

ARRANGEMENT AND MAINTENANCE OF LIBRARY MATERIAL

L. No.	Title of the Lesson	Skills	Activity
11	Arrangement and Maintenance of Library Material	ICT skills, Communication, Knowledge, Capability and Competence, Marketing, Organisation and Collection Development	Use of computers and related technologies, Collection, arrangement and maintenance of library materials

Summary

Every library, in order to meet the desired goals, must ensure that all the library's material remain at their proper place and in order. For this, library material needs to be arranged and 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 is also required as it is essential for care and repair of documents for their long life.

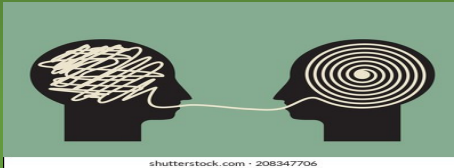
In every library, maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. The maintenance work is related to many sections of the library. Maintenance work 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 security of library material In this lesson, we will study the need, purpose and ways of maintaining the library material on routine basis.

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Principal Points

- 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.



Build your Understanding

1. IFLA has brought out a detailed document entitled 'Principles for the Care and handling of library materials'.
2. NEDCC, USA was founded in 1973 and is devoted to guiding conservation and preservation efforts of paper based materials in information organizations.

What's



1. Library materials are primarily organized by format (such as books, periodicals, videos, audio clips, etc.) or type (reference works, government documents, maps, etc.) or by size or subject.
2. Proper organization and maintenance of library resources enables a user-friendly access to the library.
3. A well-organized library collection provides easy access and efficient retrieval of desired materials.



- In most libraries where open stacks are accessible to users, books are usually arranged by subject with the large and oversized books shelved separately in a different section.
- Material may also be divided by categories (fiction, non-fiction, children books, etc.) or alphabetically by author's name.
- In most of the libraries, users are usually not allowed to keep the books back on the shelves. This may lead to misplacement of books so the staff arranges the books back on the shelves.
- Shelf Refurbishing is different from Shelf Rectification. Shelf rectification refers to maintain correct order of books on shelves, whereas Shelf refurbishing is the process of intensive cleaning of the entire collection on annual basis or as a regular activity from one end to another of the shelves.
- For carrying a large number of books from one place to another in a library, book trolleys should be used.
- Rare books, important books and manuscripts should be kept in specially prepared boxes preferably made to size.
- While photocopying, care should be taken not to damage the books, so avoid pressing the binding.

Extend your Horizon

1. Visit one school, one college and a university library. Observe the periodicals display rack in each library and write about the same.
2. Go to any library and after consultation with concerned library staff, arrange any 10 books on book shelves according to their call number.

Evaluate Yourself

1. What are the various types of stacking systems available for libraries ?
2. Which is the best way of arranging the periodicals in a library ?
3. Explain in brief the need for weeding.
4. List the methods available for stock verification.