

# **Certificate Course in Library Science**

## **PRACTICAL GUIDE**



विद्याधनम् सर्वधनं प्रधानम्

**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)

# **Library and Society**

## **Certificate Course in Library Science**



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**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)**

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# LIBRARY AND SOCIETY

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*Library, documentation/ information centers and digital libraries serves users for their specific information needs. In this practical you will be able to know how libraries work, their rules and regulations, the services provided by different types of libraries and much more.*



Notes

# Practical-1

## **TITLE:**

Observing a Library/Information Centre.

## **OBJECTIVE:**

To understand a Library/Information centre as an institution, with its resources and services.

## **INTRODUCTION:**

You have learnt in Lesson 1 and 2, how Library/Information Centres serve the society with their resources and services. In this practical, you will visit a Library/Information Centre and observe its resources and services.

## **PROCEDURE:**

1. Visit a Library/ Information Centre of your locality.
2. Meet the head of the centre who may be a Librarian, Library and Information Officer, etc.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the Library/ Information Centre.
4. Collect the following information in your notebook and write down in your Practical Book under observation table.



Notes

**Library and Society**

**Observation Table**

(i) Name and address of the Library: \_\_\_\_\_  
\_\_\_\_\_.

(ii) Type of Library(Academic, Public, Special):\_\_\_\_\_.

(iii) Information regarding users

<i>Category of Users</i>	<i>Number of the Users(if possible)</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(iv) Information Resources of the Library(Specify the numbers)

<i>Information Resources</i>	<i>Available(Tick the correct one)</i>	
(a) Books	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) Journals/Periodicals/Magazines:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) E-Books	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) E-Journals	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) Databases	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(f) Music scores	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) Motion Pictures	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(h) Multimedia	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(i) CDs/DVDs	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(j) Slides	: <input type="checkbox"/> Yes	<input type="checkbox"/> No
(k) Others (Please specify)	: <input type="checkbox"/> Yes	<input type="checkbox"/> No

(v) Staff of the Library

<i>Designation</i>	<i>Number</i>
(a) Librarian	: _____
(b) Assistant Librarian	: _____



- (c) Technical Assistant/ Professional Assistant : \_\_\_\_\_
- (d) Library Assistant : \_\_\_\_\_
- (e) Supporting Staff : \_\_\_\_\_
- (f) Others (Please specify) : \_\_\_\_\_
- (vi) Scheme or Code used for:
  - (a) Classification : \_\_\_\_\_
  - (b) Cataloguing : \_\_\_\_\_
- (vii) List all the services provided by the Library
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Notes

**CONCLUSION:**

You have visited a Library and collected the information to understand its resources and services. On the basis of your observation and information collected by you, answer the following questions:

- (i) Is there any reading room for the users in the library?
- (ii) Is there suitable sitting arrangement for the users in the reading room of the library?
- (iii) Whether there is open access system or close access system in the library?
- (iv) Is the library catalogue manual or computerized ?





## Practical-2

### **TITLE:**

Information Access from a Digital Library

### **OBJECTIVE:**

To understand a Digital Library (DL) and its functions and services

### **INTRODUCTION:**

You have learnt in Module 2, Lesson 2, about a Digital Library (DL) and its salient features. Through this practical, you will learn how information access is possible from a Digital Library. Digital libraries, like traditional libraries, select, acquire, make available and preserve collections. Only difference is that traditional concept of collection is revised to accommodate materials that are accessible electronically. A digital library thus is a structured, processed and organised digital repository of knowledge.

In this practical, you are required to visit the website of any Digital Library(DL) and find out the functions, activities and services of the same.

### **PROCEDURE:**

1. Search on the web for a digital library, e.g.,
  - Digital Library of India (<http://www.dli.ernet.in>)
  - Indira Gandhi National Centre for the Arts (IGNCA) Digital Library, New Delhi (<http://www.ignca.nic.in>)
  - Vidyanidhi Digital Library, Mysore University Library, Mysore (<http://www.vidyanidhi.org.in/home/index.html>)
2. Search on the web for Digital Library of India (<http://www.dli.ernet.in>)
3. List the functions provided by the Digital Library of India.



4. Note down the activities of the Digital Library of India.
5. Search the services provided by the Digital Library of India.
6. Write all the details in your practical notebook.

Notes

### CONCLUSION:

You have visited the website of a Digital Library and collected the information to understand its benefits. This practical will help you to understand that a digital library is a collection of documents in organised electronic form, and available for access on the Internet. It is possible to store huge information as digital information requires very little physical space. On the basis of your observation and information collected by you, answer the following questions:

- (i) Is there a geographical boundry for accessing information from a DL ?
- (ii) Are the users required to visit a DL physically for information access ?
- (iii) List the services provided by a DL.
- (iv) How often is information updated in a DL ?



## Practical-3

### **TITLE:**

Services of Public Libraries and Information Centres.

### **OBJECTIVE:**

To observe the services provided by a Public Library and an Information Centre.

### **INTRODUCTION:**

You have learnt in Lessons 2 and 4 about different types of Libraries and Information Centers. In this practical, you are required to either visit a public library or search on the Web a Public Library and an Information Center and find out the types of services provided by the same.

### **PROCEDURE:**

1. Go to a Public Library or Search on the Web a Public Library, e.g. Delhi Public Library (<http://www.dpl.gov.in>) or any Library Information Center.
2. List the services provided by the Library.
3. Visit the Website of NISCAIR ( <http://www.niscair.res.in>).
4. Go to the Webpage of activities and services of NISCAIR.
5. List the service provided by NISCAIR.
6. Note down the services that are not provided by the Public Library, but are provided by the Information Centre.
7. Write down details in your practical note book under observation table.

**Observation Table**

<i>S. No.</i>	<i>Services of Public Library</i>	<i>Services of Information Centre</i>
1.		
2.		
3.		
4.		
5.		

Notes

**CONCLUSION:**

This Practical will help you to know types of services provided by a Public Library and an information Centre.



## Practical-4

### **TITLE:**

Functions and Activities of a National Library

### **OBJECTIVE:**

To know the functions and activities of a National Library.

### **INTRODUCTION:**

You have learnt in Lesson 4 about the Types of Libraries. A National Library is defined as a library of a country to serve the pre-eminent repository of information for that country. In this practical, you are required to visit the website of any National Library and find out the functions and activities of the same.

### **PROCEDURE:**

1. Search on the web for a national library, e.g.,
  - The National Library of India (<http://www.nationallibrary.gov.in/>)
  - The Library of Congress, USA (<http://www.loc.gov/index.html>)
  - The British Library, UK (<http://www.bl.uk/>)
  - The National Library of Canada, Canada ([http://ottawakiosk.com/national\\_library.html](http://ottawakiosk.com/national_library.html))
2. Visit the website of The British Library, UK (<http://www.bl.uk/>)
3. List the functions provided by the British Library.
4. Note down the activities of the British Library.
5. Write all the details in your practical notebook.



**CONCLUSION:**

This practical will help you to understand that the main objective of any national library is to identify, acquire, organise, store and retrieve all print and non-print documents published within the particular country and by or on all the nationals of the country in other countries. This exercise will also enable you to know the functions and activities of a national library.

Notes



## Practical-5

### **TITLE:**

Reference services provided by a Public library

### **OBJECTIVE:**

To gain familiarity with the Ready Reference Services provided by a public library.

### **INTRODUCTION:**

In Lesson 5, you have learnt about the various Library and Information Services and one of the Responsive Information Services is 'Reference service'. This service deals with providing answers to fact finding questions from the users. In this practical, you are required to visit a public library and find out the types of user's queries and type of reference sources provided to the users of the public library.

### **PROCEDURE:**

1. Visit a large Public Library of your locality/city.
2. Meet the head of the centre who may be a Librarian, Library and Information Officer, or In-charge of the reference section.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the reference services provided by the public library.
4. Collect the following information in your notebook and write down in your practical book.

**Observation Table**

<i>S. No.</i>	<i>Type of Queries</i>	<i>Type of Questions</i>	<i>Type of Reference Sources</i>

**Notes****CONCLUSION:**

This practical will help you to know about the type of queries, type of questions and type of reference sources provided in response. This practical will also help you to understand that ready reference service is not limited to users who visit the library personally to ask questions as many libraries offer this service on the telephone, through correspondence, via email, or Internet as well. The ready reference service is also not limited to users of a single library as a user can visit any library for this service.





## Practical-6

### **TITLE:**

Compiling Subject Bibliography.

### **OBJECTIVE:**

To carry out search in a catalogue and compile a subject bibliography.

### **INTRODUCTION:**

In Lesson 5, you have learnt about the various Library and Information Services and one of the Responsive Information Services is 'Literature search and Compiling Subject Bibliography. In this practical, you are required to search for a specific subject in a library catalogue and compile a bibliography of books on that subject. You may compile a bibliography on any one of the following subjects:

- a. Chemistry
- b. Computer Science
- c. Economics
- d. Library Science
- e. Mathematics
- f. Personality Development
- g. Physics

### **PROCEDURE:**

1. Go to a library and search for the books in the catalogue for any one of the above subjects.



Notes

2. Note down the call numbers of books available in the library on that subject.
3. Go to the respective Shelves and take select 10 books from the collection.
4. Prepare an entry for each book on a card in the following format:-  
 Last Name of the Author, First, Name of the Author, Title of the Book, Subtitle of the Book, edition, Place of Publication, Publisher, Year of Publication.  
  
*Example- Das, P.C. and Verma, A.K. Plant Ecology; First Edition; New Delhi: Jaico Publishing House, 2007.*
5. Write down similar entries for all the 10 books and arrange these cards in alphabetical order by author’s last name.
6. Write down this compiled list in the same alphabetical order in the practical book under a heading ‘Subject Bibliography on Computer Science’ or any other subject you have searched.

**SUBJECT BIBLIOGRAPHY ON “COMPUTER SCIENCE”**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**CONCLUSION:**

This practical will help you to know about the previously published literature on any topic of interest. You will be able to understand that a subject bibliography is a list of documents on a particular subject. This practical will also help you to learn basic format of a subject bibliography.



Notes

## Practical-7

### **TITLE:**

Implications of the First Law of Library Science in a public library

### **OBJECTIVE:**

To visit a public library and observe the implications of the First Law of Library Science

### **INTRODUCTION:**

In Lesson 3, you have learnt about the Five Laws of Library Science. The First Law 'Books are for use' stresses easy access and maximum use of books by their readers. It suggests methods for maximising the use of books. The Law advocates for:

- Library location
- Library hours
- Library furniture
- Book selection, and
- Library staff

In this practical, you are required to visit a public library and find out as to what extent the implications of the First Law of Library Science are being followed by the library.

### **PROCEDURE:**

1. Visit any Public Library of your locality/city.
2. Meet the Librarian, or the Deputy Librarian of the library.



3. Introduce yourself as a student of Library and Information Science and request for help in understanding the implications of the First Law in that library.
4. Collect the following information in your notebook and write down in your practical book.

Notes

**Observation Table**

<i>S. No.</i>	<i>Implications of the First Law</i>	<i>Observation</i>	<i>Comments</i>

**CONCLUSION:**

This practical will help you to know about the adherence to the implications of the First Law of Library Science in a Public library. You will also be able to understand the

- importance and need for location of a public library in the heart of the city
- opening and closing hours of the library
- requirements for comfortable, functional and easy to use library furniture
- suitable furniture for all categories of users including children
- book selection policy for present and potential users, and
- need for qualified and trained library staff to assist users.



## Practical-8

### **TITLE:**

Implications of the Third Law of Library Science in a college library

### **OBJECTIVE:**

To visit a college library and observe the implications of the Third Law of Library Science

### **INTRODUCTION:**

In Lesson 3, you have learnt about the Five Laws of Library Science. The Third Law 'Every Book its Reader' stresses the maximum use of books by their readers. It urges that an appropriate reader should be found for every book. The Law advocates for:

- Open access system
- Classified shelf arrangement
- Subject analytical entries
- Easy access of documents
- Publicity methods
- Extension services, and
- Book selection policy

In this practical, you are required to visit a college library and find out as to what extent the implications of the Third Law of Library Science are being followed by the library.



Notes

**PROCEDURE:**

1. Visit any College Library of your locality/city.
2. Meet the Librarian, or the Deputy Librarian of the library.
3. Introduce yourself as a student of Library and Information Science and request for help in understanding the implications of the Third Law in that library.
4. Collect the following information in your notebook and write down in your practical book.

**Observation Table**

<i>S. No.</i>	<i>Implications of the Third Law</i>	<i>Observation</i>	<i>Comments</i>

**CONCLUSION:**

This practical will help you to know about the adherence to the implications of the Third Law of Library Science in a college library. You will also be able to understand the importance and need for open access system, classified shelf arrangement, subject analytical entries, easy access of documents and a sound book selection policy for college libraries.



## Practical-9

### **TITLE:**

Differentiate between the services of a University library and a Special Library.

### **OBJECTIVE:**

To observe and differentiate between the services provided by a University library and a special library.

### **INTRODUCTION:**

You have learnt in Lesson 4 about different types of libraries. In this practical, you are required to either visit a university library and a special library or search on the Web a University Library and a Special Library in order to find out the types of services provided by both the categories of libraries.

A university library is established to support and help the teaching and education activities of the university in achieving its aims and objectives. On the other hand, a special library is an integral part of a parent institution dealing with a limited field of knowledge and its aim is to provide the latest information about the significant developments in the field.

### **PROCEDURE:**

1. Go to a University Library or Search on the Web a University Library, e.g., University of Delhi library, Delhi (<http://crl.du.ac.in>) or any other university library.
2. List the services provided by the library referred to as Delhi University Library System (DULS).
3. Visit the Website of National Science Library, New Delhi (<http://www.nsl.niscair.res.in>).



4. Go to the Webpage of activities and services of National Science Library (NSL).
5. List the services provided by NSL.
6. Note down the services that are not provided by the DULS Library, but are provided by the NSL.
7. Write down details in your practical note book under observation table.

Notes

### Observation Table

<i>S. No.</i>	<i>Services of University Library</i>	<i>Services of Special Library</i>
1.		
2.		
3.		
4.		
5.		

### CONCLUSION:

This Practical will help you to know about the types of services provided by a University Library and a Special Library. The university libraries have to play a role to satisfy the demands of students, researchers and academic community. On the other hand, the special libraries are generally devoted to R & D type of activities and procure special type of documents. The users of special libraries usually are from its parent organisation.





## Practical-10

**TITLE:**

Information literacy related services provided by a library.

**OBJECTIVE:**

To observe the information related services provided by a library.

**INTRODUCTION:**

You have learnt in Lesson 5 about the various library and information services. The services offered by libraries are referred to as Responsive Information Services and Anticipatory Information Services. Information literacy is one of the Anticipatory Information Services. To enable users to be information literate, variety of training programmes are provided by libraries. These programmes aim to help the users to find and search information independently. Depending upon the types of instructions, the programmes offered for information literacy are:

- User orientation
- Bibliographic instruction, and
- User education

**PROCEDURE:**

1. Visit any large library of your locality/city.
2. Meet the head of the library who may be a Librarian, Library and Information Officer, or In-charge of the library and information services of information literacy activities.
3. Introduce yourself as a student of Library and Information Science and



request for help in understanding the information literacy programmes provided by the library.

4. Collect the following information in your notebook and write down in your practical book.

Notes

### Observation Table

<i>S. No.</i>	<i>Name of Information Literacy Programme</i>	<i>Type of Instructions offered</i>
1.		
2.		
3.		
4.		
5.		

### CONCLUSION:

This Practical will help you to understand and list the information literacy related services provided by the library. Most of the libraries, however, may not have provision of this category of library/information services. But many libraries offer library/user orientation which is now growing into bibliographic instruction and user education programmes and finally has become information literacy.

# **Library Classification**

## **Certificate Course in Library Science**



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# LIBRARY CLASSIFICATION

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*In the practical, we will cover various aspects of library materials as resources, their acquisition and processing. Among materials, both the print and non-print materials will be included. We will learn how to work in periodical section which is different than books, because of their unique features. We will also discuss classification and cataloguing which are important techniques for organizing library resources. you will learn how to make a catalogue card and how to classify a book by giving it a class number.*

# **PART 1**

## **LIBRARY CLASSIFICATION**

## INTRODUCTION

Every thing can be classified by various ways according to its characteristics. For example, an apple can be classified according to its size, taste, weight or place of origin. Ever since man started to record knowledge, he has tried to arrange the recorded knowledge or documents in a manner that is helpful for those who want to retrieve it. In a modern library, documents (books and other reading materials) are arranged by subject for an easy location. Arranging similar things in some order according to some principle unites and controls information from various sources. This is possible with the help of library classification. Library classification is thus a system of arrangement adopted by a library to enable users to find its materials quickly and easily.

The purpose of library classification is to help in the following:

- When a reader asks for a book which is in the library, it must be located immediately, even though the library may have hundred of books.
- When a book is returned to the library, its correct place on the shelves must be immediately determined so that it can be put in proper sequence for the next user.
- When a new book is added to the library, it must find its proper place among the other books on the same subject.
- When a new book on a new subject arrives, it must find a place among already existing subjects related to it.

In simple words, library classification aims at arranging the books in a helpful sequence. It also mechanizes the correct replacing of books returned after use by the users. Besides, it fixes the most helpful place for a newly procured and added book among the already existing collection.

A common method of arranging books is by the names of their authors. This sequence is helpful to users who want books by a particular author. But it has been experienced in libraries that most readers ask for books on a particular subject rather than for books by a particular author. Therefore, if the sequence of the books is to be helpful, it should be determined by the subject of the book.

Library classification is thus the translation of the name of the subject of a book into a preferred artificial language of ordinal numbers. The individualization of books dealing with the same specific subject is possible by means of a further set of ordinal numbers which represent some features of the book other than their thought content. The first of these ordinal numbers is called the Class number of the book. The second ordinal number is called its Book Number. The Class Number and Book Number are separated by a space.



Notes



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**Notes**

There are many universally known ‘Schemes of Classification’. Some of these are: Dewey Decimal Classification, Library of Congress Classification, Universal Decimal Classification and Colon Classification. Here, we will learn about two classification systems, namely, **Colon Classification** and **Dewey Decimal Classification** system.

For example, in the title “Textbook of Economics”, we translate the name of the subject of book, “Economics” into a number or symbols, as listed, in the classification system which we follow. If the system is Colon Classification, then the Class number will be X. If the system is Dewey Decimal Classification, then the Class number will be 330. Further it is important to note that we translate only the name of the subject matter. We do not translate other words (not indicating any subject) in the title such as ‘textbook’ or ‘the’ or ‘of’ or ‘introduction’, etc. but only the subject economics. We thus translate the concept ‘economics’ in whatever language it is represented.

In this Classification Practice Manual, you will learn library classification according to Colon Classification scheme (CC) and Dewey Decimal Classification (DDC). We will provide an overview of classification schedules, steps of classification and examples according to both CC and DDC. Lastly, practical exercises have been provided to enable you to practice and carry out classification independently.





Notes

# SECTION A

## COLON CLASSIFICATION (CC)



## SECTION A

# COLON CLASSIFICATION (CC)

### INTRODUCTION

Colon classification (CC) is a classification scheme devised by Dr. S. R. Ranganathan. The first edition of the scheme was brought out in 1933 and the seventh edition is the latest edition. The 7<sup>th</sup> edition is not much in use and the 6<sup>th</sup> edition is widely used. For this reason, here we will use the 6<sup>th</sup> edition of CC, which was first published in 1960.

The Colon Classification (CC), 6<sup>th</sup> edition is a one –volumed book of about 430 pages. The book has been divided into 3 parts:

Part 1: Rules

Part 2: Schedules

Part 3: Classics and sacred books

The First part briefly describes the important principles, concepts and canons of classification on which the classification system is based. It is also used with the rules and examples for constructing the class numbers.

The second part has all the subject schedules. At the end of Part 2, an index is given for all the isolates listed in various schedules.

The Part 3 comprises the schedules of classical works and sacred books.

### NOTATION

Notation refers to the symbols and numbers which have been used in the scheme of classification for various classes. CC has used mixed notation as several kinds of symbols have been used.

The different symbols used are given as under:

Sl.No.	Types of digits used	No. of digits used
1.	Indo Arabic Numerals(1-9)	09
2.	Roman Alphabets (A to Z)	26
3.	Roman alphabets (a-z, excluding i, l, o)	23
4.	Greek letters [ $\Delta$ (delta) and $\square$ (sigma)]	02
5.	Parenthesis ()	02
6.	Punctuation marks as indicator digits	06
	Inverted comma (‘)	
	Dot (.)	

	Colon (:)	
	Semi colon (;)	
	Comma(,)	
	Hyphen(-)	
7.	Zero as an indicator digit	01
8.	Arrows	02
	Forward arrows→	
	Backward arrows←	



Notes

### ANALYTICO –SYNTHETIC SCHEME

Colon Classification (CC) is an analytico-synthetic scheme. It does not enumerate or attempt to enumerate all possible classes in a single schedule as most schemes do. In an analytico-synthetic classification, subjects are divided into facets (aspects), and class numbers are synthesized from the classification schedule. Analytico-synthetic method is much more powerful than enumerated schemes. The schedule of CC consists of certain standard unit schedules. By combining the numbers in different unit schedules, class numbers can be constructed for any subject. The number building in CC involves the following steps:

1. Analysis of the subjects into facets and transform them into five fundamental categories, and
2. Synthesis of the facets.

### CALL NUMBER

Call Number helps us in locating a required book. One may ascertain the position of the document in the library and its entry position in the catalogue with the help of call number.

Call number has three parts:

- Class number
- Book number
- Collection number (this is not essential)

The Class Number specifies the subject of the book. The Book Number individualizes it. The Class Number of a document is the translation of the subject dealt in a document from natural language to classificatory language.

In this scheme of classification, the universe of subjects has been divided broadly into traditional divisions viz. Natural Sciences, the Humanities and



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Social Sciences. The Main Classes of Colon Classification, 6<sup>th</sup> edition are given in the table below:

z	Generalia	LX	Pharmacognosy
1	Universe of Knowledge	M	Useful Arts
2	Library Science	Δ	Spiritual Experience and Mysticism
3	Book Science	MZ	Humanities and Social Sciences
4	Journalism	MZA	Humanities
A	Natural Sciences	N	Fine Arts
AZ	Mathematical Sciences	NX	Literature and Language
B	Mathematics	O	Literature
BZ	Physical Sciences	P	Linguistics
C	Physics	Q	Religion
D	Engineering	R	Philosophy
E	Chemistry	S	Psychology
F	Technology	Σ	Social Sciences
G	Biology	T	Education
H	Geology	U	Geography
HX	Mining	V	History
I	Botany	W	Political Science
J	Agriculture	X	Economics
K	Zoology	Y	Sociology
KX	Animal Husbandry	YX	Social Work
L	Medicine	Z	Law

### FUNDMENTAL CATEGORIES

According to Ranganathan, there are only five fundamental categories viz. Personality, Matter, Energy, Space and Time, which are popularly known as PMEST. The fundamental categories are given below:

<i>S. No</i>	<i>Fundamental Categories</i>	<i>Indicator Digits</i>	<i>Symbol for the facet</i>
1.	Personality	,(Comma)	P
2.	Matter	;(semi colon)	M
3.	Energy	:(Colon)	E
4.	Space	.(Dot)	S
5.	Time	‘(Inverted Comma)	T



Notes

Any aspect related to some property or material comes under the purview of the fundamental category matter (M). The fundamental category Energy (E) denotes action. The fundamental category Space(S) represents continents, countries, or localities and Time (T) represents periods including seasons, day/night, dry/wet, etc. The category Personality is recognized by elimination. After separating out the manifestations of Time, Space, Energy and Matter in a subject, the residue will often turn out to be Personality. For the rest, facet has to be one of the other five categories only. So it can be said that the category Personality is identified by Principle of Residue.

## LEVELS AND ROUNDS

In compound subjects, some of the fundamental categories occur more than once. The concept of level denotes recurrence of one and the same fundamental category within a Round. The concept of Round denotes cyclic recurrence of categories in analyzing the facet of a subject.

## LEVELS

The fundamental category Personality is spread into certain levels which are known as ‘Levels of Personality’ such as [P], [P<sub>2</sub>], [P<sub>3</sub>], [P<sub>4</sub>], and so on. The levels of Personality are arranged with the help of the Principle of Helpful Sequence.

The facet formula for main class O literature is given below:

O [P<sub>1</sub>], [P<sub>2</sub>], [P<sub>3</sub>], [P<sub>4</sub>]

The formula can be translated as:

- O Literature
- P Language
- P<sub>2</sub> Forms
- P<sub>3</sub> Author
- P<sub>4</sub> Work



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**Example**

0111, 2J64, 7 represents English Drama 'Hamlet' written by William Shakespeare.

The analysis is as under:

0	Literature
0111	English Literature
0111, 2	English Drama
0111, 2J64	English Drama by Shakespeare
0111, 2J64, 7	Hamlet

Here 7 represents the work number of William Shakespeare.

The fundamental category Energy may manifest itself into different rounds of energy. According to Ranganathan, "A focus in Energy facet may call for a Second Energy Facet to be set up. There are certain classes where the application of the Second Round Energy may be necessary after the first round."

