# Unit 3: Techniques for Selection, Evaluation are retrieval of Information

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# Place of Information Resources

Library System

Museum

Archives

Internet

# What is a Library

A place where books, magazines, and other materials (such as videos and musical recordings) are available for people to use or borrow. : a room in a person's house where books are kept.: a collection of similar things (such as books or recordings)

# Library System

- Academic Library
  - ✓ School Library
  - University Library
- ► Public Library
- Special Library
- National Library
- Electronic/Digital Library/Online Library/Virtual Library
- ► Hybrid Library
- Human Library

## School Library

#### Aims and Objectives of school library:

- A library associated or connected with a school and used by the students, teacher and staff of the school is called a school library. A school library has the following objectives:
- ▶ It supports all education al programs of the school.
- lt cultivates reading habits in school children.
- ▶ It develops their interest to use the library for their overall development.
- ▶ It inculcates the habit of seeking help of additional sources other than text books.
- It develops self-learning skills of students.
- It nurtures good moral values and principles in the children.
- It cultivates a feeling of respect and love for nation and its culture in the students.
- ▶ It helps teachers to improve their teaching expertise.
- It provides healthy material for recreational and entertainment purpose of students, teachers and staff members.
- It keeps the teachers and management informed with the latest updates in the education sector.

#### Functions of School Library:

Some of the functions of school library are as:

- It provides suitable documents and information helpful in educational programs and extracurricular activities of the school.
- It makes available text books and other additional reading material for all subjects as per the requirement of teachers and students.
- It procures handy documents, illustrated picture books with bold and large fonts to create the interest of children in reading.
- It procures latest teaching learning material in the form of books, CD, audio-visual etc. to improve the teaching skills to teachers.

- ▶ It keeps reference books, dictionaries, year books, directories, encyclopedias, travel books, etc. so that students and teachers can get help of these other than the text books.
- It also keeps some books on easy self-learning like how to use computer, to develop the learning skills of students.
- It makes available biographies, autobiographies of freedom fighters and other national and international personalities to develop respect love for nation and humanity.
- It provides books of simple and meaningful stories of classics, animals and birds of give moral values and ethics to children.
- It also procures bulletins, journals etc. on different subjects and various aspects of education to keep the teacher and school management updated in their respective areas.

# University Library:

A university library is a part of a university set up. Therefore, it exists to serve the objectives of its parent organization. Every library programme must support universities total programme. The University Library should aim to advance the functions of that university.

Ex;

Library of University of Ruhuna

Library of University of Jaffna

Library of University of Panjab

Library of University of Cambridge

Monash University Library

Harvard University Library

#### Functions of University Library:

The universally recognized basic functions performed by a university library are:

- ▶ By procuring comprehensive range of documents including books, manuscripts, journals, magazines, newspaper etc. on various subjects;
- In order to organize huge collection of documents it keeps them in different sections on the basics of their categorization like text book section, reference section, journal section, thesis section;
- It provides facility of inter library loan to its users if document desired by user is not available in the library;

- A modern university library interacts with different information networks to give easy access to e-sources/ date to more users so that they could access the desired information even from their workplace.
- It also provides entertainment and healthy leisure to user by providing different newspapers, magazines, short story books, internet facility etc;
- It gives the user orientation training to new enrolled users to make them fell at home and to acquaint them with the library system so that they could make maximum use of library services;
- ▶ With the help of display of new arrivals, old book exhibitions, information bulletins about new library services etc. it keeps the users updated with the library activities;
- It provides reference service through reference section to establish a contact between the right reader and the right document in a personal way to attract more users.

## Special Library

Special Library is a library, which collects updated and comprehensive information on the subject concerned with the parent organization and disseminate this information promptly to the people associated with the organization on demand and in anticipation. Besides this, one other factor is that a special library develops its major collection on some special subject or field.

Special library may be define as "A library established, supported and administered by a business firm, private corporation, association, government agency or other special interest group or agency to meet the information needs of its members or staff in pursuing the goals of the organization. scope of collections and services is limited to subject interest of the host or parent organization."

#### Ex;

Library of Coconut Research Institute
Library of Central Bank
Library of Census and Statistic Department
Library of Sri Lanka Rupavahini Corporation
Library of Parliament

The main objectives of a special library are as follows:

- It serves the information needs of its parent body;
- It disseminates updated and significant information in the concerned field;
- It gives pinpointed information promptly;
- ▶ It provides desired information to its users on demand and mostly in anticipation;
- ▶ The users also get new ideas and inspiration to initiate new projects.

