

WEEK 5

TOPIC: SECTIONS OF THE LIBRARY

Objective

It is expected that at the end of this lecture the student should be able to:

- 1. Identify major sections of the library and their functions**

Introduction

A standard library is made up of eight sections (departments) that enhance the works of the library and fulfils her mission statement.

Major sections of the library include the following.

1. Administrative Section
2. Acquisition Section
3. Cataloguing and classification Section
4. Serials Section
5. Reference Section
6. Audiovisual Section
7. Reprographic Section
8. Circulation Section

Major sections of the library and their functions

1) Administrative Section: This section sees to the day-to-day activities of the library. They carry out the decisions of the Library Board. It is usually headed by the University Librarian in conjunction with the Library Committee to formulate the library's policy. The policy include regulations which direct the conduct of the library, provision of resources for the library, the opening hours, number of books to be borrowed and loan period. They also defined the type of work to be carried out in the library.

2) Acquisition Section: The Acquisition department could also be called collection development. This unit is concerned with the selection and purchase of reading materials. It is in this department that books and other materials are selected, acquired and processed. It is in this department that every book that comes into the library is given the stamp of ownership and accession number. This department is accession all books and non-book materials bought or received in the library as gifts. Accessioning means assigning a number to each book as they come to the library. Accession number is also called "*Control Number*".

Books, pamphlets, government publication and audiovisual materials are received in this section of the library. Library materials can be acquired through purchase, donations, gift, exchange and legal deposit. *Legal deposit* – this implies that by the National Library Decree, publishers are obliged to deposit in the National Library of Nigeria, specified number of copies of any book published especially in that country.

Note: After these activities, the book is sent to the cataloguing section. Books that have been acquired by the library are processed in the acquisition department and sent to the Cataloguing and classification department (the technical service department.)

3. Cataloguing and Classification Section or (technical service department): It is in this department that books are catalogued and classified, that is, the classifier assigns the book a subject code and may add another code to separate the book from all others on the same subject.

- The cataloguing and classification section's function is to organize the total library resources with suitable bibliographic controls to facilitate access to the resources by clientele.
- These sections are responsible for cataloging, classifying, accessioning, and labeling of library materials so that they are accessible to library patrons.
- They are also responsible for maintaining the library catalogue (card catalogue and Online Public Access Catalogue (OPAC), filing catalogue cards inside the catalogue cabinet or box).

- *Cataloguing entails the physical description of a book – the author, title, imprint (publisher, place of publication, date of publication), collation (pagination, illustration, etc.). While*
- *Classification is grouping library materials which have like qualities or characteristics (subject, call number)*

Status of every book that is catalogued will be determined at this stage. This is if the book is to be loaned out, reserved or not. If the book is for lending, the date-due slip and book pocket are pasted in the back cover.

Serials Section: The serials department is the place where periodical publications are acquired and processed. Serials are publications issued in successive parts, at regular or irregular intervals and intended to be continued indefinitely.

- This section is responsible for the management of periodicals/serials such as professional journals, magazines, newspapers, newsletters, newspapers etc.
- The department ensures that all journals both latest and outdated issues are displayed either on the periodical display racks or in pamphlet boxes.
- Processing of Serials which involve, stamping, cataloguing and classification
- In this section all serial publication received by the library are entered into a kardex
- Shelving (**The librarian in charge of serials section is called serials librarian**)

6. **The Reference Section:** This section ensures that personal assistance is given to readers in making the best use of library materials in order to satisfy their information needs. The reference department houses materials, which are for in-library use only. It stores reference materials and provide space where users can conveniently sit and consult the voluminous reference materials. **It provides information services to users.**

Encyclopedias, Dictionaries, handbooks, Manuals, Yearbooks, Directories, Biographies, Bibliographies atlases, Gazetteers, are reference books/materials.

Services offered by the reference department include

1. answering reference queries,
2. user education,
3. compilation of reading lists,
4. compilation of bibliographies,
5. indexing and abstracting,
6. inter library loan service and
7. Current awareness services.
8. Selective Dissemination of Information (SDI)

Audiovisual department can perform both reference and circulation functions.

Reprography Section: this department or section is responsible for the photocopying, microfilming, and binding of document in library. The reprographic section reproduces materials. The library also sends out its worn-out and badly mutilated books to this department for binding.

8. Circulation Desk/Reader's Services: After cataloguing and classifying the books, they are shifted to the circulation section for shelving. It is at this section that books are loaned out

CIRCULATION DEPARTMENT

The Circulation Section is the backbone of the Library. This section has a unique role for providing the latest information to readers. It is in this department that library patrons borrow books and also return the books and also return the books after use. Reserved materials are kept at the circulation which could be used for two hours, borrowed for over night or weekend.

