential in modern age. There was a period when the shape of our society was very simple, the knowledge was limited, there were no density in subjects and the languages were few then was a lack of printing art and the published text material were in demand. In such a period to arranging text materials was very easy.

In due course of time many problems arise due to the
university of printing art and unlimited extension of knowledge consequently or result by arranging the collected text materials in libraries, to make the need available to the users in very short time having difference in languages density in subjects, due to most of the library minded users to provide book has become a critical task and the only alternative was classification.

- **Explosion of knowledge**
- **Complexity of subjects**
- **Different forms of reading material**
- **Varity of languages.**

2.1.3 The Aims of Classification

According to Dr. S.R. Rangnathan the Classification of Library is helpful to achieve the following aims.

- **Any book available in library on the demand of the user its place space may be maintained immediately in the shelf.**
- **When the user returns the book, that book can be replaced at fixed place.**
- **At availability of new arrival in library that would be arranged at proper place in the midst of the books of same subject.**
- **In the library when any book on any new subject is received first time, that can be arranged with the other books relating to that subject in the shelves.**

In the we can say that classification serve the purpose arranging in a straight line the multi dimensional knowledge.

2.1.4 *Purpose of library classification* 

- To manage the world knowledge in helpful (sequence) Serial.
• Helpful in book demonstration works.
• To display complete and incomplete collection
• To helpful in making bibliographies.
• To helpful in guidance stack rooms
• To helpful in preparing subject wise details.
• To helpful in reference services
• To helpful in stock verification
• To save the time of users and staff
• To helpful in library cooperation
• To helpful in making catalogue

2.1.5 Tools of classification

Species of scheme for classification of subject. To arrange the library property where lot of literature, reading materials and different things are available to arrange these things properly according to classification of different methods are used.

Dereliction of new inventing and research gave direct reflection of these methods due to which some correction and changes occurred.

Today a large variety of schemes are available for the classification of subjects it would be useful to categorize these on the basis of their characteristics. We have traveled a long way from the days of enumerative schemes of library classification to freely faceted schemes for library classification. The freely faceted scheme for classification has become a reality

On considering these methods and systems it has been brought to notice that mainly six type of special have been developed which are following.
• Purely enumerative scheme
• Almost enumerative scheme
• Almost faceted scheme
• Fully but rigidly faceted scheme
• Almost freely faceted scheme
• Freely faceted scheme

2.1.6 Methods of Classification

The following methods are for proper classification of library the Classification is made by them.

• Decimal Classification Scheme (1876)
• Library of Congress Scheme (1904)
• Universal Decimal Classification Scheme (1905)
• Subject Classification Scheme (1906)
• Colon Classification Scheme (1933)
• Bibliographic Classification Scheme (1935)

Through these methods the classification is made.

2.1.7 Process of Classification

After accessioning the book the classification process is adopted for the classification process is adopted for the classification of any book, a person who makes classification is to adopt the following process.

• Assigning subject: The classification first of all decides the specific subject he has to study the different parts of the book. Then the specific subject is achieved of the specific book or assigned subject.
  • Looking at the little
  • Looking at the sub title
  • Reading the forward
  • Looking at the content
  • Reading the subject of the book
- **Assigning Class member**: When the specific subject of a certain book is known, Classifier with the help of used process of classification in the library decides the number of classification the number decided to that book that is written by the pencil of Back of the title page.

- **Allotting Book Number**: After entitling the number of the book that “Book Number is decided, a corrdiy to entitling the number of the book there are some methods for that whose usage is done.
  - Cutter Author mark
  - Cutter sam borne mark
  - Merril Author Mark
  - Stanley Author Mark
  - Colon Number of Dr. Rangnathan

### 2.2 Cataloguing

The word “Catalogue” has been derived form a Greek phrase katalog as “Kata” means “by or according to” and Logos has various meaning like “word” or “order” or “reason”. Thus “Catalogue” may be regarded as a “work in which contents are arranged in a reasonable way according to a set plan or merely word by word” \(^{14}\) However the definition of catalogue is related to the very purpose of a catalogue. Catalogues are of various kinds library catalogues bookseller’s catalogues, printer’s catalogues’ and publisher’s catalogues. Here we are concerned with library catalogues. In simple terms a library catalogue is a “list of documents in a library or in a collection forming a portion of it” \(^{15}\) this concept of a library catalogue thus involves three aspects (i) list (ii) document and (iii) Holding of a library or group of libraries.
2.2.1 Library Cataloguing

The library clientele is expected to use the collection of a library either for study or research or reference. At any one time, the user may not find the entire document on the self. A library Catalogue is an indispensable tool, which facilitates the use of library materials.

