

**11**

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# ARRANGEMENT AND MAINTENANCE OF LIBRARY MATERIAL

## 11.1 INTRODUCTION

In this lesson, we will discuss the issues related to organization and maintenance of library material. You will be told how materials have to be arranged on library shelves and how the arrangement of books differs from the arrangement of periodicals. The library material needs to be maintained on routine basis. Maintenance of library material involves kinds of stacking, shelf arrangement, cleaning, shelving, stock verification and weeding of unwanted material. Binding of documents will also be discussed as it is essential for care and repair of documents for their long life.



## 11.2 OBJECTIVES

After studying this lesson, you will be able to :-

- describe various ways to arrange books and periodicals ;
- identify various kinds of library stacks;
- explain the shelving order of books;
- explain arrangement of periodicals;
- describe the activities related to care of documents;
- highlight the importance of mending and binding of library books and periodicals;
- illustrate the role of stock verification and weeding of documents;



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- justify the need for security of library documents; and
- give illustrations of library displays.

### 11.3 MAINTENANCE WORK

In every library, maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. Besides these, the material has to be dusted and cleaned at periodic intervals. The periodicals, damaged and torn books have to be bound. The old and obsolete documents which are no longer in use have to be withdrawn from the stacks. This also includes physical care of the books, that is, their protection from sunlight, dust, insects, moisture and heat. The maintenance work is related to many sections of the library. For example, the processing section makes available new material all the time and there is a need to shelve these books within the already existing collection. This creates problems of shelving when books on the same subject are received in large numbers. These books have to be accommodated on the shelves without disturbing the order of arrangement of other collection. The circulation section too is involved. The users, continuously pick up books from the stacks, get them issued and eventually return them. Upon their return from users, these books have to be put back in their proper places on the stacks. Therefore, the work related to proper shelving, re-shelving and maintaining the collection is continuous in nature. Besides this, the work related to periodicals is separate from the rest of the library work. Effective service involving periodicals can be provided only by separating them from the rest of the library's collection.

The maintenance section performs a number of tasks on daily basis for concerned staff has to be responsible.

Maintenance work which consists of:

- shelving and re-shelving;
- keeping books and materials in order and maintaining cleanliness in the shelves and stack rooms;
- supervision of the collection;
- conservation and preservation of materials including repairs and binding;
- stocktaking and weeding; and
- security of library material

**INTEXT QUESTION 11.1**

1. List out the activities carried out by the maintenance section.

**11.4 SHELVING AND STACKING**

The documents after processing are to be properly shelved and displayed. The arrangement on the shelves should ensure that the most used books are in prominent places and not strictly as per the classification scheme. Oversized books are to be placed separately. The stacking of the documents should ensure that minimum space is wasted. All kinds of material which includes both book and non-book material has to be placed properly. Documents should be shelved on their allotted space on the shelves. There has to be proper lighting and sufficient provision for future growth of the library.

Duties of the stack management staff require an understanding of work flow, adherence to standards, and attention to details. It is the responsibility of staff belonging to stack management to make sure that:

- material is properly shelved,
- call numbers are in order, and
- support to new services and projects are planned and implemented on a timely basis.

**11.4.1 Shelving Methods**

Proper shelf management is considered as a tool for measuring performance, satisfaction and realization of set goals of any library. After introduction of open access in libraries, the role of the shelving has taken uppermost priority in libraries. Without accurate re-shelving of resources, effective library operation would be impossible for library staff and clients. It is an essential job which is time consuming and requires motivated staff to carry it out well. The shelving of the documents should be such that a user can find the required items without any inconvenience.



