Module-1  Library Management

Unit-2: Functions of Different Sections of Library

After studying this Unit, students will be able to:

- To understand the Library as an Organization
- To understand the various functions of a Library
- To enlist and explain the sections of a Library and their importance
- To explain the role of various sections of a library viz. Acquisition, Cataloguing, Circulation, Periodicals, Binding.
- To appreciate the importance of the preservation of library material

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1.2.1 Introduction

Every library, irrespective of its size and type, acquires, processes, and makes available library material for use by the library users. Based on the acquired material, libraries offer various services to their respective users. A library needs a systematic organizational structure to perform its functions. The function-based structure is a common form of any library. It divides a library into functional divisions, sections, or units such as acquisition, technical processing, circulation, reference, maintenance, and so on.

In a library, the activities are grouped on the basis of job analysis into different sections, and thus executed. Such jobs are logically distributed among different sections. Usually, all kinds of libraries have seven basic departments and sections, which are: acquisition, technical processing, circulation, reference, periodicals, maintenance, and administration, and accounts. Apart from these, depending upon the collection and services, some libraries also have archives, electronic collection and other sections.

These sections are made up of several sub-sections or units. The distribution of the activities under different sections varies from library to library. For example, some libraries place maintenance section with circulation section while some place it with the technical processing section. But, the technical processing section always has activities of cataloguing and classification. In this unit, we will discuss some sections and their functions, which are common to most of the libraries.

1.2.2 Acquisition Section

The acquisition section in the library is an important functional unit of collection development. It acquires relevant reading materials or information sources, such as, journals, books, electronic books, and periodicals, which are useful for the existing and potential users. Information sources include books, manuscripts, serials, journals, periodicals, newspapers, standards, specifications, patents, thesis, dissertations, maps, atlas, globes, etc. which are deemed fit for serving the existing and potential users. Well-planned acquisition should keep an account of the available funds, storing and shelving area, technological infrastructure, and availability of the staff. It is impossible for a library to buy each and every information source published in the world. So, the acquisition should be planned in such a way that the best suitable material can be procured within available resources so that the objectives of the library can be achieved.

The library also acquires information sources for preservation of intellectual heritage, depending upon its scope. The scope of the library may be local, regional, national, and global. For example, the National Library of India, situated in Kolkata has the responsibility of preserving the intellectual heritage and relevant information sources of the whole country, while a library of Kangra region of Himachal Pradesh may preserve the information sources relevant to that region only.
The types of information sources have witnessed a growth with the development of the society, where the books are no longer the only sources for a library. In different epochs, the Library and Information Science has used various terminologies, such as documents, reading materials, library materials, etc., wherein the information content of the material is more important than its visual layout. Thus, the term information source has acquired a wider coverage and meaning. Though, these terminologies have varying meanings, they have become somewhat synonymous in the text of the Library and Information Science subject. The information sources can be understood as any material, which contains useful information, recorded in textual, visual, audible, or multimedia form in logically organised format, for the purpose of knowledge development of the present as well as future generations.

1.2.2.1 Need and Purpose of Acquisition

The library has the responsibility to provide the best available information sources depending on the available financial resources. But, at the same time, the library has its limitations. A certain amount of fund is given to a library for acquiring specific information sources. Hence, the task of acquiring materials and information sources has to be accomplished within the limited resources.

The information boom has led to a tremendous increase in the volume and variety of the information material published across the world. It is, thus, impossible for an individual library to acquire all the desired available material. These publications range from general books, textbooks, reference books, maps, atlases, globe, digital and multimedia based materials, etc. Therefore, acquisition of library material needs to be planned in a proper manner. A planned acquisition system is necessary to:

- achieve the objectives of the library,
- satisfy the needs of the users of the library,
- acquire best available resources/ reading materials deemed fit for the library,
- acquire materials of preservation value within the scope of the library, and
- acquire material within the available resources (fund, space and staff).

To achieve the above mentioned purposes, a library requires a sound functional acquisition system.

1.2.2.2 Functions of acquisition system

The acquisition system performs the following basic functions to complete the entire acquisition process.

(i) Selection, Ordering, Receiving of Documents
(ii) Cancellation of Documents
(iii) Accession of Documents.

1. Selection

The selection process of information sources is an important and responsible work. The process of selection revolves around the users of the library. The users' information needs may vary from library to library. As you already know, there are three categories of libraries namely public, academic, and special. Each category has different objectives and caters to the needs of different user groups. Hence, there should be a well-defined selection policy for each and every kind of library.

It needs judicious approach to select each and every information source or document to be acquired. The library should always select those materials which can be useful for a larger number of library members and can be required within the available funds. For the purpose of acquisition, it is always recommended that the library should have a written acquisition policy. The acquisition policy acts as a guiding tool for the staff associated with the selection process, as it helps to maintain standard and consistency in the collection development programme of the library. The acquisition policy should remain the guiding tool to acquire information sources for the library to fulfil their stated objectives.

The selection aids are the tools which help library staff in selecting best materials for the library. Users' demands, suggestions from the authority and different tools (bibliographies, reviews published in review journals and newspapers, etc.) can be used as selection aids. For assisting the library staff to select best reading materials for the library, there is a selection committee. The selection committee is a group of experts from different subject areas depending upon the nature of the library.

Selection in Public Libraries

The objectives of the public library have already been discussed. A public library has a wide range of users which may include children, adolescent, youth, and old aged people. The need of the users may be based on their economic class (lower, middle and higher), professional association, educational level, habitats (rural, urban, hilly region, coastal region, etc.), socio-cultural and linguistic background, etc. The library is also expected to acquire the material relevant to the locality like, local history, politics, economy, socio-cultural threading, weather conditions, available professions, etc. As, a public library has the responsibility of serving the community and preserving the relevant information of the region, its approach in material selection is different from other kinds of libraries.

Selection in Academic Libraries

The academic library can be divided into three broad categories, viz. school, college
and university library. The guiding factors of the academic library are based on the educational courses and the demands of the students, faculty members, and support staff. The selection policy of a school and college library is usually around the acquisition of textbooks, materials for general studies, personality development, career choices, teaching and learning resources, materials for the support staff. Since, the universities offer undergraduate, post graduate, and research programmes, the selection of material must be done with proper care.

Selection in Special Libraries
A special library is meant to serve the information needs of the parent organization of a library. Hence, the selection of information sources is based on the short term and long term programmes of the parent organization. The library selects the materials exhaustively for short term objectives of the organization to meet its programmes at hand. For example, if an organization takes up a research project on life style of urban spaces of India, the relevant material should be selected to support the programme. Considering the long term objectives, the library selects the materials of wider scope of the organization and supports the collection development of the core area as well as other relevant subject areas of the organization.

Selection process should always focus on the long term collection development programmes of the library. On the basis of the acquisition policy, the materials should be scrutinized and lists prepared. Further approval of the selection committee or the competent authority should be taken into account and the process can be moved ahead to order the documents.

