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Chapter – 5

Quality Management & Technical Processing

5.1 Technical Processing and TQM

In Library, the term technical processes added and stored in a library. Systematic arrangement of the collection enabling easy location and retrieval of documents is the objective of technical processing. This is aimed at fulfilling the fourth law of library Science: save the time of reader.¹

Mistake is possible in Classification and cataloguing. There should be constant review and correction on these aspects technical processing should conform to standard schemes of classification and catalogue codes. Local variations can be there due to necessity, but such local variations should be noted in a section manual or diary. So many local variations are not desirable since these are deviations from standard practices. Practices based on outdated edition of classification schemes or catalogue codes should not be continued, even though chances in technical processing with every revised edition of classification scheme and catalogue code may be positive.²

5.2 Introduction of Classification

The Process of arranging data in groups of classes according to resemblances and similarities is technically called classification. Hence classification is the grouping of related facts into classes.

Conner defines “classification is the process of arranging things –either actually in groups or classes according to their resemblance and affinities and gives expression to the unity of attributes that may subsist amongst a diversity of individuals”.³

Librarians had recognized the need for and the importance of both classification and cataloguing in providing effective library services.⁴
Classification numbers also represent the subject content of library materials. Classification can be more powerful tool for subject access than subject headings. Because it groups material on similar subjects within a systematic hierarchical array. This grouping of similar material can be both on the shelves of the library and with the catalogue of the library. The main contribution of classification to subject access is through shelf arrangement to make “browsing” the collection easier for users.5

5.3 Need and Importance of Library Classification

The Books are the base of libraries and the base of libraries is classification. Here classification has special value in libraries.
1. Shelf arrangement
2. Rearrangement of returned books.
3. Subject wise approaches.
4. Preparation of catalogue and bibliographies
5. Estimate of library collection
6. Symbiosis with cataloguing
7. Display of Books
8. Statically data
9. Stock Verification

5.4 Function of Library classification

1. Library classification arranges documents in a systematic and most convenient order to the readers and the library staff.

2. It brings related subjects in close contact, called collection.

3. It helps in identifying and locating the documents can be quickly retrieved from and replaced to their original positions.
4. It helps in organizing documents into organized groups like pigeon holes and when a new
document is added to the collection, classification finds and appropriate place for the
newly added document among the other documents on the same subjects.

5. It helps in organizing book display and exhibitions. It facilities withdrawal of certain
documents from the main collection for special purpose and occasions such as book talks,
seminars, symposia, conference and special exhibitions, on a given topic.

6. It helps in maintain daily records of issues of documents on various subjects at the
circulation counter of a library. It also facilitates compilation of statistics on issues which
reflect the pattern of use and demand of documents on different subjects. The feedback
helps in the allocation of funds to various subjects and guides the book selection policy of
the library. The statistics so collected can be included in the annual report of the library.

7. It facilities efficient and through stock verification of the collection of the library through
the medium of shelf list.

8. It helps in the compilation of bibliographies and union catalogues of books and other
reading materials.

9. It assists in the classification pieces of information and suggestion, received from the
readers and the reference queries attended to in the reference queries and various aspects
and indirectly helps in efficient reference service.

10. It assists in systematically deriving subject entries. It also aids the cataloguer to use the
alphabetical list of subject headings for deriving specific subject headings through class
numbers.
11. Non-Book Material, such as films, slides, maps, microforms, photographs and correspondence can also be classified and filed systematically.

12. It helps the library staff, especially the classifier to be aware of and comprehend the knowledge which is the basis for a systematic arrangement of documents in libraries.