#### Functions of special library:

A special library performs primarily the following functions:

- It selects and procures documents and other sources of relevant information;
- It processes the procured information or documents with the help of classification, cataloguing, shelf arrangements etc. to make them easily available for the users;
- ▶ It subscribes to a good number of journals related to its area;
- ▶ It provides indexing and abstracting services to the users to save their time;
- It provides reference services to the users by telephone, by post or by email;
- ▶ It gives current awareness service (CAS) regarding new arrivals and latest services to the users;
- ▶ It provides Selective Dissemination of Information (SDI) services to the users as per their subject interest and requirement;

- ▶ It also gives document delivery service to its user;
- ▶ It brings out library bulletins weekly/ fortnightly/ monthly to keep the users up to date with latest information;
- It gives translation services to provide the desired information to the users in their convenient language;
- It also provides internet as well as internet facility to the users in order to access the library collection and catalogue at their desktop;
- ▶ It responds to the reference queries and make retrospective search of literature as per users demand;
- ▶ It compiles bibliographies, union catalogues, documentation lists, newspaperclippings, accession lists etc. to save the time of its users; and
- It provides inter library loan facility to the users.

# Public Library

- Public Library is defined as a library which is accessible to the public and generally funded from public source and may be operated by civil servant (Anil Kumar Dhiman and Yasoda Rani, 2011). Public library, as its name suggests, it is for the people, by the people and of the people. It exists from civilization of mankind and act as the important custodian of human culture, knowledge and social customs (Kaliya Perumal and Bahskarn, 2010).
- ▶ UNESCO define public library as the local gateway to knowledge which provides a basic condition for lifelong learning, independent decision making in cultural development and social group.

The UNESCO manifesto also state that it should be an institution established under the clear mandate of law maintained fully from public fund, offering all its service free of cost and open for free and equal use by all members of the community irrespective of their age, sex, religion, language and structural level of education. The origin of the public library service vests in antiquity with the first recording of the human thought in the concept of a system or an institution which could preserve thought for future use which gradually came to be referred by the term library. Ever since the essential functions of all libraries remained the same collection, preservation and dissemination of knowledge (UNESCO manifesto, 2005).

# National Library

A national library is a library specifically established by the government of a country to serve as the preeminent repository of information for that country. Unlike public libraries, these rarely allow citizens to borrow books. Often, they include numerous rare, valuable, or significant works. A National Library is that library which has the duty of collecting and preserving the literature of the nation within and outside the country, Thus, National Library are those libraries whose community is the nation at large.

Characteristics of the National Library

we can see the following features in the National Library

- 1. The National The library is a central library of any country.
- 2. The national government of the country operates with national funds.
- 3.It compiles all the text published in the whole country.
- 4. It is an institution of national importance in which any person can be a reader, ie it serves the whole nation.
- 5. National Library is only a copyright library in which the books are preserved for reference only.

## **Functions of National Library**

Since the national library of any the country is a central library of the nation, it does national-level work for the benefit of the citizens of that country, which are as follows -

- 1. The **National Library** collects all the books published in the nation.
- 2. It also acts as a collection library at the national level for the books received under the Copyright Act for the nation.
- 3. It also stores a copy of rare books available in other libraries located in the country.
- 4. Provides reading facility to every citizen of the country without any discrimination.
- 5. Provides all assistance and guidance to all other Granthalas of the nation.
- 6. Prepares a **national bibliographic** reference list of various subjects at the national level.
- 7. Represents the nation internationally.

- 8. The inter-departmental provides the facility of granting books to its readers from abroad also through loans.
- 9. The preparation of the Union, the list is also the task of the National Library.
- 10. It provides its **library service** to every person of the nation as well as local people.
- 11. Maintains coordination and coordination with national libraries abroad.
- 12. The **National Library** apprises all the other libraries of the country about the new methods and techniques used in the service.

# Digital Library/ Electronic Library/ Online Library/ Virtual Library

A digital library, also called an online library, an internet library, a digital repository, or a digital collection is an online database of digital objects that can include text, still images, audio, video, digital documents or other digital media formats or a library accessible through the internet.