It is the circulation department that library materials change hands. One person makes use of a library book, drops it and another picks it up for use. The circulation department circulates materials to users.

It should be noted that all the books in this part of the library are on open access. That is, they are on open shelves. It is also in this department, that potential library uses are registered. **It provides information services to users.**

Functions of Circulation Section

- i. Registration of library users.
- ii. Charging out books/Lending out books
- iii. Discharging of books returned by the users
- iv. Shelving of books
- v. Shelf-reading
- vi. Renewal of books for longer use by the borrower
- vii. Request and Reservation services
- viii. Keeping the statistics
- ix. Inventory/Stock-taking – this is to ensure that materials are complete/intact and without damage. This is done yearly. It also helps to determine the yearly addition of materials to the already existing ones.

- x. Writing of overdue notices to the library patrons who failed to return the library books when they were over due for return. Overdue fines are collected from the defaulters.
- xi. Assisting library users in locating documents and information they are looking for in the library which they cold not locate without assistance.

Registration

Potentials library users are to supply their identities (name, residential address occupation, etc) and sometimes guarantors

In an academic library registration of users will require, name of user, department, matriculation number and course of study (if a student) among other information that may be needed by the department. Registration in most libraries is free of charge. After registration, a user will be issued a library borrower's card/ticket that will enable such user to borrow book and other materials from the library. The number of cards issued to any user stipulates the number of books such user is entitled to borrow at a time. This is called borrower's ticket. Some libraries provide one ticket for each reader while others provide multiple tickets. This depends on the charging system adopted by a given library.

Charging and Discharging

Charging – this is a system of giving out books on loan to users while discharging is a system of receiving the books back from users at the expiration of the loan period.

The actual record of book loan in known as the **charge**; the cancellation of the record when the borrower returns the materials is called **discharging**.

What is shelving?

Shelving is the arrangement of materials or books with diversified call numbers on the shelf. It is a showcase of how materials take their places on the shelf. In shelving library materials, call numbers are used. One major task of the circulation department that is done daily is shelving of all books consulted by library users the previous day. Library users are advised to leave consulted books on the reading desk and in the carrels.

Shelving ensures that books are properly shelved in the correct order according to their call numbers, which consists of the classification number or author numbers. The classification number is based on the classification scheme in use in the library. It is a way of arranging library resources. Correct shelving is necessary because a book shelved in a wrong place might never be physically accessed by users who need it.

Guiding rules in shelving

There are rules guiding shelving in libraries. Irrespective of the classification scheme in use the principles are the same.

1. Numerical sequence in DDC or alphabetical sequence in LC and others using the alphabets for class. This is the first law to be applied in shelving.
2. The decimal place follows
3. Alphabetical sequence of the author's or title
4. Numeral following author's/title's letter of the alphabet
5. Letter following author's or titles number where applicable
6. the indicated volume of the work
7. indicated edition or date
8. copies, if more than one

SHELF READING

What is shelf reading?

Shelf reading is the art of checking the library collection on shelves to know whether books materials are in their appropriate places.

Shelf –Reading entails going through the shelves and checking the arrangements to ensure that every book is in its proper position. *It is also a continuous exercise all through the service period in the library*

Shelf reading entails going through the shelves and checking the arrangements to ensure that every book is in its proper position. The library officers carryout shelf reading to ensure that books that are wrongly shelved or hidden by the users are placed in the right place.

IMPORTANCE OF SHELF READING

- To facilitate the finding of materials by user
- To put back wrongly shelved materials to their appropriate positions
- To check materials whose call no are out for replacement
- Sometimes wrongly classified materials are detected and removed for reclassification.
- Shelf reading discourages users from hiding library materials. Students sometimes hide books so that they will be the only users of such a book.

Reason why there are wrongly shelved materials in the library

There are many reasons why some books or other library materials are wrongly shelved.

1. Putting back consulted books on the shelf by no-library worker:- This affects library statistical record. It posses headache of shelf reading or cross -checking.
2. Deliberate action by library users.
3. Untrained library workers shelving
4. Tired workers
5. missing call numbers

The reserve Section

The reserve book section is also part of the circulation section in the library. This is a special area of shelf for books in restricted used. The librarian decides which books to put into reserve and when to remove them on the basis the following.

