



339en09

# ORGANIZATION OF LIBRARY MATERIAL: CONCEPT, NEED AND PURPOSE

## 9.1 INTRODUCTION

A library is not just a place or a building filled with books and other reading material. It is also a place where information sources are organized so that users can find the information that they need. When information sources are organized carefully and access to textual and non-textual material in paper-based and digital collections is easy, maximum utilization by users can be ensured.

In this lesson, we will begin by categorizing the library material. You will then be told about the need and purpose of organizing library material. For retrieval of material, it is necessary to organize various categories of library material. The steps of organizing these materials will also be enumerated.



## 9.2 OBJECTIVES

After studying this lesson, you will be able to

- explain the need and purpose of organizing library material;
- identify categories of library material;
- list out various types of print and non-print library material;
- explain their value in a library;
- identify electronic library material;
- describe their use and functions in a library; and
- enumerate the steps in organizing the library material.



**Notes**

### **9.3 LIBRARY MATERIAL**

The library materials are records of human knowledge on paper or in electronic form for easy handling, storage, use and preservation. The information contained in the documents represents the thought content and knowledge. Documents are available in a variety of print and non-print forms. In order to develop the collection of a library, we must know about the categories of reading material, their types, forms, uses and characteristics.

Before we learn about the various types of library material, it is important to know the functions of a library in the modern society. A library is a collection of information, information sources, resources and services. This collection is maintained by the library for different types of users. The primary goal and job of a library is to aid its users in their quest for knowledge. Thus an excellent collection of documents is required for all library services to be rendered by a library. These may be available in a variety of forms which include both the print and the non-print material.

### **9.4 PRINT MATERIAL**

Historically, libraries have depended on printed material to build collections. In a library we find a variety of printed material in various forms, which are:

- Books
- Periodicals
- Newspapers
- Reference books
- Dissertations and theses
- Standards
- Patents
- Maps
- Reports

Let us now study in detail about books, periodicals, newspapers and reference books. The non-print material and other material will be covered in the respective subsequent sections.



### Notes



### INTEXT QUESTIONS 9.1

1. What is the purpose of organizing library material?
2. List out the various forms of printed material available in libraries.

#### 9.4.1 Books

A book is defined as a written or printed literary work, which is separately published and has an independent physical existence, with pages fastened along one side and encased between protective covers. In many libraries, books are referred to as monographs. Books constitute a major portion of any library's collection. Books usually supplement educational courses, business, foreign languages, history, literature, etc. It is vital to know the important features of a book.

The Oxford dictionary defines a book as 'a written or printed work consisting of pages glued or sewn together along one side and bound in covers'. A book thus is a document that normally deals with one particular subject having a continuous thought content. Most books have a protective cover. Books are reasonably inexpensive and convenient to store, transport and find knowledge and information. The book thus ranks as one of humanity's greatest inventions.

A book can be simple or composite, single-volumed or multiple-volumed, a general book, a text-book or a reference book. Besides this, books can be fiction or non-fiction books.

Example: *The Digital Scholar* by M. Weller

*Treasure Island* by Robert Louis Stevenson

Let us now learn what is a periodical.

#### 9.4.2 Periodicals

A periodical is a publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear. It contains articles, editorials, features, columns, stories or other writings by several contributors. Periodicals are important sources for current information on any subject.

UNESCO has defined a periodical as "a publication that constitutes one issue in a continuous series under the same title, published at regular or irregular intervals, over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated." Periodicals are also referred



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to as serials or journals. Besides these, magazines are the most typical type of periodicals.

The important aspect about the subject material of periodicals is that the latest or current information is provided to the readers through them. This library material, upon being received in the library, is displayed prominently to the readers and is replaced by the subsequent new issues.