Fig 11.1: A wooden library book shelf



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**Fig 11.2: A library book shelf with books**

Books must be shelved in a logical and structured manner otherwise locating specific books quickly becomes impossible. The most popular method of shelving is the arrangement in the classified manner as per the classification scheme used by the library. Some of the methods of shelf arrangement are discussed below:

**a) Classified order**

This is the best and most popular method of shelving. Here, all the books are arranged systematically as per the classification schedule. The user too finds it convenient. It is also found to be the most successful method in open access system. A majority of the libraries in the world use the Dewey Decimal System. This system of numerical classification allows libraries around the world to classify and arrange the material on the shelves according to the classification scheme. It is to be remembered here that other categories of material like periodicals, maps, atlases, pamphlets, standards, patents and non-book material are to be stored separately in the library.

**b) Arrangement by broken order**

It is the arrangement of books not strictly in classified sequence. Here, reference books, fiction, special collections, etc. are shelved separately.

**c) Arrangement by special sequence**

Here, books on the same subject are broken into three main categories-oversized, undersized and normal. They are placed in separate sequences in separate places. This is an economical method but books on the same subject do get separated.

**d) Arrangement by accession numbers**

Books may be arranged by their accession numbers in libraries with a small collection. But this system is very rarely followed. In open access libraries having plenty of users this system is not at all used.



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### e) Alphabetical by author/title

This is the simple way of arranging books in small libraries as it is easier to maintain small collections alphabetically either by author or by title. However, even in larger libraries, fiction can be arranged alphabetically by author and if an author has written a large number of books, then they are arranged by title, within the name of the author.

### 11.4.2 Stacking Methods

There are various kinds of stacking methods available which vary from library to library. The main consideration for any library should be to ensure that the maximum space is utilized and the users too should find it convenient and easy to move among the stacks. Shelves are either made of wood or steel. Depending on the available space, the authorities of a library may decide to use single-faced or double-faced units.

Some of the popular kinds of stacks are described below:

#### a) Fixed shelves with double rows

These are normal fixed shelves where material can be arranged in double rows.

#### b) Hinged stacks

Here two shelves are joined together with hinges on one side and one shelf is fixed while the other is mounted in front of the hinges.

#### c) Rolling stacks

These are metal stacks units mounted on ball bearing wheel placed side by side.

#### d) Compact storage

This system consists of units of three stacks, the centre row of fixed double-sided stacks at each side. This helps in increasing the capacity of the storage space.

#### e) Multi-tier stacks

This kind of stacking consists of stacks from floor to the roof and has become quite popular in very large libraries.

It is to be noted here that there should be adequate provision for both horizontal and vertical expansion. Besides this, the shelves should be durable and look attractive and functional. Proper guides should be provided on the shelves.

**Notes****11.4.3 Book ends/support/rest**

The most popular type of book support is the plate type book support. These are available in two heights, i.e., 6” and 9” and are selected according to the height of the books being shelved.



Fig. 11.3: Book ends supporting books

**11.5 SHELF READING, BLOCKING AND SHELF RECTIFICATION**

Two tasks to be carried out by the maintenance staff on a daily basis are shelf reading and blocking. Shelf reading is when one reads every call number on a shelf to ensure that it is in the proper order. Blocking is when each book is brought out to the end of the shelf so that the entire shelf is lined up with the edge of the shelf and all books are standing upright with a book support/end placed at the end of each shelf.

Books, after browsing by the users, are often misplaced on the shelves. Although users are strictly instructed not to replace the books on the shelves, they may still do so. It is a known fact that a wrongly-placed book is as good as lost. Thus, it is essential to restore the order of the books. This activity is referred to as shelf rectification.

**INTEXT QUESTION 11.2**

1. List out the various types of stacking systems available for libraries.

**11.6 MAINTENANCE OF PERIODICALS**

Many large libraries, especially university and research libraries maintain a separate periodicals division. The periodicals division is the place where the information needed can be found in journals, magazines, newspapers and other serial literature. Usually, the open shelf system is adopted in this section. Readers

have access to a wide range of magazines, newspapers and topics of relevant interest. Bound periodicals and back issues are arranged alphabetically by title in most of the libraries. Current issues are properly displayed on the display racks.