For example in 'Medicine', the Second Round Energy has been manifested as 'treatment' to various diseases. But this will occur along with the first round energy only. Because the isolates of Second Round Energy depend upon the occurrence of the first round energy. The feature of the dependence has become necessary according to the 'Wall-Picture Principle'. The following are some important examples:

L 32 : 4 : 6	Treatment of Diseases of Heart
L 45 : 421 : 6	Treatment of Tuberculosis
L 74 : 4 : 625	Treatment of Nerves through Radio-therapy

In the above example, i.e., *Treatment of Nerves through Radio-therapy*, no disease has been mentioned. But according to the 'Wall-Picture-Principle', treatment cannot be done unless there is some disease. Hence the focus 'disease' is also included from the energy facet. Such manifestation is called as 2<sup>nd</sup> round Energy [2E], 3<sup>rd</sup> round Energy [3E], etc.

Ranganathan also prescribes that Personality may come immediately after the first round of Energy facet. In this case, it would be Second Round of Personality. For example, Diseases as fever, pain, etc. Infection disease such as tuberculosis, bacteria, etc. Similarly there can be Third round of Personality which is applicable only after the round of Energy. These manifestations are called as Second Round Personality [2P], Third Round of Personality [3P]...., Second Round Matter [2M], Third Round Matter [3M],....etc.

The fundamental categories Space and Time occur in the last round only.

## STEPS FOR CLASSIFICATION

Ranganathan has prescribed eight steps for practical classification based on postulates and principles. The steps are:

- Step 0 Raw Title
- 1 Full or Expressive Title
- 2 Kernel Title
- 3 Analyzed Title
- 4 Transformed Title
- 5 Title in Standard Terms
- 6 Title in Focal Numbers
- 7 Class Number

### Step 0: Raw Title

Title given on the title page of the book.

### Step 1: Full Title

Full title is the one which expresses the subject content of the book. In other words, the basic subject will be identified and included with the raw title. At this stage, it becomes expressive by filling a missing terms.

### Step 2: Kernel Title

Remove all the auxiliary terms (i.e., prepositions, conjunctions and articles). In other words, remove all unwanted secondary words and retain only the substantive terms.

### Step 3: Analyzed Title

Find out the fundamental category of the Kernel title including Rounds and Levels manifestation. Put the symbols along with Kernel title.

### Step 4: Transformed Title

Kernel title will be re-arranged by the facet formula for the subject and the postulates of helpful sequence.

### Step 5: Title in Standard Terms

Replace the Kernel terms by Standard terms given in the Schedule.

### Step 6: Title in Focal Numbers

Replace each Standard terms by its Basic Class Number or Isolate Number.



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**Step 7: Class Number**

Replace the symbol, after each Focal Number by indicator digits appropriate to each Focal Number.

At this stage, the synthesized Class number is translated into natural language.

Let us now try to understand the Eight step method for practical classification with the help of an example:

*Documentation of Newspaper Clippings in University Libraries in India during 1995*

**Step 0: Raw Title** – Documentation of Newspaper Clippings in University Libraries in India during 1995.

**Step 1: Full Title** – Documentation of Newspaper clippings in University Libraries (in Library Science) in India during 1995.

**Step 2: Kernel Title** – Documentation, Newspaper Clippings, University Libraries, Library Science, India, 1995.

**Step 3: Analyzed Title** – Documentation [E], Newspaper Clippings [M], University Libraries [P], Library Science [MC], India [S], 1995 [T]

**Step 4: Transformed Title** – Library Science [MC], University Libraries [P], Newspaper Clippings [M], Documentation [E], India [S], 1995 [T].

**Step 5: Title in Standard Terms** – Library Science [MC], University [P], Newspaper [M], Documentation [E], India [S], 1995 [T].

**Step 6: Title in Focal Numbers** -2 [MC], 34 [P], 44 [M], 97 [E], 44 [S], N95 [T].

**Step 7: Class Number** 234; 44: 97.44 'N95.

**Note:** While constructing Class Numbers, we have to strictly adhere to the facet formula given in each Main Class.

**INDEX TO SCHEDULES**

The index to the schedules of classification is a very important tool that helps us to identify the main class of a document. In other words, this is a helpful dictionary of all the terms appearing in the schedule. The index indicates firstly the main class to which a term is related, and then it points out the facet in that Main class to which the terms belongs, followed by the isolate number. For example, if you refer the index under the term, 'Christianity' you will find the following set of numbers.

Christianity Q [P], 6



This would mean that the word 'Christianity' occurs in the Main Class 'Q' and therein it belongs to the [P] facet. The isolate number in that facet is '6'. Now you approach the Chapter Q in Part 2, locate the number '6' in the [P] facet and with the help of the facet formula, construct the Class Number as follows:

Christianity: Q6

If you approach the index with the term in First Column of the Table, notation given in the second column of the table through which you can approach the index and you will be able to construct the Class Number given in the Third Column.

One important point you must keep in mind is that it is an alphabetical index to the fundamental constituent terms in the Schedule and only a key to the Schedules. You have to approach the Schedules to know the main classes and the facets of a given isolate term or subject.

### Examples

#### 1. *Public Library*

Library Science is the (MC). Public Library is a kind of [P] facet. Its name given in the Schedule is local.

Library Science	Local	
(MC)	[P]	
2	2	i.e., 22

#### 2. *Engineering Drawing*

Engineering is the (MC). Drawing is an action of Engineering. Hence it comes under (E) facet.

Engineering	Drawing	
(MC)	(E)	
D	: 4	i.e., D : 4

#### 3. *Physical Chemistry*

Chemistry is the (MC). Physical Chemistry is a problem of Main Class Chemistry. Hence [E] facet.

Chemistry	Physical Chemistry	
(MC)	[E]	
E	: 2	i.e., E : 2



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#### 4. *Classification of Biology*

Biology is (MC). Classification is treated as its problem or [E] [2P] facet.

Biology	Classification		
(MC)	[E] [2P]		
G	: 11		i.e., G : 11

#### 5. *Human Anatomy*

The book deals with human anatomy. Hence, medicine is the (MC). Anatomy or morphology (the term used in the Schedule) comes under [E] facet.

Medicine	Morphology		
(MC)	[E]		
L	: 2		i.e., L : 2

#### 6. *English Poetry*

Here (MC) is Literature. English is a language – [P] facet. Poetry is a form – [P<sub>2</sub>] facet.

Literature	English	Poetry	
(MC)	(P)	[P <sub>2</sub> ]	
0	111	,1	i.e., 0111,1

#### 7. *Arya Samaj*

The (MC) is Religion. Arya Samaj is a Hindu sect of Post Vedic religion. Hence it is [P] facet.

Religion	Arya Samaj		
(MC)	[P]		
Q	29M8		i.e., Q29M8

#### 8. *Value of Examination*

Here, (MC) is Education. Examination is an educational measurement. Educational measurement is a problem [E] facet. Examination is a method of educational measurement – [2P] facet.

Education	Educational Measurement	Examination	
(MC)	[E]	[2P]	
T	: 5	5	i.e., T : 55

#### 9. *Cartography*

The (MC) is geography. Cartography comes under [P] facet.

Geography	Cartography		
(MC)	[P]		
U	11		i.e., U11

### 10. History of Indian Constitution

History is (MC). India is a community – [P] facet. Constitution is treated as a problem – [E] facet.

History	India	Constitution	
(MC)	[P]	[E]	
V	44	: 2	i.e., V44 : 2



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### Exercises for Practice

1. Text book of Inorganic chemistry E1
2. Constitution of United Kingdom V56:2
3. Introduction to Floriculture J16
4. Basics of Mathematical Calculation B491
5. Linear transformations of degree binaries B25,7:1
6. Pure geometry of Cubic surfaces B633:6
7. Volcanoes in Japan H411.42
8. Floods in Assam H4223.4461
9. Classification of fish KZ332:915
10. Treatment of Epilepsy L71:453:6
11. Treatment of gynecological diseases in Homeopathy LLF:4:6
12. Jesus Christ Q6:33
13. Hindu marriages Q2:427
14. Teaching Math through play method T:3(B),96
15. Treatment of Tuberculosis according to Ayurveda LB:421:6
16. British Law of Partnership Z56,3
17. English drama O111,2
18. Economic condition of China X.41
19. Treatment of Physical degeneration Y:421:6
20. Simple sentences in Modern English P111,J601
21. Fasting in Hindu religion Q2:433
22. Prevention of alcoholism Y411:5
23. Prevention of fire Y4351:5
24. Oceanic circulation U256
25. Military Geography of Sri Lanka U54.4498



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26. Trade routes in Asia	U641.4
27. Land surveys	U181
28. Party in opposition in Democracy	W6,45
29. Earthquakes in Indonesia	H4132.436
30. Natural History of Life	G1:12
31. Lunar year	B92:112
32. Lighting in mines	HZ:55
33. Classification of oils	J5:915
34. Storing of agriculture Produce	J:7:8
35. Principles of Metaphysics	R3
36. Insect infestation of crops	J:438
37. Investment in India	X7241.4
38. Treatment of diseases of cows	KZ311:4:6
39. State control in democracy	W6:35
40. Loyalty in limited monarchy	W46:591
41. Natural resources of Europe	U571.5
42. Traditions in Hinayana	Q41:26
43. Anatomy of flowering plants	I5:2
44. Memory in Preadolescents	S2:43
45. Effects of Gamma rays	C54:38
46. Text book of Mechanical Engineering	D6
47. Synthesis of acidic oxide	E3 :4
48. Basics of Biochemistry	E9G
49. Naval Science	MV45
50. Indian Law of contracts	Z44,3



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**SECTION – B**  
**DEWEY DECIMAL**  
**CLASSIFICATION**  
**(D.D.C.)**



## SECTION – B

# DEWEY DECIMAL CLASSIFICATION (D.D.C.)

### INTRODUCTION

The Dewey Decimal Classification (DDC) was developed by Melvil Dewey in the year 1873 to arrange the documents of Amherst College Library. The first edition entitled, “A Classification and subject index for cataloguing and arranging the books and pamphlets of a library” was published in 1876. It appeared in the form of small book of 44 pages. Dewey Decimal Classification continued to be modified and revised with many alterations and additions. The DDC is presently being published by OCLC - Online Computer Library Center, Inc. The DDC is published in full and abridged editions in print and electronic versions. The latest edition is available in 3 formats, i) Four Volumes Print Edition, ii) The Electronic version Web Dewey, and iii) Abridged Edition 15 for small libraries.

The 20<sup>th</sup> Edition of DDC is in four volumes. **First Volume** contains the introduction and various tables. **Second** and **Third Volumes** are Schedules. **Second Volume** covers class numbers from 000 to 599 and **Third Volume** covers class numbers from 600 to 999. **Fourth Volume** provides Relative Index to the Schedules and a Manual.

DDC is an enumerative scheme of classification. An enumerative classification system is a system that lists all the specific subject classes, as opposed to, for example, an analytico-synthetic classification where subjects are divided into facets (aspects), and class numbers are synthesized from the classification schedule. It means that the classifier does not have to construct numbers as the numbers are readymade and can be picked up from the classification schedules.

**Notation** is the system of symbols used to represent the classes in a classification system. Notation gives both the unique meaning of the class and its relation to the other classes. Following symbols and digits are used in DDC:

Arabic Numerals	0-9
Dot	(.) Decimal Point
Roman Alphabets	A to Z

Arabic numerals are used to represent each class in DDC. Each base number in DDC has minimum of three digits and further divisions follow a decimal (.) or a dot. Thus the name Dewey Decimal Classification scheme. The first digit

in each three-digit number represents the Main class. The second digit in each three-digit number indicates the Division and the third digit in each three-digit number indicates the Section. For example, 500 is used for general works on the sciences and mathematics. Notation 510 is used for mathematic, 520 for astronomy, 530 for physics and 540 for chemistry. The third digit in each three-digit number indicates the section. Thus, 540 is used for general works on chemistry, 541 for physical chemistry, 543 for analytical chemistry, 546 for inorganic chemistry and 547 for organic chemistry.

The Roman alphabets are used for expressing concepts which are not enumerated in the Schedules.

## INTRODUCTION AND TABLES (Volume I)

Volume one presents the Editor's introduction of DDC. It is an important and useful part of the system in all respects. Introduction provides:

1. History and current use of DDC
2. Overview of DDC including basic plan, and
3. A practical Guide to the use of classification

Besides, there is a Glossary, a valuable feature, explaining all the technical terms, used in Editor's Introduction. It also provides rules to further synthesize (extend) a number either from the Schedule or from any of the Auxiliary Tables.

### Tables

The second part of Volume 1 contains seven numbered Tables. Tables provide notation that can be added to the class numbers in the Schedules to provide greater subject specificity. Following are the seven Tables:

Table 1: Standard Subdivisions

Table 2: Geographic Areas, Historical Periods, Persons

Table 3: Subdivisions for individual Literatures, for Specific Literary Format

Tables 3-A: Subdivisions for Works by or about Individual Authors.

Table 3-B: Subdivisions for Works by or about More than One Author

Table 3-C: Notations to be added where Instructed in Table 3-B and in 808-809

Table 4: Subdivisions of Individual Languages

Table 5: Racial, Ethnic, National Groups

Table 6: Languages



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## Table 7: Groups of Persons

In the end of Volume 1 are the Lists which compare Edition 19 and 20: Relocations and reductions, Comparative Tables for Music and British Columbia, and Equivalence Tables for Music and British Columbia.

**SCHEDULES (Volume 2 and 3)**

In Schedules, Knowledge is organized from 001 to 999. Volume 2 covers class numbers from 000 to 599 and Volume 3 covers class numbers from 600 to 999.

**Summaries**

Summaries of the Schedules provide an overview of the intellectual and notational structure of classes. The summaries of the schedules as a whole are found at the front of the Volume 2.

**First Summary**

Dewey divided the whole universe of knowledge into 10 Main classes. This is first practical step to learn the system for the beginner. The first summary contains the 10 main classes. The first digit in each three digit number represents the main class. For example 600 represent technology.

**The Ten Main Classes**

000	Generalities
100	Philosophy & psychology
200	Religion
300	Social sciences
400	Language
500	Natural sciences and mathematics
600	Technology (Applied sciences)
700	The arts
800	Literature & rhetoric
900	Geography & History

**Second Summary**

In Second Summary, the 10 Main classes are again subdivided into 10 Divisions resulting into 100 Divisions on the whole. The second digit in each three-digit number indicates the division. For example, 600 is used for general works



on technology, 610 for medicine and health, 620 for engineering, 630 for agriculture, etc. It is better to remember this Summary also. The entire Second Summary is reproduced for your reference.

## The Hundred Divisions

### 000 Generalities

- 010 Bibliography
- 020 Library & information sciences
- 030 General encyclopedic works
- 040 [Unassigned]
- 050 General serials and their indexes
- 060 General organizations & museology
- 070 News media, journalism, publishing
- 080 General collections
- 090 Manuscripts & rare books

### 100 Philosophy & psychology

- 110 Metaphysics
- 120 Epistemology, causation, humankind
- 130 Paranormal phenomena
- 140 Specific philosophical schools
- 150 Psychology
- 160 Logic
- 170 Ethics (Moral philosophy)
- 180 Ancient, medieval Oriental philosophy
- 190 Modern Western philosophy

### 200 Religion

- 210 Natural theology
- 220 Bible
- 230 Christianity & Christian theology
- 240 Christian moral & devotional theology
- 250 Christian orders & local church
- 260 Christian social theology



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## Notes

- 270 Christian church history
- 280 Christian denominations & sects
- 290 Other & comparative religions
- 300 Social sciences**
- 310 General Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration
- 360 Social problems ; association
- 370 Education
- 380 Commerce, communications, transport
- 390 Customs, etiquette, folklore
- 400 Language**
- 410 Linguistics
- 420 English & Old English
- 430 Germanic languages German
- 440 Romance languages French
- 450 Italian, Romanian, Rhaeto-Romanic
- 460 Spanish & Portuguese languages
- 470 Italic languages Latin
- 480 Hellenic Languages Classical Greek
- 490 Other languages
- 500 Natural Science & mathematics**
- 510 Mathematics
- 520 Astronomy & allied sciences
- 530 Physics
- 540 Chemistry & allied sciences
- 550 Earth sciences

- 560 Paleontology Paleozoology
- 570 Life sciences
- 580 Botanical sciences
- 590 Zoological sciences
- 600 Technology (Applied sciences)**
- 610 Medicine sciences Medicine
- 620 Engineering & allied operations
- 630 Agriculture
- 640 Home economics & family living
- 650 Management & auxiliary services
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Buildings
- 700 Arts**
- 710 Civic & landscape art
- 720 Architecture
- 730 Plastic arts sculpture
- 740 Drawing & decorative arts
- 750 Painting & paintings
- 760 Graphic arts Printmaking & prints
- 770 Photography & photographs
- 780 Music
- 790 Recreational & performing arts
- 800 Literature & rhetoric**
- 810 American literature in English
- 820 English & Old English literatures
- 830 Literatures of Germanic languages
- 840 Literatures of Romance languages
- 850 Italian, Romanian, Rhaeto-Romanic



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## Notes

- 860 Spanish & Portuguese literatures
- 870 Italic literatures Latin
- 880 Hellenic literatures Classical Greek
- 890 Literatures of other languages
- 900 History**
- 910 Geography & travel
- 920 Biography, genealogy, insignia
- 930 History of ancient world
- 940 General History of Europe
- 950 General History of Asia Far East
- 960 General History of Africa
- 970 General History of North America
- 980 General History of South America
- 990 General History of other areas

**Third Summary**

The Third Summary contains 1000 sections. The third digit in each three digit number indicates the section. For example, 610 is used for general works on medicine and health, 611 for human anatomy, 612 for human physiology, 613 for personal health and safety, etc. Each of the 100 Divisions is further divided into 100 Sections resulting into 1000 Sections.

**The Thousand Sections**

The Third Summary, taken from the Schedules of DDC 22<sup>nd</sup> ed., is reproduced in the subsequent pages.

**Third Summary\***  
**The Thousand Sections**  
**Generalities**

- 000 Generalities**
- 001 Knowledge
- 002 The Book
- 003 Systems
- 004 Data processing Computer science

\*Consult schedules for complete and exact headings

- 005 Computer programming, programs, data
- 006 Special computer methods
- 007
- 008
- 009
  
- 010 Bibliography**
- 011 Bibliographies
- 012 Of individuals
- 013 Of works by specific classes of authors
- 014 Of anonymous and pseudonymous works
- 015 Of works from specific places
- 016 Of works on specific subjects
- 017 General subject catalogs
- 018 Catalogs arranged by author & date
- 019 Dictionary catalogs
  
- 020 Library & information sciences**
- 021 Library relationships
- 022 Administration of the physical plant
- 023 Personnel administration
- 024
- 025 Library operations
- 026 Libraries for specific subjects
- 027 General libraries
- 028 Reading, use of other information media
- 029
  
- 030 General encyclopedia works**
- 031 American
- 032 In English
- 033 In other Germanic languages
- 034 In French, Provençal, Catalan
- 035 In Italian, Romanian, Rhaeto-Romanic
- 036 In Spanish & Portuguese
- 037 In Slavic languages
- 038 In Scandinavian languages
- 039 In other languages



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## Notes

**040**

041

042

043

045

046

047

048

049

**050 General serials & their indexes**

051 American

052 In English

053 In other Germanic languages

054 In French, Provençal, Catalan

055 In Italian, Romanian, Rhaeto-Romanic

056 In Spanish &amp; Portuguese

057 In Slavic languages

058 In Scandinavian languages

059 In other languages

**060 General organizations & museology**

061 In North America

062 In British Isles In England

063 In Central Europe In Germany

064 In France &amp; Monaco

065 In Italy &amp; adjacent territories

066 In Iberian Peninsula &amp; adjacent islands

067 In eastern Europe In Soviet Union

068 In other areas

069 Museology (Museum science)

**070 News media, journalism, publishing**

071 In North America

072 In British Isles In England

073 In Central Europe In Germany

074 In France &amp; Monaco

075 In Italy &amp; adjacent territories

076 In Iberian Peninsula &amp; adjacent islands

- 077 In eastern Europe In Soviet Union
- 078 In Scandinavia
- 079 In other areas
- 080 General collections**
- 081 American
- 082 In English
- 083 In other Germanic languages
- 084 In French, Provençal, Catalan
- 085 In Italian, Romanian, Rhaeto-Romanic
- 086 In Spanish & Portuguese
- 087 In Slavic languages
- 088 In Scandinavian languages
- 089 In other languages
- 090 Manuscript & rare books**
- 091 Manuscripts
- 092 Block Books
- 093 Incunabula
- 094 Printed books
- 095 Books notable for bindings
- 096 Books notable for illustrations
- 097 Books notable for ownership or origin
- 098 Prohibited works, forgeries, hoaxes
- 099 Books notable for format
- 100 Philosophy & psychology**
- 101 Theory of philosophy
- 103 Dictionaries of philosophy
- 104
- 105 Serial publications of philosophy
- 106 Organizations of philosophy
- 107 Education, research in philosophy
- 108 Kinds of persons in philosophy
- 109 Historical treatment of philosophy
- 110 Metaphysics**
- 111 Ontology
- 112



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- 113 Cosmology (Philosophy of nature)
- 114 Space
- 115 Time
- 116 Change
- 117 Structure
- 118 Force & energy
- 119 Number & quantity
- 120 Epistemology, causation, humankind**
- 121 Epistemology (Theory of knowledge)
- 122 Causation
- 123 Determinism & indeterminism
- 124 Teleology
- 125
- 126 The self
- 127 The unconscious & the subconscious
- 128 Humankind
- 129 Origin & destiny of individual souls
- 130 Paranormal phenomena**
- 131 Occult methods of achieving well-being
- 132
- 133 Parapsychology & occultism
- 134
- 135 Dreams & mysteries
- 136
- 137 Divinatory graphology
- 138 Physiognomy
- 139 Phrenology
- 140 Specific philosophical schools**
- 141 Idealism & related systems
- 142 Critical philosophy
- 143 Intuitionism & Bergsonism
- 144 Humanism & related systems
- 145 Sensationalism
- 146 Naturalism & related systems
- 147 Pantheism & related systems



- 148 Liberalism, eclecticism, traditionalism
- 149 Other philosophical systems
- 150 Psychology**
- 151
- 152 Perception, movement, emotions, drives
- 153 Mental processes & intelligence
- 154 Subconscious & altered states
- 155 Differential & development psychology
- 156 Comparative psychology
- 157
- 158 Applied psychology
- 159
- 160 Logic**
- 161 Induction
- 162 Deduction
- 163
- 164
- 165 Fallacies & sources of error
- 166 Syllogisms
- 167 Hypotheses
- 168 Argument & persuasion
- 169 Analogy
- 170 Ethics (Moral philosophy)**
- 171 Systems & doctrines
- 172 Political ethics
- 173 Ethics of family relationships
- 174 Economic & professional ethics
- 175 Ethics of recreation & leisure
- 176 Ethics of sex & reproduction
- 177 Ethics of social relations
- 178 Ethics of consumption
- 179 Other ethical norms
- 180 Ancient, medieval, Oriental philosophy**
- 181 Oriental philosophy
- 182 Pre-Socratic Greek philosophies



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- 183 Sophistic & Socratic philosophies  
 184 Platonic philosophy  
 185 Aristotelian philosophy  
 186 Skeptic and Neoplatonic philosophies  
 187 Epicurean philosophy  
 188 Stoic philosophy  
 189 Medieval Western philosophy
- 190 Modern Western philosophy**
- 191 United states & Canada  
 192 British Isles  
 193 Germany & Austria  
 194 France  
 195 Italy  
 196 Spain & Portugal  
 197 Soviet Union  
 198 Scandinavia  
 199 Other geographical areas
- 200 Religion**
- 201 Philosophy of Christianity  
 202 Miscellany of Christianity  
 203 Dictionaries of Christianity  
 204 Special topics  
 205 Serial publications of Christianity  
 206 Organizations of Christianity  
 207 Education, research in Christianity  
 208 Kinds of persons in Christianity  
 209 History & geography of Christianity
- 210 Natural Theology**
- 211 Concepts of God  
 212 Existence attributes of God  
 213 Creation  
 214 Theodicy  
 215 Science & religion  
 216 Good & evil  
 217

- 218 Humankind
- 219
- 220 Bible**
- 221 Old Testament
- 222 Historical books of Old Testament
- 223 Poetic books of Old Testament
- 224 Prophetic books of Old Testament
- 225 New Testament
- 226 Gospels & Acts
- 227 Epistles
- 228 Revelation (Apocalypse)
- 229 Apocrypha & pseudepigrapha
- 230 Christian theology**
- 231 God
- 232' Jesus Christ & his family
- 233 Humankind
- 234 Salvation (Soteriology) & grace
- 235 Spiritual beings
- 236 Eschatology
- 237
- 238 Creeds & catechisms
- 239 Apologetics & polemics
- 240 Christian moral & devotional theology**
- 241 Moral theology
- 242 Devotional literature
- 243 Evangelistic writings for individuals
- 244
- 245 Texts of hymns
- 246 Use of art in Christianity
- 247 Church furnishings & articles
- 248 Christian experience, practice, life
- 249 Christian observances in family life
- 250 Christian orders & local church**
- 251 Preaching (Homiletics)
- 252 Texts of sermons