Magazines are also like periodicals with each issue starting at page one but they are not academic or professional publications. These are not peer-reviewed

Examples: *Annals of Library and Information Studies; Human Resources Journal; The Journal of Anthropological Research,; Science*



### INTEXT QUESTIONS 9.2

1. Describe a periodical.
2. Give examples of some periodicals available in your library.

#### 9.4.3 Newspapers

A newspaper is a scheduled publication containing news of current events, informative articles, diverse features, editorials, and advertisements. It is usually printed on relatively inexpensive, low-grade papers known as the newsprint. It is a publication issued periodically, usually daily or weekly containing most recent news. Newspapers, thus, provide an excellent means of keeping oneself well-informed on current events. They also play a vital role in shaping of the public opinion.

Newspapers contain the world, national, state and local news. They carry editorials, opinion columns, featured articles and entertainment items. Very often, the news items or the stories are also supported by illustrations and photographs. A lot of newspapers bring out glossy and coloured supplements too in order to attract more readers.

Example: *The Times of India; The Hindustan Times*

Some newspapers have only web-based editions.

Example: *New York Times on the Web* [www.nytimes.com](http://www.nytimes.com); *Daily Pratap* <http://dailypratap.com/>

**INTEXT QUESTION 9.3**

1. What kind of information is available in newspapers ?

**9.5 NON-PRINT MATERIAL**

Non-print material can be defined as any material available in form other than printed material. These are rapidly becoming important information and learning resource materials for the modern libraries. Non-print materials differ from printed materials in several ways. One of the chief differences is that a machine must serve as a mediator between the information and the user of non-print material.

The non-print materials are available in two categories, namely, the audiovisual materials and the electronic materials.

**9.5.1 Audio-visual materials**

Audio-visual material is a generic term to describe information content held in storage and transmission media formats that use images and sounds rather than or sometimes in addition to, textual matter.

These materials, also called instructional media materials, are educational aids that work primarily through the senses, especially hearing and seeing. These materials include:

- Audio- cassettes
- Videotapes
- Motion picture films
- Slides
- Microforms
- CD-ROMs
- DVDs
- Photographs

The libraries possessing these materials also have the equipment involved in using them, such as motion-picture projectors, television sets, record and tape players and overhead projectors.



### INTEXT QUESTION 9.4

1. Distinguish between print and non-print materials.

#### 9.5.2 Electronic materials/resources

Computers and related electronic resources have come to play a central role in modern libraries. Electronic resources are of prime significance here. Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users. Electronic resource can be defined as any library material that is made available electronically. These are thus those library resources which include documents in electronic or e-format that can be accessed locally or via the Internet globally. Many reference books are also available in electronic format.

Users are provided access to various e-resources which are e-books, e-journals, e-databases, e-magazines, e-images, e-audio, digital library projects, electronic exhibitions, e-newsletters, e-conference proceedings, etc. Many of the electronic resources are available free of cost to anyone over the Internet but some are commercial resources and are priced.

Information and communication technology is one of the important aspects of today's world. It has changed the society into information society and is now the way of life. This change is also reflected in the modern libraries.

Electronic resources are e-books, e-journals and e-databases.

Examples:

Treasure Island by Robert Louis Stevenson, a free e-book can be downloaded from <http://www.feedbooks.com>

Oxford Advanced Learner's Dictionary, e-book edition is the popular e-book edition of the Oxford Dictionary available at <http://www.mobipocket.com>  
Annals of Library and Information Studies, (quarterly) access via NISCAIR website <http://www.niscair.res.in>

Blackwell Scientific Journals – <http://blacksci.co.uk/>

PubMed – <http://www.ncbi.nlm.gov/PubMed/>

UNESCO Social Science Database – <http://www.unesco.org/most/dare.htm>

INIS Database - [http://www.iaea.org/inis/database/inis\\_database.htm](http://www.iaea.org/inis/database/inis_database.htm)



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#### INTEXT QUESTIONS 9.5

1. Define an electronic resource.
2. Give two examples of e-resources.

#### 9.6 OTHER MATERIAL

We have learnt about various forms of library material in the previous sections. However, besides the various print and non-print material, already discussed, there are some more types of library materials you should know about. These include the standards, patents, pamphlets, reports, dissertations and theses, and maps and charts, etc. These materials are usually collected by libraries of scientific and technological organizations. The dissertations and theses are collected by university libraries.

