



## Centre For Distance and Online Education Punjabi University, Patiala

**Class : B.Ed.-I**

**Semester : 1**

**Paper : VI (Library Resources and Art in Education) Unit:I**

**Medium :English**

**Last updated in July, 2025**

### **LESSON No.**

- 1.1 : Library: Meaning, Objectives and Importance.
- 1.2 : Library Procedure: Library Management, Cataloguing, Locating a Book/Material in the Library.
- 1.3 : Types of Books, Different Reading Material and Techniques of Keeping These Books and Material.

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## **Library: Meaning, Objectives and Importance**

### **Structure of the lesson**

- 1.1.1 Objectives of the Lesson
- 1.1.2 Introduction
- 1.1.3 Meaning and definition of the Library
- 1.1.4 Aims of the Library
- 1.1.5 Importance of the Library
- 1.1.6 Summary
- 1.1.7 Key Concepts
- 1.1.8 Suggested Questions
- 1.1.9 Self Evaluation
- 1.1.10 Suggested Books

#### **1.1.1 Objectives of the Lesson**

- To provide information about library.
- To introduce the meaning and definition of library to the students.
- To acquaint students about the aims of library.
- To provide information about how important library is?

#### **1.1.2 Introduction**

Library is a social institution. From the ancient time library is known as storehouse of books, in which books are safely kept. Books are preserved in the library by librarian.

Library is known as social institution in recent times. It is an important organ of society. It is known as the heart of any institution. The main aim of library is to provide a link between the user and the reading material. It helps user to increase their knowledge.

### **1.1.13 Meaning and Definition:**

Library word is made up of Latin word 'Libraria' which means a book. Apart from this German word 'Biblitothek' and Spanish word 'Bibliothera' and French word 'Bibliotheque' are used for the term library.

Different Authors has given different definitions:-

- 1. Dr. S.R. Ranganathan:** Library is a public place where books are kept under the supervision of librarian. The main aim of library is to help those who really needs it.
- 2. Oxford English Dictionary:** It is that building or a room in which there is a collection of Journals and Magazines, which is utilized by the members of organisation and by common man.
- 3. New Encyclopedia Britenica:** Library is established by the units of government and municipal corporation.

### **1.1.4 Aims of Library:-**

Dr. S. R. Ranganathan has described aims in following points:-

1. To help in life long education of an individual.
2. To provide up to date information to the users.
3. To provide services to user irrespective of caste and creed.
4. To provide accurate information.
5. To acquaint user about productive use of time.

6. To provide information to the public for library service.
7. To abolish illiteracy.
8. To develop the skill of reading.
9. To maintain goodwill in the society.
10. To avail non-book material for users.

### **1.1.5 Importance of Library:-**

Library helps an individual in learning which further increases the importance of library in society as following

- 1. Source of knowledge:** Library contains the collection of journals, books, magazines etc. which help in increasing the level of knowledge of users. It is a place where a person gets knowledge without the discrimination on the basis of caste and creed.
- 2. Develop interest in reading:** Libraries are of many types like, public or private and special etc. User uses the library to develop the interest of reading. User can stabilise his/her mind by self analysing himself in the library.
- 3. Productive use of time:** It is a source to use the time productively. Every school has a library period which helps in the development of reading habit among students and by this they learn to use their time productively.
- 4. Direct relation between reader and book:** Library helps to maintain direct link between reader and a book. User can quench his thirst by reading various ideas given by different authors for one topic. User remains up to date because he gets knowledge about various other subjects also.

**5. Development of personality:** Library helps in the development of personality. It is a place where user can find his role model because it contains information about famous personalities.

**6. Helpful in research:** Library helps a researcher to get up-to-date data from research work.

**7. Develop national and international co-operation, peace and integrity.**

Library environment caters a wide range of users. Silent, Peaceful and productive environment of library shapes reader's attitude. Different books belonging to different nations initiate sense of co-operation, peace and integrity among Readers.