Notes



## Notes

- 253 Pastoral office (Pastoral theology)
- 254 Parish government & administration
- 255 Religious congregations & orders
- 256
- 257
- 258
- 259 Activities of the local church
- 260 Christian social theology**
- 261 Social theology
- 262 Ecclesiology
- 263 Times, places of religious observance
- 264 Public worship
- 265 Sacraments, other rites & acts
- 266 Missions
- 267 Associations for religious work
- 268 Religious education
- 269 Spiritual renewal
- 270 Christian church history**
- 271 Religious orders in such history
- 272 Persecutions in church history
- 273 Heresies in church history
- 274 Christian church in Europe
- 275 Christian church in Asia
- 276 Christian church in Africa
- 277 Christian church in North America
- 278 Christian church in South America
- 279 Christian church in other areas
- 280 Christian denominations & sects**
- 281 Early church & Eastern churches
- 282 Roman Catholic Church
- 283 Anglican churches
- 284 Protestants of Continental origin
- 285 Presbyterian, Reformed, Congregational
- 286 Baptist, Disciples of Christ, Adventist
- 287 Methodist & related churches

- 288
- 289 Other denominations & sects
- 290 Other & comparative religions**
- 291 Comparative religion
- 292 Classical (Greek & Roman) religion
- 293 Germanic religion
- 294 Religions of Indic origin
- 295 Zoroastrianism (Mazdaism, Parseism)
- 296 Judaism
- 297 Islam & religions originating in it
- 298
- 299 Other religions
- 300 Social sciences**
- 301 Sociology & anthropology
- 302 Social interaction
- 303 Social processes
- 304 Factors affecting social behavior
- 305 Social groups
- 306 Culture & institutions
- 307 Communities
- 308
- 309
- 310 General statistics**
- 311
- 312
- 313
- 314 Of Europe
- 315 Of Asia
- 316 Of Africa
- 317 Of North America
- 318 Of South America
- 319 Of other parts of the world
- 320 Political science**
- 321 Systems of governments & states



Notes



## Notes

- 322 Relation of state to organized groups  
 323 Civil & political rights  
 324 The political process  
 325 International migration & colonization  
 326 Slavery & emancipation  
 327 International relations  
 328 The legislative process  
 329
- 330 Economics**  
 331 Labor economics  
 332 Financial economics  
 333 Land economics  
 334 Cooperatives  
 335 Socialism & related systems  
 336 Public finance  
 337 International economics  
 338 Production  
 339 Macroeconomics & related topics
- 340 Law**  
 341 International Law  
 342 Constitutional & administrative law  
 343 Military, tax, trade, industrial law  
 344 Social, labor, welfare, & related law  
 345 Criminal law  
 346 Private law  
 347 Civil procedure & court  
 348 Law (Statutes), regulations, cases  
 349 Law of specific jurisdictions & areas
- 350 Public administration**  
 351 Of central governments  
 352 Of local governments  
 353 Of U.S. federal & state governments  
 354 Of specific central governments  
 355 Military science  
 356 Foot forces & warfare  
 357 Mounted forces & warfare

- 358 Other specialized forces & services
- 359 Sea (Naval) forces & warfare
- 360 Social services; association**
- 361 General social problems & welfare
- 362 Social welfare problems & welfare
- 363 Other social problems & services
- 364 Criminology
- 365 Penal & related institutions
- 366 Association
- 367 General clubs
- 368 Insurance
- 369 Miscellaneous kinds of associations
- 370 Education**
- 371 School management; special education
- 372 Elementary education
- 373 Secondary education
- 374 Adult education
- 375 Curriculums
- 376 Education of women
- 377 Schools & religion
- 378 Higher education
- 379 Government regulation, control, support
- 380 Commerce, communication, transport**
- 381 Internal commerce (Domestic trade)
- 382 International commerce
- 383 Postal communication
- 384 Communications Telecommunications
- 385 Railroad transportation
- 386 Inland waterway & ferry transportation
- 387 Water, air, space transportation
- 388 Transportation Ground transportation
- 389 Metrology & standardization
- 390 Customs, etiquette, folklore**
- 391 Costume & personal appearance
- 392 Customs of life cycle & domestic life



Notes



## Notes

- 393 Death customs  
 394 General customs  
 395 Etiquette (Manners)  
 396  
 397  
 398 Folklore  
 399 Customs of war & diplomacy
- 400 Language**  
 401 Philosophy & theory  
 402 Miscellany  
 403 Dictionaries & encyclopedias  
 404 Special topics  
 405 Serial publications  
 406 Organizations & management  
 407 Education, research, related topics  
 408 With respect to kinds of persons  
 409 Geographical & persons treatment
- 410 Linguistics**  
 412 Writing systems  
 413 Dictionaries  
 414 Phonology  
 415 Structural systems (Grammar)  
 416  
 417 Dialectology & historical linguistics  
 418 Standard usage Applied linguistics  
 419 Verbal language not spoken or written
- 420 English & Old English**  
 421 English writing system & phonology  
 422 English etymology  
 423 English dictionaries  
 424  
 425 English Grammar  
 426  
 427 English language variations  
 428 Standard English usage  
 429 Old English (Anglo-Saxon)



**430 Germanic languages German**

- 431 German writings systems & phonology
- 432 German etymology
- 434
- 435 German grammar
- 436
- 437 German language variations
- 438 Standard German usage
- 439 Other Germanic languages

**440 Romance languages French**

- 441 French writing system & phonology
- 442 French etymology
- 443 French Dictionaries
- 444
- 445 French grammar
- 446
- 447 French language variations
- 448 Standard French usage
- 449 Provençal & Catalan

**450 Italian, Romanian, Rhaeto-Romanic**

- 451 Italian writing & phonology
- 452 Italian etymology
- 453 Italian dictionaries
- 454
- 455 Italian Grammar
- 456
- 457 Italian language variations
- 458 Standard Italian usage
- 459 Romanian & Rhaeto-Romanic

**460 Spanish & Portuguese language**

- 461 Spanish writing system & phonology
- 462 Spanish etymology
- 463 Spanish dictionaries
- 464



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## Notes

- 465 Spanish Grammar  
466
- 467 Spanish language variations  
468 Standard Spanish usage  
469 Portuguese
- 470 Italic languages Latin**
- 471 Classical Latin writings & phonology  
472 Classical Latin etymology  
473 Classical Latin dictionaries  
474
- 475 Classical Latin Grammar  
476
- 477 Old, Postclassical, Vulgar Latin  
478 Classical Latin usage  
479 Old Classical Latin languages
- 480 Hellenic languages Classical Greek**
- 481 Classical Greek writings & phonology  
482 Classical Greek etymology  
483 Classical Greek dictionaries  
484
- 485 Classical Greek Grammar  
486
- 487 Preclassical & Postclassical Greek  
488 Classical usage  
489 Old Hellenic languages
- 490 Other languages**
- 491 East Indo-European & Celtic languages  
492 Afro-Asiatic languages Semitic  
493 Non-Semitic Afro-Asiatic languages  
494 Ural-Altaic, Paleosiberian, Dravidian  
495 Languages of East & Southeast Asia  
496 African languages  
497 North American native languages  
498 South American native languages

- 499 Miscellaneous languages
- 500 Natural sciences & mathematics**
- 501 Philosophy & theory
- 502 Miscellany
- 503 Dictionaries & encyclopedias
- 504
- 505 Serial publications
- 506 Organizations & management
- 507 Education, research, related topics
- 508 Natural History
- 509 Historical, areas, persons treatment
- 510 Mathematics**
- 511 General principles
- 512 Algebra & number theory
- 513 Arithmetic
- 514 Topology
- 515 Analysis
- 516 Geometry
- 517
- 518
- 519 Probabilities & applied mathematics
- 520 Astronomy & allied sciences**
- 521 Celestial mechanics
- 522 Techniques, equipment, materials
- 523 Specific celestial bodies& phenomena
- 524
- 525 Earth (Astronomical geography)
- 526 Mathematical geography
- 527 Celestial navigation
- 528 Ephemerides
- 529 Chronology
- 530 Physics**
- 531 Classical mechanics Solid mechanics
- 532 Fluid mechanics Liquid mechanics



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## Notes

- 533 Gas mechanics
- 534 Sound & related vibrations
- 535 Light & parafhotic phenomena
- 536 Heat
- 537 Electricity & electronics
- 538 Magnetism
- 539 Modern physics
  
- 540 Chemistry & allied sciences**
- 541 Physical & theoretical chemistry
- 542 Techniques, equipment, materials
- 543 Analytical chemistry
- 544 Qualitative chemistry
- 545 Quantitative analysis
- 546 Inorganic chemistry
- 547 Organic chemistry
- 548 Crystallography
- 549 Mineralogy
  
- 550 Earth sciences**
- 551 Geology, hydrology, meteorology
- 552 Petrology
- 553 Economic geology
- 554 Earth sciences of Europe
- 555 Earth sciences of Asia
- 556 Earth sciences of Africa
- 557 Earth sciences of North America
- 558 Earth sciences of South America
- 559 Earth sciences of other areas
  
- 560 Paleontology Paleozoology**
- 561 Paleobotany
- 562 Fossil invertebrates
- 563 Fossil primitive phyla
- 564 Fossil Mollusca & Molluscoidea
- 565 Other fossil invertebrates
- 566 Fossil Vertebrata (Fossil Craniata)

567 Fossil cold-blooded vertebrates

568 Fossils Aves (Fossil birds)

569 Fossil Mammalia

**570 Life sciences**

571

572 Human races

573 Physical anthropology

574 Biology

575 Evolution & genetics

576 Microbiology

577 General nature of life

578 Microscopy in biology

579 Collection and preservation

**580 Botanical sciences**

581 Botany

582 Spermatophyta (Seed-bearing plants)

583 Dicotyledones

584 Monocotyledons

585 Gymnospermae (Pinophyta)

586 Cryptogamia (Seedless plants)

587 Pteridophyta (Vascular cryptogams)

588 Bryophyta

589 Thallobionta & Prokaryotae

**590 Zoological sciences**

591 Zoology

592 Invertebrates

593 Protozoa, Echinodermata, related phyla

594 Mollusca & Molluscoidea

595 Other invertebrates

596 Vertebrata (Craniata, Vertebrates)

597 Cold-blooded vertebrates Fishes

598 Aves (Birds)

599 Mammalia (Mammals)



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Notes

- 600 Technology (Applied sciences)**
- 601 Philosophy & theory
  - 602 Miscellany
  - 603 Dictionaries & encyclopedias
  - 604 Special topics
  - 605 Serial publications
  - 606 Organizations
  - 607 Education, research, related topics
  - 608 Inventions & patents
  - 609 Historical, areas, persons treatment
- 610 Medical sciences Medicines**
- 611 Human anatomy, cytology, histology
  - 612 Human physiology
  - 613 Promotion of health
  - 614 Incidence & prevention of disease
  - 615 Pharmacology & therapeutics
  - 616 Diseases
  - 617 Surgery & related medical specialties
  - 618 Gynecology & other medical specialties
  - 619 Experimental medicine
- 620 Engineering & allied operations**
- 621 Applied physics
  - 622 Mining & related operations
  - 623 Military & nautical engineering
  - 624 Civil engineering
  - 625 Engineering of railroads, roads
  - 626
  - 627 Hydraulic engineering
  - 628 Sanitary & municipal engineering
  - 629 Other branches of engineering
- 630 Agriculture**
- 631 Techniques, equipment, materials
  - 632 Plant injuries, diseases, pests
  - 633 Field & plantation crops

- 634 Orchards, fruits, forestry
- 635 Garden crops (Horticulture)
- 636 Animal husbandry
- 637' Processing dairy & related products
- 638 Insect culture
- 639 Hunting, fishing, conservation
  
- 640 Home economics & family living**
- 641 Food & drink
- 642 Meals & table service
- 643 Housing & household equipment
- 644 Household utilities
- 645 Household furnishing
- 646 Sewing, clothing, personal living
- 647 Management of public household
- 648 Housekeeping
- 649 Child rearing & home care of sick
  
- 650 Management & auxiliary services**
- 651 Office services
- 652 Processes of written communication
- 653 Shorthand
- 654
- 655
- 656
- 657 Accounting
- 658 General management
- 659 Advertising & public relations
  
- 660 Chemical engineering**
- 661 Industrial chemical technology
- 662 Explosives, fuels technology
- 663 Beverage technology
- 664 Food technology
- 665 Industrial, oils, fats, toxic gases
- 666 Ceramic & allied technologies
- 667 Cleaning, color, related technologies



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## Notes

- 668 Technology of other organic products  
 669 Metallurgy
- 670 Manufacturing**
- 671 Metalworking & metal products  
 672 Iron, steel, other iron alloys  
 673 Nonferrous metals  
 674 Lumber processing, wood products, cork  
 675 Leather & fur processing  
 676 Pulp & paper technology  
 677 Textiles  
 678 Elastomers & elastomer products  
 679 Other products of specific materials
- 680 Manufacture for specific uses**
- 681 Precision instruments & other devices  
 682 Small forge work (Blacksmithing)  
 683 Hardware & household appliances  
 684 Furnishings & home workshops  
 685 Leather, fur, related products  
 686 Printing & related activities  
 687 Clothing  
 688 Other final products & packaging  
 689
- 690 Buildings**
- 691 Building material  
 692 Auxiliary construction practices  
 693 Specific materials & purposes  
 694 Wood construction Carpentry  
 695 Roof covering  
 696 Utilities  
 697 Heating, ventilating, air-conditioning  
 698 Detail finishing  
 699
- 700 The arts**
- 701 Philosophy & theory



- 702 Miscellany
- 703 Dictionaries & encyclopedias
- 704 Special topics
- 705 Serial publications
- 706 Organizations & management
- 707 Education, research, related topics
- 708 Galleries, museums, private collections
- 709 Historical, areas, persons treatment
  
- 710 Civic & landscape art**
- 711 Area planning (Civic art)
- 712 Landscape architecture
- 713 Landscape architecture of traffic ways
- 714 Water features
- 715 Woody plants
- 716 Herbaceous plants
- 717 Structures
- 718 Landscape design of cemeteries
- 719 Natural landscapes
  
- 720 Architecture**
- 721 Architectural structure
- 722 Architecture to ca. 300
- 723 Architecture from ca. 300 to 1399
- 724 Architecture from 1400
- 725 Public structures
- 726 Buildings for religious purposes
- 727 Buildings for education & research
- 728 Residential & related buildings
- 729 Design & decoration
  
- 730 Plastic arts Sculpture**
- 731 Processes, forms, subjects of sculpture
- 732 Sculpture to ca. 500
- 733 Greek, Etruscan, Roman sculpture
- 734 Sculpture from ca. 500 to 1399
- 735 Sculpture from 1400



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## Notes

- 736 Carving & carvings
- 737 Numismatics & sigillography
- 738 Ceramic arts
- 739 Art metal work
- 740 Drawing & decorative arts**
- 741 Drawing & drawings
- 742 Perspective
- 743 Drawing & drawings by subject
- 744
- 745 Decorative arts
- 746 Textile arts
- 747 Interior decoration
- 748 Glass
- 749 Furniture & accessories
- 750 Painting & paintings**
- 751 Techniques, equipment, forms
- 752 Color
- 753 Symbolism, allegory, mythology, legend
- 754 Genre paintings
- 755 Religion & religious symbolism
- 756
- 757 Human figures & their parts
- 758 Other subjects
- 759 Historical, areas, persons treatment
- 760 Graphic arts Printmaking & prints**
- 761 Relief processes (Block printing)
- 762
- 763 Lithographic (Planographic) processes
- 764 Chromolithography & serigraphy
- 765 Metal engraving
- 766 Mezzotinting & related processes
- 767 Etching & drypoint
- 768
- 769 Prints

- 770 Photography & photographs**
- 771 Techniques, equipment, materials
- 772 Metallic salt processes
- 773 Pigment processes of printing
- 774 Holography
- 775
- 776
- 777
- 778 Fields & kinds of photography
- 779 Photographs
  
- 780 Music**
- 781 General principles & musical forms
- 782 Vocal music
- 783 Music for single voices The voice
- 784 Instruments & instrumental ensembles
- 785 Chamber music
- 786 Keyboard & other instruments
- 787 Stringed instruments (Chordophones)
- 788 Wind instruments (Aerophones)
- 789
  
- 790 Recreational & performing arts**
- 791 Public performances
- 792 Stage presentations
- 793 Indoor games & amusements
- 794 Indoor games of skill
- 795 Games of chance
- 796 Athletic & outdoor sports & games
- 797 Aquatic & air sports
- 798 Equestrian sports & animal racing
- 799 Fishing, hunting, shooting
  
- 800 Literature & rhetoric**
- 801 Philosophy & theory
- 802 Miscellany
- 803 Dictionaries & encyclopedias



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## Notes

- 804
- 805 Serial publications
- 806 Organizations
- 807 Education, research, related topics
- 808 Rhetoric & collections of literature
- 809 Literary history & criticism
- 810 American literature in English**
- 811 Poetry
- 812 'Drama
- 813 Fiction
- 814 Essays
- 815 Speeches
- 816 Letters
- 817 Satire & humor
- 818 Miscellaneous writings
- 819
- 820 English & Old English literatures**
- 821 English poetry
- 822 English drama
- 823 English fiction
- 824 English essays
- 825 English speeches
- 826 English letters
- 827 English satire & humor
- 828 English miscellaneous writings
- 829 Old English (Anglo-Saxon)
- 830 Literatures of Germanic languages**
- 831 German poetry
- 832 German drama
- 833 German fiction
- 834 German essays
- 835 German speeches
- 836 German letters
- 837 German satire & humor

- 838 German miscellaneous writings
- 839 Other Germanic literature
- 840 Literatures of Romance languages**
- 841 French poetry
- 842 French drama
- 843 French fiction
- 844 French essays
- 845 French speeches
- 846 French letters
- 847 French satire & humor
- 848 French miscellaneous writings
- 849 Provencal & Catalan
- 850 Italian, Romanian, Rhaeto-Romanic**
- 851 Italian poetry
- 852 Italian drama
- 853 Italian fiction
- 854 Italian essays
- 855 Italian speeches
- 856 Italian letters
- 857 Italian satire & humor
- 858 Italian miscellaneous writings
- 859 Romanian & Rhaeto-Romanic
- 860 Spanish & Portuguese literature**
- 861 Spanish poetry
- 862 Spanish drama
- 863 Spanish fiction
- 864 Spanish essays
- 865 Spanish speeches
- 866 Spanish letters
- 867 Spanish satire & humor
- 868 Spanish miscellaneous writings
- 869 Portuguese
- 870 Italic literatures Latin**
- 871 Latin poetry



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## Notes

- 872 Latin dramatic poetry & drama  
 873 Latin epic poetry & fiction  
 874 Latin lyric poetry  
 875 Latin speeches  
 876 Latin letters  
 877 Latin satire & humor  
 878 Latin miscellaneous writings  
 879 Literatures of other Italic languages
- 880 Hellenic literatures Classical Greek**  
 881 Classical Greek poetry  
 882 Classical Greek drama  
 883 Classical Greek epic poetry & fiction  
 884 Classical Greek lyric poetry  
 885 Classical Greek speeches  
 886 Classical Greek letters  
 887 Classical Greek satire & humor  
 888 Classical Greek miscellaneous  
 889 Modern Greek
- 890 Literatures of other languages**  
 891 East Indo-European & Celtic  
 892 Afro-Asiatic literatures Semitic  
 893 Non-Semitic Afro-Asiatic literatures  
 894 Ural-Altaic, Paleosiberian, Dravidian  
 895 Literature of East & Southeast Asia  
 896 African literatures  
 897 North American native literatures  
 898 South American native literatures  
 899 Other literatures
- 900 Geography & history**  
 901 Philosophy & theory  
 902 Miscellany  
 903 Dictionaries & encyclopedias  
 904 Collected accounts of events  
 905 Serial publications

- 906 Organizations & management
- 907 Education, research, related topics
- 908 With respect to kinds of persons
- 909 World history

**910 Geography & travel**

- 911 Historical geography
- 912 Graphic representation of earth
- 913 Ancient world
- 914 Europe
- 915 Asia
- 916 Africa
- 917 North America
- 918 South America
- 919 Other areas

**920 Biography, genealogy, insignia**

- 921
- 922
- 923
- 924
- 925
- 926
- 927
- 928
- 929 Genealogy, names, insignia

**930 History of ancient world**

- 931 China
- 932 Egypt
- 933 Palestine
- 934 India
- 935 Mesopotamia & Iranian Plateau
- 936 Europe north & west of Italy
- 937 Italy & adjacent territories
- 938 Greece
- 939 Other parts of ancient world



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## Notes

- 940 General history of Europe**
- 941 British Isles
  - 942 England & Wales
  - 943 Central Europe Germany
  - 944 France & Monaco
  - 945 Italian Peninsula & adjacent islands
  - 946 Iberian Peninsula & adjacent islands
  - 947 Eastern Europe Soviet Union
  - 948 Northern Europe Scandinavia
  - 949 Other parts of Europe
- 950 General history of Asia Far East**
- 951 China & adjacent areas
  - 952 Japan
  - 953 Arabian Peninsula & adjacent areas
  - 954 South Asia India
  - 955 Iran
  - 956 Middle East (Near East)
  - 957 Siberia (Asiatic Russia)
  - 958 Central Asia
  - 959 Southeast Asia
- 960 General history of Africa**
- 961 Tunisia & Libya
  - 962 Egypt & Sudan
  - 963 Ethiopia
  - 964 Morocco & Canary Islands
  - 965 Algeria
  - 966 West Africa & offshore islands
  - 967 Central Africa & offshore islands
  - 968 Southern Africa
  - 969 South Indian Ocean islands
- 970 General history of North America**
- 971 Canada
  - 972 Middle America Mexico
  - 973 United States



- 974 Northeastern United States
- 975 Southeastern United States
- 976 South central United States
- 977 North central United States
- 978 Western United States
- 979 Great Basin & Pacific Slope
  
- 980 General history of South America**
- 981 Brazil
- 982 Argentina
- 983 Chile
- 984 Bolivia
- 985 Peru
- 986 Columbia & Ecuador
- 987 Venezuela
- 988 Guiana
- 989 Paraguay & Uruguay
  
- 990 General history of other areas**
- 991
- 992
- 993 New Zealand
- 994 Australia
- 995 Melanesia New Guinea
- 996 Other parts of Pacific Polynesia
- 997 Atlantic Ocean islands
- 998 Arctic islands & Antarctica
- 999 Extraterrestrial worlds

These three summaries give you an overall view of the Schedules. You are now advised to go through these summaries representing an outline of the universe of subjects in the scheme of classification.

## LEARNING TO CLASSIFY USING DDC

Schedules comprising Volume 2 and Volume 3 are for practical classification. Volume 2 covers Class Numbers in numerical order from 000 to 599, and Volume 3 covers Class Numbers from 600 to 999. To follow the correct use



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of these Schedules, it is necessary to understand various notes and instructions given under various entries.

For this purpose, let us study the first three pages of the Schedule. If you turn the first page you will see that entries start with the notation '000' at the top of the page. The first entry is 001 which stands for *Knowledge*. One step down there is a note stating 'Class epistemology in 121'; 'a compilation of knowledge in specific form with the form, e.g., encyclopedias 030'. This means that epistemology will be classed in 121 and encyclopedias in 030 and not in 001.

User is also directed to *See Manual at 500 vs. 001*.

Then there is a short summary of the Class 001 knowledge that is further subdivided as follows:

## SUMMARY

### 001.01-09 Standard subdivisions

- .1 Intellectual life**
- .2 Scholarships and learning**
- .3 Humanities**
- .4 Research**
- .9 Controversial knowledge**

#### .01 Theory of Knowledge

Class philosophy of knowledge, philosophical works on theory of knowledge in 121

#### .1 Intellectual life

Nature and value

*For scholarship and learning see 001.2*

*See also 900 for broad description of intellectual situation and condition.*

#### [.14] Intellectual cooperation

Number discontinued; class in 001.1

The number .14 enclosed in square brackets indicates that the number has been discontinued.

#### .2 Scholarship and learning

Intellectual activity directed toward increase of knowledge

Class methods of study and teaching 371.3; scholarship and learning in specific discipline or subject, for example, in the humanities 001.3, in history 900

For *research*, see 001.4

*See manual at 500 vs 001*

### **.3 Humanities**

Including relative value of science versus the humanities

### **.4 Research**

#### **.42 Research methods**

#### **.422 Statistical methods**

#### **.422 2 Collection of data**

All the above numbers from **.1** to **.4** are subdivision of class number 001. So the class number for *Intellectual life* will be 001.1, for *Scholarship and learning* 001.2, for *Humanities* 001.3 and for *Research* 001.4.