### 11.6.1 Work related to Periodicals

The work concerning periodicals is separated from the rest of the work related to other documents in the library. This is due to the fact that presently a majority of the library budget is spent on the subscriptions for periodicals. Also, present day researchers depend more on the literature contained in the periodicals rather than on the books. Therefore, the maintenance of periodicals requires greater skills on the part of library staff to handle the work. Work related to periodicals calls for attentiveness and complete dedication.

The work related to the periodicals division can be divided into different stages:

- a) Receiving, recording and stamping the received issues of the periodicals.
- b) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- c) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.
- d) Maintaining relevant records related to periodicals
- e) Maintaining the periodicals display rooms by placing only the latest issues on the display racks and sending or keeping away the previous issues in proper places.
- f) Shelf maintenance and shelving of bound and current periodicals
- g) Collecting and collating different issues of periodicals for binding.
- h) Carrying out preservation activities related to periodicals
- i) Weeding, withdrawal, and disposal of periodicals

Of the various aspects of the periodicals work listed above, the stage mentioned at steps a), c), d) and i) are the duty of the technical personnel attached to the periodicals department. Whereas the steps at b), e), f) g) and h) completely relate to the maintenance work of the periodicals.

### 11.6.2 Access to the Periodical Collection

The collection in the periodical division is usually for use only inside the library. Photocopying of articles from latest issues of periodicals may be requested by users. However, back issues and bound volumes can be borrowed for using at home upon request after approval by the library-in-charge depending on the policy of the library.



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**Notes****INTEXT QUESTION 11.3**

1. List out the various activities related to the maintenance work in the periodicals division of a library.

**11.6.3 Display of Periodicals**

The periodicals division supports the teaching and research mission of the university or college or research libraries by providing public assistance, access, storage, maintenance and management of periodical collection. For this purpose, libraries usually display periodicals for the benefit of their users. By actually seeing the displayed periodicals, users can be attracted towards them, thereby resulting in greater use of this category of library material.

Methods of display of periodicals are determined by a number of factors which include:

- Types of periodicals acquired
- Floor space available
- Layout of the library
- Types of users coming to the library

Many libraries have a separate reading room where periodicals are housed and displayed, whereas in some others, a general reading room accommodates all the reading material.



**Fig. 11.4: Inclined type periodical display rack**



**Notes**

For displaying periodicals, usually periodical display racks are used. These display racks are of three kinds:

- a) Step type
- b) Pigeon hole type
- c) Inclined type

Let us learn more about each of the periodical display racks.

**a) Step type**

Periodicals are displayed stepwise in this kind of rack. Here each step is about 2 inches deep and 6 inches high. The rack is usually 3 to 4 feet long and there are 4 or 5 steps and on each step 4 to 5 periodicals can be displayed. A single sided rack can thus display about 25 periodicals and a double- sided rack can accommodate about 50 periodicals. Two single sided racks can also be placed back to back, if convenient. Usually, frequently used periodicals are displayed on the racks. One drawback in this type of rack is that there is no room for back issues of periodicals.

**b) Pigeon hole type**

This is the most popular type of display rack in libraries especially in the libraries subscribing to a large number of periodicals. This type of rack has two parts, one being a cupboard in the bottom and other pigeon holes at the top. The usual height and width are 7.5 feet by 6 feet. The depth is about one foot in the pigeon hole area and about 1.5 feet in the lower cupboard portion. The cupboard portion is for storing the back issues of the periodicals and the pigeon holes hold about 36 current periodicals. This type of display rack is very convenient and useful in the library but there is one disadvantage that the periodicals cannot be displayed properly.

**c) Inclined Type**

This type of display rack is considered to be the best type and is an improvement over the earlier pigeon-hole type of rack. This is a box type of rack with horizontal shelves, each covered with wooden planks with an inclination to the shelf plank. The shelves can be partitioned into pigeon holes, each hole being provided with a wooden support for the periodicals. Here the inclined plank provides a better way to display periodicals, with the back issues to be stored in the space behind the inclined plank. Display space for 25 to 30 periodicals can be provided in one rack.