#### **1.1.6 Summary:**

After the fulfillment of basic needs, an individual tries to organise the safe environment. To fulfill this need one may find out that institution which gives information to all irrespective of caste and creed. Books are the real friend and library has its own importance. It provides up-to-date information for the smooth functioning of society. All in all libraries are established to provide security to referenced material.

#### **1.1.7 Key Concepts**

**1. Library-** Library is that building or a room in which there is a collection of Journals and Magazines, which is utilized by the members of organisation and by common man.

#### **1.1.8 Suggested Questions:**

1. Write the importance of Library in the society with special reference to its meaning.
2. Define Library and describe the aims of an organised Library.

**1.1.9 Self Check**

1. Library word is made up of word -Match the below

A	B
Latin	" Bibliothera ,
Spanish	' libraria'
German	' Bibliotheque'
French	' Biblitoheck'

**Answer** 1. libraria 2. Bibliothera 3. Biblitoheck 4. Bibliotheque'

**1.1.10 Suggested Books:**

1. Sham Sunder Aggarwal : Raj Publisher House, Jaipur
2. Shakshi Bahl : Twenty One Century, Patiala
3. Sukhjinder Singh Barahia : Twenty One Century, Patiala

**Library Procedure: Library Management, Cataloguing,  
Locating a Book/Material in the Library.**

**Structure of the lesson**

- 1.2.1 Objectives of the Lesson
- 1.2.2 Introduction of the Lesson
- 1.2.3 Library Management
  - 1.2.3.1 Characteristics of the Management
  - 1.2.3.2 Implication of Managerial Principles in Library
  - 1.2.3.3 Functions of management
- 1.2.4 Cataloguing
  - 1.2.4.1 Functions of Library Catalogue
  - 1.2.4.2 Forms of Library catalogue
- 1.2.5 Locating a Book in the Library
- 1.2.6 Summary
- 1.2.7 Key Concepts
- 1.2.8 Suggested Questions
- 1.2.9 Self Check
- 1.2.10 Suggested Books

**1.2.1 Objectives of the Lesson:**

1. To acquaint students about the process and management of Library.
2. To inform students about the usage of catalogue.
3. To inform students about forms of catalogue.

**1.2.2. Introduction of the Lesson:**

Library is a storehouse of knowledge. It is a medium of life long education. Every person has equal right to get education irrespective

of any caste or creed. These institutions are run by government or by any recognised societal group. Library process provides various direct (Classification, Cataloging, Indexing, Abstracting, Shelf Arrangement) or Indirect (Circulation, Reference, Reprographic, Translation, Online, CAS, SDI) services etc. The rules regarding service are formed according to the need of user, so that five laws of library science can be implemented. These all services are provided by library policy. All library policies are formed by library committee. This process is made successful with the help of library employees.

### **1.2.3. Library Management**

Library management is a continuous process. It consists of different library works and departments like acquisition section, circulation section, reference section, periodical section and maintain section etc.

It is a process that involves a rigorous management. Management is a force or a multipurpose organ of an institution that involve planning, organizing, directing, controlling etc. It takes decision on the basis of systematic and in scientific manner. In library management process main emphasis is given on analysis, synthesis and experimentation of the managerial process.

First of all, the question arises that what is management? The Answer is that it is a process which involves that work which is done by a group of people to control something or improve something. In other words, it is known as a group of managers working in an organization to accomplish organizational goals.

Management is also known as a system which involves planning, organizing, staffing, directing, controlling and coordination of things to achieve organization's goals. Management is always a goal oriented process. It is a type of system which is needed at all levels of an organization. Management is a full fledged profession that demands specific qualification and skills.

Definition of Management:

Harold Koontz: Management is an art of getting things done by another.

Henri Fayol: Management includes planning, forecasting, organising, directing and controlling function.