Reasons for Keeping Reserved Books:

- i. If a book is rare or very costly and have no multiple copies
- ii. If there is high demand for a book within the same period
- iii. When a lecturer request for a book to be placed on reserve and referred all his students to use the book
- iv. When a few copies of book are available and are prescribed for use simultaneously by many courses.

The principal reason for placing a book in reserve is to ensure that those who require it have equal opportunity to read it. Thus, such books may borrowed for use in the library for a certain period.

LIBRARY STATISTICS

This is the art of keeping quantitative records of operations in the library. Statistics are kept in the various sections of the library.

The Circulation section keep record of books loaned out to users, books used in the library, registered students, frequency and pattern of uses that visit the library at a different time each working day.

At the Serials Section, statistics of journals subscribed, journals used are taken.

The Acquisition section keep statistics of materials acquired, purchased, donated, exchange, etc

Cataloguing section, statistics of number of books catalogued and classified are kept.

The Bindery and Reprographic section also take statistics of work done in those section, etc.

IMPORTANCE OF STATISTICS

1. It help to know the subject areas or discipline heavily utilized, under utilize or not utilized
 2. It help to know number of books loaned out of the library
 3. It also helps to determine the yearly addition of materials to the already existing ones.
 4. With statistics, services to client can be evaluated and necessary adjustment will be made.
1. Distinguish between technical and readers' services in a library.
 2. What are the major department of the library and their functions?

The library is further divided into two major services division

- Technical Services Division and
 - The Readers' Services Division. Each of the two main divisions has basic functional departments as follows:
- (1) **Technical Services Division**
- This section of the library is made up of:
- the acquisitions department.
 - Cataloguing and Classification department
 - Serials department

These departments do not provide direct services to users but are involved in direct services through important activities carried out 'behind' the scene. The libraries are what they are because of technical services including selection, acquisition, accessioning, stamping, cataloguing, classification, preparation of the catalogue, abstracting and indexing.

Serials department is part of the technical services division because of the difficulties involved in the selection, recording, cataloguing, classification and general organization of serials. the serials department is also providing both technical and readers' services.

(2) **Readers' Services Division**

The readers' services division of the library consists of the

- circulation department and
- Reference department.
- Audiovisual department which can perform both reference and circulation functions.

It is in the readers' services division that the librarian comes face-to-face with library users in the provision of information services. The users also come in contact with the output of the technical services division when they visit the readers' services section of the library

Readers' services include lending of books and audio-visual materials to users, shelving of books for browsing and in-library use, provision of space for private and group studies, user education and other reference services. There can be no library if whatever information resources available are not put at the disposal of users. Readers' services therefore lead to the fulfillment of library's mission.

Library materials are acquired through purchase, gift donations, legal deposit and exchange. This activity is carried out by the acquisition section.

Journals are usually acquired through subscription. This implies that they are paid for annually.

Week 6

Topic: Reference sources

Objectives

At the end of this lecture the students are expected to be in a position to:

1. understand what reference sources are;
2. identify different kinds of reference materials in the library and their individual characteristics;

* Introduction

- One of the important functions of a library is to provide access to its resources such as **reference and information sources** and also to provide information to users on request. The request could range from specific to general information. For example, a user may request specific information such as the "Secretary General of the United Nations", or may want to know "*Who invented the apple (ipad, itune), computer*" or "*Which town is the largest in Africa?*"
- Whatever form of information desired by a user can be made available if a library has adequate reference and information sources in its collection. **Reference sources:** are materials consulted for specific information.

Examples of basic reference sources are:

1. Dictionaries
2. Encyclopedias
3. Atlases
4. Gazetteers
5. Bibliographies
6. Directories
7. Handbooks/Manuals
8. Indexes
9. Yearbooks
10. Abstracts
11. Almanac
12. Biographical Dictionaries
- * 13. Thesaurus

Dictionary: A dictionary is a book containing the words of a language, or the terms of a subject and concepts; their meanings, usage, pronunciation and etymology. Dictionaries are alphabetically arranged with explanation of their meanings and usage. Etymology is the study of the origin and history of words and their meanings.

Types of Dictionaries:

There are three main types of dictionaries:

General Dictionary – These are unabridged/complete and desk dictionaries. They provide overall information such as pronunciation, derivation, meaning, etc. about the words language.

2. **Subject Dictionaries:** Subject dictionaries are concerned with a specific subject area.
3. **Supplementary Language/Specific Purpose Dictionary:** These are word books which deal with words or aspects of word. Some language dictionaries are monolingual, for example, English dictionary while others are bilingual for example, an English-French, French-English dictionary. They deal with some aspect of a language such as etymology, synonyms, antonyms, abbreviations, usage, dialect, rhyme, quotations, grammar, etc.