Selection Criteria and Types of Materials
The selection criteria for documentary sources are as follows:

(i) **Authority (Authenticity):** The expertise and affiliation of the author regarding the subject of writing should be assessed.

(ii) **Accuracy:** The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents.

(iii) **Scope:** The treatment of the subject, topic, or theme of the document should be evaluated and correlated to the users of the library. The content should be balanced in covering the extension and intention of the subject, topic, or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the preface of the document.

(iv) **Organization:** Information in the document should be organised on the basis of some pre-established characteristics or logic. The consistency in writing and
developing from general to specific topic makes the reading interesting and easy to understand. In the case of non-fiction books, an exhaustive index is expected.

(v) **Format (Graphics):** The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graphs, colour patterns, sizes, etc. should be evaluated.

(vi) **Bibliographies:** Document should be supported by references in case of non-fiction book. The format of bibliography should be standard and information should be complete.

(vii) **Users:** While selecting a document, prospective users should be identified and ascertained that the material would be read by a large number of readers. The documents should be categorized as scholarly, popular, fiction, non-fiction, entertaining, introductory, advanced, etc.

(viii) **Vocabulary:** The vocabulary of the document should be at par with the level of the users for whom it has been written.

(ix) **Textbook:** The textbooks are mostly referred to by the students for knowledge in a subject area. Hence, the textbooks should be complete in terms of syllabus of the subject with accurate and authentic content. The organization of the content should be such that the students can understand easily.

(x) **Fiction:** In the case of a book of fiction, the author, title, style, theme, plot, setting, characters, and reviews should be evaluated.

(xi) **Multimedia:** The documents in audio, video, animation, and multimedia should be evaluated on the basis of their format. There are a number of formats for audio-video material. For example, an audio file is identified as having mp3, mid, wav, aif, etc., a video file could be mpg, mov, wmv, etc. The file format should be assessed on the basis of the equipment(s) that the library has.

(xii) **Digital Material:** It may be ensured that a database of library material, in all formats i.e., audio, video, multimedia, text, graphics or normal documents is made available in digital form. While selecting information materials in this format, the criteria of that category of material should be applied. For example, e-book should be evaluated on the basis of criteria of books. File format, arrangement, hyper-links and search engines in case of databases, display format, etc. are a few aspects, that may be used to evaluate the digital content.

**Selection Aids**

There are a number of selection aids available in the market to help and support the selection of information materials for a library. Depending upon the nature of
materials, aids could be selected to acquire a particular material for the library. Some of the selection aids are listed below:

(i) National bibliographies are a list of publications, published in a country or relevant to a country if published abroad. For example, Indian National Bibliography, published by National Library of India, Kolkata; British National Bibliography, published by British Library, London, and so on.

(ii) Subject bibliographies- are a list of materials published in a particular discipline or subject. Chemical is a subject bibliography, published by Elsevier which covers the subject chemistry; PubMed deals in life sciences and is published by National Library of Medicine, USA. Similarly, a number of subject bibliographies available for reference.

(iii) Trade bibliographies- are published by publishers and distributors or associations, or independent organizations to promote the sales of publications. For example, Indian Books in Print, Whitaker's Books in Print, and so on.

(iv) Book reviews- There are a number of periodicals, newspapers, and websites which publish book reviews. These reviews are critical analysis made by scholars of the subject. For example, Times Literary Supplement, Book Review Digest, and so on.

(v) Bibliographic databases- are a list of publications in database format, searchable online or distributed on CD-ROM, DVD, etc. for offline search. For example, Ulrich's Periodical Directory, PubMed, etc. Some of the databases provide links to the information sources even if they are downloadable.

ii. Ordering

Once the selection process is complete, the ordering work begins. Before ordering the materials for acquisition, pre-order search is conducted to avoid duplicity. The materials are exhaustively searched in existing collection; in processing sections, newly received materials and so on. After the process of pre-order search is completed, a purchase order is generated and sent to the publisher directly or to an approved vendor/supplier of the library. Generating reminders of pending orders and cancellation of orders is also the part of ordering function.

iii. Receiving

The receiving function begins when ordered materials are supplied by the vendor. The materials come with bills or invoices. The supplied material and bills are tallied with the corresponding order list. In the case of printed documents, author, title, edition, publisher, price, and other details are matched with the order list. It is also
recommended that the physical condition of the material be checked while receiving them. After a thorough check and verification of material, and subsequent tally with the ordered list, an acknowledgement is issued to the supplier.

iv. Accession
Every library maintains its stock register in which the details of the acquired material are registered. This called Accession Register. The accession register has fourteen columns for recording the bibliographical details. The materials purchased, received in exchange or gifts are also recorded in this register. An Accession number is a unique number assigned to each document available in the library. Against this number, all the details of the documents are recorded. A specimen of an accession register has been given in the records maintenance section of Module 2, Unit 3 on pages 99 and 100.

1.2.2.3 Mode of Acquisition
The method of acquisition of information sources is popularly known as 'mode of acquisition'. Traditionally, the three modes of acquisition are Purchase, Gift and Exchange. In the recent times, more methods have emerged and have established worldwide. These are online and consortia based acquisition, which are particularly functional in the digital environment. A brief description of these modes of acquisition is listed below:

i. Purchase
A library goes through a selection process, after which, the information material is made available in the library. Selected materials can be purchased directly from the publishers or their agents, distributors or any vendors depending upon the policy of the library.

ii. Gift
Non-commercial organizations, educational institutions and people who have strong affinity with the libraries from time to time donate their collection or information materials to libraries. Occasionally an author may also gift a personal copy of his/her book to the library. Sometimes, a set of information material becomes irrelevant for one institution, but it, can be relevant for another institution. In such cases, the former can donate the material to the latter. Therefore, gifting is also one of the established methods of acquiring materials.

iii. Exchange
The library may acquire materials, especially the publications of other institutions in exchange of its own publications. From time to time, libraries can exchange duplicate copies of library material. As mentioned earlier, sometimes an irrelevant material for one library may be relevant for the other one.
iv. **Online Acquisition**

Online acquisition method is more suitable for digital materials. In this process, a library can download material from the publishers' or vendors' portal and make payment online. For example, digital materials, print materials like books, reports, and so on.

v. **Consortia Based Acquisition**

In the contemporary scenario, the libraries come together, form a group and acquire e-sources collectively to save funds. This helps in providing wider number of information sources to the patron, which a single library cannot afford to acquire. Such a group of libraries is called consortia. In consortia based acquisition system, a member library pays only for its acquired resources but gets access to all the resources acquired by the group collectively. For example, there is a consortia of five libraries A, B, C, D and E, wherein library A pays for 50 e-books, B pays for 60 e-books, C pays for 45 e-books, D pays for 80 e-books and E pays for 70 E-books. So together they pay for 305 e-books. After which, each library can get access to all the 305 e-books, as per terms and conditions. Therefore, the acquisition policy should have clear cut guidelines regarding this emerging mode of acquisition.