### **1.2.3.1 Characteristics of the Management:-**

1. Management is a group activity:- It consists of the efforts of all the employees of a company collectively.
2. Management is a system:- It is a system of getting things done through others. In management every individual assigns the work according to the eligibility of the worker.
3. Management is goal oriented:- Every institution has its goal. Management helps to achieve that goal.
4. Management is needed at all levels:- Management is needed at all levels of the institution.
5. Management is a profession:- Management is a profession which includes education, experience and skill of the employees.

### **1.2.3.2. Implication of managerial principles in library process.**

In management, Henry Fayol in 1914 has given 14 principles of management that are applied on the library functions in order to do library work effectively. Principles of Management given by Henry Fayol are as following:-

1. Division of work: First principle of management is division of work. In library all the work is divided into various personnel like Librarian, Asst. Librarian, Library Attended and Lib Restorer.
2. Authority and Responsibility: Authority makes a man more responsible. In library management this principle works effectively. Librarian gets the work done through others. He/She gives authority to Assistant librarian to manage work according to his will but that will includes the accomplishment of objectives.

3. **Discipline:** Library works on the principle of discipline. Physical discipline needs silence in library and one should keep books on the table so that these books get arranged by restorer in proper manner. One should return books on time.
4. **Utility of Command:** There is only one command, that is given by librarian, in order to manage the library work properly, the library staff works properly and is motivated and having enthusiasm when they all are answerable to only one boss.
5. **Unity of Direction:** Library works effectively when there is only one direction. Each and every employer of the library department works in one direction.
6. **Subordination of individual interest to general interest.** It is one of the Fayol's fourteen administrative principles where any individual's interest that conflicts with an organisations interest must be subordinated to the interest of the organisation.
7. **Remuneration:** Each library employer should get remuneration according to his/her work efficiency.
8. **Centralisation:** Library management should be according to the goals of an institution. It is the heart of an institution. So, it works upto the goals of organization.
9. **Scalar Chain Library:** There should be proper chain to work in library including Assistant Librarian, Library Attendant-library Restorer.
10. **Order:** Each and every work in library should be in a proper order.
11. **Equity:** Each and every library employee should be treated equally.
12. **Stability of Tenure:** It must be essential in library so that employees can do their work with zeal.

13. Initiative: Library management is a complex process. Initiative taken by each and every employee should be appreciated.
14. Spirit De Crops: Unity is strength is the basic principle followed in library management.

If one should follow these principles of management in library then the library work can be executed effectively in proper way and at right time. If these principles are ignored than we can't expect effective management in library.

### **1.2.3.3. Functions of Management:**

Library management has certain functions. Luther Gulick termed those function as POSDCORB.

- P-** Planning
- O-** Organising
- S-** Staffing
- D-** Directing
- Co-** Coordinating
- R-** Reporting
- B-** Budgeting

1. Planning: Plan before you work. In order to establish a library one should plan for books, infrastructure etc.
2. Organising: Library work is to be organized, who will do work, what will be the description of job in a particular library.
3. Staffing: Human Resource is an essential part of library. In staffing, recruitment, selection and job evaluation is done and remuneration is fixed according to the work level of an employee.

4. Directing: Library work is directing towards its goals. Librarian works in a proper and particular direction to develop the library upto the levels of an institution.
5. Co-ordination: Library employees work in co-ordination and with co-operation to each other.
6. Reporting: Library reports are prepared by the librarian in order to analyse the present work done by employee with respect to the determined goals. Reporting is essential element of library management. It helps third party to evaluate the working of library.
7. Budgeting: Budgeting of time, money and energy is essential in library management.

#### **1.2.4. Cataloguing:**

Library catalogue is a type of catalogue which provides the information about the related books in the library. It helps the readers to search books according to their interest. Readers get their books available at the time when they want without any wastage of time and energy. So, library catalogue directs the readers in finding their books.

#### Definitions:

Dr. RANGANATHAN: Library Catalogue is a tool which provides information to the readers about the source material. It is divided into two parts: According to topic and according to books. it provides information according to the location and serial in which books are placed on the shelf. It is economical in terms of time and energy for the reader as well as for the library employee in availing books at right time when they need it.