Class number of *Research* is **001.4** and class numbers under Research are **.42, .422, and .422 2** which stand for *Research methods, Statistical methods,* and *Collection of data* respectively. You will observe that the notational hierarchy is expressed by the length of the notation. Notation at any given level are usually subordinate to a class whose notation is one digit shorter; coordinate with a class whose notation has the same number of significant digits; and super ordinate to a class with numbers one or more digits longer. For example, Class number for research is 001.4 and class numbers for subdivisions of research are as follows:

001.4      Research

001.42     Research methods

001.422    Statistical methods

001.422 2  Collection of data

Let us see another example demonstrating this notational hierarchy:

600      Technology

630      Agriculture and related technology

636      Animal husbandry

636.2      Cow

636.3      Sheep

“Cow” and “Sheep” are more specific than “Animal husbandry” and are



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subordinate to Animal husbandry. They are equally specific (i.e., are coordinate) with each other “Animal husbandry” is less specific than “cow” and “sheep” and is super ordinate to “cow” and “sheep”.

### RELATIVE INDEX AND MANUAL (VOLUME 4)

Volume 4 consists of Relative Index and a Manual. Manual is a guide to the use of DDC. The Manual discusses problem areas in the application of DDC. Information in the Manual is arranged by the numbers in the Tables and Schedules.

Relative Index is alphabetical list of all the subjects given in Schedules and Tables in The Volume I, 2, and 3. This index not only arranges the concepts and their terms in an alphabetical sequence, but also shows relation between the terms and contexts in which the subject appears in the schedule. It is a key to the schedules as well as an independent approach to classification. The index is relative, as it brings together a subject and various aspects of the subject under the same heading which are scattered in the schedules according to the disciplines.

For example, under the term eggs you will see many aspects and sub aspects of eggs as shown below:-

<b>Eggs</b>	591.166
Animal feed	636.087 6
Cooking	641.674
Food	641.375
Processing	637.5
Zoology	591.166

The Index, has tried to include all possible subjects under main divisions, so that the classifier feels easy to search out the possible subjects under the alphabetical list of relative index. Thus, the Relative Index is helpful tool in the process of classifying. The number given in the index is a readymade number.

For example, if you see the term ‘Diseases’ in the index, you will find the following entries:

Diseases (Biology)	574.2
agriculture	632.3
animal husbandry	636.089 6
animals	591.2
plant husbandry	632.3

plants	581.2
veterinary medicine	636.089 6
Diseases (Human)	362.1
geriatrics	618.97
gynecology	618.1
incidence	614.42
medicine	616
pediatrics	618.92



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In the above example, readymade numbers are available for *diseases of old people* (geriatrics) and *diseases of children* (pediatrics). Similarly, readymade numbers are available for *diseases of plants and animals* under biological sciences as well as under agricultural sciences (plant husbandry and animal husbandry).

For learning to classify from DDC, we will classify some general books, wherein we do not require the use of tables. For classifying such books, all the three summaries given in Volume 2 and 'Relative Index' in Volume 4 will be sufficient.

We will classify some books practically. For example:

Title 1: Algebra 512

Here the title of the book is expressive and simple to determine the subject. Algebra is the branch of Mathematics. In Second Summary, we get the number 510 for Mathematics. In Third Summary, subject Mathematics is further sub divided from 510 - 519. Class number for algebra is 512. The class number of the book will be 512. This book can also be classified with the help of Relative Index.

Title 2: Cultivation of Fruit Crops 634

Crops cultivation comes under 'Agricultural Sciences'. We get class number 630 for agriculture and related technologies in Second Summary. Agriculture is further sub divided into 630-639 and we get number 634 for fruit crops. So the class number for the above title will be 634.

Title 3: Social Change 303.4

Social change is a branch of sociology. In Second Summary, we get the number 300 for *Social Science* and on checking the Third Summary we get the number 301-309 for *Sociology*. Therefore, we get the number 303.4 for *Social Change* in the Schedule as subdivision of number 303. The class number for the above title is 303.4.

Now classify the following books with the help of the Three Summaries, Relative Index and the Schedules and tally with the classified numbers given against each title.



## Notes

A book on Vocational Education	370.113	Public Libraries	027.4
Text Book of Biochemistry	574.192	Plant Breeding	631.53
Introduction to Library Operations	027.7	Animal Physiology	591.1
Text Book of Bacteriology	589.9	Biophysics	574.191
Physiology of Lungs	612.2	Buddhism	294.3
Book Selection in Public Libraries	025.21	Organic Chemistry	547
Vegetable Garden Crops	635	Vegetable Oils	665.3
Historical Geology	551.7	Paleontology	560
Text Book of Genetics	575.1	Income Tax Law	343
Handbook of Industrial Relations	331	Whole Sale Trade	381.2
Types of Book Binding	686.3	Industrial Law	343
Human Physiology	612.11	Agricultural Libraries	026.3
Hand Book of Horticulture	635	Geomagnetism	538.7
Keyboard Instruments-Pianos	786.2	Geometric Shapes	516.4
Philosophy of Science	501	Pre-School Education	370
School Safety Programs	371.77	Politics and Religion	322.1
A Book on Italian Poetry	851	Fossil Invertebrates	562
History of Egypt & Sudan	962	World History	909
Political Science	320	Political Parties	324.5
Political Rights	323.5	History of Asia	958

**EXERCISES FOR PRACTICE**

1. System Analysis
2. General Subject Encyclopaedia
3. A Book on Critical Philosophy
4. Text Book of Applied Psychology
5. A Book of Western Philosophy
6. Hand Book of International Relations
7. A Book on Industrial Relations
8. Income Tax Law
9. Public Administration
10. Adult Education
11. Text Book of Physics
12. Applied Linguistics
13. Natural Sciences
14. Cartography

15. Text Book of Chemical Physics
16. Encyclopaedia Americana
17. Horticultural Sciences
18. Hand Book of Sericulture
19. Introduction to Epistemology
20. School Libraries
21. Text Book of Engineering
22. Plant Physiology
23. Educational Institutions
24. University Education
25. A Book on Computer Programming
26. Role of Public Libraries
27. A Book on Vocal Music
28. Text Book of Geology
29. Handbook of Applied Mathematics
30. Earth Sciences of Asia
31. Modern Physics
32. A book on Analytical Chemistry
33. Text Book of Geophysics
34. A Manual on Vegetable Gardening
35. Cold Blooded Vertebrates
36. Paleozoology
37. English Literature
38. Indian Architecture
39. Historical Geography
40. Ancient Philosophers
41. Dictionaries
42. Paleobotany
43. School Systems
44. A Compilation of Spanish Essays
45. General Principles of Music Forms
46. Pulp & Paper Technology
47. Crystallography
48. Fossil Birds
49. Food Technology
50. History of India



**Notes**



Notes

## **PART 2**

# **LIBRARY CATALOGUING**





Notes

## **PART- II**

# **CATALOGUING**



## Notes

## INTRODUCTION

### *Library*

The term “Library” is used for a collection of books and other non-book materials which have been kept for reading, study and consultation.

### *Library Catalogue*

The collection which is kept in a room or rooms or in a building for use can be used with the help of a Library catalogue. Library catalogue is a list of reading materials available in the holdings of a library or group of libraries.

In order to provide access to the holdings of a library, an index or list of the materials is always prepared and maintained systematically for the readers. This list or index or tool is basically called a library catalogue.

Library catalogue is not merely listing of various documents owned by a library but it contains many such details which are useful for the users of the catalogue. Among these details are author, title, edition, place of publication, publisher and year of publication. Also information regarding physical details like pages, size, illustrations, etc. is also given if need be.

Besides the above mentioned information, the catalogue also bears some location mark, usually in numerical form, by which documents can be located on the shelves of the library.

### *Need for a Library Catalogue*

A library acquires many documents. These include books and non-book materials. The purpose behind the procurement of these documents is to make these available to their users.

We can very well imagine as to what will happen if these documents are not organised properly. Even if they are organised on shelves properly, no reader or staff member will be able to know as to what books are available in a library.

It is, therefore, essential that each document is enlisted in such a manner that user’s approach is met with. The library catalogue thus created serves as a key to the holdings of a library.

According to Prof. Girja Kumar and Prof. Krishan Kumar, “A library without a catalogue is like a town which has been developed without a plan. Without it, it would not be possible to know what is available and where. It is a key to the resources of a library.”

### *Functions and Objectives of a Library Catalogue*

According to Dr. S.R. Ranganathan the functions of library catalogue should be to:

1. Disclose to every reader his or her documents.
2. Secure for every document its reader.
3. Save the time of the reader for this purpose.
4. Save the time of the staff.

Charles Ammi Cutter described the under mentioned functions of a library catalogue in 1876 when he published the first edition of his 'Rules for a Dictionary Catalogue'. According to him, a catalogue should:

1. Enable a person to find a book of which either
  - A. Author, or
  - B. Title, or
  - C. Subject is known
2. Show what the library has
  - D. By a given author
  - E. On a given subject
  - F. In a given kind of literature or form of material
3. Assist in the choice of a book as to its
  - G. Edition and
  - H. Character

### Catalogue Codes

A catalogue code is a set of rules for guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. These codes may also include rules for subject headings, filing and arranging of entries. *Classified Catalogue Code* by SR Ranganathan and *Anglo-American Cataloguing Rules* (Edition 2) are examples of such catalogue codes.



Notes



Notes

**SECTION – A**  
**CLASSIFIED CATALOGUE CODE**  
**(CCC)**

## SECTION – A

# CLASSIFIED CATALOGUE CODE (CCC)

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Notes

The classified catalogue code (CCC) is one such code of cataloguing. This code (CCC) is probably the only code of cataloguing which is having classified approach to document. This code which is Indian in nature was formulated by Dr. S.R. Ranganathan, the father of Library Science in India in 1934.

Dr. S.R. Ranganathan was of the firm belief that a subject approach through a classified catalogue is more helpful in satisfying the users need. This led to the formulation of “Classified Catalogue Code.”

The first Part of this aspect of practical manual consists of cataloguing practice according to Classified Catalogue Code.

### Library Cataloguing

Cataloguing can be defined as the process of making entries of documents. It is an art by which we record each and every document in the library.

### Entry

‘An entry is a single record of a document. For every single document many entries may be prepared. The number of entries usually depend upon the different possible approaches by which users look for it in the library catalogue’.

The entries are of two kinds, namely, main entry and the added entries.

### Main Entry

The entry which gives full information about a particular document is called the Main Entry. Dr. S.R. Ranganathan says that ‘as its name implies, the main entry is the basic entry for the document and all the other entries are derived from it. It gives us more information about the document than any other entry.’

### Added Entry

An added entry is the secondary record of a document other than the Main Entry. The AACR-II Glossary defines it as ‘an entry additional to the main entry, by which an item is represented in the catalogue’. Added entries may be prepared under joint author(s), the collaborator(s), (i.e., translator, editor, illustrators, reviser, adapter, etc.), the title, the series or under any other specification. These entries assist the users, who may look under these




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headings to know whether the designed document is available in the library and if available what is its relative location alongwith other documents on the library shelves.

*Kind of Added Entries*

Class Index Entries

Book Index Entries

Cross Reference Index Entries

Cross Reference Entries

Let us now know about the details to be provided in each type of entry.

**Main Entry**

The Main Entry (ME) is a basic record for a given document. It is usually prepared under the name of the author. But in classified catalogue it starts with the Call Number of the document. The Main Entry provides maximum information about the document. Each document gets one main entry.

The necessary information which should be available in the Main Entry should consist of:

Subject

Author

Title

Edition

Collaborators, if any, (i.e., Editor, Translator, Illustrators, Assistant, etc.)

Series

Other Notes

Accession Number

Tracing

Based upon the above mentioned information, the main entry is to consist of the following sections:

Leading Section

Heading Section

Title Section

Note Section

Accession Number Section, and

Tracing Section

Tracing, to be provided on the back of Main Entry card, indicates what additional added entries have been prepared.

### **Leading Section (ME) (Chapter MC)**

- Consists of the Call Number of the book (Class Number + Book Number + Collection Number, if any)
- There are to be two spaces between Call Number & Book Number
- Should be written from first vertical on the leading line
- All continuation lines are to be made from the first vertical or first indentation
- Call Number should always be recorded with pencil

### **Heading Section (ME) (Chapter MD)**

- The heading section is to consist of the name(s) of author(s).
- Surname is to be recorded first with block letters followed by forename and is to be enclosed within circular brackets.
- Date of birth and date of death of an author is to be recorded in another circular bracket. In between the dates there is to be a dash.
- Heading Section starts from second indentation and continues from first indentation.
- Descriptive element is to be underlined and preceded by a comma. First letter of each word is to be in capital letters
- All words and numbers in an entry are to be in library hand, with letters and digits detached from one another
- Heading Section is to consist of the
  - name of personal author
  - name of joint personal author(s)
  - name of corporate author
  - name of Joint Corporate author(s)
  - name of the Collaborator
  - name of Joint collaborator(s), etc.
  - title of the document

### **Title Section (ME) (Chapter MD)**

- Title Section consists of title, sub-title, and information regarding “Edition” and collaborator(s)



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- Sub-title is to be written after title main. First letter of the sub title is to be in capital letters. In between the title and sub title there is to be a colon (:)
- Any initials articles (i.e., a, an, the) from the title main are to be removed
- Edition's information is to be given only in case of the Second and later editions and having specific information
  - Information about second and later editions is to be rendered by putting appropriate edition number after the word 'Ed 3.'
  - Third edition is to be rendered as "Ed 3."
  - Revised third edition is to be rendered as "Rev ed 3."
- In case of translation, the specification of the original, if any, is to be given
- Title section starts from second indention and continuation is to be made from first indention.

**Note Section (ME) (Chapter MF)**

Note section is the fourth section in the Main Entry and rendered after title Section. Note Section starts from Second indention and continues from first indention. The note section is to consist of the following types of notes:

- Series note
- Multiple series note
- Extract note
- Change of title note
- Extraction note, and
- Associated book notes
- If there are two or more kinds of notes, these are to be mentioned in the Main Entry in the sequence indicated above in separate sections. However, in some books no note may be used.
- Note section starts from the second indention and continues from the first indention of the catalogue card.

**Accession Number Section (ME) (Chapter MG)**

- Accession Number Section is the fifth Section for the main Entry.
- Accession Number which is an individual and exclusive number of a document is recorded at the verso or back of the title page of a document. It should be taken from back of the title page and should be given on the last horizontal line, starting from the first indention of the Main Entry Card.



- In case of multiple copies of the same document and Multi-volumed documents, there are to be many accession numbers. The consecutive with a dash and broken numbers should be separated by a comma.
- Accession Number is a permanent record number, hence should be recorded with ink



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### Tracing Section (ME) (Chapter MH)

Tracing Section is given on the back of the Main Entry Card. It indicates details of other entries in addition to Main Entry that have been prepared for the given document, viz.

- 1) Class Index Entries
- 2) Book Index Entries
- 3) Cross Reference Index Entries
- 4) Cross Reference Entries

The back of the Main Entry Card is to be imagined to be divided into two halves. The Left half and the right half. On the left half the information of Cross Reference Entry is to be given. The right half is imagined to be divided horizontally into three parts. The space in each part may be adjusted considering the number of headings to be accommodated in each part. “

The Class Index Entries are placed in the upper part. The Book Index Entries and Cross Reference Index Entries are placed in middle and lower parts respectively. The continuation of information is to be started on the next line leaving two spaces.

A sample illustration of Tracing Section of a book is given below:

CRE (Cross Reference Entry)	CIE (Cross Reference Entry)
	BIE (Book Index Entry)
	CRIE (Cross Reference Index Entry)

### Added Entries

To meet its varied purposes, a library catalogue has to provide more than one entry for a book. The different entries of a book are usually distinguished and named after what they begin with. For example, an entry of a book beginning with the name of its author is called its author entry. The one beginning with the title of the book is called title entry. Similarly, we can have Translator Entry,



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Editor entry, Reviser Entry and so on. Any such entry, beginning with the name of a person other than the author and yet associated with the author in presentation of the work, is denoted by the generic term Collaborator Entry. Finally an entry of a book, beginning with the name of its specific subject, is called its specific Subject Entry.

As the Main Entry of a document cannot satisfy all the approaches, the above mentioned additional entries are prepared. These are known as Added Entries.

According to Classified Catalogue Code there are following added entries in addition to the Main Entry:

Cross Reference Entry (Chapter MJ)

Class Index Entry (Chapter K)

Book Index Entry (Chapter M K)

Cross Reference Index Entry (Chapter I)

### **Cross Reference Entry (Chapter MJ)**

It is a kind of specific added entry. It refers to a (or is to reveal) portion of a document as particular information/subject laying hidden in a document, may be missed by the readers.

The important function of CROSS REFERENCE ENTRY is to bring to the notice of the users that information which may not occur as an independent document.

It is quite possible, this may be the only information on the subject available in the library. If it is not provided through the cross reference entry, the users may fail to get it.

Cross Reference Entry of a simple book consists of the following sections (Chapter MJ):

- 1) Leading Section
- 2) Second Section
- 3) Locus Section

#### *Leading Section (CRE)*

Leading Section consists of the class number of the subject from which the document is referred (i.e., guest document). The class number of the part of document has already been assigned by the classifier on the verso of the title page in addition to the class number assigned to the Host document.

Note: Class Number is to be written from 1<sup>st</sup> indention and with pencil.

*Second Section (CRE)*

This Section of Cross Reference Entry is to consist of the directing element '*See also*' and it will be underlined.

*Locus Section (CRE)*

Locus section is to consist of the Call Numbers of the Main Entry (Host document); the heading of the Main Entry (In case of personal author only entry element) and the short title followed by a full stop, and the specifications of the place of occurrence of the host document in terms of 'Sec', 'Chap', 'Part' and 'P' etc. Each of these, i.e. Call Number, Heading, and short title are provided in separate sections.

A few illustrative cross reference entries are shown below:

	B9:	6
		AGARWAL A strophysics. See B Ma JOSHI, Ed. Horizons of Physics. P 25:54.

	2:9	(X: 9) Y7
		KAULA Documentation in Social Science See 2: 97 N63 Ranganathan, Ed. Documentation and its facets. ChapF6.



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	X:2	GHOSH
		India at the cross road of economic policy See X:2 N3 THAKER,Ed. Glimpses of the world economy. P119-125

### Class Index Entry (Chapter K)

A class index entry is that subject entry which refers a reader from the name of a class to its class Number. 'The object of class Index entries is to inform the reader about the Class Number under which he can find reading-material on the specific subject in which he is interested'. It acts as an alphabetical index to its classified part of the catalogue in a classified catalogue. A majority of library users do not understand the meaning of class number, therefore, they need an aid to make effective use of the classified part in the form of an index.

A Class Index Entry consists of the following sections:

- 1) Leading Section
- 2) Second Section
- 3) Index Number

#### *Leading Section (CIE)*

Leading Section of a Class Index Entry consists of Class Index heading (i.e., Subject heading). These entries are derived through 'Chain Procedure'.

#### *Second Section (CIE)*

Second Section of a Class Index Entry consists of the following Directing Words:

*For documents in this Class and its Sub-divisions, see the Classified Part of the catalogue under the Class Number —*

#### *Index Number (CIE)*

The Index Number of a Class Index Entry consists of the Class Number representing the term in the Heading Section.

- Note: 1) The Directing element is not to be underlined  
2) Class Number in Class Index Entries is to be written in pencil  
3) If there is space after the directing element, the class number may be written on the same line otherwise it may be written on the next lower line and on the right.



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**CIE**

	<b>ECONOMICS</b>
	For documents in this Class and its Sub divisions, see Classified Part of the catalogue under the Class Number X

**CIE**

	<b>LIBRARY SCIENCE</b>
	For documents in this Class and its Sub-divisions, see the Classified Part of the catalogue under the Class Number 2

*Methods to Derive Class Index Entries*

There are various methods of deriving subject heading such as Subject Heading Lists, Chain Procedure, etc.



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**Chain Procedure**

The chain procedure is one of the important methods of deriving subject headings. It is based on the class number of the document. Dr. S. R. Ranganathan has devised this procedure which is also known as Chain Indexing. It is more or less mechanical way to derive class index entries from a chain which can also be used to prepare subject headings for a dictionary catalogue.

For example, the class Number taken from *Colon Classification* of Dr. S. R. Ranganathan from which subject headings are to be derived may be represented in the form of a chain in the following manner:

Class Number 0111, J64, 6 = Macbeth

0	=	Literature	(Sought-Link)
01	=	Indo-European Literature	(Un-sought-link)
011	=	Teutonic literature	(Un-Sought -Link)
0111	=	English Literatures	(Sought Link)
0111	=	False link	(False Link)
0111,2	=	English Drama	(Sought -Link)
0111,2J64	=	William Shakespeare	(Sought Link)
0111,2J64,	=	False link	(False Link)
0111, 2J64, 6	=	Macbeth	(Sought Link)

**Types of Links in Chain Procedure**

You can see from the above mentioned example that there are various types of links. These are given in Chapter KB of Classified Catalogue Code.

Only Sought Links are used for deriving Class Index Entries. False links are those which are mainly connecting symbols, or a class which does not represent a subject. Unsought Links are those on which reading materials not likely to be sought by the readers.

**Book Index Entry (Chapter MK)**

It is a specific added entry. The purpose of this entry is to satisfy different specific approaches for a document (such as title, collaborator(s), editor, translator, illustrator, compiler, assistant etc., besides series of the document).

A Book index Entry consists of the following sections:

- (1) Heading Section

(2) Second Section

(3) Index Number Section

*Heading Section (BIE)*

Leading Section of a Book Index Entry is occupied by the Heading derived from the various Sections of the Main Entry.

*Second Section (BIE)*

The Second Section of a Book index entry may have title and other such information. This will depend upon the nature of heading occupying the leading section.

*Index Number Section (BIE)*

This section consists of Call Number of the document as in Main Entry.

The Book index Entry according to CCC is of following types, viz.

- Author entry
- Joint author entry
- Collaborator entry
- Joint-Collaborator entry
- Series entry
- Title entry

BIE (Author)

	ARUN KUMAR and SHARMA (Rachna)
	<p>Financial management.</p> <p style="text-align: right;">X56: 8 M98 34</p>



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BIE (Joint Author)

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	SHARMA (Rachna) and ARUN KUMAR
	Financial management X56: 8 M98

BIE (More than two Author)

	KULIK (James A) and others.
	Undergraduate education in Psychology. S M98

BIE (Collaborator)

	SHOENBERG (D), Tr.
	Landau and Lifshits: Statistical Physics. C L 2



BIE (Joint Collaborator)

	NELSON (WA) and WEBSIER (KT), Ed.	
	Arora : Physics.	C L2



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BIE (More than two Collaborator)

	SHOENBERG (D), Tr. and others	
	Landau and Lifshits: Statistical Physics.	C L2

BIE (Series)

	WORDSWORTH BIOLOGY SERIES	
	10 Salisbury: Plant Physiology.	J : 3 N2

BIE (Title)

	ANIMAL FARM.	
	By Orwell.	0111, 3 N03 H6

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### Cross Reference Index Entry (Chapter L)

Cross Reference Index entries are prepared generally under the headings which are not covered by Main Entry or a Book Index entry. The purpose of CRIE is to direct the approaches of the readers which have not been chosen as the heading of ME or BIE to the heading under which these entries have been provided.

Cross Reference Index Entries, according to classified Catalogue Code, are as under:

- Alternative Name Entry
- Variant form of word entry
- Pseudonym -Real-Name entry
- Editor of the Series entry
- Generic name entry.

A Cross Reference Index Entry is to consist of the following Sections.

- 1) Leading Section
- 2) Directing Section
- 3) Referred to Heading Section

#### *Leading Section (CRI E)*

It consists of the name of a person or corporate body or a title or a subject heading

#### *Directing Section (CRIE)*

Directing Section of CRIE may consist of the directing word 'See' or 'See also'.

*Referred-to-Heading Section (CRIE)*

Referred to heading is usually the name of a person, a series, a document or a geographical entity.

Let us now know about various kinds of CRIEs.

*Alternative Name Entry (CRIE)*

It is prepared for all the possible Alternative Names by which a person or corporate body, a geographical entity, any series, etc. is known. Example.

	PRASAD (Rajendra) (1884-1963)
	See Rajendra Prasad (1884-1963).

	SAADAT HASAN MANTO.
	See MANTO (Saadat Hasan).

*Variant Form of Word Entry (CRIE)*

The name of a person, or corporate body, etc. if written in variant forms should be provided an entry by using the different variant as heading. Example:



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	AGARALWAL.
	<p><i>See also</i></p> <p>AGRAWALA, AGGARWAL. AGGARWALA. AGRAWAL.</p>

	RANGANATHAN.
	<p><i>See also</i></p> <p>RANGANADHAN. RANGANADHAN. RUNGANATHAN.</p>

#### *Pseudonym-Real Name Entry (CRIE)*

This type of entry is prepared in case of the author assuming a false or fictitious name different from the real name.

- If Pseudonym appear first in the heading of Main Entry, the Heading of Cross Reference Index Entry is to be prepared under Real Name.
  - If the Real Name appear first in the heading of the Main Entry, the heading of Cross Reference Index Entry is to be prepared under pseudonym.
- Example:

	EVANS (Mary Ann).
	<i>See</i> ELIOT (George), Pseud.

