



# WEEK 2: TYPES OF LIBRARIES

Here starts  
the lesson!

## Learning Outcomes

At the end of the chapter, students should be able to identify:

1. Departments of a library
2. Library services
3. Library collections



# What is library?

From the Latin *liber*, meaning "book (ODLIS)."

# Definition

1. Organized collections of documents, films, maps, sound-recordings and other form of media, and are designed to meet the **informational**, **educational** and **recreational** needs of a given user population.

2. They include media centers, information, documentation and referral centers, and educational resource centers.



# Library!

## Aim

To provide information to users by obtaining, organizing, making available and preserving print and non-print materials required to meet user needs.

**Four (4) methods used by libraries to fulfill these aims will depend on:**

1. The Type of Library
2. User Needs
3. Types of Material Held
4. Organizational Constraints

## 1. Types of library

1. National Library
2. Public Library
3. Academic Library
4. Special Library
5. School Library @ Resource Center



National Library- all citizens

Public Library- children, teenagers, old folks, handicapped

Academic Library- Universities' students, college

Special Library- members of the organization ONLY

School Library@ resource center- teacher, pupils, school members

# Library!



## 2. User Needs

(printed/ online sources OR both materials depends on users preference).



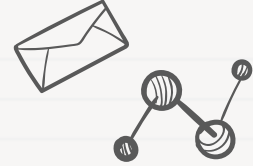
## 3. Types of material held

(printed #paper based & #non printed #online based)



## 4. Organizational Constraints

staff, financial, space, other resources.



# National Library



Perpustakaan  
Negara Malaysia

The National  
Library Board  
Singapore

National Library  
of Australia

1. In most countries there is a national library maintained by **national resources**, usually bearing responsibility for publishing a **national bibliography** and for maintaining a national **bibliographical information center**.

2. National libraries strive principally to collect and preserve the **nation's literature**, though they try to be as international in the range of their collection as possible.

3. Eg. Library of Congress, Perpustakaan Negara Malaysia, British Library, etc.

# Academic Library



Perpustakaan Tun  
Seri Lanang

Perpustakaan Tun  
Abdul Razak

Perpustakaan  
Sultanah Zanariah

Siti Hasmah  
Digital Library



1. Serve students and faculty in community colleges, undergraduate college or university.
2. The collections and services of these libraries are designed to match the needs of their users. Needs that range from basic support of the curriculum to the advanced research requirements of doctoral students and faculty at major research universities.
4. Attached to institutions of higher learning – universities; university colleges; training institutes; colleges.
5. Maintained through the institutions budget.



## 6. Collection

Print, non-print and electronic sources, reflective of the academic programs and curricula of the institution. According to the needs of the various level of study of its users.

## 7. Users

- a) Staff – academic and support staff of the institution.
- b) Student – diploma, undergraduate, post-graduate of the institution.
- c) Others – on ad-hoc / on application basis.

## 8. Services

- a) Lending and borrowing
- b) Reference
- c) Serials
- d) Photocopying etc...
- e) Inter-library loan

## 9. What is Inter-Library Loan (ILL)



*no library is an island; no library can fulfill its users' needs*

- a) Popular among academic libraries
- b) Borrowing facilities between libraries
- c) One library will borrow books that are not in their collection, from another library
- d) Loan duration, usually a month (depends on lending library, but not more than a month)

# Public Library



Perpustakaan Raja  
Tun Uda Selangor

Perpustakaan Sultan  
Ismail Johor

Perbadanan  
Perpustakaan Awam  
Melaka

1. Designed to serve the entire community and to provide lending and reference services to a broad range of professional and non- professional users.

2. Purpose – fulfill recreational needs; vocational needs; educational needs; or informational needs of the community

3. Users - anybody' from school-going children to the professionals; able and healthy person to the infirm and the handicapped person; those that are free and those that institutionalized; those living in urban areas and those that are remotely located.

- a) **Handicapped** – physical and visual
- b) **Institutionalized** – inmates of prisons or rehabilitation centers, patients at hospitals

## 4. Collection

No specific subject area, mostly storybooks/ novels, light reading materials.

- b) Collection in language of community
- c) Special collection for special type of user e.g Braille books; talking books; Ulverscroft series.



