

Library Operations Manual

LIBRARY STAFFING

The library committee is responsible to evaluate and make recommendations to the Administrative Committee regarding the development and operation of the library. The Academic Dean serves as chairman of the Library Committee. The librarian (or library clerk) is responsible to implement the decisions of the library committee.

LIBRARY SERVICES

Basic services include:

1. Circulating books: An adequate loan period is related to the student's needs and the length of the course. It may be from one to three weeks. The adequacy of the holdings may also affect the length of the loan period. A financial "fine" for overdue books encourages adherence to your standard. All circulation books must contain some type of book card and pocket in order to control collection.
2. Reference books: These do not leave the library and do not have book cards or pockets. They should be stamped "Reference" or "Do not remove from the library." Ref. or R appears above the call number. These are books such as dictionaries, encyclopedias, handbooks, and multi-volume sets of commentaries. They are usually housed in an area of the library apart from the circulating books.
3. Reserve books: Some books are of special significance to the teaching of a particular course. If the library has only one or at the most two or three copies of a much-used item, additional control must be placed on them in order to make them available to all members of a class.

Additional library services might include:

1. Study areas: Most libraries provide a place for students to study.
2. Research assistance: Some students will need help to use the library.
3. Public relations: Students need to be made aware of what the library has to offer. This may be a display of new books or typed notices of new acquisitions placed on a bulletin board.
4. Periodicals & Media: A full service library may also provide a local newspaper, multimedia materials, and periodicals. Budget and local circumstances will probably dictate the limitations in these matters.

LIBRARY FACILITIES

The American Library Association recommends 100 square feet of floor space for each 1,000 volumes, or about 100 books to each ten linear feet of shelf space. This will not be possible for small schools or those limited by finances. Start with what you have and let God bless it. Other space considerations:

- Study space for students.
- Space for library administration including a desk where materials are checked out and a card catalog file of library listings.
- Storage space for supplies.
- Work space to process and repair books.
- Electrical outlets for computers or typewriters.

BOOK SHELVES

Building wooden shelves may be an option to buying relatively high priced ready-made shelving which may be available. Make the shelves from the best dried wood available. Green wood will warp. Shelving should be 3/4" thick, three feet long, 8" to 12" deep, and adjustable, if at all possible. Seven shelves about ten or twelve inches apart are recommended for most books, but the reference books section will need six shelves about twelve inches apart.

LIBRARY BUDGET

Open a separate bank account for the library. Items to be included in a library budget:

- A. Facilities: The finances needed to provide necessary facilities: Rent or mortgage; taxes; insurance.
- B. Personnel: Salary for librarian and clerks.
- C. Janitorial and Maintenance: Student work assignments could include workers in both areas of library helpers and maintenance.
- D. Books: The school should try to establish an annual book budget. The recommended minimum budget is 5% of the total school budget for books and operation. The following is a sample of how the library budget may be divided:
 - 60% new books
 - 5% binding for books and periodicals
 - 20% periodical subscriptions
 - 15% for audio visual items such as audio and video tapes, etc.
- E. Equipment and Supplies: In addition to books, the following is a list of typical items needed:
 - 1. Book ends.
 - 2. Overdue slips.

3. Ownership Stamp with the name of your library on it.
4. "Do not remove from library" stamp.
5. Card catalog cabinet, dividers, and cards.
6. "Date due" stamp and pad.
7. A book trolley (a wheeled device with horizontal shelves for moving the books to re-shelve them).
8. A vertical file.
9. Pockets for books and book cards for the pocket.
10. Pencils, pens, paper, paper clips.
11. Book mending tape.
12. Letterhead and envelopes: For ordering books.
13. Furnishings: Book shelves, tables, desks, chairs.
14. Typewriter or computer.

LIBRARY RECORDS

The following records should be kept:

1. A circulation record. This lets you know what is currently on the shelves and what has been checked out.
2. A reserve book request. Students may ask that a book be reserved for them when it is returned.
3. An inventory of all library materials. This should be done annually.
4. Book purchasing files containing information on ordering.
5. Library cards should be issued and a record should be maintained of these.
6. Card catalog--which lists all of the library holdings. (Card catalog cabinets are available in multiple drawers such as three, six, nine, etc. Each drawer or tray in a card catalog holds approximately 800 cards. Alphabet and subject dividers need to be included in each drawer. Drawer labels should be typed. If you are unable to afford standard library card catalog file drawers, then use what you have available to get started.)