#### ***Aims:***

According to Dr. Ranganathan the aims of library cataloguing are:

1. To provide every reader book of his interest.
2. To avail every book to its willing reader.

3. To save the time of every reader.
4. To save the time of the library employees.

In 1876, Charles Ammi Cutter in his book, "Dictionary Catalogue" states the aims of the library catalogue as follows:

1. To reach the book to his willing reader when he knows the Title, Author or Name of the book.
2. To find book written by a famous writer.
3. To provide book which is related to a particular topic.
4. To provide reference books which provide details about the particular topic.
5. To help the reader to choose book.

**Need and Importance:**

Library catalogue is an important tool to the readers which provide them the information regarding the location and the placement of the book on the particular shelf. Readers get the books easily with the help of catalogue. It helps in proper utilisation of the library books and help in increasing number of readers in the library.

**1.2.4.1. Functions of Library Catalogue:**

The main function of the library catalogue is to provide information about the particular topic to its user in time. Various authors gave different functions of Library catalogue as follows:

According to J.S. Shera and M.S. Egan divide the functions of library catalogue can be divided into two parts:

1. It helps the user to find out the particular book if one knows the author and the title of the book.
2. It provides information to the users about the particular book and other books related to the topic.

According to S.R. Ranganathan, "the main function of the library catalogue is to provide information about the availability of the books

in the library according to the rules of library science. So, library catalogue provides following answers to the various questions:

1. Is library contain the updated book of the related author?
2. What are the various other books related to the same author?
3. Is library contains the book related to the particular title?
4. Is library contains the serial of books?
5. What are the various other books contained by the library premises related to one topic?

#### **1.2.4.2. Form of the library Catalogue:**

I Physical form of Catalogue

II Internal form of Catalogue

I *Physical Form of Catalogue:*

- a. Book Catalogue
- b. Guard Book Catalogue
- c. Sheaf Catalogue
- d. Card Catalogue
- e. Electronic Catalogue

I *Physical Forms of Catalogue:*

- a. Book Catalogue: This is in the form of book. It is arranged in alphabetical order by which user can get information about the book easily. It is economical in terms of time and space in the library.
- b. Guard Book Catalogue: In this form of catalogue the entry is on the page which is in written or typed form, is pasted on bond paper. Each paper can contain two entries of the two books differently.
- c. Sheaf Catalogue: In this form the entry of the books is done on the slip and paste them on the hard cover. In this, 6'x4" inch hard cover is used. It is very important fact for this type of catalogue that it

is flexible in nature and assimilate any other book as soon as included in library.

d. Card Catalogue: This is a form of catalogue which has a further advantage over and above the Sheaf catalogue. A hard card of 5'x3" is used to made the catalogue. The title should be handwritten or in a printed form. This card contains a hole in which a thin rod is inserted and is kept in a box made up of wood.

e. Electronic Catalogue: This catalogue is made up in computer. OPAC (online public access catalog) is the name of the software. This software helps the users in finding books.

## II. Internal Forms of Catalogue:

a. Dictionary Catalogue

b. Classified Catalogue

a. Dictionary Catalogue: In this form the information about the author, topic etc. is written according to the alphabets. This form is easy to understand and economical in terms of time.

b. Classified Catalogue: Classified part contains numerical entries. It contains entries of the title and the sub title and written in a serial order. Dictionary part of Catalogue contains entries on the basis of alphabets like; Author's name, Title, Publishers, Editor etc. The book can easily be find by using classified catalogue because it helps user in bibliography.

### **1.2.5 Locating a Book in the library:-**

Generally, you can use a catalogue system available in the particular library. This catalogue may be of any type i.e. Book, Card, Sheaf or Electronic Catalogue. Here, you can search by title outhor, subject or accession number of Book. Once you locate the title with the search you will recieve a call number. and wheather the book is available or not. Now use the call number as a guide. Interpret the words or digits of call number to locate shelf. Almirah or roch for book. Take help of library map or you can ask staff member to direct you to the wing. Identify the book by last digits of the call number.