Examples:

Standard - *ISO 2709: Standard for Bibliographic Record Formats*

Patent - *A method of producing ZP1 protein*

Dissertation - *SMART Materials and Structures: a survey of published literature, a dissertation submitted for award of Associateship in Information Science, INSDOC (NISCAIR)*

Atlas - *Oxford Reference Atlas for India and the World – published by Oxford University Press*

#### 9.7 NEED TO ORGANIZE LIBRARY MATERIAL

A library can have plenty of reading material of various kinds. But just setting up a library is of no use if users cannot easily and readily access the material it contains. It has to be ensured that library resources and users are brought together. The need for organizing library material is to:

- maximize search capabilities for users;
- display the available resources and;
- minimize physical, intellectual and time barriers.

The material has to be organized in such a way that it becomes easier for library staff and the library users to find information they require.



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## 9.8 PURPOSE OF ORGANIZING LIBRARY MATERIAL

It is important to organize library materials for easier location of the same thus saving the time of the users in locating documents. Subject access in the case of certain subject material also becomes easy and the place looks tidy. The purpose of organizing library material is to:

- ensure location of library material;
- facilitate easy accessibility of the material;
- enhance the effective utilization of the material; and
- attract users to the library.

## 9.9 STEPS IN ORGANIZING THE LIBRARY MATERIAL

The main goal of every library is to share information with the user community. It is sometimes easy to get involved up in the details of organizing a library that we lose sight of that goal. How we organize the books is not as important as the end result. An organizing system is only successful if it makes it easier for library staff and the library users to find desired information as and when required.

The steps of organizing library materials are:

### a) Acquisition

To start organizing a library, a librarian must know what he or she needs. To do this, the first step is to identify collection requirements.

### b) Collection development

Once a librarian has assessed the collection requirements, the next step is to begin acquiring those items. In this step, it is imperative that a librarian knows the best ways in which to acquire necessary items. Various steps involved are:

- Select materials based on the availability of funds.
- Place orders for purchase
- Acquire the material
- Maintain the records of newly acquired material

### c) Technical processing of library material

Libraries adopt various methods to organize their material. As most of the libraries have open access facility for their users, the following steps are taken to organize library material:



## MODULE - 3

### ORGANISATION OF INFORMATION SOURCES



#### Notes

### Organization of Library Material : Concept, Need and Purpose

- Process new material
  - Classification of material
  - Cataloguing of material
- Physical processing (stamping, pasting, labelling, etc.)
- Display the resources
- Storing and shelving

Besides the above, the library material must be maintained if it has to stay effective and relevant to the changing technologies. For this, librarians must adopt various procedures related to maintenance in order to keep the collection current and functional. This requires:

- Care of library resources
- Shelf maintenance
- Maintaining records of collection development and use
- Identifying the lost and damaged materials
- Housekeeping activities for the collection

The other details related to organizing and maintaining library material will be covered in Lesson 10 of this module.



#### INTEXT QUESTION 9.6

1. Enumerate the steps in organizing the library material.



#### WHAT YOU HAVE LEARNT

- Users rely on libraries which provide information in support of teaching, learning, research and knowledge dissemination, which is a fundamental basis for the existence of libraries.
- The purpose of organizing the materials in the library is to make it easier for the librarian and the users to find the desired information.
- In order to be effective, libraries have to acquire suitable material needed by their users. For this reason, it is essential that the librarians should be aware of various types and forms of library materials.



**Notes**

- Library materials are available in various forms like the print and the non-print material.
- The print material includes the books, periodicals, newspapers and reference books.
- The non-print material includes the audio-visual materials and electronic materials.
- Other material required by special libraries are: standards, patents, pamphlets, reports, dissertations and theses, and maps and charts, etc.
- Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users. For example, an e-book is an electronic book, which can be read digitally on the computer screen or on devices called e-book readers.
- The above-mentioned library materials have to be acquired, processed and made available for use by the library users. To serve the needs of the users, records have to be maintained for all the material.
- The steps in organizing library material are necessary to access, acquire, process and to maintain the collection.