BOOK SELECTION

There are at least two phases to building an adequate book collection to support the academic program in a Bible College. The first is to identify and select appropriate and relevant books. The other is to decide on the methods by which to purchase books. Recommendations can come from students and faculty and a library committee can make final selections.

"Books in Print" is an annually updated publication that can verify author, title, publisher, price, and indicate if a book is still in print. A "Books in Print" set is expensive, so it is suggested that you access one through a local public or university library.

Books may be ordered through a local Christian bookstore or directly from the publisher. Many publishers have their own order forms which they require you to use. If not, then be sure to include the following when ordering:

Name of book

Author

Publisher

Price

Number of books wanted

Payment, including any relevant taxes, handling, or shipping charges

Where you want the books shipped to and to whose attention

RECEIVING BOOKS

When receiving books:

1. Check books against the invoice and your original order to make sure all books listed have been received.
2. Record the total invoice cost on the library book budget.
3. Catalog and process books for the shelves.

ORGANIZING BOOKS

All books are either fiction (a story made up by the author) or non-fiction (everything else).

- A. Fiction can be organized in one section of the library, placed alphabetically on the shelves by authors last name.
- B. Non-fiction is usually organized by the Dewey Decimal System of Library of Congress system. For more detailed instructions, search for "Dewey Decimal System" on the Internet. You will find several sites that will provide detailed instructions for setting up the library. If you do not have the expertise to use this system, then at least organize non-fiction books by subject matter and then alphabetize them within each category.

PROCESSING BOOKS

Remove paper covers (dust jackets) from books before processing them.

- A. Attach a pocket: It is to be placed on the inside of the front cover. Lightly glue the card along three edges, leaving the top edge open as a pocket. Then attach it to the lower portion of the inside of the front cover, about 1/4" to 1/2" from the bottom of the page. Insert the book card into the pocket.
- B. Book card (check out card): This card has the call number, author, and title on it. Place it in the pocket when the glue is dry. A call number is a group of numbers and/or letters

put together to tell you where to find a book in a library. A call number is placed at the bottom of the book on the spine, on the check out card, and on the card typed for the card catalog.

- C. Date Due Slip: Attach a date due slip above the card pocket. The due date will be stamped on this.
- D. Spine Label: Label the spine with the call number. Book call number may be typed on a small piece of paper (1" x 1 1/4") and glued on the book spine.
- E. Ownership Stamp: The ownership stamp is used to stamp the book with the library name on the title page and on the top edge of the closed pages of the book.
- F. Catalog Cards: A catalog card should be typed for each book and inserted in the card file. Students will use this file to find whether or not the library has the book they are looking for and where it is located.

GENERAL RULES FOR TYPING CATALOG CARDS

- A. Call Number: Begin typing one space from the left edge of the card, three lines from the top of the card. The call number is the classification number--usually the Dewey Decimal System.
- B. Author: Begin typing ten spaces from the left edge of the card, four lines down from the top of the card. If more than one line is needed, continue at fourteen spaces from the left edge of the card for the second line.
- C. Title: Begin typing one line below the author entry, at twelve spaces from the left edge of the card. Continue typing: title, sub-title, author statement, place, publisher and date, returning to ten spaces from left edge of the card for each succeeding line. Leave a minimum of one space at the right edge of the card.
- D. Title Main Entry: Type with the title beginning at ten spaces from the left edge of the card, on the fourth line from the top. Continue typing: title, sub-title, author statement, place, publisher, and date at twelve spaces for each succeeding line.
- E. Collation: Number of pages or volumes, illustrations, size and series note are typed twelve spaces from the left edge on the line immediately below the publisher and date, with each succeeding line at ten spaces.
- F. Notes: Double space and begin typing at twelve spaces, with succeeding lines at ten spaces. Indent the beginning of each note to twelve spaces, but do not leave any lines between notes.

GENERAL RULES FOR FILING CATALOG CARDS

Include author, title and subject cards in one alphabetical arrangement, unless your library committee has decided to separate subject cards from the other cards.