Purpose of Dictionaries

1. The dictionary is used to find out the meaning of a word, phrases, expressions, term and concept.
2. to check spelling, syllabication and hyphenation of a word
3. to check the pronunciation of a word.

Encyclopedias: An encyclopedia can be defined as the work which treats comprehensively all the various branches of human knowledge. It can also be defined as a compendium of knowledge.

Characteristics of an Encyclopedia

- It contain an in depth information on either a discipline (subject) or all branches of knowledge.
- It provides the definition and historical development on any field of knowledge.
- An encyclopedia has alphabetical entries.
- Encyclopedias may be in one volume, or many volumes.
- Encyclopedias are made up of articles contributed by experts in the specific fields covered by the publication. They are usually written by experts in the field.
- There are general encyclopedias and subject encyclopedias. Example: Encyclopedia Britannica; the Encyclopedia Americana (general Encyclopedia); Encyclopedia of Computer Science, Encyclopedia of the Social Sciences; the ALA World Encyclopedia of Library and Information Services (Subject Encyclopedia). Those that are subject based are compact while the general encyclopedias tend to be more voluminous.

★ Purposes of Encyclopedias

1. to record knowledge
2. to systematize knowledge
3. to make basic knowledge on all subjects; accessible and retrievable
4. to supply factual information on both current and past events
5. it provides facts
6. provides ideas of a particular period
7. provides illustrations
8. it gives different view points on a particular topic

Differences between a dictionary and an encyclopedia is that a dictionary defines words and an encyclopedia provides general information on topics.

Atlasses: Atlases are collection of maps and plates or charts, which provide geographical information about places. It can appear in globe, molded or large poster which provide geographical information about places.

- Atlases can be elementary or complex. Some atlas provides information on vegetation, climate, mineral resources, agricultural and industrial descriptions of countries. Examples of atlases are Time modern atlas of the world, Nigerian primary School atlas, The New Atlas of African History, Maps and Mapping of Africa, etc.

Gazetteers: A gazetteer could be referred to as a geographical dictionary or encyclopedia.

- The contents of a gazetteer include information about towns, rivers, mountains, lakes and so on, with a varying amount of descriptive, geographical, historical, or statistical information. *Arrangement of entries in the gazetteer is alphabetical by name.*
- Gazetteers are useful in answering questions on geographical features including population, list of cities, mountains, rivers, longitude and latitude, rainfall in given areas, features in the atlas and so on. E.g. Webster's New Geographical Dictionary, Columbia's Lippincott Gazetteer of the World, Merriam-Webster's Geographical Dictionary, etc.

*** Bibliographies:** A bibliography can be described as a systematic list of publications, on a given subject or by a given author, in a particular geographical area, over a particular time.

- This is an alphabetical listing of books or periodical articles, that tells a researcher where to look for more information on any subject.
- *A bibliography does this by listing specific titles on the subject, the author, publisher, date of publication and edition. It can also give the terms of availability. It contains systematic description of a list of books by authors surname, other names and the materials attributed to the author.*
- They are arranged by author and/or subject; or by period of publication of the book. (*If it is journal it gives the name of the journal, volume no, issue no, ISSN, etc.*) Examples of bibliographies are: the National bibliography of Nigeria, the British National Bibliography etc.
- *A bibliographer can provide complete answers to a question: E.g: how many books do we have on nuclear physics? How many of the authors are Africans? In which year was a particular title, e.g., 'things fall apart' published?*

Some types of Bibliographies are:

- Annotated bibliography: This type has additional critical or explanatory notes to a text.
- Bibliography of bibliographies: Some bibliographies list other bibliographies. These are called bibliographies of bibliographies. e.g. World Bibliography of Bibliographies

The main purpose of a bibliography is to aid readers on what they need.

Directories: A directory is a list of names and addresses. Apart from names and addresses,

• Directories contain vital information about the subject (individual organization, telephone, fax and e-mail address of an organization can be found in the directory where the organization has been listed). Examples of directories are the NIPO|ST director, the medical directory among others.

- Directories have alphabetical entries such that any person who is familiar with alphabetization can easily locate the needed information in an appropriate directory.(Telephone, town and country directories)

Handbooks/ Manuals: are concise publications proving information on things. They are often discuss specific topics or subjects, or can be general. Handbooks could also contain information about institutions or members of a professional body. Such information may include origin, addresses, rules, statistics etc. These are reference source for a given field of knowledge. Examples: church manual, staff handbook, student handbook.