	GAMES(Marry).
	<i>See</i> BROWN (George), Pseud.



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*Editor of Series Entry (CRIE)*

If there is to an Editor of the series, Entry using the name(s) of the editor(s) is to be prepared occurring in the series note in Main Entry of a document.

- In case of the joint editors, an editor of series entry is to be prepared for each of permuted sequences of the names of the editor(s) of series(s).
- Reference to Heading of an editor(s) of the series is to be the name of the series found in the series note of the Main Entry.



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**Example:**

	LAKIN (Martin), Ed.
	<i>See</i> MEDICAL ETHICS SERIES.

	STAIN (Myrry), Ed.
	<i>See</i> TORONTO STUDIES IN RELIGION.

	VAN (NA),Ed.
	<i>See</i> SERIES IN LIBRARY AND INFORMATION SCIENCE.

*Generic Name Entry (CRIE)*

Sometimes library users are facing problems in locating a material which may have been indexed under different form. Often the official form of names of many institutions and conferences are not the same as the names in popular usage. Therefore, a cross reference index entry under a generic name would be appropriate to correlate all such approaches and would help the readers to save their time.

The Heading of Cross reference Index entry would consist of the generic term such as University, College, Library, Museum, Conference, etc.

**Example:**

	UNIVERSITY.
	<i>See also</i> UNIVERSITY OF DELHI.

	CONFERENCE.
	<i>See</i> PLANT PATHOLOGIST CONFERENCE (Udaipur) (1969).

**Single personal Author**

Classified Catalogue Code (CCC) of Dr. S.R. Ranganathan defines a personal author as “a Person, as author, the responsible for the thought and expression constituting the work resting solely on his private capacity and not on the



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**Notes**

capacity of any office being held by him within a corporate body, nor on the capacity of that body”.

According to the above definition, if the single person is an author, then the name of a personal author is to become the heading of a main entry. In rendering the name, the elements in the name shall be given in the following order:

Entry element, secondary element and individualizing element.

**Example:**

FARUQI (Khalid Kamal)

RANGANATHAN (S R) (1962-1972)

SHAKESPEARE (William) (1564)

ANSARI (M M A)

In rendering the name of the person, honorific wards (i.e. Sir, Raisaheb, Padma Bhushan, Padma Shri and degrees i.e. Or, Ph.D, MA, etc. are not considered and are ordinarily omitted.

The choice of Heading would depend upon the nature of information available on the Title page of the document. If the name of single personal author appears on the title page of the document and if He/She is responsible for the thought content of the document in his personal capacity, his/her name is to be chosen as heading of the Main Entry of the document.



*EXAMPLES*

**Title 1 (CCC)**

**Rendering of Single Personal Author (Hindu Name)**



Notes

# The Changing Concept of Reference Service

By  
**Suseela Kumar**

**Vikas Publishing House Pvt. Ltd.  
Delhi  
2004**

**Other Informations**

Call No. : 2:7

P04

Ace. No. : 27422

Series : Sarada Ranganathan Lectures 7

Main Entry



Notes

	2:7	P04
	27422	SUSEELA KUMAR. Changing concept of reference service (Sarada Ranganathan Lecture. 7)

BIE (Author)

		SUSIEELA KUMAR.
		Changing concept of reference service 2:7 P04

CIE

		LIBRARY SCIENCE
		For documents in this Class and its sub-divisions see the classified part of the catalogue under the Class Number 2

CIE

	REFERENCE SERVICE
	For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number 2.7



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BIE (series)

	SARADA RANGANATHAN LECTURE 7
	7 Suseela Kumar : Changing concept of reference service. 2:7 P04



Notes

**Title 2 (CCC)****Rendering of Single Personal Author (Muslim Name)**

# **Library and Information Science (A Question Bank Approach)**

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Jamia Millia Islamia  
New Delhi - 110025**

**CBS Publishers & Distributors  
4596/1 A, 11 Daryaganj, New Delhi-110002 (India)**

**Other Information**

Call No. : 2  
N6  
Acc no. : 164808  
Pages : XII, 377 P.  
ISBN : 81-239-0459-Z

Main Entry

2 N 6		
	164808	FARUQI (Khalid Kamal). Library and information Science: A question bank approach.



Notes

Class Index Entry

LIBRARY SCIENCE		
see the classified Part of the catalogue under the Class Number		For documents in this Class and its Sub-divions 2

Book Index Entry

FARUQI (Khalid Kamal).		
		Library and information science. 2 N6



Notes

**Title 3 (CCC)**

**Rendering of Single Personal Author  
(Christian Name)**

**Astronomy  
(A Physical Perspective)**

**By  
Marc L Kutner**

**Harper & Row Publishers  
New York  
2017**

**Other Information**

Call No. : B9

P17

Ace No. : 12222

Main Entry



	B9	P17
		KUTNER (March L). Astronomy: A practical perspective.
	12222	

Notes

CIE

	MATHEMATICS	
		For documents in this Class and its Sub- divisions see the Classified Part of the catalogue under the Class Number.
		B

CIE



Notes

	ASTRONOMY	
	For documents in this class and its Sub-divisions see the Classified Part of the catalogue under the Class Number.	B9

BIE (Author)

	KUTNER (Marc L).	
	Astronomy.	B9M7



**Title 4 (CCC)**

**Rendering of Personal Author (s) with Collaborator**



Notes

# Elements of Algebra

**Second Edition**

**By**

**Leonhard Euler**  
**Translated by**  
**John Hewlett**

**Springer Verlag**  
**New York 2012**

**Other Information:**

Call No. : B2

P12

Ace No. : 2222

Main Entry



Notes

	B2	P12
		EULER (Leonard). Elements of Algebra Ed 2. Tr by John Hewlett.
	2222	

Class Index Entry

		MATHEMATICS.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number B

		ALGEBRA
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the class Number B2

	EULER (Leohard)	
	Elements of algebra,	B2 L2

BIE for (Translator)

	HEWLETT(John), Tr.	
	Euler: Elements of Algebra.	B2 L2



Notes

### Two Personal Author

In case the names of two personal authors appear on the title page of the document and both of them are equally responsible for the thought content of the document, both of them are to be chosen for heading of the Main Entry.

According to Classified Catalogue Code (CCC) of Dr. Ranganathan 'In case of Main Entry, if the title page contains names of two and only two Joint authors, both the names are to be used [written] in the sequence in which they [appear] occur in the title page with the conjunction 'and' connecting them'.



Notes

**Title 5 (CCC)**

**Rendering of Two Personal Author**

**Research Methods in  
Librarianship  
Techniques and  
interpretations**

**By**

**Charles H Busha  
Stephen P Harter**

**Academic Press, Inc.  
New York  
2010**

**Other Information**

Call No. : 2 P10

Ace No. : 21212

Note : It has a series named Library and information Science No. 5

Main Entry

	2	P10
	212 12	BUSHA (Charles H) and HARTER (Stephen P). Research methods in librarianship techniques and interpretations. (Library and information Science 5).



Notes

Class Index Entry

	LIBRARY SCIENCE	
		For documents in this Class and its Sub divisions see the Classified Part of the catalogue under the Class Number 2

BIE (Author)

	BUSHA (Charles H) and HARTER (Stephen P).	
		Research methods in librarianship techniques and interpretations. 2 P10

BIE (Author)



Notes

	HARTER (Stepen P) and BUSHA (Charles H).
	Research methods in librarianship techniques and interpretations.  2 P10

BIE (Title)

	RESEARCH METHODS in librarianship techniques and interpretations.
	By Busha and Harter.  2 P10

Series

	LIBRARY AND INFORMATION SCIENCE 5
	5 Busha and Harter: Research methods in librarianship techniques and interpretations  2 P10

**Title 6 (CCC)**  
**(Two Personal Authors)**



Notes

# **Financial Management Theory and Practical**

**By**  
**Arun Kumar**  
**Rachana Sharma**

**Atlantic Publishers and Distributors**  
**New Delhi**  
**2015**

## **Other Information**

Call No. : X56: 8  
P15

Ace No. : 5678

Pages : V,629P

Size : 24 Cm

ISBN : 81-7156-729-0

Main Entry



Notes

	X 56	:8 P15
		ARUN KUMAR and SHARMA (Rachna). Financial management: Theory and practice.
	56898	

CIE

		ECONOMICS.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number. X

CIE

		COMMERCE.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number X5



CIE



	MANAGEMENT	
	see the Number	For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class X56

Notes

BIE (Author)

	ARUN KUMAR and SHARMA (Rachana).	
		Financial Management.  X56:8 P15

BIE (Author)

	SHARMA (Rachana) and ARUN KUMAR.	
		Financial Management.  X56: 8 P15

BIE (Author)



Notes

	FINANCIAL MANAGEMENT
	By Arun Kumar and Sharma X56: 8 P15

### Three or More Personal Authors

In case of a book written by three or more personal authors, the reader generally does not remember all the names and often refers the book by the author whose name is mentioned first on the title page of a document.

Dr. S. R. Ranganathan prescribes that if the title page contains the names of three or more joint authors, the name of first mentioned author, alone is to be used as heading and the word 'etc.' is to be added thereafter. However according to the amendment brought out by Ranganathan in CCC the word etc. was replaced by the word 'and others'.

A Book Index Entry is to be prepared for the author mentioned first on the title page of the document alongwith the word 'and others'.

**Title 7 (CCC)**  
**Rendering of Three or More Authors**



Notes

# **Introduction to Political Science**

**By**

**John King Gamble  
Zachary T Irwin  
Charles. M Redenius  
James W Weber**

**Prentic-Hall, Inc.  
New Jersey - 07632  
2017**

**Other Information**

Call No.: W

P17

Ace No. : 71717

Main Entry



Notes

	W	M71
		GAMBLE (John King) and others. Introduction to political science.
	71717	

CIE

		POLITICAL SCIENCE.
		For documents in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number
		W

BIE

		GAMBLE (John King) and others.
		Introduction to political science.
		W P17

## Exercises For Practice

(Prepare all possible entries according to  
CCC for the following publications)



Notes

### Title 1 (CCC)

# Classified Catalogue Code

*With Additional Rules for Dictionary Catalogue Code*

By

**S. R. Ranganathan**

Assisted by

**A Neelameghan**

**Asia Publishing House  
Bombay, Calcutta, New Delhi**

#### Other information

Call No : 2: 55 N3

N64

Acc No : 2552

Pages : 644 P

Series : Ranganathan Series in Library Science

No 2.

Title 2 (CCC)



Notes

# A guide to Earth History

Richard Carrington

2016  
Chatto & Windus  
London

**Other Information**

Call No. : H 2

P16

Ace No : 26262

Title 3 (CCC)



Notes

# Instrumentation, Measurement And Feedback

By

Barry E Jones

Deptt of Electrical Engineering

University of Manchester

Tata McGraw-Hill Publishing Co., Ltd.

New Delhi

2008

## Other Information

Call No. : D66

P08

Ace No : 66866

Pages : V.283P.

Size : 23.5cm

Title 4 (CCC)



Notes

# AGRICULTURE

## The Science and Practice of British Farming

By

Hanes A.S. Wantson  
and  
Lames A More

Third Edition

Oliver and Boyd  
Edinburgh  
2013

**Other Information**

Cell No. : J

P13

Ace No. : 333311

Page : VI,215



**Title 5 (CCC)**



**Springer Series in Statistics**

Notes

**Theory of Attribute**

**By**

**R S Gavin  
J S Ross**

**Second Edition**

**Springer- Verlag  
New York -1990**

**Other Information**

Call No. : B2818

N 0

Ace No. : 28180

**Title 6 (CCC)**



Notes

# **Women Power in India**

**Prem Lata Pujari  
Vijay Kumari Kaushik**

**Kanishka Publishers  
New Delhi  
1994**

**Other Information**

Call No. : Y15.44

N94

Ace No. : 44415

Title 7 (CCC)



# Principles of Physics

Notes

By  
Jerry B Marion  
and  
William F Hornyak

Third Edition

Saunders College Publishing House  
New York - 2004

## Other Information

Call No. : C  
          : P04  
Ace No. : 44144  
Series   : Saunders Golden Sunburst Series NO.5

**Title 8 (CCC)**



Notes

# **CORPORATE FINANCING Energy Options**

**Edited by**

**N C Gupta  
M N Kaura  
G L Sharma**

**Revised Edition**

**Anmol Publication  
New Delhi – 1991**

**Other Information**

Call No. : X: 6.44

N1

Ace No. : 64411

Title 9-(CCC)



Notes

# THEORY AND PROBLEMS OF ORGANIC CHEMISTRY

Second Edition

By  
Hurbert Meislich  
Howard Nechamkin  
Jacob Sharefkin

McGraw - Hill International Book Company  
Singapore - 2003

## Other Information

Call No : E5  
P03

Acc No. : 53535

Series : Schaum's Outline Series, No.7.  
Edited by A V Heuve



Notes

**SECTION - B**  
**ANGLO – AMERICAN**  
**CATALOGUING RULES (AACR-2)**

## SECTION - B

# ANGLO – AMERICAN CATALOGUING RULES (AACR-2)



Notes

The AACR-2 was first published in 1978 and has been subsequently revised. The AACR-2 is in two parts and four appendices. Part I provides descriptive rules for preparing catalogue entries and Part II covers details concerning choice of Heading, etc. for the entries. The Appendices contain instructions for Capitalization and list of Standard Abbreviations. An Index is provided at the end of the code for easy reference.

AACR-2 enables construction of a Dictionary Catalogue, where all the entries related to subject, author, joint author(s), title, series, etc. are filed in one alphabetic sequence as per the heading of the entry.

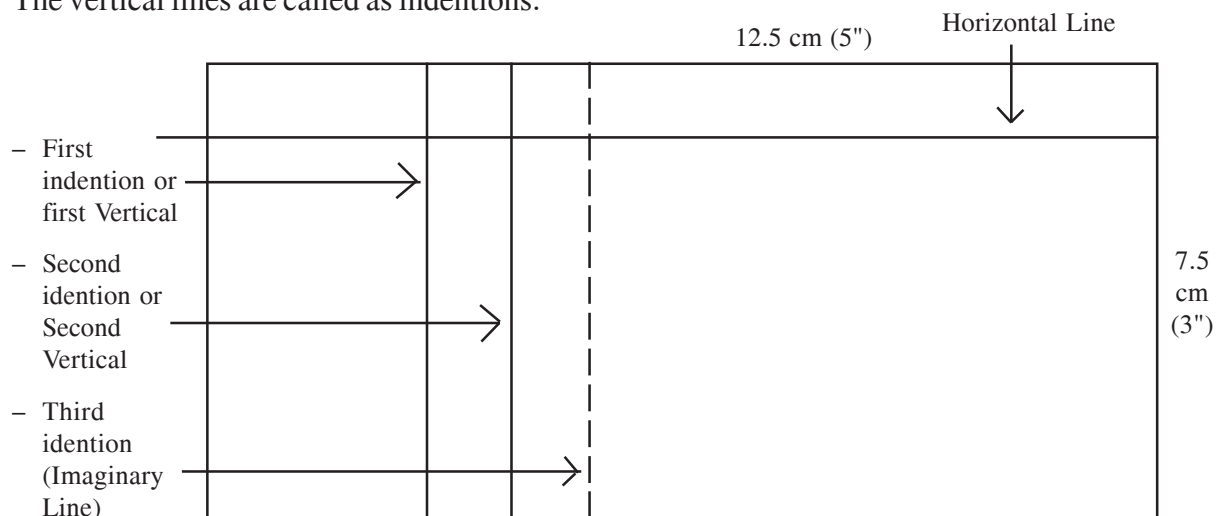
In this *Cataloguing Practice Manual*, we will cover cataloguing according to AACR-2 for simple books only. Main and Added entries are to be prepared for simple books written by single personal author, two personal authors and three personal authors.

### Entry Format

Library catalogue in the card form is the most popular physical form of catalogue. In card form, the entries are prepared on cards. Experience shows that the card form is also the most flexible physical form. It can easily be kept up to date. Hence this form is very popular with libraries throughout the world including India.

### Style of writing

In the card form, the entry is made on standard size card of 12.5 cm x 7.5 cm or 5" x 3". The ruled as well as unruled cards can be used for the preparation of catalogue entries. The card also has certain vertical and horizontal lines. The vertical lines are called as indentions.





## Notes

The specimen card is given below:

In the above illustration, there are three lines, two vertical lines and one horizontal line in colour.

The first vertical line is known as first indention. The second vertical line is known as second indention. The third dotted line is imaginary line and known as third indention. The top most horizontal line is known as heading line in AACR-2.

### Levels of description

AACR-2 prescribes three levels of detail in the description depending upon the nature and the size of an individual library.

FIRST LEVEL is brief cataloguing description. It includes only that information which is sufficient to identify a particular document. It is recommended for small libraries.

SECOND LEVEL of description is recommended for medium size libraries.

THIRD LEVEL of description includes all elements prescribed in AACR-2 and is followed by highly specialized libraries. The third level of description is intended for national libraries, research libraries and for those who need detailed cataloguing information.

Here, we will concentrate only on the second level of description.

### Type of Entries

AACR-2 recommends the following types of entries.

- Main Entry
- Added Entries
- References

### Main Entry

According to AACR-2, the Main Entry is 'the complete catalogue record of an item. The Main Entry is an author entry in AACR-2. In cases where the authorship is diffuse or not known, the Main Entry is prepared under the title. It also includes the tracings of all other headings under which the record is to be presented in the catalogue'.

### Added Entry

The AACR-2 defines an added entry as 'An entry, additional to the Main Entry by which an item is represented in a catalogue, i.e., a secondary entry'.

There are different types of added entries, i.e.,



- Joint author (s)
- Editor(s)
- Translator(s)
- Compiler(s)
- Subject
- Title
- Series, etc.



**Notes**

The number and kind of added entries required by a document depend upon the nature of a particular document and also on the nature of catalogue used in a library.

**Reference**

Reference is ‘a direction from one heading or entry to another’. There are different types of References in AACR-2.

- See Reference
- See also Reference
- Explanatory Reference

Out of all the references, ‘See’ and ‘See also’ type references are frequently used.

**Format of the Catalogue Card & Rules For Description – Books**

Elements to be included in the catalogue entry are divided into the following areas:

Class No.		
Book No.	Author's surname, Fore name, d of b — d of d.	
ACC No.	Title = paralel title: sub title/First statement of responsibility; each subsequent statement of responsibility. — Edition statement/First statement of responsibility relating to edition. — First place of publication : First Publisher; Date of publication.  Pages : i ll. ; size. — (Name of the series)/statement of responsibility relating to series; number of the series).  Notes ISBN Tracing	



## Notes

### Call Number

Call number is the combination of class number and book number. Sometimes, a call number may also include a collection number. It is the first item which should be recorded in the upper left hand corner of the catalogue card with pencil. The collection number, if any, is put above the class number.

### Accession Number

It should be recorded on the seventh line from the top of the card or fourth line from the bottom.

### Author

Author in the entry is indicated by writing the surname first which is followed by a comma (,) and remaining parts of the name (i.e., fore names) are given after leaving one space which is followed by the date of birth and/or death of an author in full, if any, and a full stop. This is written from the first indention and continued from the third indention on the next line.

### Title and Statement of Responsibility

The title proper should be recorded exactly as to wording, order and spelling as it is found in the chief source of information, i.e. 'Title Page', but the punctuation and the capitalization found there need not be followed.

### Other title information

Record other title information (sub-title, etc.) appearing in the chief source of information. Use space, colon, space between the title proper and other title information. Example:

Cataloguing: theory and practice/ by **S R Ranganathan**

### Statement of Responsibility

Record statement of responsibility in the form in which they appear in the chief source of information. If taken from outside, enclose it in square brackets. Statement of responsibility, which are preceded by a diagonal slash, are recorded in the form in which they appear in or on the item. Example:

Cataloguing practice / by S. R. Ranganathan

If there is more than one statement of responsibility, record them in the order indicated by their sequence on or by the layout of the chief source of information. Example:

Computers for everyday life/Roger Hunt and John Shelley

## Edition

Edition area consists of Edition Statement, i.e., Statement of responsibility relating to edition, Subsequent edition statement of responsibility relating to subsequent edition statement, etc.

Rule in AACR-2 says that precede this area by a full stop, space, dash and space. Precede a statement of responsibility by a diagonal slash. Precede each subsequent statement of responsibility by a semi-colon.

Transcribe the edition statement as found on the item. Use standard abbreviations and numerals in place of words. Example:

2<sup>nd</sup> ed., 3<sup>rd</sup> ed., 4<sup>th</sup> ed.

New ed.

Rev ed.

Illustrated ed.

2<sup>nd</sup> rev ed.

Rev and enl ed.

Example:

Economic geography of India / By R. N. Dubey and B. S. Negi. - 14<sup>th</sup> ed. –

A dictionary of modern English usage H. W. Fowler. – 2<sup>nd</sup> ed./revised by Ernest Gowers.

## Publication Distribution, etc. Area

This area is used to record information relating to place of publisher or publication, distribution, etc., the name of the publisher or distributor and the date of publication, distribution, etc.

### Place

If a publisher has offices in more than one place, always give the name of the first place and omit all other places.

If the place of publication, distribution, etc. is uncertain, give the probable place with a question mark in square brackets. Example:

[ Delhi?]

If no probable place can be given, give the name of the country, state, province, etc. If it is not certain, give it with a question mark and in square brackets.

Example:

[India ]

[Delhi?]



Notes



## Notes

If no place or probable place can be given, give the abbreviation s.l. (Sine loco) in square brackets. 'Sine loco' means 'no place' in Latin. Example:

[s.l.] : Vikas, 2012.

### Publisher/Distributor, etc., Name

Give the name of the publisher, distributor, etc. following the place(s) to which it relates. Use shortest form in which it can be understood and identified internationally. Example:

Penguin not Penguin Books

John Wiley not Wiley

If a book has two or more places of publication, distribution, etc. and or two or more publishers, record the first named place and publisher.

If the name of the publisher, etc. is not known, the abbreviation s.n. (sine nomine) is given in square brackets. Example:

Delhi : [s.n.]

### Date of Publication

Give the year of publication of the edition named in the edition area. If there is no edition statement, give the date of the first edition. If the book is published in subsequent editions, give the year of subsequent editions. Give the year in Arabic numerals preceded by a comma. Example

, 1998

If there is no date, the copyright date or date of printing is given. Example

c 1999

, 1999 printing

If there is no date of publication, distribution, etc., copyright date or date of manufacture can be assigned to an item, give an approximate date of publication. Example

, 1998 or 1999	one year or the other
, [1999?]	probable date
, [between 1980 and 1999]	use only for the dates less than 20 years apart
, [ca.1999]	approximate date
, [199_ __]	Probable decade
, [19____]	Century certain
, [19____]	Probable century

## Physical Description Area

Physical Description Area consists of physical description and series statement of the document.

This paragraph starts from the second indentation and continues from the first indentation. This area consists of:

1. Pagination
2. Illustrative matter, and
3. Size of the document expressed in cm.

### Pagination

If the book is in a single volume, record the number of pages. Example:

786p.

Xiii, 786p.

If the book is published in more than one physical volume, record the number of volumes as under:

Three volumes as 3v.

Four volumes as 4v.

If a set of volumes is continuously paged, give the pagination in parentheses after the number of volumes. Ignore separate pagination of Roman numbers in volumes other than the first.

Example:

3 v. (viii 2660p.)

If the volumes in a multivolume set are individually paged, record the pagination of each volume in parentheses after the number of volumes.

Example:

2 v. (xx, 328; xii, 415 p.)

### Illustrative Matter

The second item of physical description area is illustrative matter. The connecting symbol between pagination and illustrative matter is a colon (:). Indicate the illustrated printed books as “ill”. Illustrations can be Charts, Maps, Music, Plans, Portraits, Samples, etc. Example:

786 p.: ill.

786 p.: ill., maps



Notes



## Notes

**Size**

The third item in this area is the size of the document. The connecting symbol between the illustrative matter and height of the document is semi colon (;). Give the height of the volume in (cm) centimeters, to the next whole centimeter up (i.e., if a volume measures 17.2 cm, record it as 18 cm). Put a semi colon before size. Example:

786 p.: ill. ;18 cm

**Series Area**

Precede this area by a full stop, space, dash and space. Series statement is recorded in circular brackets. The series statement may consist of name of the series, statement of responsibility relating to series and number of series. Example:

- . - (Ranganathan Series in Library Science)
- . – (Ranganathan Series in Library Science; 4)

**Note Area**

Notes are given to explain nature, scope, or artistic form of the item. Language of the item, source of the title proper, variation in title, accompanying material, contents, 'with' notes, etc. are also recorded in Note area.

**Standard Number**

Record the International Standard Book Number (ISBN) or International Standard Serial Number (ISSN) for the item being described. Example:

ISBN : 81-239-0459-2

ISBN : 81-239-0447-9

ISSN : 0002-9769

**Tracing**

Tracing is 'the record of the heading under which an item is represented in the catalogue'. The information about added entries should be recorded in a paragraph starting from the second indentation.