13. It is basis to organize the knowledge embodied in documents for maximum use.

14. It is also the basis efficient bibliographic control and retrieval of documents.\(^6\)

5.5 Schemes of Classification

It is generally accepted that the following general schemes of classification are the major schemes of classification:

- Dewey Decimal Classification
- Universal Decimal Classification
- Colon Classification
- Library Congress
- Bibliographic Classification
Table No. 5.1 Table of Classification Scheme

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Scheme</th>
<th>Inventor</th>
<th>Place</th>
<th>Notation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Dewey Decimal Classification</td>
<td>Melvil Dewey</td>
<td>USA</td>
<td>Pure-Arabic Numerals Notations 7</td>
</tr>
<tr>
<td>2.</td>
<td>Universal Decimal Classification</td>
<td>Paul Otlet &amp; Henri La Fountaine</td>
<td>Belgium</td>
<td>Arabic Numerals Notation/ Decimal Fraction Notation 8</td>
</tr>
<tr>
<td>3.</td>
<td>Colon Classification</td>
<td>S.R. Ranganathan</td>
<td>India</td>
<td>Mix Notation, Arabic Number, Alphabets, Signs 9,10</td>
</tr>
<tr>
<td>4.</td>
<td>Library Congress</td>
<td>Herbert Putnam</td>
<td>U.S.</td>
<td>Mix Notation, Indo Arabic Number, Alphabets 11</td>
</tr>
<tr>
<td>5.</td>
<td>Bibliographic Classification</td>
<td>Henery Evdyn Bliss</td>
<td>Britain</td>
<td>Enumerative 12</td>
</tr>
</tbody>
</table>

5.6 Introduction of cataloguing:

The English word catalogue is derived from the Greek words kata logos, which means a list, register or complete enumeration of something. It has now come to mean a systematically or other list of something either in alphabetical or other order, often with brief description of items listed.
A number of records are prepared in the libraries for the collection to serve different areas such as accession register, etc. Out of which catalogue is the most important and useful tool for library users.

C.A. Cutter defines as “Catalogue is a list of books which is arranged on some definite plan. As distinguished from a bibliography. It is a list of books in the library”. S.R. Ranganathan defines as “Catalogue is methodically arranged record of information about its bibliographical resources.”

A library cannot function effectively without a catalogue and so no library, however small it is, can neglect the work of cataloguing its collection. Cataloguing in the library is the process of arranging the books in the collection, giving each of them its unique call number that will indicate to the user the location of the item in the library thereby enabling him to pick up the material that he wants without any difficulty or delay. The catalogue in addition helps the user to know what works by a particular author, if it has a book of a given title, what all books on a particular subject are available in the library and in which shelf each item is to be found.

A librarian therefore should know what a library catalogues, entries how to prepare organize or arrange and maintain the catalogue and to keep the catalogue up to date.

A standard unit cabinet, which occupies a floor area of 23” * 28”, can hold 48,000 catalogue cards. Each book on an average has six cards to satisfy the second third and fourth laws. Thus a unit cabinet is required for every 8000 volumes. It is clear that the number of catalogue cabinets will increase in growing library.

5.7 Purpose / Objectives of Library Catalogue

1. The basic purpose of a library catalogue is to serve as a guide to the collection of reading materials (books, Periodicals, maps, audio-visual materials) available in a library.

2. Primary the library catalogue reveals, discloses, tells to users of a library the documents/ reading materials possessed by the library.
3. It helps the readers in findings out whether books of the reader’s interest are available in the library or not.

4. It also serves as a retrieval tool.\textsuperscript{17}

5. A catalogue is a list arranged according to some plan determined by the purpose to be served by it. A catalogue of books is a list of books; each book being represented in the list by one or more entries that is records. If it is called, there will be one and only one entry for each book being represented in the list by one or more entries that is records. If it is called there will be one entry for each book and the entries are arranged in the same sequence as that of the books on the shelves.

6. To enable person to find a book of which either the.
   a) Author or   b) Title or  c) Subject is known

7. To show what the library has
   a) By a given author
   b) On a given Subject and
   c) In a given kind of literature

8. To assist in the choice of a book.
   a) As to its edition and
   b) As to its character.\textsuperscript{18, 19, 20, 21}

5.8 Form of Catalogue

The main two part of form of catalogue first is conventional and second is non-conventional.