- A. Alphabetize all cards together before attempting to file them.
- B. File by the top line on the card in every case, (ignore initial, definite and indefinite articles in any language, except in personal or place names).
 - 1. If line one is identical to the top line, proceed to the second line.
 - 2. If lines one and two are identical, proceed to file by the third line.
- C. Ignore articles at the beginning of an entry: a, an, the, and articles in other languages.
- D. File word-by-word. When a book has a title that contains an unusual word arrangement in the title, file the card word by word using these guidelines:
 - 1. A hyphenated word is filed as one word.
 - 2. An acronym is filed as one word.
 - 3. Each letter of an abbreviated form, such as L.I.F.E. is filed as a separate word. (Exception: U.S. is filed as United States.)
- E. Titles beginning with a short word would be filed before a long word containing the same letters:
 - 1. "Seven" would precede "seventy".
 - 2. "Pat to" comes before "Pats".
 - 3. "Wash long" is before "Washington".
- F. If line one contains joint authors, proceed to the third line which is usually the title of a work. If author and title are at the top of the card, file by author as line one and title as line two.
- G. Ignore apostrophes in filing. Ignore data in brackets [] but include data in parenthesis (). Ignore honorary terms other than the first word in the title entry.
- H. Editions of a book are filed with the oldest before the newest. (Date is actually part of the call number.)
- I. Mac, Mc, M' which precede a capital letter are filed together as identical and are filed before the M's.
- J. Abbreviations are filed as read: e.g., St. Paul (Saint). Ampersand (&) is filed as "and". Mrs. is an exception and is filed as written.
- K. Numerals are filed as read, except for chapter divisions with the books of the Bible.
- L. Numerals before books of the Bible are filed as they are read.

First and Second epistles to the Corinthians

- M. Dates are filed in Chronological order, i.e., descending for B.C. and ascending for A.D., before any other subdivision.

SHELVING BOOKS

1. No books should be placed on the shelves by students. It usually leads to misplacing of the books and creates confusion. All re-shelving should be done by library personnel so that books are returned to the proper location. Provide a table for students to return books they use in the library for re-shelving. Post a sign: *Do not re-shelve books. Return the books you use to this table*
2. First, arrange books in shelf order. Books must be shelved by line 1, line 2, and then by line 3, etc. Edition dates are part of the call number and the earlier date precedes the later.
3. Place the books on the front edge of the book shelves and straighten the books on the shelf, using book ends if necessary. Collect and remove any books that are out of shelf order, then later shelve them correctly. To shelve books correctly may require some shifting of books already on the shelf.
4. "Shelf reading" is the periodic checking of the location of books on the shelves in order to assure the library user that the desired book is in its proper place. (This is why users should not return books to the shelves themselves, but rather leave them for the trained library personnel to re-shelve.)

MENDING DAMAGED BOOKS

Any torn page should be mended with Magic Mending Tape. Shiny Scotch Tape will turn yellow, ooze its adhesive and peel. Covers coming off should be repaired by gluing cloth tape where the cover joins the book. Protect the book with waxed paper while the glue dries. Torn spines may be repaired with transparent contact paper or with cloth tape. Re-letter the author, title and call number if the book has been repaired with tape that is not transparent.

PERIODICALS

Periodicals are also called magazines or journals. Such publications are normally printed at regular intervals such as weekly, monthly, or quarterly. Like books, they should be chosen to support the school's educational programs and to reflect needs and interests of faculty and students.

Here are the rules for processing periodicals:

- A. Type a card for each periodical title on which a record can be made when the periodical is received. This check-in record card will have spaces for the year, volume, and month

or quarter of each issue. Place a check in the appropriate month and year when the periodical is issued.

- B. When each issue of the periodical arrives, stamp it with the library ownership stamp in designated places and a "Do not remove from the library" stamp.
- C. Record volume and issue a number on the periodical record card.
- D. Remove the outdated copy of the periodical from current-issue shelf and put on the lower shelf for previous issues.
- E. Place latest copy on the current-issue shelf.
- F. If, after a reasonable time period, an issue has not arrived, write to the publisher and request the missing copy or copies. It is better if the request for missing copies is made within three months of publication.
- G. A record card will be needed for each periodical title. These cards should be kept in a periodical record file. A 4"x 6" card will be large enough to record all necessary information. This card will record the name of the periodical, the name of the agent from whom it is ordered, the date of the first order, the date of each renewal, and the date when the bill is paid each year.

CHECKING OUT A BOOK

When the book is checked out, the procedure is as follows:

1. The book card is taken from the book pocket.
2. The borrower signs the card and returns it to the librarian.
3. The librarian stamps the date due on the book card and on the date due slip in the book. (The library should purchase a small date due stamp which can be changed to the correct date day by day.)
4. The book card is placed in a box or charging tray with other cards from books which have been checked out the same day. These cards should be filed by call number.