**1.2.6. Summary:**

Library is that type of institution which fulfill the demands of the users at any cost. A library committee is formed for the proper functioning of library services. Library committee forms the policies for the smooth functioning of library process.

**1.2.7 Key concepts**

1. **Catalogue:** catalogue which provides the information about the related books in the library.

**1.2.8. Suggested Questions:**

1. Write the importance of Library in the society with special reference to its meaning.
2. Define Library and describe the aims of an organised library.
3. What is Library Management and write its definitions.
4. Explain POSDCORB.
5. What is Library Cataloguing? How can you find a book and other material in a Library with the help of Catalogue?

**1.2.9 Self Check- Read the paragraph and fill in the blanks**

Library catalogue is an important .....to the readers which provide them the information regarding the .....and the .....of the book on the particular shelf. Readers get the books easily with the help of..... It helps in proper .....of the library books and help in increasing number of readers in the library.

**Answer Key -**

1 tool, location, placement, catalogue, utilisation

**1.2.10. Suggested Books:**

- |                         |   |                             |
|-------------------------|---|-----------------------------|
| 1. Sham Sunder Aggarwal | : | Raj Publisher House         |
| 2. Shakshi Bahl         | : | Twenty One Century, Patiala |

**Types of Books, Different Reading Material and Techniques of Keeping These Books and Material.**

- 1.3.0 Structure
- 1.3.1 Objectives
- 1.3.2 Introduction of Book and Other Reading Material
- 1.3.3 Types of Books
  - 1.3.3.1 First category (Acc. to Material)
  - 1.3.3.2 Second category (Acc. to Subject matter)
  - 1.3.3.3 Third category (Acc. to Age Group)
- 1.3.4 Types of Other Reading Material
  - 1.3.4.1 Audio Visuals
  - 1.3.4.2 Micro Films
  - 1.3.4.3 Games and Models
  - 1.3.4.4 Maps, Atlas, Globe and Charts
  - 1.3.4.5 Machine Readable Forms
  - 1.3.4.6 Pictures
  - 1.3.4.7 Others
- 1.3.5 Techniques of Keeping Books and Material
  - 1.3.5.1 Introduction
  - 1.3.5.2 Techniques of keeping Books and Material
    - 1.3.5.2.1 Classification
    - 1.3.5.2.2 Cataloguing
- 1.3.6 Summary
- 1.3.7 Key Concepts
- 1.3.8 Suggested Questions

1.3.9 Self check Exercise

1.3.10 Suggested Readings

**1.3.1 OBJECTIVES:-**

After going through this lesson you will be able to :-

- (1) know about book and other reading material
- (2) Understood the types of book
- (3) Understand the types of other reading material
- (4) Able to categorize books and other reading material in library
- (5) Know about “ Techniques of Classification”
- (6) Know about “Techniques of Cataloguing

**1.3.2 INTRODUCTION OF BOOK AND READING MATERIAL**

Books play a vital role in our life. It is most adaptable invention for conveying knowledge. They are the tools of learning and they act as the chain of communication from the older generation to younger generation. Books are considered to be the object of art which are created through the processes of writing view points, inventions, incidents, experiences and knowledge etc. are transmitted to society. Libraries are the agencies for the acquisition, preservation, effective use and dissemination of recorded knowledge and information contained in books and other documents.

In the context of library and information science books cover all kinds of reading material in published form. However in recent years the term ‘book’ has been replaced by term ‘document’ which has a wider connotation and covers all kinds of material including books in any form. i.e. periodicals, audio visuals slides, painting, globes, charts maps, microforms and machine readable forms etc. however the book still forms a major constituent of a library

The books can be categorized in the following categories:-

### **1.3.3 TYPES OF BOOKS**

**1.3.3.1 FIRST CATEGORY:-** This category includes different book based on type of material printed in books. It includes following forms of books :-

**GENERAL BOOK:-**The subject matters discussed in a general manner in this type of book. The content may include exposition of a specific subject.