**Notes****11.6.4 Arrangement of Periodicals**

There are four main ways in which periodicals may be arranged. These can be arranged alphabetically by:

1. Title
2. Language
3. Country, and
4. Subject

The periodicals can be arranged in different ways on the display racks. The best method, of course, is the alphabetical arrangement. In many large libraries, the arrangement of periodicals is subject-wise as alphabetical arrangement may create problems. Therefore, under broad subject headings, the periodicals are further arranged alphabetically. In small libraries, step type of display racks are very common and if the number of periodicals is quite small, it can be random without any definite arrangement.

The back issues of periodicals are usually arranged alphabetically in the shelves. This helps in finding an individual title easily and without any problem. Again, in some libraries, the back issues too may be arranged alphabetically under broad subject headings.

Actually, there is no rule or set way to arrange the periodical collection. The individual libraries can arrange their periodical collection as per the convenience of the users and their usefulness to the users. Many libraries shelve periodicals and newspapers by arranging them in order by date, with the most recent edition on the top, and the older issues below.

The arrangement of the bound issues too varies from library to library. In some cases the bound volumes of the periodicals are classified and placed along with books but in some libraries they are placed with loose issues of back volumes only.

The best way to arrange the latest issues of periodicals is to display them alphabetically under broad subject headings (that is, all issues of the current year) and to place all back volumes including the bound volumes on the shelves in proper alphabetical sequence.

**INTEXT QUESTION 11.4**

1. Which is the best way of arranging the periodicals in a library? Give reasons to support your answer.

**11.7 MAINTENANCE OF NON-PRINT MATERIAL**

You have already studied in the previous lessons that non-print materials are popular sources of information. Libraries acquire non-print material such as CDs, DVDs, Audio/ Video tapes etc for their users because of the following reasons:

- Economy of space
- Portability and ease of transportation
- Making monotonous topics more interesting and easy to understand
- Condensation of texts for quick transmission, and saving time in learning
- Speed and ease in grasping and remembering information

In order to use the non-print materials, the following equipment is required in the libraries:

- a) Computer systems and related equipment and furniture
- b) Projectors – film projectors, overhead projectors, slide projectors
- c) Audio and video equipment – CD players, Digital recorders, Digital video recorders, Tape recorders, Headphones, Speakers, etc.
- d) Cameras and related equipment
- e) Miscellaneous equipment – Screens, cords, adaptors, microphones and microphone stands, etc.

The above-mentioned equipment requires special care and regular maintenance all the time. Each category of non-book material is required to be placed in specially available racks, boxes or stands.



Fig. 11.5: CD-ROM Rack



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**Fig. 11. 6: A Micro-fiche reader**

### **11.8 CARE, HANDLING AND REPAIR OF DOCUMENTS**

We have already emphasized the importance of preservation and maintenance of the collection. The physical care and repair of resources is another important function to be carried out in every library all the time. The repeated careless handling and storage of a book can quickly transform a new book into a worn out or even an unusable one. Proper handling and storage in a stable, cool, clean, non-humid environment can prolong its life. The books and the other reading materials should be cleaned as frequently as possible and they should be kept safe from dust, moisture, insects and fungi.

The documents get damaged by dust/dirt, heat, dampness and insects. They have to be, therefore, cleaned with neat and clean soft dusters or cloth pieces. Vacuum cleaners can also be used to suck the dust from the books.

There are several kinds of insects which infest the books due to poor maintenance. Some common insects are silverfish, booklice and termite. Documents should be, therefore, stored in clean and dry places only, as many of the insects breed in dust and damp environments. Regular cleaning too keeps away the insects. If large scale infestation has taken place in the library, the documents may be sent for thorough disinfestations. These days, many firms specialize in this or the

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National Archives of India may be approached for advice. Naphthalene balls in perforated boxes can be kept on the shelves to avoid infestation.