5.8.1 Conventional Form

5.8.1.1 Card Form:
This is the popular form of catalogue adopted all over the world during 1950’s and 1990’s its place is being taken up by computerized catalogue.

In this form 12.5 x 7.5 cm or 5’’ x 3’’ size card are used for catalogue. In these card items of information required for publication, pages and call number of the book are written. This method of using one card for describing a book is called unit card principal. For one book, separate cards are prepared for author, title, editor, translator, and subject. Thus for one book minimum 3 cards (Author, Title, Subject) are prepared. 22

All these cards stand in trays of cabinets with a punched hole of about half a centimeter from the bottom for inserting a locking system keeps the cards from falling out and also prevents unauthorized persons from removing any card from the tray. 23 There are different types of lines on these cards. These lines are used at the time of preparing entries on these cards. Hence the cataloguers as well the learners of cataloguing should know about all these lines and about their locations on the cards. 24

5.8.1.2 Printed book form

Book form of the catalogue can occur as guard- book catalogue, conventionally printed book catalogue. Guard- book catalogue is one with several entries on slips pasted on each page. Slips are cut out from accession list and these are pasted on stout manila Pages of a book. In a printed book catalogue, a number of entries are printed on each page of the book. The method of printing can be a conventional one or by means of a computer. This type of catalogue can be made available in multiple copies.

It becomes out of date immediately after publication. To keep it up to date, periodically supplements are necessary, which means that one has to look in a number of places to use to print a catalogue, and then it is possible to update the catalogue quickly. Printed catalogue is familiar in shape and size being like any book. It is also light in weight. Therefore, it’s easier to handle and consult being like a book. 25

5.8.1.3 Sheaf Form
Most usual form of sheaf catalogue is adjustable sheaf catalogue, which consists of sheets of tough paper (size being 15 cm x 10 cm or 12.5 x 7.5 cm) notched at left edge and protected by means of boards put at the front and back. The whole of it is secured by a mechanical clasp or metal fastener. Each such binder holds about 500 to 600 slips and can be field in pigeon – holes of a catalogue cabinet. It is possible to keep it up to date because addition and withdrawal of entries can be carried out. It is easy to handle and consult but it cannot be as well guided as the book form or card form.

5.8.2 Non-Conventional

5.8.2.1 Visible Index

Visible Index catalogue contains of bands attached and a border of cards detained level hinged and with control of each card expanded so as to make the title observable. The cards are usually of the size 12.5 x 20 cm the card is inserted into a hinged Kraft packed, exposing the top portion. These pockets are held in specially prepared steel cabinets. Such steel cabinets are available in India under the trade name kardex is used in Indian Libraries for maintaining records of current journals and periodicals. However, these are rarely used in Indian libraries for maintaining periodicals records.

5.8.2.2 MARC (Machine –Readable Catalogue)

A machine – Readable format is that operation in a processer access to computer might be connected or disconnected. Offline contact concerns operation without continuous or instant continuous Communication with the computer. Data is processes are “batches” which like a telephone system and offline as a postal service.

Online system is linked directly can be used immediately for processing and searching. Results are showed on a monitor or pictorial presentation unit and output to disc or printed in hard copy.

5.8.2.3 OPAC (Online Public Access Catalogue)

OPAC (Online Public Access Catalogue) facilitates to search the bibliography, Databases including Boolean operations. OPAC of SOUL is the window to the library collection. This user
friendly and it helps the reader in searching the required documents, user can search databases by author, Title, Corporate body, Conference names, Subject Headings, Including call numbers etc.