According to Dr. S.R. Rangnathan "It is a tool which gives information about the contents of the library. It is divided into two parts - in the subject and by author. It gives information about the arrangement and the order in which they are lying in the shelves. It helps the reader to find out his or her desired book without any lose of time. It saves the time of the reader and staff." ¹⁶

According to Margerret Mann "The purpose of cataloguing is, therefore, to put order into a collection of books so that the volumes may be located and used for reference and circulation. The classifier makes it possible for the book to be arranged in an orderly manner on the shelves. The cataloguer must supplement that work by listing books in the catalogue under their author, title, and subjects to provide additional lines of approaches for readers and staff members alike." ¹⁷

2.2.2 Importance of a library Catalogue

A library catalogue is an essential and important tool in a library. It is must for a library especially when the collections become large a library without a catalogue is like a town, which has been developed without a plan. It is a key to the resources of a library.

A library classification arranges books on the shell in a helpful order providing an approach through a subject usually.
However users are likely to seek documents in a collection through a variety of other approaches by providing various kinds of entries.

That the catalogue has to be will made is beyond doubt. The extent of the use of library resources depends greatly upon the quality of a library catalogue. A comprehensive catalogue enhances the reputation of library on the other hand in incomplete or poor catalogue mars the reputation misguides user but also reference librarians, book selection experts and other librarians.

2.2.3 Object of library catalogue

- To enable a person to find a book of which either the Author or Title or Subject is known,
- To show what the library has By a given author On a given subject and In a given kind of literature and

2.2.4 Types of library Catalogue.

The following are the chief types of catalogues based on the internal from of the catalogue.

- The Alphabetic Catalogue
  Author Catalogue
  Name Catalogue
  Subject Catalogue
  Title Catalogue
  Dictionary Catalogue
• Classed Catalogue or classified Catalogue
• Alphabetic Classed Catalogue
• Shelf List Catalogue

2.2.5 Physical form of Catalogue

"A library is a growing organism" From this it follows that a library catalogue will keep growing. The physical form of the library catalogue has accordingly undergone many changes. The process has not ended.
• Register for catalogue.
• Guard book Catalogue
• Sheaf Form
• Card Form

2.2.6 Tolls of library Cataloguing
• British Museum code
• Vatican code
• ALA code
• Classified Catalogue Code
• AACR II

3. Circulation

The books are displayed on the shelves and a Reference desk is provided so that readers may get guidance for selecting their reading material. A competent and sympathetic staff is provided so that reading interest of readers be aroused and efforts be made to sustain it for as long time as it is possible. The books may be used within the library premises but all persons who are animated with the desire of reading may not be able to find out so much spare time that they can sit in the library for reading purposes. All persons are busy throughout the day in their respective vocations for earning
their livelihood. The students are busy in their classes in the daytime. All these implications of not allowing the books to be, limed out for home reading suggest the need for some device by which the urge for reading is fully satisfied without sacrificing any fundamental principle.

Since olden times, in order to solve these formidable questions the issuing of books for home reading has been resorted to. Of all library activities, the circulation of books for home use represents by far the major public service provided by the American public library. In fact, all activities and processes are gone through so that lending out of books is facilitated. “The circulation function in libraries involves every use of library materials and the successful performance of the function is a measure of the effectiveness of all other duties to which librarians devote themselves. The best-equipped library located in the most modern plant and staffed with the most capable librarians would be a mausoleum of recorded knowledge if the circulation function were omitted. The processes and services, which result in bringing users and library materials into productive relationship, is the circulation function in libraries.”