**WORKS OF PERSONAL AUTHORSHIP**

A Personal author is 'the person chiefly responsible for the creation of the intellectual or artistic content of a work'. The work may be prepared by single person, two persons or more persons. In case of more than one author, additional entries are to be prepared for joint authors.

### Entry for Single Personal Author

Enter a work by ONE PERSONAL AUTHOR under the heading for that person named in the work. The main entry for the work ascertained to be by a single personal author has to be under the author's name.

The rule states that the heading will be the name by which the author is commonly known. Thus, the entry for a single work by one author may appear under the person's real name. Examples:

- a) Computer Science /by Roger Hunt  
Main Entry under the heading 'Hunt, Roger'
- b) Theory of Religion/by R. W. Rush  
Main Entry under the heading 'Rush, R.W.'

### Entry for Two Personal Authors

Enter a work by TWO PERSONAL AUTHORS under the heading for the first personal author. For the second author, make an added entry. Example:

Foundations of Set Theory/by K. R. Bhal and Y. P. Dhal

Main Entry under the heading 'Bhal, K. R.' to be prepared.

One Added Entry for shared authorship to be prepared for 'Dhal, Y. P.'.

### Entry for Three Personal Authors

Enter a work by THREE PERSONAL AUTHORS under the heading for the first personal author. Make added entries for the second and third joint authors. Example:

Analytical Geometry/by Percey F. Alexy, Arthur Sullivan Gale and John Havan Neelley

Main Entry under the heading 'Alexy, Percey F.'

Two Added Entries for shared authorship to be prepared for 'Gale, Arthur Sullivan' and 'Neelley, John Havan'

### Principal Responsibility not Indicated

In many cases, responsibility for a work is shared by two or more persons and principal responsibility is not attributed to any of them on the work or layout. According to AACR-2, for such works, enter under the heading for the name first given on the chief source of information (i.e., title page of a book). Make added entries for the second and third joint authors. Example:



Notes



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**Notes****Political System, 2<sup>nd</sup> ed**

Stephen White

John Gardner

George Schopflin

As principal responsibility is not attributed to any of the above, the Main Entry is to be made under the first mentioned name, i.e., 'White, Stephen'.

Two Added Entries for shared authorship to be prepared for 'Gardner, John' and 'Schopflin, George'.



**Examples**

**Title 1 (AACR-2)  
(Single Personal Author)**



Notes

**AACR-2**

*An introduction to the Second edition of  
Anglo-American Cataloguing Rules*

**Eric Hunter**

**Clive Bingley**  
**London**  
**2012**

**Other Information**

Call No.: 025.32 HUN

Ace No. : 12345

Pages : 148 p.

Size : 22 cm.

## Main Entry



Notes

025.32 HUN	Hunter, Eric.	
12345		<p>AACR-2 : an introduction to the second edition of Anglo-American Cataloguing Rules / Eric Hunter. - London: Clive Bingley, 2012.</p> <p>148 p; 22 cm,</p> <p>1. Cataloguing. I. Title</p>

## Added Entry (Subject)

025.32 HUN	Hunter, Eric	CATALOGUING
		<p>AACR-2 (Rest as in main entry)</p>

## Added Entry (Title)

025.32 HUN		AACR-2 Hunter, Eric
		<p>AAC R-2 (Rest as in main entry)</p>

**Title 2 (AACR-2)**  
**(Single Personal Author)**



Notes

# DOCUMENTATION

GENESIS AND DEVELOPMENT

By

**SR Ranganathan**

*National Research Professor in Library Science  
Documentation Research and Training Centre,  
Bangalore*

**Vikas Publishing House  
Delhi - London**

## Other Information

Call No.: 2:97'P03 L3

Acc No. : 23451

Pages : 310 p

Size : 23 cm

Series : Sarada Ranganathan Endowment for Library Science Series

First edition Published in 2003

## Main Entry

2:97'P03 L3		Ranganathan, S.R
23451		Documentation: genesis and development/ by S.R. Ranganathan - Delhi: Vikas Publishing House, 1973. 310 p.: 23 cm. - (Sarada Ranganathan Endowment for Library Science Series). 1. Information storage and retrieval system. I.Title II. Series

## Added Entry (Subject)

2:97P03 L3		INFORMATION STORAGE AND RETRIEVAL SYSTEM Ranganathan, S.R
		Documentation (Rest as in main entry)

## Added Entry (Title)

2:97'P03 L3		Documentation Ranganathan, S.R
		Documentation. (Rest as in main entry)



Notes

Added Entry (Title)

2:97'P03 L3		Sarada Ranganathan Endowment for Library Science Series Ranganathan, S.R.
		Documentation. (Rest as in main entry)



Notes

### Works of Shared Responsibility

Shared responsibility is defined by AACR-II as collaboration between two or more persons performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separate from that of the other.

According to AACR-II, works for which two or more persons or corporate bodies are responsible can further be divided as under:

- (1) Principal responsibility indicated
- (2) Principal responsibility not indicated

### Principal Responsibility Indicated

AACR-II says “If, in a work by two or more persons or bodies, principal responsibility is attributed by the wording or by the layout of the chief source of information (to one person or corporate body) make main entry under the name for that person or body”.

Make added entries under the headings for other persons or bodies if there are not more than two of them.

In cases where the book is written by two or more authors and if the name of one of the authors is printed in bold letters, the main entry is to be made under that author.

Example 1:     Chritopher Dean  
                  Quentin Whi1Lock



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**Notes**

Note : The author at serial no. two is indicated as principal author, the main entry is to be made under Whitlock, Quentin

Example 2:

P.V.Sehgal  
Homal Pridhan  
S.G. Kalra

Note: As the author at Sr. No.2 is indicated as Principal author, the main entry is to be made under Pridhan, Homal.

### **Principal Responsibility not Indicated**

According to AACR-II, if responsibility is shared between two or three persons or bodies and principal responsibility is not attributed to any of them by working or layout, enter under the heading for the one name first on the chief source of Information (i.e. title). Make added entries under the headings for the others.

Example

Richard D Price  
David K Horton  
Roddell Kelley

**Note:** As principal responsibility is not attributed to any of them, the main entry is to be made under first mentioned author, i.e. Price, Richard D.

**Title 3 (AACR-2)**  
**(Two Personal Author)**  
**(Principal Responsibility not indicated)**



Notes

# COMPUTER AND COMMONSENSE

By  
**Roger Hunt and John Shelley**

**Prentice-Hall of India Private Limited**  
**New Delhi-110001**  
**2009**

## Other information

CallNo. : 001.642

HUN

Acc No. : 79764

Pages : ix, 149 p.

Size : 18 cm.

ISBN : 0-87692-061-10.

## Main Entry

001.642 HUN	Hunt, Roger	
79764		Computers and Commonsense/ Roger Hunt and John Shelley. - New Delhi: Prentice-Hall India, 2009. .ix, 149 p.; 18 cm. ISBN: 0-87692-061-10 1. Computers. I. Shelley, John. II. Title.

## Added Entry (Subject)

001,642 HUN	Hurt, Roger	COMPUTERS
79764		Computers and Commonsense (Rest as in Main Entry)

## Added Entry (Joint Author)

001.642 HUN	Hunt, Roger	Shelley, John
79764		Computers and Commonsense (Rest as in Main Entry)



Notes



Added Entry (Title)

001.642	Hunt, Roger	Computers and Commonsense
79764		Computers and Commonsense (Rest as in Main Entry)



Notes



Notes

**Title 4 (AACR-2)  
(Two Personal Authors)**

**(Principal Responsibility is Indicated)**

# **FOUNDATIONS OF SET THEORY**

**V.P. Dhal  
and  
K.R.BHAL**

**Horth Holland Publishing Company  
Amsterdam  
Holland  
2008**

**Other information**

Call No. : B3M7

P08

Ace No. : 37831

Pages : x, 500 p.

Size : 25 cm

Series : Studies in logic and foundations of mathematics.

Main Entry



B3M72 P08	Bhal, K.R.	
37831		<p>Foundations of set theory/ Y.P. Dhal and K.P. Bhal, -Amsterdam : North Holland Publishing Company, 2008.</p> <p>X, 500 p.; 25 cm. - (Studies in logic and foundations of mathematics).</p> <p>1. Mathematics. 2. Aggregates (Mathematics). I. Dhal, Y.P. II. Title III Series. Y.P.</p>

Notes

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	MATHEMATICS
37831		<p>Foundations of set theory. (Rest as in main entry)</p>

Added Entry (Subject)

B3M72 P08	Bhal, K.R.	AGGREGATES (MATHEMATICS)
37831		<p>Foundations of set theory (Rest as in main entry)</p>

## Added Entry (Joint Author)

B3M72 P08	Bhal,	Dhal, YP. K.R
37831		Foundation of set theory (Rest as in main entry)

## Added Entry (Title)

B3M72 P08	Bhal,	Foundations of set theory K.R.
37831		Foundations of set theory, (Rest as in main entry)

## Added Entry (Series)

B3M72 P08	Bhal,	Studies in logic and foundations or mathematics K.R.
37831		Foundational of set theory (Rest as in main entry)



Notes

**Title 5 (AACR-2)**  
**(Three Personal Authors)**  
**(Principal Responsibility not indicated)**



Notes

# READINGS IN GUIDANCE

**John. E. Barkey**  
**James A. Hans**  
**James L. Maltha**

**Second Edition**

**Holt, Rinehart and Winston**  
**New York, Chicago, London**

**Other information:**

Call No. : T9 (Y4) P15

Acc No. : 5994

Pages : xvii,800p

Size : 20 cm

Series : Foundation of Education Series. No.75  
Copyright date : 2015

## Main Entry

Notes

T9 (Y4) P15	Barkey, John E.	
5994		<p>Readings in guidance / John. E. Barkey, James A. Hans James L. Maltha. - 2nd Ed.- Ne" York: Holt, Rinehart and Winston, c 1959.</p> <p>xvii, 800 p.; 20 cm. - (Foundation of Education Series; no.75) .</p> <p>1. Counselling. I. Hans, James A. II. Maltha, James L. III - Title IV. Series</p>

## Added Entry (Subject)

T9 (Y4) P15	Barkey, John E.	COUNSELLING
5994		<p>Readings in guidance. (Rest as in main entry)</p>

## Added Entry (Joint Author)

T9 (Y4) P15	Barkey, John E.	Hans, James A
5994		<p>Readings in guidance (Rest as in main entry)</p>

Added Entry (Joint Author)

T9 (Y4) P15		Maltha, James L. Barkey, John E.
5994		Readings in guidance (Rest as in main entry)

Added Entry (Title)

T9 (Y4) P15		Readings in guidance Barkey, John E.
5994		Readings in guidance (Rest as in main entry)

Added Entry (Series)

T9 (Y4) P15		Foundation of Education Series Barkey, John E.
5994		Readings in guidance (Rest as in main entry)



Notes



Notes

**Title 6 (AACR-2)**  
**(Three Personal Authors)**  
**(Principal Responsibility is indicated)**

# **Library Practice**

## **A Manual and Text book**

**J Ritchie**  
**A Standley**  
**J BURKETT**

**ELM Publications**  
**Cambridge**  
**2017**

**Other information:**

Call No. : 025 P17

Ace No. : 2577

Pages : ix, 285 p.

Size : 18 cm.



Main Entry



025 P17	Burkett, J.	
2577		<p>Library practice: a manual and text book / J. Ritchie A. Standley and J. Burkett. - Cambridge: EUM Pub, 2017.</p> <p>ix, 285 p.; 18 cm.</p> <p>1. Library Science. I. Ritchie, J. II. Standley, A. III Title.</p>

Notes

Added Entry (Subject)

025 P17	Burkett, J.	LIBRARY SCIENCE
2577		<p>Library practice (Rest as in main entry)</p>

Added Entry (Joint Author)

025 P17	Burkett, J.	Ritchie, J.
2577		<p>Library practice (Rest as in main entry).</p>

Added Entry (Joint Author)

025 P17	Burkett, J.	Standley, A.
2577		Library practice (Rest as in main entry)

Added Entry (Title)

025 P17	Burkett, J.	Library practice
2577		Library practice (Rest as in main entry)



Notes

(Prepare all possible entries according to AACR-2  
for the following publications)



Title 1 (AACR-2)

Notes

**POLITICS IN INDIA  
SINCE  
INDEPENDENCE:  
1947-1995**

**BY  
P.K. BANARJEE  
D.P. CHATTOPADHYA**

**THIRD EDITION**

**ORIENT LONGMAN  
NEW DELHI-1 995**

**Other information**

Call No : W.44 'N95-N97  
N95

Ace No. : 4459

Pages : x,412p.

Size : 24 cm.

Series : Contemporary political science series. The book is second in series.



Notes

**Title 2 (AACR-2)**

**NATURE OF  
PIEZO-ELECTRICITY**

**By  
J.H. WEAVER  
L.C. MOTZ**

**THIRD EDITION**

**SIMON AND SCHUSTER  
NEW YORK-2014**

**Other information**

Call No. : C642:8  
P14

Ace No : 5521

Pages : xxi, 510

Size : p. 24 cm.

Series : Studies in Electricity. This is sixth in the series.

Title 3 (AACR-2)



Notes

# HISTORY OF ELECTION SYSTEM IN INDIA

By  
PAUL R BRASS

Second Edition

Cambridge University Press  
New Delhi-2016

**Other information**

Call No. : W:91v44'N9

P16

Ace No : 31113

Pages : 320p.

Size : 23 cm.

Series : The New Cambridge Series on Indian Politics No.3



Notes

**Title 4 (AACR-2)**

**(Popular Science Series, No.XIV)**

**ENERGY FOR  
DEVELOPMENT**

**RAMESH CHANDRA  
SURESH KUMAR GOYAL**

**(5th Edition)**

**Popular Prakashan  
Bombay 2017**

**Other information**

Call No. : 333.79

CHA -E

Ace No. : 33791

Pages : 279 p.

Size : 23 cm. 107

Title 5 (AACR-2)



Notes

# STATISTICAL PHYSICS

By  
L LANDAU  
and  
E LIFSHITZ

Translated from the Russian

By  
D SHOENBERG

Clarendon Press  
Oxford  
2015

## Other information

Call No. : 530

LAN-S

Ace No. : 33030

Pages : viii, 280 p.

Size : 23 cm.



Notes

**Title 6 (AACR-2)**

# **CAGE AND AVIARY BIRDS**

**By  
D. H. S. RISDON**

**Faber and Faber  
London - Boston  
2010**

**Other information**

Call No.: 598.2

RIS-C

Ace No. : 59821

Pages : 188 p.

Size 18 cm.



Title 7 (AACR-2)



Notes

# THEORY OF RELIGION

By

**Robert Stark  
W S Bainbridge  
Gregory Tropea**

**Second Edition**

**P Lang  
New York  
2007**

**Other information**

Call No. : P07

Ace No. : 31121

Pages : 210 p

Size : 23 cm

Series. : Toronto Studies in Religion



Notes

Title 8 (A.ACR-2)

# The Electric Lines of the Lancashire and Yorkshire Railway

By

N N Forbes  
B J Felton  
RWRush

Electric Railway Society  
Sutton Coldfield  
1976

**Other information**

Call No. : 3853

FOR-E

Ace No. : 35831

Pages : xv, 461 p

Size : 30 cm.

Title 9 (A.ACR-2)



Notes

# Communist Political System An Introduction

By

Stephen White  
John Gardner  
George Schopflin

St. Martin's Press  
New York  
2017

**Other information**

Call No. : 321.92

WHI-C

Ace No. : 22113

Pages : 2442p.

Size : 22 cm.

# **Library Records**

## **Certificate Course in Library Science**



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)**

# LIBRARY RECORDS

## CONTENTS

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4.	Practical-4	7
5.	Practical-5	9
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*In this section you will be introduced to the concept of records, their need, and various types of records required for libraries. This practical includes the accession records, library catalogue and shelf list, periodicals work records, and records related to circulation activity. Here we will learn how to maintain records of different sections of Library. We will learn how to retrieve information while maintaining the records.*



# Practical-1

## **TITLE:**

Acquaintance with records maintained in different departments of a library.

## **OBJECTIVE:**

To visit any library and to identify various records maintained by different departments of a library.

## **INTRODUCTION:**

In Lesson 1, you have learnt about different types of library records maintained by different sections of a library. The areas of operation of a library are grouped under the following departments:

- a) Acquisition Department
- b) Processing/Technical Department
- c) Circulation Department
- d) Periodicals Department
- e) Administration Department

In this practical, you are required to search various records maintained by the above mentioned departments. These records are usually in the form of registers, files and cards, or in electronic form depending on their nature and use.

## **PROCEDURE:**

1. Go to any library in your area/city.
2. Meet the Head/Incharge of the library and state the purpose of your visit.



Notes

## Library Records

3. Examine various divisions and activities of the library and list any two records maintained by each division.
4. Observe the format of each selected record, viz. Register, card, electronic.
5. Write down details in your practical note book under observation table.

**Observation Table**

<i>S. No.</i>	<i>Name of the Division/Section</i>	<i>Title of the Record</i>	<i>Format of the Record</i>

### CONCLUSION:

The advantage of library records is to develop a uniform system in day to day activities of the various departments of a library. After completing this practical, you will understand the importance of maintaining records in libraries. For developing a uniform system in day-to-day activities of its various departments/sections, libraries develop various records as per the need of each department/section.





## Practical-2

### TITLE

Control records maintained by Technical Section of a library.

### OBJECTIVE

To gain familiarity with the records of Technical/Processing section of a library.

### INTRODUCTION:

You have learnt in the which lesson 1 about the need and importance of records maintained by libraries.

The technical/ processing section of a library is concerned with:

- a) Assigning call number to books, and
- b) Preparation of corresponding catalogue cards for various publications.

The technical section usually maintains following records:

- (i) Authority file for classification
- (ii) Authority file of cataloging
- (iii) Authority file for filing cards

In this practical exercise, you will visit any library and observe the working of the technical section. On the basis of your observation, make a list of various records maintained by the technical section.

### PROCEDURE:

1. Visit any library and go to the technical section.
2. Meet the Head/ In charge of the technical section and state the purpose of your visit.



Notes

### Library Records

3. Observe the working of the section with regard to technical processing of documents, i.e., assignment of call number and preparation of catalogue entries.
4. Enquire about the records used/ maintained in the technical section and record your findings / observations.
5. Prepare a final list of all the records maintained by the Technical/ processing section.

### CONCLUSION:

The various records maintained by Technical/ Processing section help to maintain consistency in various activities otherwise various staff members working the division may work according to their point of view or way of working. These records thus ensure that all activities are carried out on similar basis, for example, choice of subject, cataloging details and filing cards. All the activities need to be maintained as per certain standards.



## Practical-3

### **TITLE :**

Understanding Accession record and to prepare sample Accession entry for any 10 books.

### **OBJECTIVE:**

To identify various records of information related to accessioning and their relevance to the structure of Accession Register.

### **INTRODUCTION :**

In Lesson 2, you have learnt that the accession record is an inventory of books and other reading material in any library. Most prevalent forms of accession record are card form, register form and computerized record. In this practical exercise, you will gain insight into the type of information entered in various columns of the accession register by actually filling up the required information for any 10 specimen books.

### **PROCEDURE :**

1. Visit a Library/Information centre in your locality.
2. Meet the Head/Incharge of the library
3. Introduce yourself as a student of Library and Information Science Course. Explain the purpose of your visit and request for access to the Accession Register.
4. Alternately, and for convenience, the information about various columns of the Accession register are also provided below for your reference.

Date, Serial number (represents accession number), Author, Title (including subtitle, if any) of the book, Series, Volume Number (in case of multi-volumed



## Notes

### Library Records

books), Year of Publication, Edition, Order Number and date, Bill Number and date, Price, Mode of acquisition (by purchase or gift), Vendor/Source, Subject or Class number and Remarks (this may be used for updated status of the book, e.g. whether missing, etc.).

You may put these items of information as various column and take a printout and make copies of the same.

5. Collect ten books on any subject. Some of the books may include multiple volumes.
6. Write down all the details of the books in respective columns of the blank accession register.

### CONCLUSION :

After completing the entries for the books in the accession register, find out if all these are available in the library that you are visiting. Why is this record important from an administrative point of view ? Is there any alternative to this register ? In case of books received by donation or gift, is it necessary to mention the price of the same in the accession register ?



## Practical-4

### **TITLE:**

Book Selection-Cum-Accession cards record in a public library.

### **OBJECTIVE:**

To observe book selection work carried out by a public library and to prepare record of selected cum ordered books in the subject of science and technology.

### **INTRODUCTION:**

In Lesson 2, you have learnt that after selection and acquisition of library material, accessioning is carried out. An accession record is a list in the form of a register or cards in which entries are maintained date wise in serial order.

In this practical, you are required to observe the book selection work carried out by a public library and prepare 10 book selection cum accession cards for books in any subject area.

### **PROCEDURE:**

1. Go to any public library and meet the Librarian / Head of the library.
2. Observe the book selection work.
3. Pick up a set of 10 books recently approved for purchase by the library.
4. Fill up the details for each book in the book selection cum accession card as below:



Notes

## Library Records

### Book selection-cum-accession card (Front)

AC N	Don	WIN	
C1 N			
Auth			
Title			
Size	Col	Ed.	Yr.
Pub.		Pub. Price	
Series etc.			
Review			
Reference			

(Back)

Vendor	Date	Initial	Order No.	India			
				Cost		Foreign	
Sel.							
App.			Cum No.	Cur	Yr	Total	
Ord.			of Vol. in				
Rec.			Sub				
Paid							
Acces							
Cut			Lang				
Class			Cum	Rs.	P.	Rs.	P
Cat			Cost				
Shel			Sub				
Bound							
Weed			Total				

- Merge the filled up cards in order of date of acquisition and assign serial number consecutively to the last number of earlier acquisition. This is the accession record.

### CONCLUSION:

In this practical you have learnt the book selection process and the technique of preparing accession cards for a public library.



## Practical-5

### **TITLE :**

List of statistical records maintained by maintenance section of a college library.

### **OBJECTIVE:**

To understand the use of statistical records and their relevance in the library activities.

### **INTRODUCTION :**

In Lesson 1 you have learnt the need, importance and types of records required by libraries. In this practical exercise, you are required to visit maintenance section of a college library and learn the need of maintenance of statistical records.

This practical will enable you to understand the details about work load and resources available in a college library.

### **PROCEDURE :**

1. Go to a college library in your area.
2. Find out the maintenance section of the library.
3. Introduce yourself to the Head/Incharge of the Maintenance Section and explain the purpose of your visit.
4. Examine statistical records of following activities by users that are maintained by the Maintenance Section
  - Books consulted in library reading room



Notes

## Library Records

- Books shelved
  - Shelves rectified
  - Books identified for binding and repair work
  - Misplaced books traced
5. Make a list of various statistical records.

## CONCLUSION

In this practical exercise you have learnt about different types of records such as books consulted, books shelved, shelves rectified books identified for binding and repair work and misplaced books now traced. These statistical records maintained by the maintenance section help library in its acquisition policy as these also reflect preference of users regarding books borrowed and consulted and working hours of library etc.





## Practical-6

### TITLE :

List of various records maintenance by the periodicals section of a University Library.

### OBJECTIVE:

To identify various records maintained by the periodicals section of a University Library.

### INTRODUCTION :

You have learnt about the importance of records maintained by the periodicals section of a library in Lesson 1 and Lesson 4.

In this practical, you are required to search various records maintained by periodical section. These records are usually in the form of register, files and cards, or in electronic form depending on their nature and use.

### PROCEDURE :

1. Go to a University Library in your city.
2. Find out the periodicals section of the library.
3. Meet the Head/Incharge of the periodicals section and state the purpose of your visit.
4. Examine various activities and list the records maintained by the periodicals section for periodicals. The following records are usually maintained by university libraries.
  - Periodicals Registration record



## Notes

### Library Records

- List of periodicals received and each one arranged by title, vender, subject and mode of procurement, i.e., subscription, exchange or gift
- Bill Register to record bills received, processed and passed for payment
- List of periodicals sent for binding
- Budget allocation register

### CONCLUSION

Periodicals are a major component of any library collection. Records maintained by the periodicals section are for proper control of periodicals and for providing services to user community.



## Practical-7

### **TITLE :**

Observe the system for maintaining receipt of periodicals and to preparation 20 registration and check cards according to three cards system in a University library for periodical registration.

### **OBJECTIVE:**

To learn the technique for preparing and maintaining receipt records of periodicals according to three card system, a method introduced by Dr. S.R. Ranganathan.

### **INTRODUCTION :**

In Lesson 4 you have studied about the records for periodicals registration. Amongst the various systems of periodicals maintenance, three card system is quite popular. It is easy to operate and maintain as three different cards of size 5"x3" are to be maintained for each periodical. These are :

- a) Registration card
- b) Check card
- c) Classified Index Card

The registration card records details related to receipt and date of receipt of periodical issues. The check card helps in checking non-receipt of a particular issue of periodical. Lastly, the classified index cards are arranged in a classified order by means of class number given to the periodical.