- ► The advantages of digital libraries as a means of easily and rapidly accessing books, archives and images of various types are now widely recognized by commercial interests and public bodies alike.
- Traditional libraries are limited by storage space; digital libraries have the potential to store much more information, simply because digital information requires very little physical space to contain it. As such, the cost of maintaining a digital library can be much lower than that of a traditional library. A physical library must spend large sums of money paying for staff, book maintenance, rent, and additional books. Digital libraries may reduce or, in some instances, do away with these fees. Both types of library require cataloging input to allow users to locate and retrieve material. Digital libraries may be more willing to adopt innovations in technology providing users with improvements in electronic and audio book technology as well as presenting new forms of communication such as wikis and blogs; conventional libraries may consider that providing online access to their OPAC catalog is sufficient. An important advantage to digital conversion is increased accessibility to users. They also increase availability to individuals who may not be traditional patrons of a library, due to geographic location or organizational affiliation.

- No physical boundary: The user of a digital library need not to go to the library physically; people from all over the world can gain access to the same information, as long as an Internet connection is available.
- Round the clock availability: A major advantage of digital libraries is that people can gain access 24/7 to the information.
- Multiple access: The same resources can be used simultaneously by a number of institutions and patrons. This may not be the case for copyrighted material: a library may have a license for "lending out" only one copy at a time; this is achieved with a system of <u>digital rights management</u> where a resource can become inaccessible after expiration of the lending period or after the lender chooses to make it inaccessible (equivalent to returning the resource).
- Information retrieval: The user is able to use any search term (word, phrase, title, name, subject) to search the entire collection. Digital libraries can provide very user-friendly interfaces, giving click able access to its resources.
- Preservation and conservation: Digitization is not a long-term preservation solution for physical collections, but does succeed in providing access copies for materials that would otherwise fall to degradation from repeated use. Digitized collections and born-digital objects pose many preservation and conservation concerns that analog materials do not. Please see the following "Problems" section of this page for examples.
- Space: Whereas traditional libraries are limited by storage space, digital libraries have the potential to store much more information, simply because digital information requires very little physical space to contain them and media storage technologies are more affordable than ever before.
- Added value: Certain characteristics of objects, primarily the quality of images, may be improved. Digitization can enhance legibility and remove visible flaws such as stains and discoloration.

# Hybrid Library

A library which is partly electronic and partly physical. It has a physical space with both the physical and electronic resources and services.

### Human Library

- A person who volunteers to talk about their life story.
- Most human books have experienced prejudice and/or discrimination because of their identity or part of their identity.
- Typically, a person chooses to be a book because they believe that their story can affect another person's understanding of a certain culture, subculture, or identity.





# Archives

The archive or archives are a collection of documents and records that contain historical information.

An archives is a place where people can go to gather firsthand facts, data, and evidence from letters, reports, notes, memos, photographs, and other primary sources.

# \* Museum

museum, institution dedicated to preserving and interpreting the primary tangible evidence of humankind and the environment. In its preserving of this primary evidence, the museum differs markedly from the library, with which it has often been compared, for the items housed in a museum are mainly unique and constitute the raw material of study and research. In many cases they are removed in time, place, and circumstance from their original context, and they communicate directly to the viewer in a way not possible through other media.

Museums have been founded for a variety of purposes: to serve as recreational facilities, scholarly venues, or educational resources; to contribute to the quality of life of the areas where they are situated; to attract tourism to a region; to promote civic pride or nationalistic endeavor; or even to transmit overtly ideological concepts. Given such a variety of purposes, museums reveal remarkable diversity in form, content, and even function. Yet, despite such diversity, they are bound by a common goal: the preservation and interpretation of some material aspect of society's cultural consciousness.

- Museums teach us about the past. Everything there has a story to tell. We can easily learn how things were done, how life looked like and even what people wore and did every day. It is living history from times gone by that help us understand ourselves.
- Museums make us smarter. When we visit museums, we gain new knowledge. Art and everyday objects have stories to tell about the past. Many museums even partner with schools to enhance education while other host hands-on workshops for people of all ages.
- Museums are great for research. Academics, researchers and regular folks often come to museums to study. Examining old artifacts is a great way to collect information. For example, old pottery is not just showing us how others consumed food. The techniques and materials used to make it tell us more about how we progressed and evolved in addition to what people ate.
- Museums inspire. They are great for stimulating new ideas, recharging and providing new perspectives. When you visit museums, you have access to the works of great masters, inventions and objects that changed our lives. Sometimes it's the simplest things that inspire us the most.
- Museums are a testament to the perseverance of humanity. Museums document the history and show us that people have needed to collect and preserve things for a long time.