vi. **Library Consortia**

The term, 'Library consortia' indicates a group of libraries working together towards a common goal, whether to expand cooperation on traditional library services (such as collection development) or electronic information services (such as digital library or e-journal consortia). Increase in user expectations for more services and gradual decrease in budgetary provisions have encouraged libraries to cooperate and share information and human resources. Consortia activities help libraries to provide users unlimited access to a wider variety of information sources, enable individual libraries to concentrate on specialized collection building of their area of concern, improve interlibrary lending and document delivery services, facilitate cooperative acquisition, control and sharing of systems, services and professional expertise. Examples: UGC-INFONET Digital Library Consortium, INDEST-AICTE Consortium, CSIR E-Journals Consortium, DRDO E-Journals Consortium, ICMR E-Consortia, IIM Consortium, Consortium for e-resources in Agriculture (CeRA), Health Sciences Library Information Networks Consortium (HELINET). At the international level, there is an informal group, currently comprising approximately 200 library consortia from around the world, called the International Coalition of Library Consortia (ICOLC).
1.2.2.4 Records Maintenance

The acquisition section of library maintains records of different functions. It uses different registers, files, forms and other stationary designed for different stages of its operations. Depending upon the requirements of a particular library, the design of stationary may vary but the accession register has a standard format.

1.2.3 Cataloguing Section

Cataloguing is the process of creating catalogue of the library holdings on the basis of catalogue rules or code adopted by a particular library. As mentioned earlier, a catalogue is a list of the holdings of a library with all the bibliographic details. It is a tool which helps users to search relevant materials on the basis of known information about a particular book or its subject area. Different catalogue entries such as title, author, collaborator, series, subjects, etc. are prepared for an easy availability of the library resource. Catalogue of a library is known as the guide map of the library resources for users of the library.

There are a number of cataloguing codes which are practiced worldwide. In India, Anglo American Cataloguing Rules (AACR) and Classified Cataloguing Code (CCC) are practised. The AACR is more popular cataloguing code as it is compatible with the International Standard Bibliographic Description (ISBD). In 1971, ISBD was recommended by the Working Group, set up by the International Meeting of Cataloguing Experts, Copenhagen, 1969. It was initially designed for monographic publications (books) but, later, it was extended to serials and non-book materials as well. Hence, ISBD has three formats now namely, ISBD (M) for monograph or book, ISBD (S) for serials and ISBD (NEM) for non-book materials. The AACR accommodates the ISBD format in cataloguing as it is more descriptive and is also easily adaptable in computerized catalogue.

Currently, libraries are undergoing a transition; information technologies are being adopted in their operations to provide services to the users. Although, not all the libraries of the world have not made this shift and a large number of libraries continue to operate manually. The libraries which have adopted the technologies and created a computerised catalogue are known as Online Public Access Catalogue (OPAC). They facilitate library resources via the medium of online search. The OPAC searched with the help of internet by any user from any given locale is called web-based OPAC. On the other hand, there are libraries which haven't undergone a computerized process and continue to create catalogue entries on cards. They provide search facility to their members manually.

In the technological era, there are many bibliographic formats available. Out of which, Machine Readable Catalogue (MARC), APA designed, practiced and promoted by Library of Congress, USA and Common Communication Format (CCF) designed and promoted by UNESCO are most popularly practised. The MARC and the CCF, both are used for cataloguing as well as exchanging bibliographic data among the libraries.
1.2.3.1 Functions of Cataloguing Section

The cataloguing section of a library is supposed to perform the following functions:

(i) Preparing catalogue
(ii) Labelling and Pasting
(iii) Label Writing and Assigning Location Mark
(iv) Cards Checking by Chief Cataloguer
(v) Filing Catalogue Cards
(vi) Preparation of Addition List
(vii) Transferring Catalogued Materials to Concerned Location

Preparing Catalogue

The cataloguer prepares different cards for books or any other material acquired by the library. In the manual cataloguing system, main entry, added entries, reference entry, shelf list card and book card are prepared on catalogue cards according to the cataloguing code adopted by the library. In the computerised system, online catalogue for each and every material is created. The cataloguer also creates different authority files wherever needed. Authority files are usually created for author, collaborator, series, subject, publisher, etc.

Labelling and Pasting

The cataloguing department prepares books or any materials for service. For this purpose, different types of labels as authority stamp, spine label, due date slip, book pocket, etc. are prepared and pasted.

Label Writing and Assigning Location Mark

Different labels contain different data about the book and the library. Hence, under the label writing work, call number, collection marks such as reference, circulation or any other collection name (closed reference, textbooks, etc.), accession number or any other information are written.

Cards Checking by Chief Cataloguer

The quality of catalogue is very important as any mistake in catalogue will fail to provide required information to the users or misguide the users. Hence, the checking of entries and labels pasted on the books is carried out by the chief cataloguer. If needed, corrections are done before releasing the catalogue cards for filing and the books or any other resources for reading.

Filing Catalogue Cards

The cataloguing department files the catalogue cards as per the filing code adopted by the library. According to the heading of the catalogue entry, a card is filed at its appropriate
place in the card cabinet. Usually, the catalogue cards are filed in alphabetical and classified order. For filing the entries like author, title, subject, etc. dictionary formula is usually adopted while the entries having numbers as heading are filed in numeric order. The heading of the shelf list entry is always call number. The main entry of CCC also has the call number as the heading. These cards are thus filed in numeric order.

Shelf list is only prepared for administrative purposes; hence the cabinet of the shelf list is usually kept locked all the time. The entries prepared for searching the library materials are filed in a public catalogue cabinet.

**Preparation of Addition List**

The cataloguing department prepares the list of new additions to the library holdings for informing the users of the library within a stipulated period. Depending upon the policy of the library, the additions list may be released weekly, fortnightly, monthly, etc.

**Transferring Catalogued Materials to Concerned Locations**

Once the catalogue cards of newly acquired material are filed in the public catalogue cabinet, the material is transferred to its stipulated location. For example, books meant for circulation are transferred to the circulation department, books meant for reference are transferred to the reference department, etc.

### 1.2.3.2 Cataloguing Staff and Tools

Library cataloguing has to be carried out accurately and with concentration. The department should be equipped with qualified staff with good hand writing and supporting tools. In the case of computerised cataloguing, the staff should have very good knowledge of computerised cataloguing format, different authority files and ability to find data from the book and wherever needed from the cataloguing tools. The required cataloguing tools are - different kinds of bibliographies, national bibliographies, trade bibliographies, books in print, directories of authors, publishers, and dictionaries of names as Indian names, and so on. Presently, Internet can be very helpful and can replace many cataloguing tools if the cataloguer has excellent searching skills. For example, from the catalogue of Library of Congress, USA, proper name of the author, association and affiliation of the author or collaborators, like wise many more aspects can be searched. The chief cataloguers should have suitable qualifications and experience to head the department and maintain the quality of different functions of the section.