In this practical exercise, you will be able to learn the technique of maintaining receipt records of periodical issues in Registration card and Check card.



Notes

## Library Records

### PROCEDURE :

1. Visit a university library in your city.
2. Go to the periodicals section of the library.
3. Introduce yourself to the Head/Incharge of the periodicals section and explain the purpose of your visit.
4. Pick up any 20 latest issues of periodicals.
5. Go through each of the periodical issue and fill up details :
  - a. Registration card

#### The Registration Card in Three-Card System

<i>Title :</i>				<i>Payment</i>	
<i>Vendor</i>				<i>Voucher No. &amp; Date</i>	
<i>Class</i>	<i>Period in weeks</i>	<i>Order</i>			
<i>No.</i>	<i>Grace week</i>	<i>No. &amp; Date</i>			
<i>Amount</i>				<i>Annual Subscription</i>	
<i>Vol. &amp; No.</i>	<i>Date of Publication</i>	<i>Date of Receipt</i>	<i>Vol. &amp; Number</i>	<i>Date of Publication</i>	<i>Date of Receipt</i>

Fig. 1 : Specimen of Registration card

- b. Check card

<i>Heading</i>					<i>Periodically</i>	
					<i>Grace Weeks</i>	
<i>Vol. Number</i>	<i>Due Week</i>	<i>Week of Rem.</i>	<i>Lbn. Number</i>	<i>Vol. &amp; Week</i>	<i>Due Rem.</i>	<i>Week of</i>

Fig. 2 : Specimen of Check Card

6. For each periodical issue fill up separate registration card and check card.



## CONCLUSION

After completing the above exercise, you will be able to maintain the periodical registration in separate 5"x3" cards which are kept separately in trays.

This system saves the time of the users and staff as working of the system is automatic and no time is wasted in finding out when an issue of a periodical is received. The check cards inform about the non receipt of periodical issues and enable library staff to send reminders immediately.

Notes



Notes

## Practical-8

### **TITLE :**

Preparation of a table indicating subject wise statistics of books issued to and returned by students in a school library.

### **OBJECTIVE:**

Understanding circulation work in a school library and learning to prepare statistical records related to circulation activities.

### **INTRODUCTION :**

You have learnt in Lesson 1 and Lesson 5 the need for maintaining records in circulation section. This section is concerned with issue/return of reading material to the users of the library. Subject wise statistics of lent books is an important indicator of preference of library users. It also helps in collection development.

This practical will enable you to gather details about number of books issued and number of books returned by students in various subjects. You will also be able to prepare a table and indicate statistical details regarding circulation activities.

### **PROCEDURE :**

1. Go to a school library in your area.
2. Meet the Librarian/Head of library and introduce yourself.
3. State the purpose of your visit.
4. At closing time of the library, check all records of issue of books. Also check up all the books returned by students.
5. Prepare a table as below and fill up details.



Name of the Library

Circulation statistics

Date :

Notes

<i>S. No.</i>	<i>Subject</i>	<i>No. of books issued</i>	<i>%</i>	<i>No. of books returned</i>	<i>%</i>
	Biology				
	Economics				
	Physics				
	Chemistry				
	Political Science				
	History				
	Geography				
	General Science				
	Total				

6. At the end of the day calculate the percentage of books issued in each subject.

### CONCLUSION

The subject wise statistical data of Issued/returned books is an important indicator of preference of library users. It is very helpful in collection development of the library.



Notes

# Practical-9

## TITLE:

Registration records of new members of a college library.

## OBJECTIVE:

To understand the records related to registration of new members in a college library.

## INTRODUCTION:

You have learnt about the records and procedures related to circulation work in Lesson 5. Registration of new members is the first activity in the circulation system.

The borrowers who want to be a member of the library have to provide various details in a form or a card. The items of information vary from library to library. The information usually required is same, i.e., name, address, occupation, telephone number, etc.

The specimen card is as below:

### Membership Application Form (Front Side)

#### Name of the Library

I request that I may be enrolled as a member of the library. I accept the rules and regulations of the library and declare that I will follow other instructions as well.

- Full Name (in capital letters).....
- Father's Name- .....
- Dept./College ..... Class.....
- Subject.....Roll No. ....
- Final Year of Examination .....





Notes

- Address for communication.....
- Permanent Address .....
- .....
- Telephone No. (if any) Mobile.....
- Email.....
- Date..... *Signature*

(Back Side)

I, The undersigned recommend that Mr./Ms—————be enrolled as a member of the library. The information furnished by him/ her has been verified by my office. Security deposit receipt No. ....Date.....

Valid up to \_\_\_\_\_

Signature of  
Librarian/Principal of College/ HOD  
Official Seal

Received .....Library Tickets.

*Signature of the Borrower*

Membership allowed

*Signature of the Librarian in-charge*

**PROCEDURE:**

1. Visit a college library in your locality.
2. Go to the Head/ In charge of circulation section and introduce yourself and state purpose of your visit.
3. Request for 5 blank membership forms.
4. Fill up all the details of prospective borrowers in the specimen from as given above.
5. Arrange the forms in suitable order.



Notes

## Library Records

### CONCLUSION:

After the required form is filled up by each prospective member and its proper checking, a borrower is registered as a member. The purpose of this registration record is to:

- Know identity of the borrowers
- Control unauthorized entry to the library
- Maintain record of borrowers' address for future communication by the library
- Compile statistics for measuring usefulness of the library.

Based on above, you might have understood the need of New members registration record.

# **Computer Applications in Libraries**

## **Certificate Course in Library Science**



**NATIONAL INSTITUTE OF OPEN SCHOOLING**  
**A-24-25, INSTITUTIONAL AREA, SECTOR 62, NOIDA (U.P.)**

# COMPUTER APPLICATIONS IN LIBRARIES

## CONTENTS

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2.	Section-B : Computer Applications	17
3.	Section-C : Library Automation	34
4.	Section-D : Networking and Resource Sharing	54

*In this practical , we will tell you about computer applications in libraries. Starting with the fundamentals concepts of computer, which includes various applications such as word processing, and searching on the web. Further, it will help you to know need of library automation and software packages for supporting house-keeping functions. This is followed by library networking and re-source sharing trends among libraries.*

## SECTION –A

# COMPUTER FUNDAMENTALS

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Notes

### INTRODUCTION

Computer is an electronic device which accepts input from user, processes it and produces desired output. A wide range of problems can be solved with the help of computers. A computer can also be used to perform several complex operations like forecasting the weather, controlling traffic, making cartoon films, etc. Libraries are no exception. A computer has a memory too, that can store a lot of information.



**Figure 1.1: Computer**

In this lesson, you will be introduced to some of the hands on in identifying and assembling the different components of a computer, input and output devices, operating systems and working features of Windows.

### Basic Components of a Computer

Computers work through an interaction of hardware and software. Hardware refers to the parts of a computer that you can see/touch, including the case and everything inside it. The most important piece of hardware is a tiny rectangular chip inside your computer called the central processing unit



## Notes

(CPU), or microprocessor. It is the “brain” of the computer—the part that translates instructions and performs calculations. Hardware items such as monitor, keyboard, mouse, printer, and other components are often called hardware devices, or devices. The illustration below (Fig.1.2) shows the most common hardware in a desktop computer system. Your system may look a little different, but it probably has most of these parts.



**Figure 1.2: Parts of a computer & its peripherals**

The parts of a computer and its peripherals are:

- a) Monitor
- b) Keyboard
- c) Mouse
- d) System unit
- e) Speakers
- f) Printer
- g) Flash memory card reader
- h) Microphone, etc.

Present trend in desktop computers is *All-in-one computers* that combine the computer’s internal components into the same case as the monitor (Fig. 1.3).



Figure 1.3: All-in-one desktop computer



Notes

### Input Devices

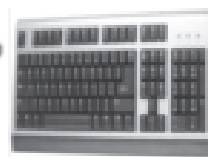
Input devices are the components that are used to get data into a computer. Input devices are used to transfer data or instructions into the computer language. The basic input devices are keyboard and mouse. The other input devices are: joystick, barcode reader, scanner, etc. (Fig. 1.4)



Barcode Reader



Scanner



Keyboard



Mouse



Web Camera



Joystick

Figure 1.4: Input devices

### Output devices

Output devices are simply the devices that allow you to ‘see’ the data being produced by the computer. One of the most basic output devices is the monitor. The output devices are classified as: (i) Hard copy devices - printer, plotter, etc., and (ii) Soft copy devices - monitor, visual display terminal, video output and audio response (Fig. 1.5).





**Figure 1.5: Output devices**

### Storage devices

The memory is an essential component of a computer system. It is required to store instructions and data. Memory system can be divided into: (i) Primary memory, and (ii) Secondary memory.

### Primary Memory

Primary memory is a small and relatively fast storage unit that stores data and instructions which are being currently used by the Central Processing Unit (CPU). This type of memory is also known as a temporary memory. It retains its contents only for the time the computer is switched on. It is divided into two parts, namely, Random Access Memory (RAM) and Read Only Memory (ROM).

RAM is the place in a computer where the operating system, application programs, and data in current use are kept so that they can be quickly reached by the computer's process. ROM is 'built-in' computer memory containing data that normally can only be read, not written to. ROM contains the programming that allows your computer to be "booted-up" or regenerated each time you turn it on.

The computer checks if all its internal devices such as RAM and ROM (Fig. 1.6), peripheral devices such as printer, monitor, scanner, etc. are functioning properly. After these checks are successful, the operating system is loaded into the internal memory, i.e., RAM of the computer. The process of loading the operating system into the memory of the computer is called booting the system.



Figure 1.6: ROM vs RAM



Notes

### Secondary Memory

Secondary memories are permanent storage units used for storing programs and data. This memory retains its contents even when power of the computer is switched off. Types of secondary memory are: Hard Disc, Compact Disc Read- Only Memory (CD-ROM), Digital Versatile Disc (DVD), Pen drive, etc. (Fig.1.7)



Figure 1.7: Storage devices

### Types of Software

Software is a set of computer programs. A program is a set of logical instructions that are required to accomplish a particular task. Software is of two types, namely, System Software and Application Software. (Fig. 1.8).

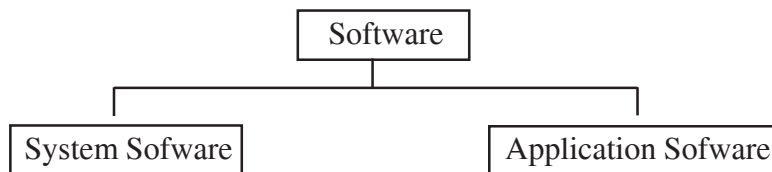


Figure 1.8: Types of Software



Notes

## System software (Operating Software)

System software is designed to operate the computer hardware and to provide and maintain a platform for running application software. For example, Windows XP/ Windows 8, MS-DOS, Linux, Macintosh (Fig. 1.9).



Figure 1.9: System Software

## Application Software

Application software is designed to help the user to perform a particular task. Such programs are also called software applications, applications or apps. For example, MS-Word, Corel Draw, Excel, Photoshop, PowerPoint, Tally, etc. (Fig. 1.10)



Figure 1.10: Application Software

## Operating System

An operating system is a software that acts as an interface between a user and hardware of a computer. It is also very important for the working of a computer as it is required to run other programs. Apart from the power supply, you require an operating system to work on your computer.

An operating system performs the following functions:

- a) It enables the user to interact with the machine. It takes the user's instructions and tells the computer as to what is to be done.
- b) It manages the various input-output devices of the computer and allocates the devices whose services the user requests for.

- c) It helps to manage the storage space in your computer.
- d) It supervises all the activities of the computer.

### Types of Operating System

Operating Systems are viewed as resource managers that manage the resources of a computer. The main Operating Systems are:

- (i) Network Operating System - WINDOWS 2000, Unix, Linux
- (ii) Desktop Operating System - WINDOWS, DOS, Mac OS, and
- (iii) Mobile Operating System - Palm OS and Pocket PC.

The medium through which we communicate with a computer is called the user interface. We can categorize it into two types, namely, Character User Interface (CUI) and Graphical User Interface. CUI uses text to communicate with the user, whereas, GUI uses pictures/graphics to interact with an application.

## INTRODUCTION TO WINDOWS

### Starting Computer

- Start your system
- You will see the following Desktop window with icons, files, folders and shortcuts.

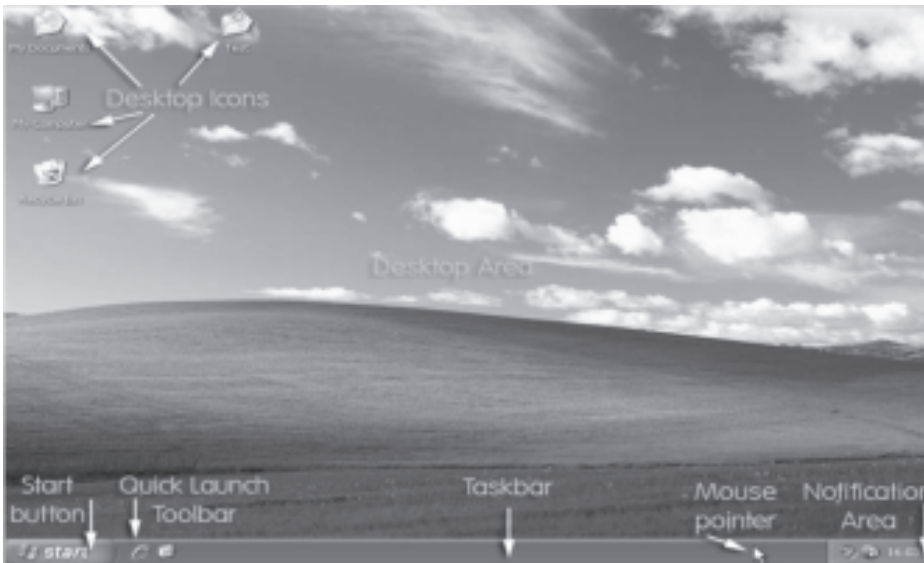


Figure 1.11: Desktop of a Computer



Notes



## Notes

If your system is loaded with Windows 8 Operating System, you will see the window at Fig. 1.12.



Figure 1.12: Windows 8 Operating System

### Display Properties

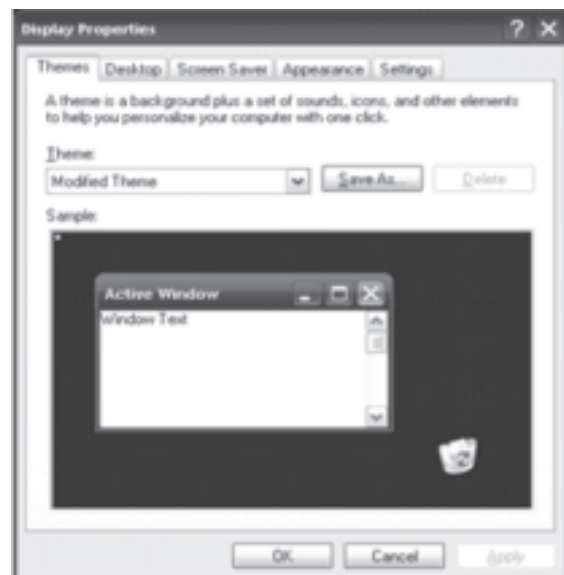
- **Wallpaper:** This is a picture which is being set on the background of desktop.
- **Screen Saver:** This is the screen which appears when we stop while working on computer.
- **Appearance:** This is the colour of windows (active windows or inactive window).

### Changing Desktop Properties

Right Click on the Desktop, you will find a window, on which you can

#### a) Change the Theme

- Right Click on the desktop
- Click on the “Property” option in the menu
- Default theme tab is selected (if not select it by clicking)
- Choose any theme in the drop down list such as Window Xp, Windows Classic, Zone...



- Click on “Apply” button if you want to see it or click on “OK” to make it your theme finally.

**b) Change the Desktop wallpapers and customize the items**

Click on Desktop icon, you will find the following window:



*(i) Change desktop wallpaper*

- Right Click on the Desktop
- Click on the “Property” in the menu
- Click on the “Desktop” tab
- Choose the background from the scroll list
- Click on the “Apply” or “OK”

*(ii) Remove the wallpaper from the desktop*

- Right Click on the Desktop
- Click on the “Property” in the menu
- Click on the “Desktop” tab
- Choose one the options in the background list
- Click “Apply” or “OK” button

*(iii) Change the color of the desktop*

- Choose the color from the drop down list in the same window. You can also choose another color by clicking on Other Button if your color is not in list.



Notes



## Notes

- Click “OK”

(iv) *Show and Hide the desktop items*

- Right Click on the Desktop
- Click on the “Property” in the menu
- Click on the “Desktop” tab
- Click on the “Customize Desktop” button
- Check the items which you want to show
- Click “OK” in the sub window and main window also

(v) *Change the face of the icons*

- Right Click on the Desktop
- Click on the “Property” in the menu
- Click on the “Desktop” tab
- Click on the “Customize Desktop” button
- Choose the item, face of which you want to change
- Click on the “Change Icon” button
- Choose any one icon in the sub window
- Choose your icon and click “Ok” and Click “OK” again in the sub and main windows

c) **Screen Saver**

A screen saver is a computer program designed for security. Whenever you do a confidential task on the computer and you do not want to show your confidential data to others, it is very useful.

If you want to secure your task with password protection, screen saver also has a facility with the help of one **Click**.





Notes

(i) *Change the screen saver*

- Right Click on the “Desktop”
- Click on the “Property”
- Click on the “Screen Saver” Tab
- Choose the “Screen Saver” from the list
- Click apply (Adjust the time if you want)

(ii) *Customize a screen saver*

- Right Click on the “Desktop”
- Click on the “Property”
- Click on the “Screen Saver” Tab
- Choose the “Screen Saver” from the list
- Click on the setting button, the setting window will appear, adjust as you wish and click “OK”
- Click “OK” again in the display property Window.

(iii) *Make your computer secure with the screen saver*

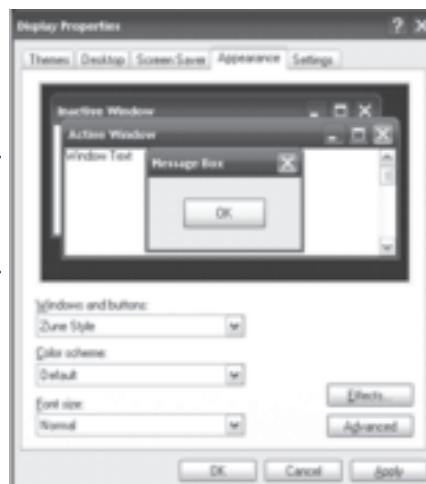
- Right Click on the “Desktop”
- Click on the “Property”
- Click on the “Screen Saver” Tab
- Check the “On resume password protected”

(iv) *Stop a Screen Saver*

- Right Click on the “Desktop”
- Click on the “Property”
- Click on the “Screen Saver” Tab
- Choose the “None” from the list (it is on the top)
- Click “Apply” button or Click “OK”

**d) Appearance**

A theme is a background plus a set of sounds, icons and other elements to help you personalize your computer with one click. But, with the help of appearance, you can change only the color combination of the window or change the skin of the window.







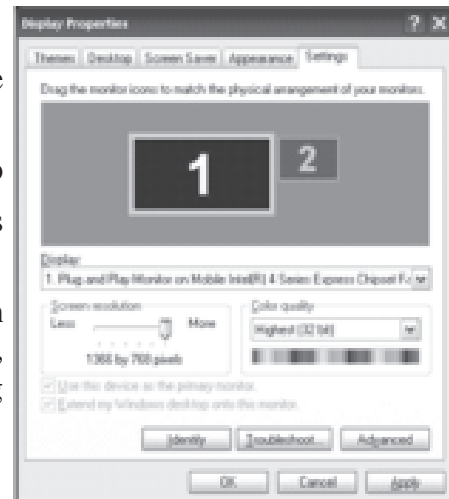
## Notes

(i) *Change the window and buttons appearance*

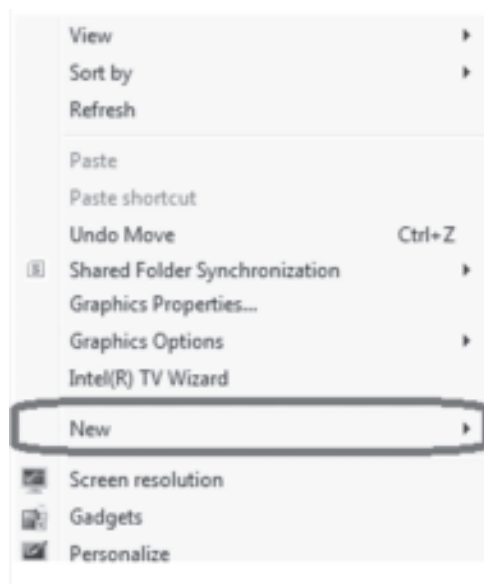
- Right click on the “Desktop”
- Choose the “Appearance” Tab
- Click on the “Window and Buttons” drop down list
- Choose any one you want
- You can also change window and buttons style and font size by using style and font options
- Click “Apply” or “OK”

(ii) *Add some effect*

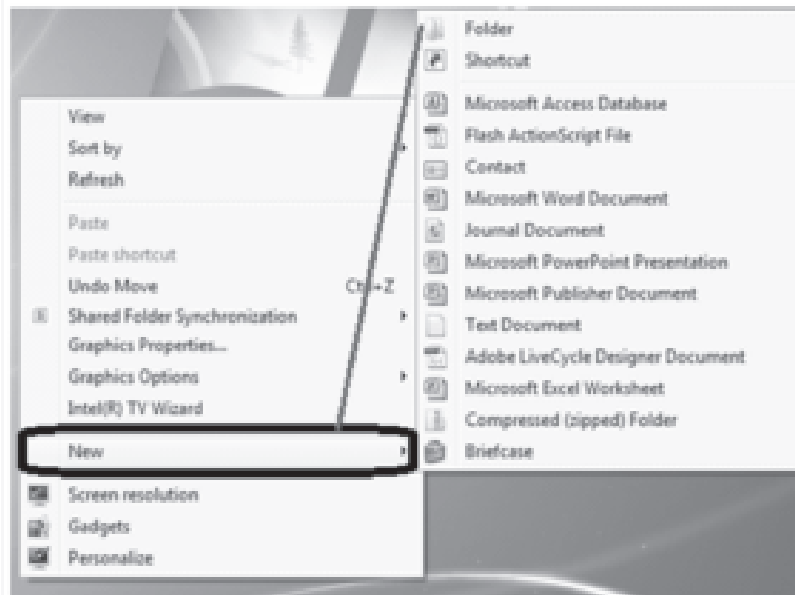
- Right Click on the “Desktop”
- Choose the Appearance Tab
- Click on the “Effects Button”
- A Window appears with some check box type option, choose effect by using check on them
- Click “OK”
- Click “OK” again in the display property window

**Creating a folder on desktop**

- Right Click on the “Desktop”. You will find the following window:

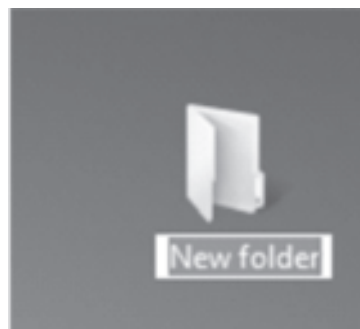


- Click on the “New” tab



Notes

- Choose Folder icon from the drop down list
- Click “OK”. You will find the yellow folder icon with “New folder” name



- To change the “new folder” Name
- Right Click on the folder icon and give your folder name (example: CLIS)





## Notes

**PRACTICAL ACTIVITIES**

1. Assemble the computer system with the help of following components:
  - a) Monitor
  - b) Central Processing Unit(CPU)
  - c) Keyboard, and
  - d) Mouse.
2. Insert the following secondary storage devices on your computer and copy a file from each storage device and save on your computer:
  - a) Pen Drive
  - b) External Hard Disc
3. Copy a file from the following Optical discs and save on desktop of your computer:
  - a) CD-ROM
  - b) DVD ROM
4. Write (Copy) a file from your computer into the following optical discs:
  - a) CD-RW
  - b) DVD RW
5. Attach the following communication devices on computer server and observe the functioning of each device.
  - a) Modem
  - b) Switch
  - c) Router
6. Attach a scanner to your computer system and do the following activities:
  - a) Scan A4 Size printed page
  - b) Save the scanned file on your computer
  - c) Print the scanned file
7. Sort the desktop icons, folders, shortcuts and files on your desktop by Name, Size, Item type and Date modified.
8. Create a new folder on the desktop and copy a file into the same.
9. Find out the following basic information about your computer:
  - a) Windows edition
  - b) System Manufacturer

- c) Processor
- d) Installed Memory (RAM)
- e) System Type
- f) Computer Name

10. In Windows, perform the following tasks :

- a) Create a folder LIBRARY in My Documents and copy a file in this folder
- b) Change the name of the folder LIBRARY to BOOKS
- c) List the icons in My Documents and arrange them by type
- d) Copy a file from one directory to another by dragging



Notes



## SECTION –B

# COMPUTER APPLICATIONS

### INTRODUCTION

Application software, also known as *an application*, is computer software designed to help the users to perform specific tasks and solve particular problems. Examples include MS-Word, WINISIS, e-Granthalaya, etc.