#### Different type of Museum

- General Museum
- Archaeology Museum

They display archeological artifacts. They can be open-air museums or they can exhibit items in a building.

Art museum

Also known as art galleries. They are spaces for showing art objects, most commonly visual art objects as paintings, sculpture, photography, illustrations, drawings, ceramics or metalwork.

History Museum

hey collect objects and artifacts that tell a chronological story about particular locality. Objects that are collected could be documents, artifacts, archeological findings and other. They could be in a building, historic house or a historic site.

#### Maritime Museum

Specialized museums for displaying maritime history, culture or archaeology. Primarily archaeological maritime museums exhibit artifacts and preserved shipwrecks recovered from bodies of water. Maritime history museums, show and educate the public about humanity's maritime past.

#### Military and War Museum

Museums specialized in military histories. Usually organized from a point of view of a one nation and conflicts in which that country has taken part. They collect and present weapons, uniforms, decorations, war technology and other objects.

#### Science Museum

Specialized for science and history of science

# Internet

The Internet is a vast network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection.

The internet helps us with facts and figures, information and knowledge for personal, social and economic development. There are many uses of the internet, however, the use of the internet in our daily life depends on individual requirements and goals.

# Organization of Knowledge

Classification System

# **►** Classification System

Library classification, system of arrangement adopted by a library to enable patrons to find its materials quickly and easily.

Classification systems in libraries generally play two roles.

- Firstly, they facilitate subject access by allowing the user to find out what works or documents the library has on a certain subject.
- Secondly, they provide a known location for the information source to be located (e.g. where it is shelved).

# Type of Classification

- Dewey Decimal Classification (DDC)
- ► Universal Decimal Classification (UDC)
- Library of Congress Classification (LCC)
- Colon Classification (CC)

Dewey Decimal Classification (DDC)

The Dewey system has ten main classes, which are listed below.

- 000 Generalities
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Science
- 400 Language
- 500 Natural Science and Mathematics
- 600 Technology (Applied Sciences)
- 700 Arts
- 800 Literature
- 900 Geography and History

#### ▶ 000 Computer science, knowledge & systems

004

005

010 Bibliographies

020 Library & information sciences

030 Encyclopedias & books of facts

040 [Unassigned]

050 Magazines, journals & serials

060 Associations, organizations & museums

070 News media, journalism & publishing

080 Quotations

090 Manuscripts & rare books

#### ► 100 Philosophy

- 110 Metaphysics
- 120 Epistemology
- 130 Parapsychology & occultism
- 140 Philosophical schools of thought
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy

#### 200 Religion

- 210 Philosophy & theory of religion
- 220 The Bible
- 230 Christianity & Christian theology
- 240 Christian practice & observance
- 250 Christian pastoral practice & religious orders
- 260 Christian organization, social work & worship
- 270 History of Christianity
- 280 Christian denominations
- 290 Other religions
  - 294.3 Buddhism
  - 294.3823 Sutrapitakaya

#### ▶ 300 Social sciences, sociology & anthropology

301 - Sociology

- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore

#### ▶ 400 Language

- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Latin & Italic languages
- 480 Classical & modern Greek languages
- 490 Other languages
  - 491.48 Sinhala Language

#### ▶ 500 Science

510 Mathematics

520 Astronomy

530 Physics

540 Chemistry

550 Earth sciences & geology

560 Fossils & prehistoric life

570 Life sciences; biology

580 Plants (Botany)

590 Animals (Zoology)

#### ► 600 Technology

- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction

#### ▶ 700 Arts

- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment

#### ▶ 800 Literature, rhetoric & criticism

- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures
- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures
  - 891.48 Sinhala Literature
  - 891.481 Sinhala Poetry
  - 891.483 Sinhala Fiction

#### ▶ 900 History & Geography

- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world
  - 930.1 Archeology
- 940 History of Europe
- 950 History of Asia
  - 954.93 Sri Lanka History
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