**TERMINAL QUESTIONS**

1. List out the various materials required in libraries.
2. Discuss the main features of scholarly periodicals.
3. Explain the importance of periodicals as an electronic resource in a scientific library.
4. Give an overview of different kinds of electronic material available in modern libraries.



**ANSWERS TO IN TEXT QUESTIONS**

**9.1**

1. The purposes of organizing library material are to:
  - ensure location of library material,
  - facilitate easy accessibility to the material,

## MODULE - 3

### ORGANISATION OF INFORMATION SOURCES



#### Notes

### Organization of Library Material : Concept, Need and Purpose

- enhance the effective utilization of the material, and
  - attract users to the library.
2. In a library, we find a variety of printed material in various forms like books, periodicals, newspapers, reference books, etc.

#### 9.2

1. A periodical is a publication with a distinctive title which appears at stated or regular intervals, without prior decision as to when the last issue shall appear. It contains articles, editorials, features, columns, stories or other writings, by several contributors.
2. *Annals of Library and Information Studies, Human Resources Journal, The Journal of Anthropological Research, Science*

#### 9.3

1. Newspapers contain the world, national, state and local news. They carry editorials, opinion columns, featured articles and entertainment items.

#### 9.4

1. Print materials are items such as books, pamphlets, newspapers and periodicals. Non-print material usually refers to electronic materials.

#### 9.5

1. Electronic resources can be defined as any library material that is made available electronically.
2. *Music Educators Journal* , bimonthly access via JSTOR and *Annals of Library and Information Studies*, (quarterly) access via NISCAIR website <http://www.niscair.res.in>

#### 9.6

1. The steps in organizing the library material are:
  - a) Acquisition
  - b) Collection development
  - c) Technical processing of library material

### GLOSSARY

**Dictionary** - Provides information about words: their meanings, derivations, spellings, pronunciations, syllabification, and usage.



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**Dissertation** - A formal and lengthy written discourse or treatise, required by universities in partial fulfilment of requirements for a Master's Degree or M.Phil.

**E-Books** - An abbreviated term for electronic book. A book that can be accessed electronically via the Internet.

**E-Journal** - An abbreviated term for electronic journal. A periodical that is available in an electronic format.

**Encyclopaedia** - Gives an overview of a topic, including definition, description, background, and bibliographical references.

**Hard copy** - Printed material, as opposed to information in microform or electronic or digital format.

**Journal** - A periodical which contains scholarly articles, such as reports of original research, published by a professional group or non-commercial publisher.

**Magazine** - A periodical for general reading, quick information, or entertainment, frequently containing advertising for consumer products.

**Microforms** - Greatly-reduced photographic reproductions of printed material on film ("microfilm") or film cards ("microfiche"), that can be viewed and photocopied using a microform reader/printer.

**Newspaper** - A serial publication printed and distributed daily or weekly containing news, opinions, advertising, and other items of general interest. Some of the newspapers are in both print and online formats.

**Reference Books** - Special books that are not circulated so that they are always available inside the Library for use in answering specific questions. Encyclopaedias and dictionaries are two of the most well-known types of reference books.

**SUGGESTED ACTIVITY**

1. Visit any library in your locality. Identify and list out categories of print library material available there.

**WEBSITES**

<http://en.wikipedia.org/wiki/Library>

[http://www.unesco.org/education/aladin/paldin/pdf/course02/Lesson\\_16.pdf](http://www.unesco.org/education/aladin/paldin/pdf/course02/Lesson_16.pdf)

[http://infolit.bibliotech.us/wiki/tiki-index.php?page\\_ref\\_id=15](http://infolit.bibliotech.us/wiki/tiki-index.php?page_ref_id=15)

[www.calstatela.edu/library/guides/terms4.htm](http://www.calstatela.edu/library/guides/terms4.htm)

<http://lili.org/forlibs/cc/sable/course4/sec4-classification-11.htm>