The Circulation work involves the following jobs:-

- Registration of Members.
- Lending of Books.
- Charging of Over dues.
- Reservation of Books.
- Renewal of Books.
- Maintenance of Records.
- Maintenance of Statistics.
- Lending of Books on Inter Library Loan Basis.
- Miscellaneous Jobs.
3.1 Methods of circulation

The books are provided to the scoders of read at home and after some time the readers return there are many methods of exchanging the which are maintained on the basis of the number of readers in library. The library according to in facility is free adapt then methods. Some methods, which are used in library, are the following.

- Register System
  - Day Book Method
  - Ledger Method
- Temporary Slip system
- Dummy System
- Card System
  - Newark Method
  - Browne System
- Detroit Self Charging Method

3.1.1 Register System

The Books are exchanged in two methods in this system. The first is day Book Method and the second ledger method. According to this method the user is get signed in the register after filing all the information regarding the book at the time of providing book. And the book is provided to the user issuing date is put on the slip pasted behind the book before issuing the book. When the book comes back the employee draws a line to cut the detail statement written and signs himself.

Two types of register issue second method the ledger method in this method the book. One day book register is a temporary issuing register, by which all the detailed information are fixed and that the book is issued to the user after working hours, its posting is maintained in posting lager. At the time of retiring the book posting in day book and it is cut from ledger.
3.1.2 Temporary slip system

As the name shows that temporary slip system in this system temporary slip is made at the time of issuing a book on that slip all the details are filled & this slip is given to the employee after the employee gives the book to the user & then the slip is dropped in an astray in which all the slips are already kept. The slip is then taken out from the tray. The slip either is given to the user or torn, which remains as a proof of book receipt.

3.1.3 Dummy System

In Dummy system the dummy made of wood in the name of book is used when a certain book is issued. The dummy is placed at the place of book. On that dummy, all the details regarding book is written on that the signature of user is taken and that dummy is put at the place of the book. At the time of returning the book, the book is put removing out the dummy from that place.

3.1.4 Card System

In this system a card is issued is the user, which is known as a readers card. These cards are printed on thick paper in the shape of 7.5” x 12.5. When any user needs a book, he deposits his readers card on that the employee fills the information relating to the book. And puts the card in library then the book is issued to reader. These cards are arranged according to the issue date. At the time of returning the book that card is returned. The books that have been returned one again to issued the user.

- Newark Charging System: This system was introduced in the Public Library of Newark of New Jersey State is the United States of America in the year 1900 when John
Cotton Dana was the Librarian of this library. This system is prevalent more in American Libraries than in British and other continental libraries. The Indian libraries, especially college libraries, generally follow Newark System, may be, with some modifications. The main issue record possible in this system is the time record. The book record is also kept, but in a subordinated position.

- **Browne Issue System:** Libraries of the modern type originated in the West, especially Great Britain and the United States of America, which were responsible for placing library Acts on the Statute Books and so these countries were also pioneers in introducing latest library techniques including issue system. As mentioned already, Nine E. Browne devised Browne System who was Librarian Bureau in Boston and served as the secretary of the publishing board of the American Library Association. It is an irony that this system is not much used in the country where it originated. In India this system is day-by-day replacing other issue system.

3.1.5 Detroit Self-Charging System:

This charging system was developed by Ralph A. Ulveling \[24\] in 1929 at the Detroit Public Library. This system pre-supposes active cooperation of the borrowers with the library staff.
4. Conclusion:

From field survey and related contexts, Methods of questionnaire, interview, and telephonic interview 82 higher education institutions of M.P. and Chhattisgarh states have been resaved to data.

Collection: Collection of 284512 printed books is there. 3508 in the digital form, in which is 0.12341% of the printed books collection.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Number of Volumes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Printed</td>
</tr>
<tr>
<td>Books</td>
<td>2842512</td>
</tr>
<tr>
<td>Reference book</td>
<td>819351</td>
</tr>
<tr>
<td>Bound volumes (journals)</td>
<td>60724</td>
</tr>
<tr>
<td>Theses/Dissertations</td>
<td>8623</td>
</tr>
<tr>
<td>Research/Project reports</td>
<td>12427</td>
</tr>
<tr>
<td>Government documents</td>
<td>834</td>
</tr>
<tr>
<td>Conference/Seminar/Workshop paper</td>
<td>177</td>
</tr>
</tbody>
</table>

Classification: 66 institutions are use classification in libraries.

