CHAPTER IX

CIRCULATION OF CONTENTS PAGE
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9.1 Introduction

Before discussing the duplication and its circulation of contents pages, it is pertinent here to know thoroughly the contents page and its importance and functions.

The contents page of the book includes the chapter headings and the page number on which it starts. In some contents page, the page number on which the chapter ends is also provided. If there are different contributors for different chapters the names of the contributors are also provided with the chapter headings. Chapter headings are written in the same order as the matter is arranged in the body of the book. We shall discuss the information in the contents page of the periodical.

9.2 Information Provided in the Normal Content Page of Periodical

In the contents page normally the following information is provided.

a. Title: The title of the article with or without the sub title. By this the users would know the subject content.

b. Author(s): The name(s) of the author(s) of article who has contributed.
c) **Pages**: The page number on which the articles starts. Some contents page provide the page on which the article ends.

d) **Address and qualifications of the author(s)**: In some contents the official position and address of the author(s) are provided. In a few contents pages the awards, degrees are included along with the qualifications of the author(s).

9.3 **Information Which is Required for an Ideal Content Page**

Apart from the information regarding the title, author(s), of the normal contents page, an ideal contents page should have the following information.

a) **English translation of contents (if necessary)**. This is essential as English is more popular language in the world.

b) **The full title of the periodical**.

c) **The standard abbreviations of the title of the periodical**.

d) **The volume number, issue number, date or month and year**.

e) **Date of actual**

f) **The Inclusive Pagination**: The inclusive pagination (The initial and the terminal pages). It helps in estimating the price of a copy and/or the charges for translation of article.
g) **Key Words:** Provision of key words not only gives a precise idea about its content but also helps a reader in retrieving relevant documents from abstracting or indexing periodicals.

h) **Information Regarding the Issue as a Whole:** It should contain the full items of full title, volume and issue number.

The awards and prizes received by the author(s) need not be included in the ideal contents page.

### 9.4 Position of Contents Page

In most of the cases contents page occurs in the beginning of an issue. But there are instances where there are no separate contents page. It either occurs in the front cover or the back cover.

### 9.5 General Layout

The general layout, position, typography of contents page were discussed in 1950 at a Unesco meeting. A report of the 'Improvement of Bibliographic Services' was also published by Unesco. In that it is urged to, 1) to print them on a page other than the cover in cases when the colour of the latter makes it difficult to photograph it; 2) to indicate in the table of contents, the title of the periodical.
and the date of publication.¹

Use of types depends on the contents to be accommodated in the page. In case if the less number of articles are to be accommodated in contents page then the large size types may be used. If it is to accommodate more number of articles, the small size types have to be used. In some periodicals titles itself consumes half of the page. It can be avoided. The title can be accommodated in quarter page. The matters discussed in the ideal contents page will add to the length of the contents page and ultimately the cost of the periodical. Even then it is worth spending on it. It has to be viewed in the overall perspective and benefits to the scientific community.

9.6 Functions of Contents Page

The contents page of a periodical has two different functions - (a) primary and (b) secondary (derivative).

a) The primary function is to satisfy the need of the readers about the contents of a periodical. This is the traditional function. The contents page has been there right from the beginning of the periodical.

b) The secondary function is derivative which is of recent origin. The secondary function is the concern of professional documentation or current awareness service.

The derivative function has been performed by the contents page since the emergence of current contents periodicals. The contents page was always used along with the periodical. The doubts regarding the subject matter etc., if any, the reader was able to check and verify. Whereas, since the emergence of current contents periodicals the contents page is not used along with periodical, it is used separately. The reader is not able to check the doubts in the article. The reader may be interested in many things other than just the author's name and title of the article. He may be interested in the author's address, the organization where he is working, or the date on which the paper was received by the publisher for publication, etc. This can be known only if these are available in the contents page. In some cases the contents pages are facsimile reproductions which miss many such items.

Some journals give the articles under the different subject headings. There are some journals which mix the different language articles in the contents. These will add to the problem if the facsimile reproduction of such journals
are prepared for rendering current awareness service. Hence, some attempts are made to standardise the contents pages of periodicals in India. Guha and Gosh have suggested the enrichment of contents page by additional information for primer- and for derivative functions.²

9.7 Documentation-in-source

The term 'documentation-in-source' was coined by Welisch.³ In this system, the articles in a journal issue are given as a complete bibliographical citations in contents page. Each entry consists of author(s), abbreviated title of the periodical, volume and issue number and pagination. The main advantage of such contents page is the user can use such bibliographical details and maintain a separate file of his own. This has derivative function. To satisfy the derivative function the periodicals may have to provide two contents pages - one with minimum details and the other with full bibliographic details.

The 'Current Contents' series issued by the Institute for Scientific Information (ISI), Philadelphia (USA), 'Current Papers in Physics' issued by Information Service in Physics,

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Electrotechnology and Computer Control (INSPEC), United Kingdom consist copies of contents pages of selected journals. They also contain a list of journal issues covered, an author index and an address directory. There are many contents services available now for scientists.

In this chapter the duplicating and circulating of contents page of in-house journals by in-house methods are discussed.