### 1.2.4 Circulation Section

Circulation is one of the most important services of libraries. It allows the users to issue library books and satisfy their reading quest. It is not possible for every member of a library to use the library resources within the library, as they might have other professional and
academic commitments. Hence, the library has the mechanism to lend books and other library resources to its member for a certain period of time. This process is known as circulation. The circulation function in libraries promotes maximum and productive use of the library material.

1.2.4.1 Functions of Circulation Section

The functions of circulation section are listed below:

(i) Registration of Members
(ii) Lending of Resources
(iii) Renewal of Issued Material
(iv) Reservation of Issued Material
(v) Charging of Overdue Fine
(vi) Lending and Receiving Books on Inter Library Loan
(vii) Maintenance of Records
(viii) Maintenance of Statistics
(ix) Miscellaneous Tasks

(i) Registration of Members

Library resources are a public property and the librarian is the custodian of this property. Therefore, it is necessary to maintain a record of the circulation of various resources. The members are required to provide their personal and professional details (name, date of birth, address, phone number, email address, profession, subject/course and so on) to the circulation section for the maintenance of the registration records. The registration details help the librarian to contact members and the professional details or the areas of interest help to identify the subject areas where the library collection has to be further developed.

The circulation section issues library cards to the registered members of the library. The cards enable them to borrow books or any other material. The number of cards issued to a member depends upon the policy of a particular library. The automated libraries have the library automations software, which pre-defines the number of documents to be issued to a particular member.

(ii) Lending of Resources

The lending of library resources to the members of the library is the main function of the circulation section (also referred to as the charging system). In this process, a member brings the required book(s) or other material to the circulation counter along with the library card(s). Against each library card one document is issued to
the concerned member and a gate pass is given for the issued material. The security personnel check the issued material and keep the gate pass in the security file. Some libraries, which do not have the gate pass system, check the document to ensure whether it has been issued or not. In the automated system of circulation, documents are issued with the help of the software and a gate pass is generated. The RFID (Radio Frequency Identification) system allows members to go out of the library, only with the issued material. In case, a member attempts to take along any unissued documents, the RFID system automatically rings an alarm to alert the security and the appropriate action may then be taken.

When a member returns a book, the librarian should match the call number and the accession number on the book and the book cards. The book card of the returned book should be inserted into the book pocket of the same book. The member is then given back his/her library card. This process is known as the discharging system.

(ii) Renewal of Issued Material
At times, a library member may desire to retain the library material beyond the due date. This may be due to several reasons and in such a case, the same material is reissued to the member. The material is usually reissued to the member if it is not required by any other member. This process is known as the renewal process. The renewal is usually done when the member presents the material at the circulation counter, or it may be requested over the telephone, through email, by post, depending upon the library’s policy.

(iii) Reservation of Issued Material
Sometime a particular book or other documents are not available for being borrowed by the members. The reason may be that the book has been acquired by the library but has not been processed, or has been issued to another member, or it is in binding or otherwise unavailable. In such cases, the circulation section reserves the particular book or any other document required by the user and when that particular document is available for circulation, the member is informed about its availability.

For reservation purpose, there is a reservation card in the library on which name of the member with membership number and details of the document are recorded. A reservation slip is generated for the same document and put with the book card or any other records of that particular document.

In the automated system, depending upon the provisions available in the software, the materials are reserved for the members. The software automatically notifies the administrator of the circulation section about the reservation. The concerned member is informed accordingly. Nowadays, the library automation software also sends a system generated SMS to the concerned member.
(iv) Charging of Overdue Fine

Most libraries have the policy to charge a fine, when an issued document is retained by the member after its due date. For this period, a charge is levied (on per day basis) and collected from the member. A due receipt is given to the member for the paid amount. Some libraries maintain an authenticated register given by the accounts department of the library or parent organisation with signature of the member against the collected money. The money is deposited in the accounts department periodically, say weekly, fortnightly, or so on.

(v) Lending and Receiving Books on Inter Library Loan

A library always tries its level best to acquire all the books and other material which may be useful to its users. But, it is impossible to acquire all the material published worldwide. This is due to two prominent reasons, which restrict maximum acquisitions, i.e., funds and space. Another reason behind this is increase in number of publications. Therefore, there is a system of resource sharing amongst libraries, called Inter Library Loan (ILL). In this system, one library requests another library for a particular book, requested by its member. As member cannot request the holding library to issue a particular document as for this purpose, the person will have to become the member of that library. Hence, the first library gets the document on loan from the holding library and issues it to the concerned member. When the member returns the document, the first library returns the document to its holding library. The whole process is known as Inter Library Loan. To put in simpler terms, ILL is the system where one library issues a book/document to another library.

The circulation sections of both libraries perform this function and keep the records of lending-receiving and issue-return to and by libraries, that is, by first library and again getting returned by the holding library. In the process a large number of records are generated and maintained by both.

(vi) Maintenance of Records

The records of circulation section are very important for different purposes. These not only show the utilization of the library resources but also disclose the subject areas which are most utilized by the members. The records also help the library to build its collection and make other plans for future growth. The section maintains the members’ registration records, issue records, overdue, ILL, and so on.

(vii) Maintenance of Statistics

The circulation section maintains different statistics generated in the section, such as, the number of members registered, number of members withdrawn, number of documents issued, overdue charges, and so on. These statistics help to prepare the annual report of the library and also catalyse the future plans for the library.
(viii) Miscellaneous Tasks

Listed below are miscellaneous tasks performed by the circulation section:

(i) Issue of reminders and recovery of overdue documents
(ii) Replacement or payment of lost documents or cards
(iii) Allowing consultation facilities
(iv) Providing lockers or carrels
(v) Taking measures against mutilation and loss of documents
(vi) Issuing clearance certificate

Apart from the above, jobs requiring care and maintenance of circulation area, reading room, transfer of books into the stack area, and many more, fall under the circulation section.