New books, soon after acquisition by the library, too should be physically prepared for tough handling by the users. The new books may be covered with plastic covers or the spine may be strengthened or bound if they are paperbacks.

The books should be handled properly to prolong their life and save them from deterioration and damage. Books should not be jammed into the shelves or book cases with too much of compactness so that it is impossible to pull them out without tearing their covers apart. Also books should not be piled one over the other and placed in the shelves with their spines facing outside.

The books should be examined occasionally and those requiring minor repairs should be immediately repaired. Those requiring major repair or binding should be immediately withdrawn from the shelves and sent to the bindery.

Photocopying is also one of the major causes of damage to library books. Some materials are difficult to handle for photocopying. Most importantly, care should be taken not to press down on the spine of books while photocopying. Extra care must be taken with large and heavy books. There are some types of materials which are too fragile to be photocopied at all.

While transporting books within the library, if more items are to be moved, a trolley should be used. Never overload a trolley rather make more trips, if required.

### 11.8.1 Book Care and Repair

Many times, we can carry out minor repairs for our library books to prolong their life. A few such items requiring attention are:

1. Individual pages which are falling out or loose.
2. Rips or tears on individual pages.
3. The hinges are ripped or the cover is coming off.
4. Corners of the cover (hardback book) are wearing thin and you can see the cardboard.
5. Corners of a paperback book are curled.
6. End papers are coming out.
7. The spine cover, the joint, etc. is torn or coming off.
8. One or more of the sections in the text-block are falling out.

In other words, minor repairs can be carried out on the books by simply using glue or scotch tape or invisible tape. These help to prolong their life span.

**Notes****11.8.2 Preservation and Conservation**

Preservation is concerned with maintaining or restoring access to artifacts, documents and records through the study, diagnosis, treatment and prevention of decay and damage. For preservation some environmental controls are necessary and are especially important to monitor some rare and special collections. Key environmental factors to watch include temperature, relative humidity, pests, pollutants, and light exposure. Preservation, however, should be distinguished from conservation which refers to the treatment and repair of individual items to slow decay or restore them to a usable state.

**INTEXT QUESTION 11.5**

1. Distinguish between preservation and conservation of library material.

**11.9 LIBRARY BINDING**

Library binding is the term used to describe the method of binding serials, and re-binding paperback or hardcover books for use within libraries. Library binding increases the durability of books, as well as makes the materials easier to use. If a library collection is extensively used, there is bound to be wear and tear of documents. Binding helps in strengthening the books and increases their life. It is a very important and routine activity of any library. Many large libraries have their own binderies but smaller ones have to get the books bound by professional binders.

The desirable characteristics of any library binding should be:

- The binding should be as conservative as possible, altering the text block minimally,
- The binding should be as non-damaging to the text block as possible and should not shorten its useful life,
- The bound volume should open easily to a 180° position to facilitate photocopying, and
- The bound volume should stay open when resting face up on a flat surface so that the reader has both hands free while using the book.

The binding process is highly technical and requires lots of skills. There are eight processes involved in binding work:

- i. Collation
- ii. Sewing
- iii. Attaching covers

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- iv. Endpapers
- v. Colouring edges
- vi. Headbands
- vii. Hollow backs
- viii. Finishing

Different kinds of documents require different types of binding. Some documents like fiction, popular type of material, less costly documents require only light binding. Just strengthening the hinges with paper or cloth is sufficient. The large, oversized already bound books require just strengthening the hinges with paper and cloth. A majority of library books require proper binding. Referred to as library binding, these are of various kinds:

- Full leather binding
- Half-leather binding
- Full cloth binding
- Half cloth binding
- Perfect binding
- Plastic binding or cover

The main purpose of binding of documents in the library is to conserve documents for future use. The materials that are selected and sent for the binding are to be recorded properly. The binder has to be given instructions for binding process of the documents according to the types of documents given for binding. Binding work also includes receiving back the bound documents from the binder and sending the documents back to the shelves after proper checking of records and all paper work.