**TEXT BOOK:** - It is a book of instructions developed for the students of a particular level course for the particular branch of study. Accordingly it provides basic knowledge about a particular branch of study. Text Book provides basic knowledge about a particular subject in an easy and understandable language with colorful presentation and plenty of illustrations. These books provide knowledge to readers according to their age and mental level.

**REFERENCE BOOK:-**This type of book contains readymade information basically known as compilation and compendium of various disciplines of knowledge. They are not meant for continuous reading rather these are consulted for specific piece of information. The variety of reference books include dictionaries, encyclopedias, yearbook, almanac, biographical dictionaries, handbooks, directories, gazettes and atlas etc.

**1.3.3.2 SECOND CATEGORY:-**In second category of books include poetry books, fiction, novel, biography, craft books, autobiography, historical books, drama, essays, stories, religious books etc. These books serve the purpose of best use of leisure time.

**1.3.3.3 THIRD CATEGORY:-** This category include the books specially designed for individual need according to their interest and

requirement at a time. It includes different books for children, adults, women, old aged people etc. Books like story books, Beauty, books, cookery books, Health tips. General knowledge etc. comes under this category.

**1.3.4 TYPES OF OTHER READING MATERIAL:-**Other types of reading material is following:-

**1.3.4.1 AUDIO VISUALS:-**This type of material may either be a recording on which sound vibrations have been recorded by mechanical or electronic means so that the sound is reproduced using disc rolls, tapes, sound recording, slides , gramophone records and sound recordings on films etc. it may be a length of film, with and without record sound bearing a sequence of images that create the illusion of movement when projected in rapid succession e.g. film loops, cartridge and cassettes, discs, motion pictures, video recordings, etc.

**1.3.4.2 MICRO FILMS:-** Microfilm is a generic term for any film or paper containing text or pictorial matter. It is small to be read without magnification. Some reading equipments are therefore required to enlarge the micro image so that it becomes readable e.g. Micro cards and micro print.

**1.3.4.3 GAMES AND MODELS:-** Games and models are increasingly being used in a school library. It's educational value is tremendous and time tested. These are useful for enhancement of visions and imagination of a child. Similarly models are also of immense value when it is not possible to show the children real thing, is best to be explained by a working model. A picture can show only one dimension of an object but a model can demonstrate the shape of a complex object, texture the inside structure where a picture cannot.

**1.3.4.4 MAPS, ATLAS, GLOBES AND CHARTS:-** A map is a flat representation of a part or all of either the earth or the universe. An atlas is a document which contains several maps together. The globes are also provide great educational help for a child as it is a 3D representation of the earth. A chart is a special purpose map generally used by navigators and others may include celestial charts. All these documents are extremely popular among the library readers.

**1.3.4.5 MACHINE READABLE FORMS:-** These are documents in which information is coded by methods that require the use of machine for process. Examples include information stored on magnet tape, floppies, CD'S in optical media compact discs are latest information devices in digital forms. Now e-books and e-journals are also finding their way into libraries.

**1.3.4.6 PICTURES:-** Pictures collection in library may include illustrations, drawings, painting, prints , reproduction, photographs and technical drawing etc.

**1.3.4.7 OTHERS:-** Other categories of document include manuscripts, dissertations and thesis, govt. document, periodicals, pamphlets, potent, literature, standards and specifications research monograph, bibliography and indexes etc.

### **1.3.5 TECHNIQUES OF KEEPING THESE BOOKS AND MATERIALS**

**1.3.5.1 Introduction:-** The aim of library is to supply the demand of its users. It is essential to provide all the services in library. The library must be a hub of all activities which must be planned and which must be executed and applied in good manner. For the establishment of a library main three factors are considered.