Indexes: These are guides to all documents relevant to a particular subject or discipline. Also it can be defined as a detailed alphabetical list of names, topics, terms, places, formula, numbers or other significant items in a published work.

1. Indexes are used to locate periodical articles, chapters in book.
2. Indexes are arranged alphabetically by author, title, subject and source.
3. It provides enough details about each item so that it can be traced or identified in the main body of the work.
4. It tells you where to get information.
5. It indicates and points where an information is.

Examples of indexes are:

Education Index, British Technology Index, Social Sciences and Humanities Index, Business Periodical Index.

Yearbooks: a year book is a summary of the significant events of a particular year. Depending on the scope, a year book can be about a particular country, the whole world, a particular local or international organization, etc.

- Year book are arranged chronologically. 2001,2002,2003
- It contains all the yearly activities and happenings.
- Year books can only carry events of the previous year. This is to say that events of 2009 can only be contained in a year book published in 2010. Examples of year books are yearbook of international organizations, United Nations yearbook and Nigerian yearbook. Note: board of directors of an organization appointed in 2009 will appear in the 2010 yearbook.

abstract are publications that provide summaries of publication. The abstract contains the contents of a particular publication, be it journal article, thesis, dissertation or textbook. Every abstract indicates the title of the work, author, editor (if applicable), source (in the case of a journal article), publisher (if published), place of publication and date of publication. Most abstract appear as serials.

- Abstracts are arranged alphabetically according to subject and sub-arranged according to author or title as the case may be. Examples of abstracts are Dissertation abstracts international, LISA abstracts

- Types of Abstracts

They can be of many types. The most prominent among them are:

Indicative - this type of abstract indicates where a vital and specific information can be located.

Informative - informative abstract are good in document reporting on experimental investigations.

Formulae, and statistical tables are also contained in it.

Evaluative abstract - they critically analyze the original abstract and offer a value judgement. They make commendations on the content, originality and relevance of the abstract.

- Advantages of Abstracts

1. they save time
2. overcome language barrier
3. useful to professionals in other fields.

Almanac: Are a yearly publication of statistics and other kinds of publication with tables indicating the days of the week, month by month and other data of value. Examples of almanacs are the world almanac and book of facts.

Biographical Dictionaries: This provides useful information about important people in the society. Information about these people may include, their date of birth, education, career and achievements. It is an account of a person's life or life story of a person described by another person.

Thesaurus: In a thesaurus, you will find synonyms and an antonym for words.

Examples

Wonderful – great, magnificent, excellent, terrific, cool, and fantastic

Also in a thesaurus you will find an antonym for the word. Like horrible or awful would be an antonym for wonderful

Non-specialized reference sources

It can also be regarded as non-specialized reference sources because some of the information required by users can be supplied.

1. the professional and para-professional library personnel
2. textbooks and other monographs
3. theses and dissertations

serials

government publication

questions

My teacher has assigned a report on the country of Mexico. I need to find information on when the country began and who lived there in ancient times.

Where would I find this type of information? **Answer:** Encyclopedia

2. My family is planning a vacation to Florida. We are going to Universal Studios. I am so excited! My father is trying to decide what interstate he needs to take. How would he get there from Tennessee? What reference material should he use to find this information? **Answer:** Atlas
3. Jimmy is working on writing a sentence with each of his spelling words. He comes to a word he does not know. How can he find the definition of the word? What reference material should he use to find this information? **Answer:** Dictionary
4. I am writing a story about my experience at the Spelling Bee. I want to find another word to use instead of saying great. Where can I find a word that means the same as great? What reference material would I use to find this information? **Answer:** Thesaurus
5. Jane is working on a research paper for her third grade class. She is trying to find information about how people in France celebrate Christmas. First, she must find out where her country is located and some of the major cities. Where would she find this information? What reference material would she use for this report? **Answer:** Atlas
6. Tracy is learning new vocabulary that goes along with her reading story for this week. Her teacher has explained the word to the class. Tracy would like to find another word that means the same as the vocabulary word she is working on. Where can she find this information? What reference material should Tracy use to find a synonym for this word? **Answer:** Thesaurus
7. Mr. Peter needs to find out the spelling of a particular English word. What reference material should he use to find the needed word? **Answer:** Dictionary

The organization of library materials with emphasis on how it is done in the library

Sub-headings

1. What is library catalogue
2. Two categories of library catalogues
3. The Basic Objectives of a Library Catalogue
4. Functions or role of catalogue in the library
5. Kinds or types of catalogue
6. Forms of catalogue
7. Characteristics of an ideal form of catalogue

Introduction

The library users/clientele is expected to use the collection of a library either for study or research or reference. At any one time, the user may not find all the documents on the shelf. Therefore, in order to know about the complete collection, reliance has to be placed on a dependable tool called the catalogue of the library. A library catalogue is an indispensable/vital tool, which facilitates the use of library materials.