It provides Information regarding updating of collection of library and a list of latest arrivals can be printed also. The Boolean Search enables the user to conduct the search using all combination including type of material, language, years etc. INTERNET union data base can also be searched. 29

This computerized online catalogue, which can be searched by the users directly for the retrieval of records without the assistance of a trained inters midair, is commonly known of OPAC. Thus Library user can retrieve catalogue records directly from computer database, the library is said to have on OPAC. It is based on MARC Records and is accessible by means of access points or search keys from user’s workplace in and interactive mode through a computer terminal. 30

5.9 Advantages of library catalogue

Some of the advantages which made the card form catalogue quite popular are as the following:

1. Easy to Consult

All the cards are arranged systematically either alphabetically or classified in the trays, hence readers have no difficulty inserting his requirements from this catalogue, as they are already familiar with dictionaries. It can be consulted like a dictionary. Thus this is very easy in consulting by its users.

2. Flexible:

The most important features of this catalogue are its flexibility. The entries prepared for new arriving books can be inserted in it very easily at any time.

3. Up-to – dates:
Because the entry cards having entries of new arriving books can be inserted in it at time whenever required, therefore this form always remains up-to-date to the users.

4. **Durable**

The entry cards used in this form are made of durable and thick paper in comparison to the paper used in other form. In addition to this, cards are also arranged in durable trays with the support of locking rods, and they all have become a durable scene against us of a card catalogue.

5. **Full bibliographical details representation:**

In the card form the all bibliographical as well as physical description of the books such as author, title, place of publication, name of publisher and year in which the book was published, pages, size, price and subject of the books are recorded. Thus we see that the card form represents the full bibliographical description of the books against the users of the libraries.

6. **Based on a code**

The work of making entries on cards is done on the basis of one of the cataloguing codes suitable to the library and its users. Thus a uniformity and similarity can be established in the entries.

7. **Satisfies different approaches:**

Near about 4 to 8 entries of a book are prepared to satisfy different approaches of the users, thus we see that this is only the cards catalogues which satisfy most of the approaches of the users.

8. **More than one user can consult at a time**

Only one user can consult the forms of catalogue such as book or sheaf form, whereas it can be used by more than 1 i.e. 2, 3, or 4 users at a time

9. **Guide may be used**
Most of the users are unable in consulting the catalogue properly. So they had some type of assistance in this connection. For this some guides may be used to help the user. Label holders can be pasted on each of the tray to show their contents and guide are also used for the purpose.

10. Duplication can be avoided

It is the most significant features of the card form catalogue, that classification of the entries preparation can be avoided in this form.  

5.10 Type of Library Catalogue

1. Author catalogue
2. Name Catalogue
3. Title Catalogue
4. Subject catalogue
5. Dictionary Catalogue
6. Classified Catalogue
7. Cooperative Catalogue
8. centralized Catalogue
9. Union Catalogue

1. Author Catalogue:

Author Catalogue Consists of Author entries arranged alphabetically. It is the oldest and the most important type. This type of alphabetical catalogue tells what works of a given author are possessed by the library and whether the library has a particular work of a given author. Author is a comprehensive term which includes editor, compiler, illustration, translator, etc.

2. Name catalogue:

Name catalogue consists of author catalogue and subject catalogue mixed in one sequence arranged alphabetically. The subject catalogue is restricted to the subject entries for the names of persons occurring as subject of books (e.g. biographies, diaries, memories, criticism etc.), that is subject heading consisting of names of the persons traded as subjects.
3. **Title catalogue:**

   Title catalogue consists of entries for books under their titles arranged alphabetically.  

4. **Dictionary catalogue:**

   Dictionary catalogue is the most common physical form of the catalogues in libraries. The dictionary catalogue derived its name from the general meaning of the word dictionary is that it is a reference book, which gives information on particular subjects on a particular class of words, names or facts, usually arrange alphabetically.  

   A dictionary catalogue is that in which all the entries (author, title, subject, added, series, analytical and reference etc.) are filed together in one alphabetical order. The arrangement is quite simple. But as library grown in size, the dictionary arrangement becomes cumbersome and complex because all types of entry are interfiled.