9.8 Contents Pages of Journals Duplicated Internally

To quote Hanson, "Xerox or other copies can be made internally of the contents pages of all or some of the journals received by an organisation as they arrive. These copies can be circulated singly or in batches stapled together. It is almost like circulation of published 'Current Contents'. It varies from the 'Current Contents' in the following respects.

a) The coverage of journals is chosen as per the needs of the organisation and the known readers.

b) The journals covered by such an internal current contents would be available any time in the organisation for consultation. These contents pages can be used in place of routing the journals to render CAS.

Kopkin is of the view that, Current Contents service have become popular and readily available in recent years with the advent of cheap photocopying services.\(^5\)

In the organisations where the staff is insufficient to prepare the publication for rendering current awareness service, a substitute method is to duplicate the table of contents of periodicals as they are received in the library. This type of service which would naturally give only the title has its own limitations regarding the benefits.

9.9 International Situation

Photoreproduction is the basis of current contents. The Boots Pure Drug Co. Ltd. library has the contents pages typed on to a stencil for duplication. Photoduplication of contents pages of selected periodicals is done by American Water Resources Association for its publication 'Bydata'. It covers its limited field quite rapidly. There are many more examples of this type.

This is a popular method of CAS amongst libraries. The reason for the popularity is its simplicity. Rowley and Turner explains, "The simplest way to organise such a service is to obtain a list of each user's journal requirements, \(^5\)

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and from these calculate the number of copies of each contents page that will be needed. As the journal arrives in the library the requisite number of copies are taken. This method obviously requires the minimum scientific skill.

9.10 Advantages of Circulating Contents Page

In this the scientists are invited to visit and read the journal if necessary. This gives the scientists an opportunity to scan for their needs. The staff of a library or information centre does not scan for somebody else. In case of preparation of CA bulletin the library scans for others. The scanning of library staff might restrict the subject coverage, whereas in contents page circulation the clients are provided with a wider coverage.

a) Speed

Circulation of contents pages service has the advantage over speed. This is one of the services which can be rendered with minimum delay and maximum speed.

b) Minimum Scientific Skill

This service can be rendered with minimum professional activities like classification, indexing and preparation of abstracts etc, these add to the total cost of the service.

9.11 Circulation of Table of Contents in Karnataka

Some science and technology libraries in Karnataka are rendering CAS by the method of circulating the table of contents of periodicals received in their libraries.

Information from 105 organisations (90 research organisations and 15 industries) was obtained to know whether they render the CAS by the method of circulating the table of contents of periodicals. The table given below shows the results of the replies.

Table 24: Circulation of table of contents in libraries

<table>
<thead>
<tr>
<th>Organisations</th>
<th>Organisations which circulate</th>
<th>Organisations which do not circulate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>%</td>
<td>Number</td>
</tr>
<tr>
<td>Research organisations</td>
<td>03</td>
<td>3.53</td>
<td>87</td>
</tr>
<tr>
<td>Industries</td>
<td>01</td>
<td>6.67</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td>04</td>
<td></td>
<td>101</td>
</tr>
</tbody>
</table>

The above table shows that 3.53% research organisations are circulating the table of contents of periodicals, whereas among industries, it is 6.67%.
9.11.4 **Circulation of Contents Page in Research Organisations**

The research organisations which are duplicating and circulating the table of contents are:

1. **Indian Space Research Organisation Satellite Centre (ISAC), Bangalore.**
2. **Central Power Research Institute (CPRI), Bangalore.**
3. **Indian Institute of Astrophysics (IIA), Bangalore.**

The professional colleges do not offer this facility. This requires mainly a duplicating/xerography machine, a typist and stationery.

Despite the availability of xerography facilities, some organisations do not practice CAS by the method explained above. The reasons given by them are:

a) **The availability of other types/methods of current awareness service, like CA bulletin and subscription to centralised/commercial services etc.**

b) **More titles do not provide enough information; going through the abstract is essential.**

c) **The issues of periodicals are displayed which helps readers to know the contents.**
9.11.2 Circulation of Contents Page in Industries

Only one industrial library in Karnataka viz. Grindwell Horton Ltd., Bangalore maintains this service.

9.12 Disadvantages

a) Subject Heading Missing

The disadvantage in referring to the contents is that the scientists have to depend on the title provided by author of articles which sometimes may mislead. This disadvantage is not there in the CA bulletins, wherein the articles are read by the library staff and then the subject headings etc. are provided.

b) Non-inclusion of News Items and Advertisements

The contents page normally contains the title of an article, its author and editorials etc. With reference to news and the advertisements the items are missed. The news items and the advertisements are equally essential for the scientists many a time. The contents page fails to provide information about these things. If clients are particularly interested in news items and advertisements, the contents page will not serve the purpose.
c) **Absence of Abstracts**

The contents pages do not include the abstracts. The users of such service might need the annotation or an abstract to know the thought content of the article which is missing in contents pages.

d) **Disappointment of Users**

The contents pages sometimes might disappoint the user. There are some titles of articles from periodicals which mislead. The users are misled by them and get disappointed. This is another disadvantage of referring to the contents pages.

9.13 **Conclusion**

If we consider the merits and demerits it can be concluded that the current awareness service by the method of contents page circulation continues to be one of the simplest and easiest services of dissemination of information.