### 11.9.1 Binding of Periodicals

In university and research libraries, periodicals are a significant component of the library collection. Binding of periodicals is the best way to preserve the information. Periodicals are of two types – those of ephemeral value and those of permanent value. The retention period of periodicals of ephemeral value varies from library to library. Usually these are retained for a period of one year and then are weeded out and disposed as per the library's policy. Periodicals of permanent value are bound in leather with gold lettering and kept in the library for permanent use.

The binding of periodicals requires special care and attention. The binding process of periodicals is quite different from that of books and should be taken up





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separately. Special care is required while sorting out the periodicals and checks should be made for complete volumes or sets. The surplus and duplicate issues should be removed.

The time and effort taken in the preparation of periodicals for binding and the making of necessary records can be greatly reduced if a permanent binding record is made of each periodical which needs to be regularly bound. This record helps in writing the binding slips and identifying the last volume bound. This will also avoid duplication in the binding of the volumes.

Proper care has to be taken while collating the periodical volumes before being sent for binding. Some necessary checks to be made are:

### Title page

Bind the volume title page at the front of the issues to which it relates.

### Covers

All covers should be removed if they do not contain any significant information but retain the front cover of each issue if contents are printed on them.

### Index

Bind the volume index after the last issue of a bibliographical volume covered by it. When the index and the title page are separable, they should be placed separately but if both are inseparable, place only the index in its proper place and ignore the title page.

### Advertisement

If there are full page advertisements in the last pages, remove them.

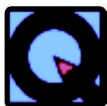
### Supplements

If the supplements are in continuous pagination, bind them as they are but if they are separately paged, then put them all together in the end.

### 11.9.2 Missing Issues

If some issues are missing, try to locate them in the library, issue records or other libraries, etc. If such issues are located in any other library, a photocopy can be obtained and put in place of the missing issue. This practice is, of course, illegal unless the materials are within copyright. Still, if missing issues are not found, get the volume bound without them as the other available issues might be lost at a later date. If some pages are missing, indicate what pages are missing and bind a stub in their place for later insertion.

As periodical binding is usually conducted under contract via vendors, for most of the libraries, the above checks are to be carried out carefully.

**INTEXT QUESTION 11.6**

1. List out various kinds of binding required by books.

**11.10 STOCK VERIFICATION**

Stock verification is the systematic checking of the library's holdings for finding out missing items. It helps in restoration of misplaced or missing items, finding out torn or worn out items for repair or binding and provides an opportunity for cleaning and changing the arrangement of documents. Each library should conduct periodic inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on rate of loss and to assess strengths and weaknesses in the collection.

Presently, there are three techniques for library stock verification:

- i. Manual– this is without help of computers and only with staff involvement.
- ii. Semi-automated– partial use of computers.
- iii. Automated - completely with the help of a Library Management Software.

Given below are some methods of stock verification to be carried out manually:

**a) Shelf list method**

Shelf list cards are used to verify the availability of documents on the shelves. After exhausting the tray the missing items are verified at all the sequences.

**b) Accession Register Method**

The availability of a document is duly marked against the accession number given in the accession register. After the end of the whole exercise, items left unmarked are listed and a further search for them is made.

**c) Numerical Counting**

Here all the books on the shelf and out on loan are physically counted and tallied with total number of books as per library's records.

The frequency of stock verification varies from library to library as it is a very time-consuming process

**INTEXT QUESTION 11.7**

1. List out the various techniques of stock verification in a library?



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**Notes****11.11 WEEDING**

Weeding is a periodic or continual evaluation of resources intended to remove from the collection those items that are no longer useful. Weeding is the process of withdrawing documents from the shelves for discarding them permanently or transferring them to storage. It is an essential activity but unfortunately not much carried out in Indian libraries. It helps to allow space for new materials and also ensures easy access to the available collection.