## 5. Services

- a) Lending and borrowing
- b) Reference
- c) Mobile library
- d) Bulk loan
- e) etc....



# Special Library



1. They may range from business organizations to societies and research institutes.

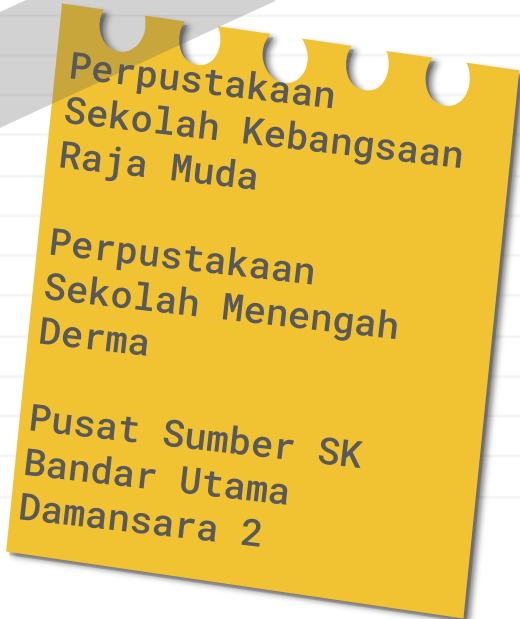
2. The scope and use of special library collections vary widely as well.

3. Collection: Reflects the business interest/ activities of the parent organization.

4. Users: Members of the organization/ association.



# School Library/ Resource Center



1. Designed to serve the needs of secondary and elementary school students, to some degree, their teachers.

2. Their collections were designed to supplement the basic curriculum.

***“School resource center is a generator for creating a knowledge society and a promoter to promote information literacy in line with rapid development of information and communication technology (ICT). Therefore, library and media teachers must play an important role to strengthen school resource center programs.”***

*(Handbook of school library and media duties, 2007)*

# Departments of library

## 1. Information Technology (IT)

System hardware & software

## 2. Technical Service

Behind the scene activity

## 3. Administration

Staff matters

## 4. Reader Service

Dealing directly with client

Acquisition

Cataloguing

Circulation

Reference

# Information Technology (IT)

Responsible regarding the system, software, hardware, and any problem that arise regarding the system in the library.

Due to recent development in information technology, the Internet and www access and management of electronic information resources have led to the development of new era of library, now library became electronic, digital, virtual and paperless-library without wall.

# Administration

- Management
- Policy decisions
- Budget control
- Staff supervision
- Personnel matters
- Staff training
- Liaison within the organization
- Liaison with other organizations
- Providing advice
- Planning and information technology (IT) support



# Technical Service

Acquire and organize material  
(behind the scene activities)

Involved acquisition, cataloguing,  
collection maintenance activity.

**Acquisition:-** Responsible for  
acquiring library materials; e.g.  
books, maps, models, pamphlets,  
Three (3) forms of acquisition:-

1. Purchase
2. Gifts and exchange
3. Donation
4. [Legal deposit]

## Cataloguing:-

- This section maintains bibliographic control of the library's collection
- Provides access points for easy retrieval of materials
- Classifies materials - group books of same subject together
- Tools used:-
  - a) Anglo-American Cataloguing Rules, (AACR),
  - b) Sears List of Subject Headings, Library of Congress Subject Headings (LCSH),
  - c) Dewey Decimal Classification Scheme (DDC),
  - d) Library of Congress Classification Scheme (LCC),
  - e) Universal Decimal Classification Scheme (UDC).

# Reader Service

Deal directly with the needs of clients.

## Circulation

1. Lending and borrowing of library materials
2. Registration of users
3. Formulate membership policy, borrowing policy, fines policy.
4. Arrangement of library materials

## Reference

1. Acts as users guide- conduct library tour [guided tour of library facilities and services]
2. Acts as readers advisor
3. Handles Inter-library loan

## Exercise



<https://www.youtube.com/watch?v=br5Rb0b40po>

<https://www.youtube.com/watch?v=pJ7VMu6DDOM>

Please identify  
the differences  
between each  
departments in  
a library

?

**“When in doubt go to  
the library.”**

—Someone Famous

Thanks!



“Think before you  
speak. Read before  
you think”