<table>
<thead>
<tr>
<th>Method of Classification</th>
<th>No of instruction (66)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDC</td>
<td>40</td>
<td>60</td>
</tr>
<tr>
<td>CC</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>UDC</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>Automatic Classification</td>
<td>Nil</td>
<td>0</td>
</tr>
<tr>
<td>Subject Classification</td>
<td>26</td>
<td>40</td>
</tr>
</tbody>
</table>
According to expired information 80% institution are use classification in libraries. In which 60% institutions use D.D.C 19th ed., 40% institutions do not use any types classification schemes in which arranged in subjects.

**Cataloguing**: 57 institutions use catalogues in libraries

<table>
<thead>
<tr>
<th>Method of Cataloguing</th>
<th>No of instruction (57)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card</td>
<td>11</td>
<td>20</td>
</tr>
<tr>
<td>Register</td>
<td>17</td>
<td>30</td>
</tr>
<tr>
<td>Computer base</td>
<td>16</td>
<td>28</td>
</tr>
</tbody>
</table>

According to expired information 70% institution are use catalogues in libraries. In which 20% libraries are uses of card from catalogues, 30% libraries use register from catalogues and 50% libraries is not use any types catalogues.

**Circulation**: In the Present study 82 libraries is uses circulation.

<table>
<thead>
<tr>
<th>Method of Circulation</th>
<th>No of instruction (82)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>41</td>
<td>50</td>
</tr>
<tr>
<td>Card</td>
<td>20</td>
<td>24.39</td>
</tr>
<tr>
<td>Computer</td>
<td>21</td>
<td>25.61</td>
</tr>
</tbody>
</table>

According to expired information 100% libraries use circulation. Anon which 50% libraries is using ledger methods, 24.39% libraries is using card system methods, and 25.61% libraries is using computer methods.
**Library Services:** It has been exhibited in table 5 given that the data received for the studies the services given in the library.

<table>
<thead>
<tr>
<th>Name of services</th>
<th>No.of Instruction (82)</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference services</td>
<td>66</td>
<td>80</td>
</tr>
<tr>
<td>List of new arrival</td>
<td>49</td>
<td>60</td>
</tr>
<tr>
<td>Bibliography</td>
<td>28</td>
<td>34</td>
</tr>
<tr>
<td>Indexing</td>
<td>11</td>
<td>14</td>
</tr>
<tr>
<td>Abstracting</td>
<td>05</td>
<td>06</td>
</tr>
<tr>
<td>Literature search</td>
<td>48</td>
<td>58</td>
</tr>
<tr>
<td>Current content of pled</td>
<td>18</td>
<td>22</td>
</tr>
<tr>
<td>C.A.S.</td>
<td>30</td>
<td>36</td>
</tr>
<tr>
<td>S.D.I.</td>
<td>38</td>
<td>46</td>
</tr>
<tr>
<td>Press clipping</td>
<td>34</td>
<td>42</td>
</tr>
<tr>
<td>Circulation</td>
<td>82</td>
<td>100</td>
</tr>
<tr>
<td>Inter Library loan</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td>Translation</td>
<td>05</td>
<td>06</td>
</tr>
<tr>
<td>Reprography</td>
<td>28</td>
<td>34</td>
</tr>
</tbody>
</table>

By the study of for said table 5 it is known about the services given in the libraries. What all services are being given in how many college’s universities. Reference services are given in 80% of institutes. The lists of new arrival services are being provided by 60% of institutes. The Bibliographic service is given by 34% of institutes. The indexing service is being given in 14% institute. Abstracting services are given by 6% of institutes by the demand of users. Literature search has been given by 58% of institutes. The current contest of peld is given by 22% of institutes. The CAS is
given by 36% of institute. The SDI are given by 46% of institutes. Press clipping are given by 42% of institutes. The circulations are done all the institutes. The inter library loans are provided by 30% of institute. The translations are provided by 6% of institutes by the demand of users. The reprographics are being provided 34% of institutes.
REFERENCE

22. Dana, John Cotton. ALA Primer public libraries 1896 p 78-81
24. Ulvelting, R.A. The detrain charinglal system Demo library supplies, 1930. p 5