Some of the criteria for weeding are physical condition of documents, unnecessary duplication, older or outdated editions, poor content, unused documents and unsuitable documents in the library. In the present times, if the library is automated, the computer system can aid in the weeding process.

While considering weeding in a library, it should be kept in mind that every library is different; every library has unique priorities and problems. The disposal of the weeded out materials is usually a policy matter for higher authorities of the library to decide. Stock verification helps in the weeding process of the library material. The weeded materials may be sold, given away or destroyed.

**11.12 SECURITY OF LIBRARY MATERIAL**

Libraries are not always safe and secure places. Theft and mutilation of books and loose issues of periodicals is a widespread problem and can be damaging to the library collection. The maintenance work thus also includes the security aspect of library material. As periodicals are not bound when received in the library, there are frequent cases of loss of periodicals. The library staff therefore has to be very careful and vigilant in the periodical display room and in the stacks containing back issues of periodicals.

The best way to provide security to the library material is to have a low priced photocopy service for the users in the library's reading room. This facility will help the users to immediately get a copy of the material found to be of use to them and save the library materials from getting lost or torn.

The most widespread response to theft and mutilation of library material across the world has been the installation of electronic security systems. But many of the libraries in India cannot afford the same due to paucity of funds.

**11.12.1 Electronic Journals**

The security issue of periodicals can be resolved to a great extent by replacing printed journals with their electronic version. With the increase in the popularity of the Internet for disseminating information and research, many periodical publications are making themselves available via the Internet in what is known as "electronic journals" or "e-journals". Some have printed equivalents, some

do not. Some are free, others are free with orders of paper copy. Some journals are “full text” (i.e., they provide as much text as the printed equivalent) whereas others provide only sample articles, table of contents, etc.



### INTEXT QUESTIONS 11.8

1. Why is weeding of library material required ?
2. What is the best way to ensure security of periodicals in modern libraries ?



### WHAT YOU HAVE LEARNT

- Maintenance of the library collection is an important activity of every library. It has a direct relation with the access of the documents to the users provided the whole thing is planned properly and managed efficiently.
- Stacks maintenance includes shelving and re-shelving of the library materials. Shelving refers to placing those materials in a proper place after they have been received after processing from the technical division. On the other hand, re-shelving involves placing the returned materials to the library after the use by patrons.
- The methods of shelf arrangement include stacking by classified order, broken order, accession number or by special sequence.
- Shelves are either made of wood or steel. Depending on the available space, the authorities of a library may decide to use single-faced or double-faced units. There are several kinds of stacks.
- Maintenance of periodicals requires special care. The periodicals work is continuous one as there is always a demand for old issues of periodicals by various readers. These types of library materials therefore, have to be kept in readiness for the users all the time with efficient staff in attendance.
- Periodicals are usually displayed in step-type or inclined or pigeon-hole type of display racks.
- Library binding increases the durability of books, and makes the materials easier to use.
- Stock verification is the systematic checking of the library’s holdings for finding out missing items. It helps in restoration of misplaced or missing items and for finding out torn or worn out items for repair or binding.
- Weeding is a periodic or continual evaluation of resources intended to remove from the collection items that are no longer useful.



## MODULE - 3

ORGANISATION OF  
INFORMATION SOURCES



Notes

### Arrangement and Maintenance of Library Material

- The most widespread response to theft and mutilation of library material across the world has been the installation of electronic security systems.



### TERMINAL QUESTIONS

1. Discuss the various methods of shelf arrangement.
2. Describe the best way of displaying the periodicals.
3. Write a detailed note on care, handling and repair of documents.
4. Give a brief overview of the binding process required for library books.