1. Reading material

2. Readers

3. Staff

These three factors are important for accurate functioning of library. Dr. S.R. Ranganatham adopted five laws of Library Science which join the above three factors in a formula:-

1. Books are for use.
2. Every reader his/her books.
3. Every books its reader
4. Save the time of reader.
5. Library is a growing organism

So we should keep the books in such a way in library so that above rules must be followed. The aim of library is to fulfill the need of required information and books for readers. Therefore to make the forceful service of library the library should follow the rules given by S.R Ranganathan.

**1.3.5.2 TECHNIQUES FOR KEEPING BOOKS AND READING MATERIAL:-** After selecting the book when it send in the library, many different steps executed, to make the book useful to any user under the process of selection. All technical work is done on the book. These techniques are as following:-

**1.3.5.2.1 CLASSIFICATION:-** The ordinary meaning of all the word classification is to be formed different groups of views and things. Generally group word means to the together of visual things or departments. Library classification is concerned with document and the aim is to arrange these in the most helpful and permanent order.

According to Dr. S.R Ranganathan,

Library classification is the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers which represent some features of the book other than contents. Library classification is helpful to display complete and incomplete collection in reference services, in stock verification, making catalogue in preparing subject wise details in book demonstration works, to manage the world of knowledge in sequence etc.

**METHODS OF CLASSIFICATION:-** The following methods are for proper library classification:-

- (a) Decimal classification scheme
- (b) Library of congress scheme
- (c) Subject classification scheme
- (d) Universal decimal classification scheme
- (e) Colon classification scheme
- (f) Bibliographic classification scheme

**Process of classification:-**After accessioning the book the classification process is adopted for the grouping of books. A person who classifies the books is to adopt the following process:-

a. Assigning subject: - In this step of classification subject of books is identified by studying different parts of book. It includes:

- (1) Looking at the title
- (2) Looking at the sub title
- (3) Reading the forward
- (4) Looking at the content
- (5) Reading the subject of the book.

(b)Assigning Class Number:- When a book is assigned with its subject and then classified under used scheme of classification in library. Then a class number is assigned to every book. This class number is written with Pencil on the back of the title page.

(c) Allotting Book Number:- After entitling the class numbers of the books “book number” is decided accordingly.

Examples:-

According to DDC classification numbers for different subjects will be as following:-

001.3 Humanities

005 Computer Programming

010 Bibliographies

100 Philosophy and Related Disciplines

220 Bible

291 Comparative Religions

320 Political Science

340 Law

362.5 Poverty

400 Languages

415 Grammar

423 English Dictionaries etc.

**1.3.5.2.2 Cataloguing:-** The word “catalogue” has been derived from a Greek phrase KATALOG as KATA means by or according to and LOGOS has various meanings like “word” or “order” or “reason”. This “catalogue “may be regarded as a “work” in which contents are arranged in a reasonable way according to a set of plan.”

A library catalogue is an indispensable tool which facilitates the use of library materials.

**According to D.r R.S. Ranganathan:** “It is a tool which gives information about the contents of the library. It is divided into two parts- by the subject and by author

It gives information about the arrangement and the order in which Books are lying in the shelves. It helps the reader to find out his or her desired book without any wastage of time. It saves the time of the reader and staff”

A library cataloguing is an essential and important technique of library. It is essential for a library especially when the collections become large. In this situation without cataloguing library is like a town which has been developed without a plan. It is key to the resources of a library. There are so many types of library catalogue for example classified catalogue, alphabetic classified catalogue and shelf list catalogue.

#### **METHODS OF LIBRARY CATALOGUING:-**

- (a) British museum code
- (b) Vatican code
- (c) ALA code (American library association)
- (d) Classified catalogue code(CCA)
- (e) AACR-II (Angle American cataloguing rules)

For cataloguing of any book or material each and every information regarding that thing should be kept in mind. Every information means author name, publisher name, co-author name, surname, title, subtitle, edition, series, place of publication, pages, size, edited by, ISBN etc.