1.2.5 Periodicals Section

Journals or serials are also referred to as periodicals. These are publications that are published at regular intervals, that is, in series with certain frequency. The frequency may be weekly, fortnightly, monthly, quarterly, etc. Modes of acquisition of periodicals include subscription, gift and exchange. In the case of subscription, the payment of the subscription period which is usually annual is made in advance to the publisher or supplier. Hence, it needs a special management system. Libraries which subscribe to a large number of periodicals have a separate section dedicated to manage periodical acquisition and services, called a periodical section. The functions of periodical section are discussed as follows:

1.2.5.1 Functions of Periodical Section

(i) Selection of Periodicals
(ii) Acquisition of Periodicals
(iii) Receiving and Recording of Periodicals
(iv) Display of Periodicals
(v) Shelving of Periodicals
(vi) Indexing, Abstracting and Documentation of Periodicals
(vii) Periodicals’ Circulation
(viii) Administration of Periodicals

(i) Selection of Periodicals and Serials

Periodical selection is the process of deciding which periodicals are to be acquired by a library. The selection of a periodical depends upon the collection development
policy of a particular library. It is always recommended that a periodical selection committee be constituted for selecting periodicals. The committee finalizes the list of periodicals to be subscribed on the basis of the needs and objectives of the parent organization, recommendations of the members and the available funds of the library.

The Association for Information Management (ASLIB) has recommended the following criteria for selecting periodicals:

(a) Recommendation by specialists
(b) Recommendation by the members of the library
(c) Opinion of librarians of other institutions
(d) Announcements and reviews
(e) Consultation of list of most cited serials
(f) Reference counting

A number of tools are available for selecting periodicals. For example, Ulrich's International Periodicals Directory, and likewise, many such directories of periodicals may be referred to. Once, the list is ready for acquisition, the process of acquisition is initiated.

(ii) Acquisition of Periodicals

There are four methods of acquiring periodicals. These are:

(a) By subscription: In this method of acquisition, periodicals are subscribed directly from the publisher or vendors. The subscription amount is paid in advance (annually) to the publisher or vendor for a particular title, following which, the library receives the periodical.

(b) As a member of societies and institutions: The societies and institutions send their periodicals free of cost, once a library becomes their member.

(c) By gift: A number of organisations send their periodicals free of cost to libraries. Hence, if a library wishes to acquire such journals then the publishing organizations are to be requested to enrol the receiving libraries on their mailing list. This enables the libraries to receive desired periodicals as gifts.

(d) By exchange: Acquiring periodicals by exchange is a method in which two organisations exchange their periodicals and other publications with each other (free of cost).

(iii) Receiving and Recording of Periodicals

As you already know, periodicals or serials are published in a series under the same title with a definite frequency. A library receives the issues of periodicals by their
frequency. For keeping track of the issues received or not received a library deploys different recording mechanisms.

In the manual system, small libraries register the receipt of issues in an alphabetical order. The bigger libraries may register periodicals in the ledger system. This system allots a page to each periodical, according to the alphabetical order of the titles. Apart from the register and ledger systems, one card and three card systems are very popular among the bigger libraries.

In one card system, the card is 6”X4” sized, bearing the following information:

Name of the Library......................................................................................... Place ........................................
Title ........................................................................................................ Frequency of Publication ...............
Publisher .............................................................................................. Supplier ........................................

<table>
<thead>
<tr>
<th>Vol. No &amp; Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>April</th>
<th>May</th>
<th>Like wise</th>
</tr>
</thead>
<tbody>
<tr>
<td>v.1 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.2 2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Like wise</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Verso of the Card

Title ......................................................................................................................................

<table>
<thead>
<tr>
<th>Vol. No &amp; Year</th>
<th>Subscription Amt.</th>
<th>Bill No. &amp; Date</th>
<th>Voucher No. &amp; Date</th>
<th>Reminders Sent</th>
<th>Bound unto..</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>v.1 2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.2 2016</td>
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<tr>
<td>Like wise</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

The three card system for periodical maintenance was designed by Dr. S R Ranganathan. Each card is of 5”X 3” size. The first card is known as Register Card, second Check Card and the third Classified Card. The specimen of cards is given below.
### Register Card

<table>
<thead>
<tr>
<th>Title</th>
<th>PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Publisher</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Class number</th>
<th>Periodicity number and date</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vol. and No.</th>
<th>Date of Pub.</th>
<th>Date of rect.</th>
<th>Vol. and No.</th>
<th>Date of Pub.</th>
<th>Date of rect.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The columns for vol. and no., date of publication and date of receipt are repeated at the back of the register card.

**Fig 1.2.1: Register Cards**

### Check Card

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PERIODICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vol. and No.</th>
<th>Rem Date</th>
<th>L's initials</th>
<th>Vol. and No.</th>
<th>Rem Date</th>
<th>L's initials</th>
<th>Vol. and No.</th>
<th>Rem Date</th>
<th>L's initials</th>
</tr>
</thead>
<tbody>
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<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The columns giving vol. and no., Rem date and L's initials are repeated at the back of the check card.

**Fig 1.2.2: Check card**
Apart from these systems, many libraries follow other systems too devised by individual libraries as per their convenience. These systems help in managing the registration and recording the details of periodicals and their issues received by the library.

In case of non-receipt of a particular issue, the library sends a reminder to the publisher or vendor and the same issue is being sent to the library by the publisher or vendor without charging any additional cost.

(iv) Display of Periodicals
The periodicals are processed after receiving, arranged alphabetically and put up in the display area. For displaying the issues of periodicals, special furniture is available in the library. In case of bigger libraries which have a large number of periodical, special furniture is kept for display and storage periodicals. A display of the latest periodicals and storage facility referred to as a pigeon hole rack is found to be most suitable in most of the libraries.

(v) Binding and Shelving of Periodicals
After all the issues are received and a particular volume of a periodical is completed, it can be bound and kept like books on shelves.

(vi) Indexing, Abstracting and Documentation of Periodicals
Some special libraries provide indexing and abstracting services or services based on indexing and abstracting and documentation of periodical articles.

(vii) Periodical Circulation
Usually, periodicals are not for circulation among the members. But, some libraries allow it. Hence, there are certain methods of circulating periodicals among the
members of the library. If the member group is very small then Routing Slip method is used. In this method, name and designation of members are printed or written on a slip and pasted on the title page. It is issued to the first member and thereafter it is passed on to next member without returning to the library. After completion of whole cycle, it comes back to the library. Apart from this, there are other methods too according to suitability of an individual library through which periodicals are circulated.

(viii) Administration of Periodicals
Administration of periodical section involves organizing the periodical section in such a way that maximum utility is derived from minimum expenditure. This function involves allocation of funds and its distribution among the subject areas of the library, allocation of staff, duty, correspondence with publisher and vendor, display, binding, storage, and all other required work for a smooth running of the section and providing services to the members.

1.2.6 Binding Section
Libraries have two major objectives, firstly, to satisfy the information needs of the users, and secondly, to preserve the intellectual heritage of the society for posterity. Both the objectives are guiding factors for keeping the library materials in good and serviceable condition. Library materials which are paper-based need special care to keep them fit for use and extend their life to serve the future generations. The library materials such as books, periodicals, maps, etc. are printed on paper, hence they are prone to damage due to excessive use, wear and tear, heat, dust, insects, pesticides, etc.