When the book is returned, the procedure is as follows:

1. The due date on the due date slip in the book is noted.
2. If the book is returned late a charge is made.
3. The librarian pulls out the book card from the circulation tray.
4. The book card is placed back in the book pocket. Be sure they match by carefully checking the call number and the accession number.
5. The book is placed on a temporary shelf or on a book truck from where it will be placed in its proper position on the library shelf.

If there is a need to renew the book, that is, lend it to the same borrower immediately, the following procedure should be noted:

1. Pull the book card from the circulation file. Make sure there is no other request for the book.
2. Re-stamp the book card and the date due slip in the book.
3. Put the book card with the day's circulation, for it is considered another loan.

RESERVE BOOKS

A reserve book is one that is set aside for limited use for a class assignment. It is usually loaned for two hour periods and/or over-night use only. When a book is removed from the regular shelves and placed on a "reserve" shelf, the following procedure is necessary:

1. The book card is removed from the book and marked "On reserve".
2. This book card is filed at the circulation desk behind a guide card marked "BOOKS ON RESERVE".
3. A second book card, preferably of another color, is made and placed in the "reserve" book.
4. The date due slip is marked "On reserve" to identify the reserve book.
5. When the reserve book is checked out, the card is placed in a special file until it is returned. Larger fines are charged for reserved books when they are kept overtime.
6. When the book is removed from reserve, the book card is pulled from the circulation file; the "On reserve" on the date due slip is crossed out, and the colored reserve card is destroyed.

CONDUCTING AN INVENTORY

A complete library inventory should be conducted every year by the library staff in order to inventory the library's holdings and find out if any books are missing. The staff does a complete book by book reading of the shelves. During this check, the librarian should watch for misplaced books, books that need repair, and books that have errors in their classification numbers.

- A. Place misplaced books in the proper location.
- B. Put books that need repair on the repair desk.
- C. Make a list of missing books. Check at the reserve desk and circulation desk to try to determine where these books are. They may be checked out or reserved.
- D. If a book is on the shelf and you have no card for it, make one.

VERTICAL FILE

The library may want to maintain a vertical file--a file of drawers with folders arranged alphabetically. This can be used for non-book materials such as pamphlets, pictures, clippings, and maps.

A card index of subject headings should be maintained in a single file drawer kept on the top of the vertical file cabinet. This should contain all the headings used in the vertical file. Material for this file is frequently available free from the local governmental agencies or may be clipped from magazines or newspapers. Envelopes may serve to hold and protect materials even within the manila folder. Such envelopes should be clearly identified on the outside as to their contents.

BIBLIOGRAPHY FOR LIBRARY OPERATIONS

The following books are suggested for additional information on library operations.

Library Manual for Missionaries, by Clara Ruth Stone, Christian Librarians' Fellowship, 1979.

Subject Heading List and Classification of Bible Books, by Gerard J. Flokstra, Jr.

Also: Check out the Internet by entering search words such as: Library science; Dewey decimal System, Library organization.

GLOSSARY OF BASIC LIBRARY TERMS

ACCESSION - The act of taking books into the physical custody of a library.

BOOK NUMBER - A combination of letters and figures used to arrange books in the same classification number in alphabetical order.

CALL NUMBER - The combination of the classification number of letters, and the book number which determines the position of an item on the shelves.

CATALOGER - The librarian who records, classifies and inventories the holdings of a library.

CLASSIFICATION - The grouping of books written on the same or similar subjects.

COPYRIGHT DATE - The date of copyright as given in the book.

CUTTER NUMBER - First letter in the author's last name, plus a two or three digit code that identifies the author of the work.

FILING WORD - The first word, other than the article, of a heading on a catalog card by which the entry is alphabetically arranged.

MAIN ENTRY - The basic catalog entry; usually the entry under the author's name.

SHELF LIST - A record of the materials in a library arranged in the order in which they appear on the shelves.

SUBJECT HEADING - A word or a group of words indicating a subject under which all material dealing with the same theme is entered in a catalog.

TITLE PAGE - A page at the beginning of a publication, bearing its full title and usually, though not always, the author's (editor's etc.) name and the publisher information.

VERTICAL FILE - A file of large drawers in which are arranged folders containing pamphlets, pictures, clippings, maps.