Examples:- There are some examples of entries:-

(1) According to classified catalogue code (CCA)

Call No.	Book No.
	Sirname (Forename) ( )
	Title : Subtitle; Edition, Collaborator
	(Series , ed. By )
Acc. No.	

(2) According to AACR II

Call No.	Book No.
	Sirname, Forename (birth-death)
	Title: Subtitle/ Adhar statement;
	Collaborator---- edition---- place: publisher,
	Year
	X, 200p Size---- (series____

\_\_\_\_\_ / ed. By \_\_\_\_\_; no. 4 )

Note.

ISBN No.

Tracing

**1.3.6 SUMMARY**:- Books play vital role in our life. It is most adaptable invention for conveying knowledge. Libraries are the agencies to keep knowledge and information contained in books and other documents. There are various kinds of books in a library.

Other reading material including audio visuals, microforms, pictures, maps, models etc. also available in library. The aim of the library is to supply the needs of its users for this. It is essential to provide all the services in library. To give proper facility and for good management of library services we should keep the books in such a way so that materials could be found easily. There are two ways and techniques to keep the books in library. These techniques are classification and cataloguing. In the library classification many techniques and methods are used. For example decimal classification scheme, library of congress scheme, Colon classification scheme etc. In these schemes an artificial number is given to the books which represents some features of the book than through contents.

In library cataloguing various methods are used to make entries. For Example American Library Association code, Anglo American Cataloguing rules, Classified catalogue Code etc. when an entry is made every information regarding material should be kept in mind i.e. author name, surname, title, subtitles no. of pages, edition, publisher, year, series, ISBN No. etc. Cataloguing gives information about the arrangement and the order in which they are lying in the shelves.

It helps the reader to find out desired book or material without any wastage of time.

### 1.3.7 Key Concepts

1. Book- The term 'book' has been replaced by term 'document' which has a wider connotation and covers all kinds of material including books in any form.
2. **Cataloguing**:- The word "catalogue" has been derived from a Greek phrase KATALOG as KATA means by or according to and LOGOS has various meanings like "word" or "order" or "reason".

### 1.3.8 Suggested Questions:-

- (1) What do you mean by books and other reading material?
- (2) Write down any five types of other reading material?
- (3) Which techniques are used to arrange the books and other reading material in library?

### 1.3.9 SELF-CHECK EXERCISE:-

<b>Match the Types of books -</b>	
<b>A</b>	<b>B</b>
1. FIRST CATEGORY	Health books, Story books
2. SECOND CATEGORY	GENERAL BOOK, TEXT BOOK
3. THIRD CATEGORY	poetry books, fiction, novel

Answers 1. GENERAL BOOK, TEXT BOOK 2. poetry books, fiction, novel 3. Health books, Story books

**1.3.10 SUGGESTED READINGS:-**

1. Ranganathan, S.R. five laws of library science. 2<sup>nd</sup> ed. Madras: Madras library association, 1957
2. Ranganathan,S.R. Library book selection Bombay Asia publication House 1966
3. Dury F.K.W books selection Chicago: ALA Chicago 1930
4. Sengupta,B and ohdedar, A.K> library classification Calcutta world war p. 1-13
5. Krishna kumar Theory of classification 3<sup>rd</sup> edr. New Delhi : Vikas publication house, p.1-12
6. Ranganathan, S.R library cataloguing fundamental and procedure. Madras:Madras Library association, 1950
7. Classified Catalogue cde. Bombay: Asia publishing House, 1964 p.155
8. Junior pears encyclopedia, edited by Edward Bishen London:Pehhm Books Lands and people: The world in colors, London: Grolier.7 volumes
9. India: A reference Annual New Delhi, Publication Division Govt. of india.
10. Developing library network [www.delnet.com](http://www.delnet.com)

## Mandatory Student Feedback Form

<https://forms.gle/KS5CLhvpwrpgjwN98>

Note: Students, kindly click this google form link, and fill this feedback form once.