If a library collection is extensively used, wear and tear of the documents is bound to happen. Binding helps in strengthening the physique of the books and increases their life. Many large libraries have their own binderies but smaller ones have to get the books bound by professional binders. Some of the reasons of having good and attractive bindings are as follows:

(i) To reduce the risk of mishandling
(ii) To guard against wear and tear
(iii) To avoid shabbiness
(iv) To create new-cover to appeal and attract readers
(v) To preserve perishable and frail materials
(vi) To ensure entire satisfaction of users

Binding process is highly technical and requires lots of skills. There are eight processes involved in binding work:
a) Collation
b) Sewing
c) Attaching covers
d) Endpapers
e) Colouring edges
f) Headbands
g) Hollow backs
h) Finishing

Types of Binding

Library binding is of various kinds:

(i) Full Leather Binding: Full leather binding implies that the whole cardboard is covered by leather. This kind of binding is recommended for expensive, rare and reference books.

(ii) Half Leather Binding: Half leather binding implies that half of the card board is covered with leather and rest half with cloth or buckram. The back and the corner of the book are covered with leather as these portions suffer immense wear and tear. This kind of binding is for the heavy materials like back volume set of periodicals, newspapers and other serial publications.

(iii) Full Cloth Binding: Full cloth binding implies that the whole card board is covered with cloth. Standards and text books are given such binding as these materials are extensively used.

(iv) Half Cloth Binding: Half cloth binding implies that the spine and corners of the card board are covered with cloth and rest with other cheaper materials such as paper or other decorative materials. This kind of binding is usually given to cheaper books.

S. R. Ranganathan (1967) gave specifications for binding books for the first time or at the time of rebinding as follows:

a) Collation: The book received by vendors for binding should be examined and collated, and if found in imperfect or seriously damaged condition may be returned to the library unbound. A periodical should be collated properly and the volume should be bound in correct sequence along with the index at proper place. Wrappers and advertisements in periodicals and books should be bound if the binder has been instructed, otherwise they should not.

b) Sewing: Books printed on good quality paper should be sewn one sheet on (except where thinness of paper makes it necessary to sew two sheets on) with unbleached
thread of suitable thickness over unbleached linen tapes. Straight-line machine stitching is not acceptable.

c) **End Papers:** End papers should be of good quality, opaque paper with there should be at least one plain white leaf between each of them and the printed matter.

d) **Cutting Edge:** The binder should avoid cutting the edges of books unless it is really essential. Even if cutting of edges is required, the binder should leave margins as wide as possible.

e) **Forwarding:** Books should have French joints and tight or close flexible backs.

f) **Lettering:** Lettering or printing on cover should be impressed in gold colour.

There are a number of measures given by him and these measures have been incorporated in the standards prepared by Bureau of Indian Standards (previously known as Indian Standards Institute). This standard is “IS: 3050-1965: Code of practice for reinforced binding of library books and periodicals”. It was again reaffirmed in 1997. For a better understanding of specifications and types of bindings, the standard should be referred.

### 1.2.7 Preservation Section

Books and other documentary sources of information printed on paper are prone to damage due to several reasons which reduce their shelf life. Libraries of the world face the challenge of keeping printed library materials as books, periodicals, pamphlets, newspapers, and other materials, in sound condition to extend their lives and provide services to present and future generations. Hence, preservation is an important function of every library.

Preservation involves activities which reduce the chances of damaging printed library materials to extend their shelf life and concomitantly it's utility. The reasons of damaging printed library materials may be listed as:

(i) **Environmental or Climatic Factors**

(ii) **Biological Factors**

(iii) **Chemical Factors**

(iv) **Human Factors, and**

(v) **Disasters**

**Environmental or Climatic Factors**

The damaging agents present in environments are i) light, ii) heat, iii) humidity and moisture, iv) dust and dirt, v) water which damages the library materials and reduce their lives. Let us see how these factors damage the printed library materials.
i. **Light**: Natural or artificial, both types of light damages the paper. When paper is exposed to sun light, the ultraviolet radiation reacts with the paper in presence of oxygen which is in the air. The cellulose of paper gets oxidized into oxycellulose, the cellulose chains are broken and the paper becomes weak and brittle. Some of the artificial light as fluorescent tube light also produces high percentage of ultraviolet radiation and damage the paper in the same way as natural sun light. Sometimes the paper gets exposed to light while photocopying and it gets damaged because of ultraviolet radiation and heat. The level of damage because of light depends on duration of exposure, intensity of light and distance from the source of light.

ii. **Heat**: Atmospheric temperature is a damaging agent of paper. The fluctuations in the temperature is also responsible for the damage. High temperature with low humidity causes dehydration of cellulose fibres and the paper becomes brittle. Due to this, the paper loses its flexibility to such an extent that it tends to crumble on touch. On the other hand, high temperature with high humidity creates the condition for the growth of moulds. Besides atmospheric temperature, electric bulbs, used for lighting purpose also increases room temperature and becomes the damaging agent.

iii. **Humidity and Moisture**: Water content, that is, moisture available in the atmosphere is known as humidity. Certain level of humidity is needed for flexibility of paper but high and low, both levels of humidity damage paper. Paper is made of pulp which has tendency to absorb water from the atmosphere. If there is high humidity, paper absorbs more water and thereby becomes soggy. Because of sogginess, adhesive gets weak and binding becomes loose. It also increases the size of the paper which causes spreading of ink. Sometimes, pages get stuck together and cause wear and tear. Besides these damages, fungus grows in moisture and damages paper.

iv. **Dust and Dirt**: Dust is composed of soil, tar, metallic substances, fungus spores and moisture among other things. It is air borne and it settles down on any surface of the object. When mixed with high humidity, it gets transformed into dirt and if this dirt sticks to the surface of the paper, it becomes difficult to remove. Dust also increases water absorbing capacity of paper which leads to growth of fungus and chemical reactions which ultimately damage paper.

v. **Water**: Water acts as a physical agent of deterioration by causing hygroscopic materials to undergo dimensional changes. Water may come from any sources like natural calamities, human negligence, from leaking roofs, defective plumbing or through open windows at the time of raining. Excessive water can damage any printed document as paper becomes soggy. Even small quantity of water may damage paper as we have studied above.
Biological Factors:

Micro-organisms, insects and rodents are different types of biological agents which damage paper and other components of printed materials such as leather, textiles or straw board used for binding. Micro-organisms include fungus or moulds, bacteria, etc. Fungus is a large heterogeneous group of plant organism that remains in dormant state for long periods but grows in 63-100% humidity and 15-35°C temperature. In libraries, fungal growth is known as mould or mildew and they appear as brown/black vegetative growth on paper, leather and textiles. Fungus consumes cellulose and also thrives on nutrients in leather, glues, pastes, binding threads, etc. Due to this, different components of printed material gets disoriented and damaged. Other than fungus, bacteria have the tendency to decompose cellulose in paper and binding materials.