The most important of the retrieval tools for organizing a library collection is the catalogue. It is a list of materials such as books, microforms, audio recordings, etc, in a collection. The catalogue is more or less an index to a collection.

The definition of catalogue is related to the very purpose of a catalogue. There are different kinds of catalogues - library catalogues, bookseller's catalogues, printer's catalogues, publisher's catalogues, etc. This unit is concerned with library catalogues.

What is a library catalogue?

"A library catalogues is a list of all documents, which form the holdings of a library or group of libraries, usually arranged systematically in alphabetical order by call number, author, title, or subject."

Importance of a Library Catalogue.

A library catalogue is an essential and important tool in a library. It is a must for a library, especially when the collection becomes large. A library without a catalogue is like a town which has been developed without a plan.

1. A library catalogue tells you what books you have in your library and where to find them. Most library catalogues are arranged in alphabetical order.
2. It is a retrieval tool used for retrieving documents in a library collection. It is a pointer to the collection of a library.
3. A library catalogue is a growing list, it is not static. This is because a library acquires new materials regularly, hence the catalogue is constantly updated.
4. It is a key to the resources of a library.
5. It provides statistical reports for library collections.
6. It gives answers to users' queries.
7. To provide bibliographic information to library users.

A catalogue is a guide to the materials present in the collection so that the retrieval of any material could be easy.

Without it, it would not be possible to know what is available and where.

- The person who prepares a catalogue is called a cataloguer.
- The process of preparing a catalogue is termed cataloguing, which denotes the skill involved in the preparation of entries and maintenance of a catalogues.

Two categories of library catalogues

kind auth or
of subject
catalogue type
Dictionary shelflist
advantages

* Diff betw cataloguing & classification
* Diff betw kinds of catalogues & forms of catalogues

forms
of
catalogues

1. Single catalogue

2. Joint catalogue or union catalogue

The library catalogue provides an index to all the materials being held by a particular library. The joint catalogue provides an index to all the materials being held by more than one library collection. It is a combined list of all materials present in the participating libraries. A joint catalogue may include up to 10 or more libraries. When a library catalogue lists holdings or part of holdings of two or more libraries, it is known as a union catalogue.

The Basic Objectives of a Library Catalogue

1. It enables a person to find a book by author, title or subject.
2. It shows what the library has by a given author, subject or a given kind of literature.
3. It assists a user to make choice of a book as to its (regards) the edition.

Functions of Catalogue

A catalogue performs a variety of functions. These include:

1. The catalogue should be an efficient instrument for ascertaining whether the library contains a particular book specified by
 - Its author and title, or which editions of a particular work in the library.
2. It enables a user to know if library has a particular item being sought in the collection.
3. It enables a user to locate an item on a subject present in a collection on the shelves, if the item has not been borrowed by another user or mis-shelved or stolen from the library.
4. Providing a complete bibliographic description of every item in a library collection, which can be accessed by the author, title, subject or any other access point.
5. Enabling a user to gain access to an item present in a collection through multiple access points such as an author, a title or a subject. In a computerized catalogue, more access points may be provided, such as: the edition number, publisher's name, date of publication, place of publication, ISBN (International Standard Book Number) etc

Types or Kinds of Catalogue:

The following are the chief types of library catalogues.

1. Title Catalogue
2. Author/Main Catalogue
3. Subject Catalogue
4. Dictionary Catalogue
5. Shelf list Catalogue

Title Catalogue: consists of entries for books under their titles arranged alphabetically. The title is the first statement on the catalogue. This is prepared because the user may know only the title of a book he or she needs without knowing the author. With the title catalogue, he can locate the book. This type of catalogue is useful because it is an alphabetical record of the titles of all the stock in the library.

Author Catalogue: In this catalogue, the author's name appears first on top of the catalogue entries. 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, illustrator, translator, etc.

Subject Catalogue: The subject of a book appears first on the first line of a subject catalogue, and it is always written in **CAPITAL LETTERS**. Subject catalogue consist of subject entries arranged alphabetically. This is another clue/sign that will lead a user to a book in the library. A user may not be interested in the author's title of a book but on the subject. As a result, subject catalogue is prepared.