### ANSWERS TO IN TEXT QUESTIONS

#### 11.1

1. The activities of maintenance section are:
  - Shelving and re-shelving all the time
  - Maintaining order and cleanliness in the shelves and stack rooms
  - Supervision of the collection
  - Conservation and preservation of materials including repairs and binding
  - Stocktaking and weeding, and
  - Security of library material

#### 11.2

1. The various types of stacking systems available in libraries are:
  - Double rows in fixed shelves
  - Hinged stacks
  - Rolling stacks
  - Multi-tier stacks
  - Compact shelves

#### 11.3

1. The work in the periodicals division can be divided into different stages:
  - a) Receiving, recording and stamping the received issues of the periodicals.

- b) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- c) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.
- d) Maintaining all the relevant records related to periodicals
- e) Maintaining the periodicals display rooms by placing only the latest issues on the display racks and sending or keeping away the previous issues in proper places.
- f) Shelf maintenance and shelving of bound and current periodicals
- g) Collecting and collating different issues of periodicals for binding.
- h) Carrying out preservation activities related to periodicals
- i) Weeding, withdrawal, and disposition of periodicals

**11.4**

The best way to arrange the latest periodicals is to display them alphabetically under broad subject headings (that is all issues of the current year) and to place all back volumes including the bound volumes on the shelves in proper alphabetical sequence. This is done because most of the library users prefer to browse through the latest issues of the Journals in their subject area of interest, as soon as the journal arrives in the library. Old issues are used occasionally.

**11.5**

Preservation is concerned with maintaining or restoring access to artifacts, documents and records through the study, diagnosis, treatment and prevention of decay and damage. It should be distinguished from conservation which refers to the treatment and repair of individual items to slow decay or restore them to a usable state.

**11.6**

Various kinds of library binding is:

- Full leather binding
- Half-leather binding
- Full cloth binding
- Half cloth binding
- Perfect binding
- Plastic binding or cover





### Notes

### 11.7

1. The three techniques for library stock verification are:
  - a) Manual– this is without help of computers and only with staff involvement.
  - b) Semi- partial use of computers.
  - c) Automated - completely with the help of a library management software.

### 11.8

1. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection. Weeding is the process of withdrawing documents from the shelves for discarding permanently or transferring them to storage.
2. The security issue of periodicals can be resolved to a great extent by replacing printed journals with their electronic versions. With the increase in the popularity of the Internet for disseminating information and research, many periodical publications are making themselves available in electronic form via the Internet and are known as “electronic journals” or “e-journals”.

## GLOSSARY

**Arrangement:** Keeping the library material in a proper order.

**Bindery:** The department where loose periodical issues are sent to be bound into volumes.

**Blocking:** The task of lining the spines of the books up with the edge of the shelf.

**Book Shelving:** The act of putting books in their proper places on the shelves of a library.

**Book Supports:** Book supports are used to hold books upright and uniformly packed on a shelf.

**Display:** Putting the library material on shelves in such a way that the face of the document is visible to the user.

**E-journal:** Electronic journals are electronic forms of printed journals available via Internet.

**Maintenance:** Maintenance of library materials means continuous monitoring of the library’s stack room, display of new books and arrangement of books on racks after use.

**Multi-tier Stacks:** Specially constructed steel shelving systems which are assembled as two or more tiers or shelving systems





### Notes

**Rack:** The shelves used for display of periodicals are called racks.

**Set:** A set consists of keeping together all the issues of periodicals of the year in proper order.

**Shifting:** Relocating and reorganizing books to accommodate growth of the library collection

**Stacks:** The rows of books that house the library's collection

**Stock verification:** Checking of library's holdings for finding out missing items in the collection.

**Weeding:** The act of removing library books which are of no further use in the library.

### SUGGESTED ACTIVITIES

1. Visit a library and arrange ten books on book shelves according to their Call Number.
2. Visit a library and arrange ten periodicals on display racks.

### WEBSITES

<http://library.ust.edu.ph/care.htm>

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

<http://library.ryerson.ca/info/collections/policies/collddev/maint/>

<http://www.nyam.org/library/conservation-lab/collections-maintenance.html>