There are certain types of insects which damage paper and binding materials of printed documents. The damaging insects are i) silverfish, ii) cockroaches, iii) booklice, iv) bookworms v) white ants and termites, vi) rodents.

i. Silverfish: These insects hide in the day time and come out at night. The starch, glue and gelatine which are used in paper as sizing materials attracts this insect. It is silver or pearl grey in colour and about 8 to 10 mm in length. The insect eats the surface of the paper and adhesive used for pasting bindings and makes holes in paper, prints, photographs, catalogue cards and cardboard boxes.

ii. Cockroaches: Cockroaches damage books and other print materials in darkness. They eat paper leaves, bookbinding, fabrics and other organic materials. They usually live in damp and dark places.

iii Book worms: Bookworms or the larva of beetle eat the paper and bindings of library materials by making pin holes.

iv. Book lice: Book lice are grey or white coloured insects which eat paste, glue and fungus formed between the edges of inner cover of the books.

v. White Ants or Termites: White Ants or Termites are insects that can eat wood, paper, cardboard, leather or any constituents of library materials. Once they start destroying the books, they can do irreparable damage in a short period. They are of two categories, viz. earth dwelling termites and wood dwelling termites. Earth dwelling termites live in the soil and their mud tunnels on the walls, book cases and furniture. Wood dwelling termites live above the ground and enter the building through cracks and openings.

vi. Rodents: Rodents include mice, rats, squirrels and other similar species. Mice and rats are mainly found in libraries. They eat and destroy material made up of paper, cloth, leather, glue, etc.
Chemical Factors

Different types of chemicals like, alum, rosin, etc., are used in the process of manufacturing paper. Certain chemical compounds which have acidic effects are available in the ink used for printing. In the long run, the chemicals become agents of chemical deterioration, and damage paper and other components of printed materials.

Besides the chemicals used in paper manufacturing and printing, a number of chemicals like carbon oxide, sulphur oxide, nitrogen and hydrogen sulphides are present in the atmosphere. These chemicals react with paper in the presence of oxygen and moisture present in the atmosphere and create acidic compounds, which weaken paper and its constituents. The yellow and brittle edges of old books are caused by sulphur dioxide. Similarly, nitric acid damages the colour of ink, paper, leather and cloth.

Certain chemicals either available in paper, printing ink or in other components of books, like leather, cardboard, adhesive or in atmosphere have acidic characteristics, which over a period of time damage the components of books and other printed materials.

Human Factors

Apart from biological, chemical and atmospheric reasons, human beings too might act as damaging agents. Due to unawareness, negligence or ignorance, on the part of the library staff and library users, the printed library materials often get damaged. For example, while processing books, several stamping and pasting jobs are performed by the staff, during which, books might be damaged. Books might get damaged while being transferred from the stack area to the circulation counter or technical processing section. This may happen due to several reasons, the most probable being, over loading of a trolley. Books should always be shelved vertically. If a book is placed horizontally it might get damaged. Sharp edged furniture is another damaging agent as it becomes the reason for the wear and tear of books.

In the open access system, users are allowed to go to the shelving area and browse the library collection. Sometimes they might drop the books or place them improperly. Some readers have the habit of using saliva for turning the pages of books while reading. These are the factors which damage the books and other reading material.

Improper storage, faulty repairs, rough handling, deliberate abuse, folding the fore-edges of pages as a mark of reading, marking by pencil/pen, mutilation, vandalism are all examples of human beings damage the library resources.

Disaster

Disaster is never expected, but it occurs everywhere in the world. It can be both natural and man-made. Natural disasters like flood, earthquake, cyclone, tsunami, etc. damage the library material. Man-made disasters like fire, war and invasion, and so on damage the
library material too. For example, the great library of Nalanda University, of ancient India, was completely destroyed because of war and invasion.

**Preventive Measures**

It is the function of the preservation section to prevent the deterioration and damage of the printed material in a library. The preservation section should prepare an action plan and various other programmes to be executed in a time bound manner. Preservation is a continuous process, hence needs proper and perpetual attention. For each category of damaging factors, the requisite preventive measures should be taken.

**Preventive Measures for Environmental Factors**

(i) **Protection from light**: Library materials should not be exposed to sunlight or powerful florescent electric light. In order to save them from sunlight, ultraviolet filter or coloured window screens should be used. Using green or lemon coloured window panes may also stop the ultraviolet rays. The standard electric light should be used in a library while reading. It is recommended to use LED bulbs which generate less heat and ultraviolet rays.

(ii) **Temperature**: The temperature of a library should be maintained at around room temperature. Ideal temperature range for a library is considered to be 20°C to 25°C.

(iii) **Humidity**: The relative humidity inside a library should be kept between 30%-40%. For this purpose, humidifiers or dehumidifiers may be used to control the humidity level.

(iv) **Ventilation**: Ventilation is needed for both the library materials and the people present in a library. However, it should be controlled as uncontrolled ventilation may disturb the relative humidity, temperature and pollution level inside the library.

(v) **Pollution**: It is always recommended that the site of a library should be in a less polluted area, where both air and sound pollution is under control. But, libraries are usually near human settlements or industries where pollution can't be avoided. Hence, it is recommended that trees and herbs should be grown around libraries. The walls should be made sound proof if the noise level is very high.

(vi) **Dust**: Doors, windows, ventilators or any other source, which allows the passage of dust, should be kept under a check. The books and other library materials should be kept free from dust and proper dusting should be done on a regular basis. For this purpose, sand blaster or vacuum cleaner may be used.

(vii) **Photocopier**: Exposing the pages of books to photocopying machine should be reduced, as much as possible, because it damages the spine of books.
Preventive Measures for Biological Factors

Insects, fungus and all kinds of biological pests grow in dark, damp and dingy places in libraries. The first prevention is to stop the growth of such pests. For this purpose, the housekeeping work in every library should be maintained. Provision of cross ventilation and air circulation inside the library is essential. A distance of at least 15 cm should be maintained between the book racks and the wall. There should be no cracks in the walls, floor and ceiling, as they might act as a breeding place for insects. Eating and drinking should be avoided inside the library because food stuff attracts insects. Insecticidal powder or solution like lindane, should be sprayed in the dark corners, beneath bookracks and inside cupboards, periodically.

Naphthalene balls or bricks, dry neem leaves or seeds or powder and camphor tablets in muslin bags may also be used to keep pests away. Library may also use different methods of pest control for keeping insects growth in check.

Preventive Measures for Chemical Factors

It is always recommended that libraries should prefer to purchase library edition of books as paper, ink, binding and other materials used in the publication of these editions are made of less damaging chemicals. It is very difficult to put a check on the damaging chemicals present in the air. The only solution is to have a system of air conditioning, which would work round the clock. If this is not possible, then the library should keep its valuable material in cloth wraps or in cupboards. Adhesive, glue, paste, tapes, etc. of good quality should be used as they also contain damaging chemicals. Paint used for painting rack, cupboards or any library furniture should not have chemicals which can damage the printed material.