Dictionary Catalogue: a catalogue in which all the entries (author, title, subject etc.) and their related references are arranged together in one general alphabet. In some libraries or information centres, the catalogues are not separated according to author, subject, title or any other but everything is filed in one alphabet. This kind of filing constitutes Dictionary Catalogue.

Shelf list Catalogue: it is a catalogue of books in the order in which they stand on the shelves. They are ranged according to the call number of the item. This kind of catalogue is unique. In addition to all the information in other kinds of catalogue, each title is represented by a card usually given the author, title, edition, number of volumes (if more than one), number of copies, call number, the price (date of purchase/gift/donation or legal deposit) and accession number of the book which other catalogued do not have.

The shelf list is a useful record for stocktaking or inventory which is an essential task in the library. In a library it can also serve some of the functions of an accession register. With these unique features, charges for any lost item could be made easily. It is not generally used by the public.

Forms of Catalogue

Catalogue may appear in a variety of forms. These include

- Card catalogue
- Book catalogue
- Computer Output Microform (COM)
- CD-ROM catalogue
- On-line public Access catalogue (OPAC)

Card Catalogue: These are catalogue prepared on measuring 3 inches by 5 inches. For every item present in a collection, there are at least three cards representing the author, title, and subject of the item. It is usual for an item in a collection to have more than three cards, especially when there are two or more authors or where more than one subject heading can represent an item. (So, it is possible for an item to have up to 10 cards). The cards are filed in alphabetical order in trays, or cupboard drawers. If they are filed in drawers, the cards must be

In such a way that it will not be scattered easily. Holes are made where an iron rod passes and holds it in place.

Advantages of Card Catalogue:

It can be accessed by many users at a time since there are many drawers to be opened at a time, i.e.

It enables the library staff to insert and withdraw cards as they deem appropriate.

For example, when a new item has been acquired in the library and catalogued, it is possible to insert new card at the appropriate position in the catalogue cabinet.

It is easy to update card catalogues

It is not too expensive to acquire and maintain a card catalogue

In spite of these advantages, the cards in the catalogues need to be filed alphabetically either word-by-word or letter-by-letter manually.

The Disadvantages of Card Catalogue:

It occupies too much space, especially when the catalogue cabinets become too big.

One can also not replicate the card catalogue in multiples; the card catalogue cannot be placed available in several locations in institution where a library is situated.

It is slower to access.

Book Catalogue: This is library collections printed out in form of a book probably in alphabetical order by author, title, subject or a combination of all is called dictionary catalogue.

Advantages of a book catalogue

- It is very portable
- It can be replicated several times
- It can be made available at strategic places in an institution where the library is located or even outside the institution
- It also does not occupy too much space
- A great number of entries can be seen at a glance.
- All books by the same author, title or subject can be seen without going from one drawer to the other.

The Disadvantages of a Book Catalogue:

It is not easy to update the catalogue without discarding the former edition.

User's time is wasted while waiting in turns to consult the book catalogue.

The book catalogue is not popular because of its inflexibility.

It is difficult to insert records of new books.

It is not easy to update the catalogue except one prepares supplements at regular intervals. Thus, a book acquired may not appear in the catalogue until a supplement has been produced.

Computer Output Microform (COM):- this is a form of catalogue in which the bibliographic record is stored on a microfiche or microfilm. It is always produced on these media by a computer. Microfilm and microfiche are microforms because they cannot be read with the naked eyes. A machine or a reader is needed for the user to read the records.

Advantages of Computer Output microform Catalogue:

It does not occupy too many spaces.

Many copies can be produced.

It is easy to use if you have the hardware.

It is easy to update a COM catalogue than a book catalogue since it is computer produced.

Disadvantages of Computer Output microform Catalogue:

Microfiche or microfilm reader is necessary for one to be able to read the record.

The machine can be expensive because many readers have to be provided in multiple numbers.

CD-ROM catalogue: This is bibliographic records of a library collection. It is a large storage medium, the whole catalogue of a library can be in just one compact disc. It is computer manipulated, but it is an off-line catalogue, but unlike the online public access catalogue (OPAC).

Advantages of CD-Rom catalogue

- It has a large storage memory
- It is portable
- Information on the disc can easily be shared
- The disc can be replicated severally
- It is less expensive

Disadvantages of a CD-ROM catalogue

- It is not flexible
- it can be very expensive
- it has all the advantages of all other forms of catalogue except that it is not easily updated. One needs a microcomputer and a CD-ROM drive to be able to access the catalogue, hence.
- It is fragile

Online public Access catalogue (OPAC):- This is bibliographic records of all the documents in a collection stored in the computer memory disk. This is the most modern form of a catalogue. One needs a computer with a large memory.