5. **classified Catalogue:**

   It is catalogue in which subjects entries are arranged according to some scheme of classification. In other words, the principal component of a classified catalogue is the classified file of subject entries arranged in systematic order.

6. **Centralized Cataloguing:**

   It is definite as the “cataloguing of documents by same central organization” for the advantage of other libraries. This method of cataloguing can take place in one library system.

   Centralized cataloguing is one of the forms of cooperative cataloguing. Centralized catalogue means the provision of cataloguing services from a central point to several clients. The service may range from a simple cataloguing with the preparation of catalogue cards ready to be inserted into the clients catalogues. Centralized cataloguing is a cataloguing carried out by a Central library or organization so that carried out by a central library or organization so that all libraries may make use of cataloguing, thereby avoiding duplication of work.
Centralized cataloguing may make use of cataloguing, thereby avoiding duplication of work. Centralized cataloguing may be carried out of the forms of cooperative cataloguing. Centralized cataloguing is a cataloguing carried out by a central library or organization so that all libraries of workcentralized cataloguing, thereby avoiding duplication of work. Centralized cataloguing may be carried out at either national or local level.  

7. Cooperative Catalogue:

Cooperative cataloguing as an idea had its origin even by the early 18th century, when William Desborough Cooley was thought in 1850 of universal catalogue. Thus cooperative cataloguing had its firm ground with the introduction of the LC printed Cardsin 1901 the simple meaning of co-operative is to work together by many persons or organizational for a single objectives. A cataloguing of documents can be done cataloguing mentions to a condition a number of self-governing libraries part the work of creating a catalogue for their jointadvantage.

8. Union Catalogue:

The foundation of the union catalogue was laid in USA in 1901, when the library of congress authorized an exchange of catalogue cards with card producing libraries. This union catalogue provides a guide to the holding of the libraries of the United States. A union catalogue is a simple ‘finding list’ or catalogue of the books, pamphlets, and other reading material held in the cooperative libraries within a region or country, in which the entries are arranged alphabetically by authors in a single sequence and indicate the location of every copy of the book available in the libraries of the area.

5.11 Catalogue Code or Rule:

1. AACR
2. CCC

5.11.1 AACR (Anglo American Cataloguing Rules):
Anglo American Cataloguing rules are the most widely used catalogue code. It has been adopted by majority of libraries in English-speaking and British Commonwealth countries. The rule protects the explanation of the establishment of access point for all library materials, usually together at the present time.

AACR is published in English and has been translated into other languages. The rules are maintained by the joint steering committee develops and maintains the Anglo American Cataloguing Rules according to established principles for bibliographic description and access.

AACR is an international content regular for providing bibliographic explanation and contact for all media. It is autonomous of the design used to transfer information. While advanced for use in English language communities. AACR enable users of library catalogue and other systems of information organization to find other systems of information organization to find resources appropriate to their information needs.

5.11.2 Classified Catalogue Code:

The Code is the first and the only code designed in India. The first edition of CCC appeared in 1994 and was continued through five editions, the last 5th edition coming in 1964. Each later edition was an improvement on the earlier one, the revision, addition or improvement made on the basis of practical application and reasoning. This empirical, analytical and critical approach shaped the code progressively.

The codes for alphabetical, author and dictionary catalogue are quite large in number; the codes oriented to classified catalogue are little in number. Ranganathan classified catalogue code is one prominent code of these few. After cutter’s rules and vacation code, the CCC is the only other code which is complete to cover all the cataloguing procedures and to provide rule of entry, description, object cataloguing/indexing and filing.
The rules for determining authorship are based on a set relating to rendering of names / heading for persons, corporate bodies and geographic entries are based on language, Nationality and cultural preferences which are postulated through principles.

References:

8. IGNOU B. LIS. Library Classification Theory – 1, 36-37.

39. Ibid,94-95.