Preventive Measures for Human Factors

The human factors are the most important factor as far as preservation is concerned. Every library should organise awareness programmes for the staff and users. The staff should be trained in care and handling of library material. Proper shelving, use of trolleys for transporting books, care at the time of processing and other sound practices should be followed by staff members. In case of minor damage, like loose binding, the wear and tear of pages should be repaired immediately.

The users should be made sensitive toward care and maintenance of books. They should be informed that dropping books, keeping books in improper position, folding the corners/edges of pages, using saliva for turning pages, and so on damage the books or any printed material and reduce its life. Users should not put any sharp object on books and they should avoid underlining the text by ink or pencil.
Preventive Measures for Disaster
Disaster may occur any time in any library. Hence, precautionary measures can reduce the extent of damage. For preventing fire inside a library, the electric wires and cables of recommended quality should be used. A library should also have fire extinguishers. Any kind of fire or open flame should be prohibited inside the library.

For preventing other disasters, standard measures should be taken. A library building should be earthquake resistant. Libraries in the flood prone areas should be on the first floor or second floor of the building. Likewise as much as possible, preventive measures should be taken to minimise damage.

Conservation
Conservation is the process of reviving damaged artefacts or any library material into a form in which they can be used again. Once any library material gets damaged, the concerned library should have a programme of conservation to bring it back to life through different treatments.

1.2.8 Maintenance Section
This section is responsible for shelving, re-shelving, maintaining orderly arrangement of the collection and taking care of all types of library material and associated equipment. In fact, the ultimate success of all other sections of a library such as acquisition, classification, cataloguing and circulation are dependent upon the efficiency of this section. If the library collection is not maintained and displayed properly it will not attract the library users and thereby the library collection will not be put to maximum use.

This section performs the following functions:
- Shelving and Display of the library material
- Maintenance of the collection
- Preservation of the library collection

Shelving and Display of the Library Material
The arrangement of books and other material on the library shelves is carried out by the maintenance section. Work involves shelving of new books received after processing, re-shelving of borrowed books returned by the members and books and other material left on the reading tables by the readers after use.

The section is also responsible for displaying current issues of periodicals as well as newspapers in the reading room and the shelving and maintenance of non-print media like films, audio cassettes, CD-ROM, DVDs, etc. The non-print media is stored away from the open book stack area. This media is usually kept in a media room or computer room, where the equipment for playing these particular media items is available.
Maintenance of Collection

Tasks relating to maintenance of collection are also handled by this section. It involves continuous monitoring of the stack rooms and display areas. Shelving and re-shelving the material, keeping the collection in order, taking out books which are not in order and re-shelving them in proper place, identifying and removing the books needing repair, regular cleaning and dusting the area and protecting the collection from dust, heat, direct sunlight, moisture, insects and pest infestation. This section is also responsible for maintenance, checking and rectification of all signboards and library display guides.

Preservation of Library Collection

The activities related to preservation of the library material are carried out at various levels and by various departments in a library. The Maintenance Section’s role in preservation is to handle the library material carefully, keep the environment in stack rooms and storage area clean (free from dust, insect and pest manifestations), and protect the material from direct sunlight.

1.2.9 Summary

A library executes its functions through different sections. Most of the libraries have eight sections, viz. acquisition, technical processing, circulation, reference, periodical, binding, care and maintenance and administration and accounts department. Apart from these sections, depending upon the nature of the collection and services, libraries may have an archive, slides, electronic collection and other departments as well. This unit has discussed acquisition, cataloguing, circulation, periodical, binding, preservation and maintenance.

The main function of acquisition section is to acquire information resources, especially books for the library. For this purpose, the section executes four functions, namely, selection, ordering, receiving and accession. The Catalogue section is responsible for creating library catalogue as per the cataloguing rules adopted by the library. In the automated system, the section creates and maintains a catalogue database. The circulation section provides the means of borrowing material to the members of a library. For this purpose, the section maintains members’ database or records, organises books on shelves and keeps issue-return and various other records. The Periodical section selects periodical titles, subscribes, receives different issues and displays them. The Binding section is responsible for the binding of books, periodicals or any other material acquired by the library, which requires binding. The Preservation section is responsible for preserving books or any other printed material. Its duty is to minimise the damage that can be possibly caused to any document. In case of any damage to the library material, the section undertakes the conservation work and revives the damaged material to a usable condition through different treatments. Lastly, the Maintenance section is responsible for shelving, re-shelving, maintaining orderly arrangement of the collection and taking care of all types of the library material and associated equipment.
1.2.10 Glossary

**Bindery**: The department where loose issues are sent to be bound into volumes.

**Blocking**: To line up the spines of the books with the edge of the shelf.

**Book Shelving**: The act of putting books in their proper places on the shelves of a library.

**Book Supports**: Book supports are used to hold books upright and uniformly packed on a shelf.

**Display**: Putting the library material on shelves in such a way that the face of the document is visible to the user.

**Maintenance**: The Maintenance of library materials means continuous monitoring of the library’s stack room, display of new books and arrangement of books on racks after use.

**Rack**: The shelves used for display of periodicals are called racks.

**Set**: A set consists of all the issues of periodicals belonging to a volume or a year, put together in the proper order.

**Stacks**: The rows of books that house the library's collection.

**Stock verification**: The checking of library's holdings for finding out missing items in the collection.

**Weeding**: The act of removing books, which are not of any further use in the library.

1.2.11 Exercise

**Short Answer Questions**

1. List the functions of acquisition system.
2. Enumerate the various modes of library acquisition.
3. What are the advantages of library consortia based acquisition?
4. Which are the functions to be performed by the cataloguing section?
5. What is the need for filing catalogue cards?
6. Why is the reservation of library materials carried out?
7. Explain the concept of Inter Library Loan.
8. List the miscellaneous tasks performed by the circulation section.
9. Describe the need for having a separate periodicals section.
10. List the criteria for selecting periodicals as recommended by ASLIB.
11. Why does the library collection need binding?
12. Give the reasons that lead to damage of printed library materials.
13. How do human beings act as a damaging agent of the library material?
14. Why is a maintenance section needed for every library?

**Long Answer Questions**

1. Explain the need and purpose of acquisition of the library material.
2. Discuss the selection criteria for documentary sources.
3. Discuss the functions of cataloguing section.
4. Explain the various methods of acquiring periodicals.
5. Discuss the three card system for periodical maintenance as designed by Dr. S R Ranganathan.
6. Discuss various kinds of library binding.
7. Write a detailed account of care, handling and repair of documents.
8. Give a brief overview of the binding process required for library books.
9. Describe various preventive measures adopted by libraries against environmental factors.
10. What are the ways in which printed library material is damaged? Describe any two with appropriate examples.