Advantages of OPAC catalogue

- it is the most efficient
- it is very flexible as it can be updated easily
- it is possible to access the records through several points
- it does not occupy too much space and can be provided in many places
- the bibliographic records of a collection are input into the computer and can be accessed instantly

Disadvantages of OPAC:

It is very expensive.

Requires electricity.

Characteristics of an ideal form of catalogue

- None of the catalogue formats described above is perfect, because each form has one form advantage or the other.
1. **Any form of catalogue must be flexible and easy to update:** collection development in a library dynamic. New documents are regularly published and are expected to be acquired by a library the creating catalogue entries for new documents will be a continuous activity in a library. In order add these new records to the catalogue, it should be easy to insert new documents into the existing catalogue records while the card catalogue and the OPAC can easily be updated with new records.
 2. **Easy access to entries in a catalogue:-** It should be possible to find the entry for a particular document in the catalogue when needed. Sometimes, filing problems may cause obstacles to getting entries. This usually occurs with card catalogues and other forms of catalogues. However, with OPAC, this type of problem is eliminated.
 3. **A catalogue must not be too expensive to create and maintain:-** Most forms of catalogues are very expensive to maintain, especially OPAC, Computer Output Microform and even card catalogue but the book catalogue is relatively easy to create and maintain.
 4. **A catalogue should not occupy too much space:-** An ideal catalogue should therefore be portable and replicable. While book, OPAC and microform catalogues are fairly portable, card catalogue occupies a lot of space.
 5. **A catalogue should be easy to replicate:-** Most forms of catalogues are easily replicable. card catalogue. Multiple copies of book, opac and microform catalogues can be produced in places in strategic areas in the library and possible outside the library. This is virtually impossible with card catalogue

The description of every item in a collection is called the bibliographic record or bibliographic entry of at item. The bibliographic record is the same irrespective of the form of catalogue. The only difference the physical appearance of the bibliographic record.

view Question

Describe the different forms of a catalogue, and list the advantages and disadvantages of each form

KINDS OF CATALOGUES

Catalogue

Analytical engine: an introduction to computer science using the internet

Decker, Rick.

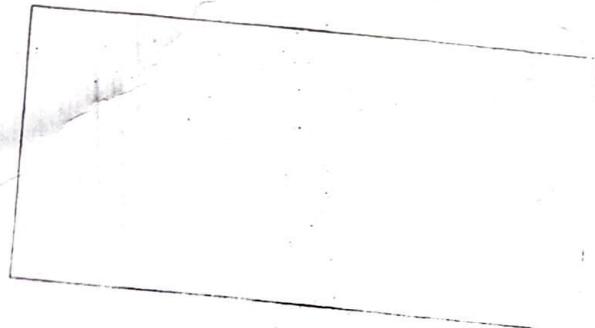
The Analytical engine: an introduction to computer science using the internet /Rick Decker.-

: Pios Publishing Company, 1998.
360p: Pbc, ISBN: 0-534-

Includes index and phy.

Computer Science. 2. Internet

1. Title.



logue

Decker, Rick

Decker, Rick

The Analytical engine: an introduction to computer science using the internet/Rick Decker.-

Boston: Pios Publishing Company, 1998.

360p: Pbc, ISBN: 0-534-

55-4

Includes index and bibliography.

Computer Science. 2. Internet (Computer Network). I. Title.

elect catalogue

COMPUTER SCIENCE

5

Decker, Rick

The Analytical engine: an introduction to computer science using the internet/Rick Decker.-

Boston: Pios Publishing Company, 1998.

360p: Pbc, ISBN: 0-534-

5-4

Includes index and bibliography.

Computer Science. 2. Internet (Computer Network). I. Title.

et Catalogue

INTERNET(COMPUTER NETWORK)

QA76

D35 Decker, Rick

The Analytical engine: an introduction to computer science using the internet/Rick Decker.-

Boston: Pios Publishing Company, 1998.

360p: Pbc, ISBN: 0-534-95365-4

4

Includes index and bibliography.

1. Computer Science. 2. Internet (Computer Network). I. Title.

Shelf list Catalogue

QA76

D35 Decker, Rick

The Analytical engine: an introduction to computer science using the internet/Rick Decker.-

Boston: Pios Publishing Company, 1998.

360p: Pbc, ISBN: 0-534-

95365-4

Includes index and bibliography.

1. Computer Science. 2. Internet (Computer Network). I. Title.

Bought January 20th, 2010.

#5,000.00 Acc. 36920

NOTE: Shelf list catalogue is not accessible to the library users.