### MS WORD

Microsoft Word is a word processing package designed by Microsoft. It is a powerful and the most popular word processing program used presently for creating documents such as letters, reports, brochures, learning activities, tests, quizzes and students' homework assignments. The current versions are Microsoft Word 2010 for Windows and 2011 for Mac.

Click on Start Menu button, you will find the following window:



- Click on All Programs, the following window appears on your computer



- Click on Microsoft Word 2010.
- You will see the screen as at Figure 2.1.

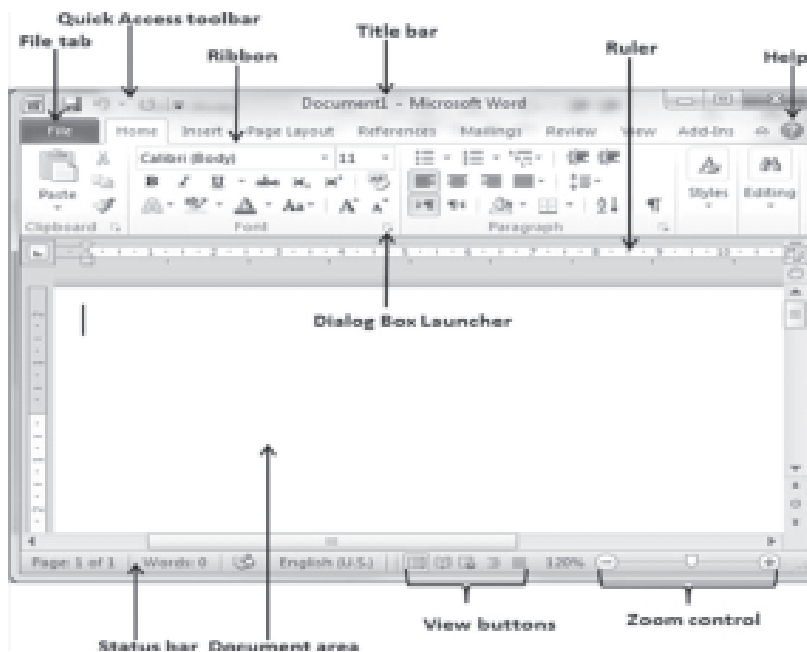


Figure 2.1: Parts of MS-Word Window



## Notes

## The Ribbon

The Ribbon (formerly referred to as toolbars) is the panel at the top portion of the document. It has seven tabs: Home, Insert, Page Layout, References, Mailings, Review, and View that contain many new and existing features of Word. Each tab is divided into groups. The groups are logical collections of features designed to perform functions that you will utilize in developing or editing your Word document. Commonly used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group. (Fig. 2.2)

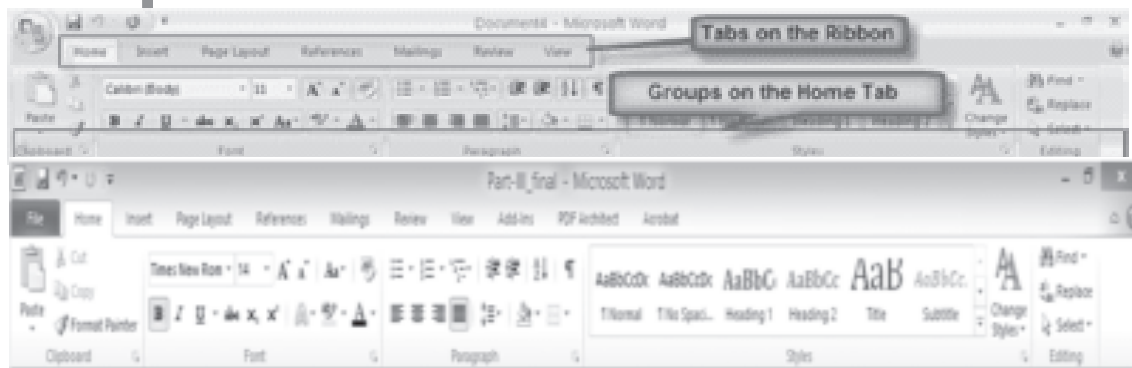


Figure 2.2: The Ribbon

Ribbon contains commands organized in three components:

- (i) **Tabs:** These appear across the top of the Ribbon and contain groups of related commands. Home, Insert, Page Layout are examples of ribbon tabs.
- (ii) **Groups:** These organize related commands; each group name appears below the group on the Ribbon. For example, group of commands related to fonts or group of commands related to alignment, etc.
- (iii) **Commands:** Commands appear within each group as mentioned above.

### Quick Access Toolbar

The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. You will find this toolbar just above the **File** tab and its purpose is to provide a convenient resting place for the most frequently used commands of WORD. You can customize this toolbar based for your comfort.

### Title bar

This lies in the middle and at the top of the window. Title bar shows the program and document titles.

## Rulers

Word has two rulers - a horizontal ruler and a vertical ruler. The horizontal ruler appears just beneath the Ribbon and is used to set margins and tab stops. The vertical ruler appears on the left edge of the Word window and is used to gauge the vertical position of elements on the page.

## Help

The **Help Icon** can be used to get Word related help anytime you like. This provides a tutorial on various subjects related to Word.

## Zoom Control

Zoom Control lets you zoom in for a closer look at your text. The zoom control consists of a slider that you can slide left or right to zoom in or out, . and + buttons can be clicked to increase or decrease the zoom factor.

## View Buttons

A group of five buttons located to the left of the Zoom control, near the bottom of the screen, lets you switch among Word's various document views.

- (i) **Print Layout view:** This displays pages exactly as they will appear when printed.
- (ii) **Full Screen Reading view:** This gives a full screen look of the document.
- (iii) **Web Layout view:** This shows how a document appears when viewed by a Web browser, such as Internet Explorer.
- (iv) **Outline view:** This lets you work with outlines established using Word's standard heading styles.
- (v) **Draft view:** This formats text as it appears on the printed page with a few exceptions. For example, headers and footers aren't shown. Most people prefer this mode.

## Document Area

This is the area where you type the text. The flashing vertical bar is called the **insertion point** and it represents the location where text will appear when you type.

## Status Bar

This displays document information as well as the insertion point location. From left to right, this bar contains the total number of pages and words in the document, language, etc. You can configure the status bar by right-clicking anywhere on it and by selecting or deselecting options from the provided list.



Notes





Notes

## Dialog Box Launcher

This appears as very small arrow in the lower-right corner of many groups on the Ribbon. Clicking this button opens a dialog box or task pane that provides more options about the group.

## WORKING ON MS-WORD

Let us now learn how to work with MS-WORD.

### Formatting

#### *Change the font face*

With the help of this option you can change the font face of the selected document

#### Steps

- Select the text
- Click on the button

Calibri (Body) ▾

- A list of the fonts appears
- Choose your font



#### *Change the size of the fonts*

With the help of this option we can change the size of the fonts.

#### Steps

- Select the text
- Click on the button
- A list appear of the font sizes
- Choose any one



#### *Increase and decrease the font size but manage the ratio of the fonts*

With the help of this option we can not only change the size of the font but it helps to maintain the ratio of the font size.



**Process**

- Select the text you want to increase or decrease
- Click on the button **A<sup>+</sup>** for increment or click the button **A<sup>-</sup>** for decrement

*Change the Case*

You can change the case of selected text in a document by clicking a single button called Change Case on the ribbon.



**Process**

- Select the text
- Click on the button **Aa**
- Choose an option from the dropdown list, which includes Sentence case, lowercase, UPPERCASE, Capitalize Each Word, and tOGGLEcASE.

*Clear Formatting*

To get rid of all the styles, text effects, and font formatting in your document, do the following:



**Process**

- Select the text that for which you want to clear the formatting Or press CTRL+A to select everything in the document.
- On the Home tab, in the Font group, click Clear Formatting button **Clear All**

*Bold*

It is the tool to convert text into strong/bold.



**Process**

- Select the text that you want to make Bold
- Click on the Bold button **B** or use keyboard shortcut Ctrl + B

*Italic*

It is the tool to convert text into Italic.



Notes



## Notes

### Process

- Select the text you want to change to *italic*
- Click on the Italic button *I* or use keyboard shortcut Ctrl + I

### Under Line

It is the tool for ‘under lining’ the text.



### Process

- Select the text you want to ‘under line’
- Click on the tool U or use keyboard shortcut Ctrl + U


### Saving a Document

Click the **Microsoft Office Button**  and Click **Save** or **Save As**, or

- Press CTRL+S (Depress the CTRL key while pressing the “S”) on the keyboard, or
- Click the **File** icon on the Quick Access Toolbar

### Renaming Documents

To rename a Word document while using the program:

- Click the **Office Button**  and find the file you want to rename.
- Right-click the document name with the mouse and select **Rename** from the shortcut menu.
- Type the new name for the file and press the **ENTER** key.

### Paragraph Formatting

#### *Bullets, Numbering, Multilevel List*

When you are writing a document, you need to make it easy to read.



## Process

- Select the text you want to apply bullets to (you can do this by clicking and dragging across the text you want)
- On the “Home” tab of the ribbon, look for the “Paragraph” group
- In the top left hand corner of the paragraph group, you will find buttons that look like three lines with bullets or numbers or level numbering. Click on any of it.



Notes

### Paragraph Alignment

In Word, paragraph alignment refers to how the left and right edges of a paragraph align on a page. You can left-align, center, right-align, and justify a paragraph. The paragraph formatting commands are located in the Paragraph group on the Home tab of the Ribbon. The four options to format a paragraph are:

- Align Text Left
- Center
- Align Text Right
- Justify

#### Align Text Left

A left-aligned paragraph is considered normal. The left side of the paragraph is even and the right side is jagged. To left-align a paragraph, press Ctrl+L or click the Align Text Left button. This type of alignment has right side ragged.

#### Center

Centering a paragraph places each line in that paragraph in the middle of a page, with an equal amount of space to the line’s right and left. To center a paragraph, press Ctrl+E or use the Center button.

#### Align Text Right

A right-aligned paragraph has its right margin even. The left margin, however, is jagged. To right-align a paragraph, press Ctrl+R or click the Align Text Right button. This type of alignment has right side ragged.



## Notes

*Justify*

Full justification occurs when both the left and right sides of a paragraph are lined up flush with the page margins. To fully justify a paragraph, press Ctrl+J or click the Justify button.


**Process**

- To format a paragraph, first click anywhere in the paragraph that you want to format. Then use one of the buttons in the Paragraph group (or a keyboard shortcut). You can format all the paragraphs in a document by first selecting the entire document. The quickest way to do that is to press Ctrl+A.

*Line Spacing*

You may have a document that is single spaced and want it to be double-spaced. Or you've been hitting the Enter key after every line to make it more than single space.


**Process**

- Select line(s) for which you want to change the line spacing
- Click on the button 
- Choose the spacing in the list

**Editing***Go to a specific location*

Use the Go To command in Word to send the insertion pointer to a specific page or line or to the location of a number of interesting things that Word can potentially insert in your document.

**Process**

- Click on the little down arrow in the Find button 
- On the left side of the dialog box, in the scrolling list, choose an element to go to or Press Ctrl + G

- Choose the category, for example, choose to go to a page.




Notes

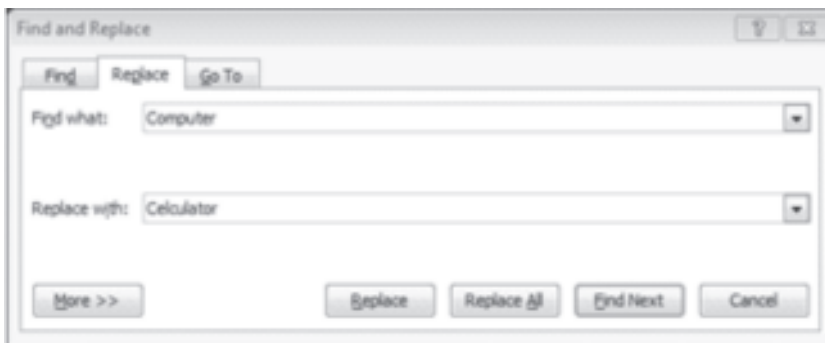
- Type the relevant information in the box on the right side of the dialog box.
- Click the Go To button to go to that location.

*Replacing of text*

In Word 2010, you can easily change every instance of one word in another word or phrase by using the Find and Replace command. How that makes the document read, of course, is anyone’s guess. You may opt to use the Find and Replace command.

**Process**

- On the Home tab, click the Replace command button  Replace, found nestled in the Editing group on the far right side
- In the Find What box, type the text you want to find



- Press the Tab key when you have done typing or click on the next field
- In the Replace With box, type the text you want to use to replace the original text
- Click the Find Next button



## Notes

- When that text is found, click the Replace button
- If you replace all text with a one click press “Replace all” button
- Click close button when you are done

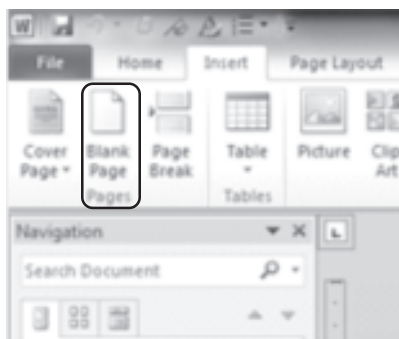
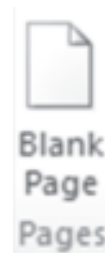
## Insert Objects and other item in the document

### *Blank Page*

In Word 2010, you can insert a blank page into the middle of a document. The Blank Page command lets you manually insert a blank sheet of paper even though Word 2010 automatically adds new pages as you write.

### Process

- Move the cursor on the destination location in the document.
- Click the Insert tab on the Ribbon
- Find the Pages group.
- Click the Blank Page button.



### Table

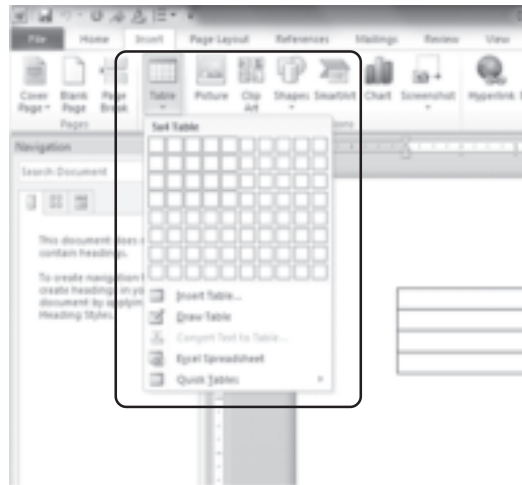
A table is an element you insert into your document, so Word 2010’s Table commands are found on the Ribbon’s Insert tab, in the aptly-named Tables group. Word comes with an assortment of predefined, formatted tables. Popping one down in your document is as easy as using the Quick Tables submenu, chosen from the Table menu on the Insert tab.

### *Quick table*

- Click the Table button on the Insert tab and choose Draw Table from the menu that appears.

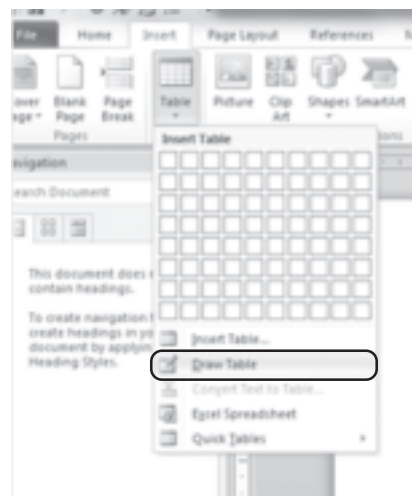


Notes



*Draw Table*

- Choose the option draw table, after choosing this option, your mouse pointer converts in a pencil.



- When you click and drag down, a box appears, it is the outline of your table.
- To draw a row, drag the pencil pointer from the left side to the right side of the table.
- To draw a column, drag the pencil pointer from the top to the bottom of the table.
- Click the Draw Table button or press the Esc key when you are done creating the table's columns and rows.
- To draw more lines in a table, click the Draw Table button in the Design





Notes

tab's Draw Borders group.

## Header, footer and page number

At times, it is necessary to put vital information about your document either at the top of the page, at the bottom of the page, or a combination of both. You can easily enter document title, page numbers, creation date, author, etc. at the top or bottom of your document body. If you place them in a header or footer outside of the document body, you can be assured that this information will always retain the correct placement, no matter how much you edit the contents of your document.



### Process

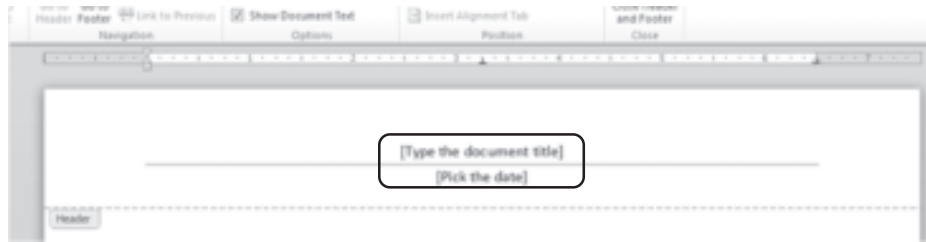
- Click the Insert tab and, from the Header & Footer group, click the Header button. A list of preformatted headers is displayed.



- Select the format you want from the list



- Click any bracketed text and type the required replacement text.



- Repeat the above step for all bracketed text in the header.
- When you are done, click the Close Header and Footer command button in the Close group on the far right side of the Ribbon.
- Click the Insert tab and, in the Header & Footer group, choose Header '1' Edit Header. Or, in Print Layout view, you can quickly edit any header or footer by double-clicking its ghostly gray image.
- If necessary, click the Go to Header command button.
- Click Close button if the header is complete



## INTERNET

The Internet is the world's network carrying information on almost any subject under the sun. It is a network of networks that consists of millions of private, public, academic, business, and government networks, of local to global scope, that are linked by a broad array of electronic, wireless and optical networking technologies. The Internet carries an extensive range of information resources and services, such as the inter-linked hypertext documents of the World Wide Web (WWW) and the infrastructure to support email. Everybody today would like to be on Internet because of the wealth of information which lies there to be exchanged.

A browser is an application program that provides a way to look at and interact with all the information on the World Wide Web (WWW). Technically, a Web



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browser is a client program that uses HTTP to make requests of Web servers throughout the Internet on behalf of the browser user.

In general the browsers include options to:

- (i) View web pages
- (ii) Navigate forwards or backwards between various pages of a site
- (iii) Create Web pages
- (iv) Download information
- (v) Access E-mail
- (vi) Access databases
- (vii) Link from one document to the other

### Protocols

Networks require a common framework of routines and rules to allow computers to communicate with each other, these are called Protocols.

#### *Hypertext Transfer Protocol (HTTP)*

The document or screens are passed from a server to a client according to specific rules for exchanging information, these rules are called protocols. The protocol used on the WWW is named HTTP (Hypertext Transfer Protocol), because the documents, pages, or other items passed from one computer to another are in hypertext or hypermedia form.

### Services of Internet

The World Wide Web (WWW) has become one of the most popular services on the internet. Some of the famous services of Internet are: **E-mail** - for exchange of electronic mail messages, and **World Wide Web** –for browsing websites.

#### *Electronic Mail*

Electronic Mail (e-mail) is the most frequently used application of the Internet and a simple way for computer users to exchange messages between different and distant computers. E-mail is efficient, cost effective, saves time, effort, money, paper, resources and available on all networks.

#### *Electronic mail addresses*

Electronic mail address plays a very important role in delivering the mail to the right recipient. Electronic mail address consists of two parts: (i) User ID, and (ii) Fully Qualified Domain Name. The above two are separated by @ (the “at” sign) separator symbol. For example,

library@ nios.ac.in

here, User ID is ‘library’

Domain Name is ‘nios.ac.in’

Thus, a mail send to library@nios.ac.in will reach a person/unit “library” on the machine nios.ac.in.

### *Components of e-mail*

An e-mail message consists of two important parts:

(i) *Content Information* - gives us detailed information about the message. It is also called the header. It includes: (a) Who it came from (b) Where is it going (c) When it was sent, and (d) What it is about.

(ii) *Content* -this includes the content proper or the actual message sent.

Currently, there are many electronic mail options available to libraries: Electronic reference services and email based integrated library management systems. Feedback and suggestions in today’s libraries generally focus on the use of e-mail, most commonly with some sort of World Wide Web interface.

### **Domain Names**

Based on the type of organization, the domain name is usually assigned. However, this is not followed as a hard and fast rule. Generally the following are conventions used:

- For commercial organizations: **.com**
- For nonprofit organizations: **.org**
- For research organizations: **.res**
- For government organizations: **.gov**
- For academic institutions: **.ac**

Sometimes the country code is also included in the domain names. For example, www.nois.ac.in where *in* stand for *India*.

### **PRACTICAL ACTIVITIES**

1. Create a new file using MS-Word and save as clis.docx or clis.doc. Type the following content in this created file using the following parameters:
  - a) Orientation – Portrait
  - b) Size – A4 (8.29” x 11.69”)



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- c) Font Type – Calibri
- d) Font Size – 14
- e) Font Color – Blue
- f) Line spacing – 2.0
- g) Use Bullets and Numbers for few lines
- h) Use appropriate (your choice) document theme
- i) Use header, footer and page number at the bottom of the page
- j) Add the following text:

Computers can store a huge quantity of data which can be easily manipulated. For this reason, word processing is one of the most important and widespread uses of computers. Computers can also be used to communicate information over long distances. Computers can send information to others over telephone lines. A computer network consists of several connected computers in separate rooms, buildings, cities, or countries. Computer networks allow people to communicate remotely, using electronic mail, Chat by sending messages to and forth (using Instant Messenger), talk using Voice over Internet Protocol (VOIP), and see and talk to each other over Internet Protocol Television (IPTV) and other devices.

2. In MS-Word document, carry out the following customization tasks :
  - a) Remove ruler bar
  - b) Insert ruler bar
  - c) Minimize ribbon bar
  - d) Customize the ribbon and keyboard shortcuts
  - e) Customize the user interface options (General)
  - f) Customize the AutoCorrect options (Proofing)
  - g) Customize the editing options (Advance)
  - h) Customize the quick access toolbars
3. In MS-Word, perform the following tasks:
  - a) Open an existing MS-Word file (doc file)
  - b) Display above document in print, full screen reading, web layout, outline and draft views.
4. Open a new word file and insert a new table with following parameters:

- a) Table with 5 rows
  - b) Each row with 5 columns
  - c) Add columns with Sl.No., Name, Class, Year and Mobile No. respectively.
  - d) Enter the meaningful data for 4 rows.
5. Search the Journal of Library and Information Science (JLIS) available in the Department of Library and Information Science Website and complete the following task:
- Prepare Table of Contents of any JLIS (one issue) using **MS-Word** and save as **Toc.doc**.
6. Identify the websites (at least two) where you can find the Table of Contents (TOCs) of Library and Information Science Journals.
- a) Write down URLs of these websites
  - b) Bookmark the identified websites
  - c) Take the screenshot of the TOCs of the latest issue of any one of the LIS Journals in a separate file.
  - d) Send the above output as an e-mail attachment to your friend.
7. Open the National Institute of Open Schooling (NIOS) website in Internet explorer web browser and carry out the following tasks:
- a) Open a new Word file and type the URL of the NIOS website
  - b) Identify the Protocol, Internet services, host name, type of site and country code from the above URL.
8. Identify any four websites with the help of any search engine and select one each from commercial (.com), network (.net), government (.gov), educational institution (.edu) and organization (.org) domains. Save these sites on desktop.



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## SECTION – C

# LIBRARY AUTOMATION

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### INTRODUCTION

Library automation is the general term for information and communications technologies (ICT) that are used to replace manual systems in the library for effective management and utilisation of the library resources.

There are many library automation softwares available in the market which are both proprietary and open source. A brief overview of WINISIS and e-Granthalaya software is presented which will enable you to create a library database.

### OVERVIEW OF WINISIS

**CDS/ISIS** stands for Computerized Documentation System/Integrated Set for Information System, written in DOS version in Pascal language. **CDS/ISIS for Windows** is called WINISIS, developed using C and C++ languages. Developed by UNESCO, it is a flexible, easy to use, menu-driven and generalized information storage and retrieval software. The software is designed specifically for creating and managing textual databases. WINISIS has capability to create any number of databases with completely different data elements.

### COMPONENTS OF WINISIS DATABASE

WINISIS database comprises of a set of records and each record contains a set of fields such as author, title, etc. A field in a record consists of data elements. WINISIS database has a *master file* containing all the records of the database. An *inverted file* functions as an index to the *master file* for faster access to any record. In databases, an *inverted file* is a computer file in which every list contains only one record.

In order to create a WINISIS database with any chosen fields, you have to know the following components.

- (i) **Field Definition Table (FDT):** The FDT defines the fields such as Author, Title, Publisher, etc. of the records in the database and their characteristics. FDT determines the nature of data entry worksheet.
- (ii) **Data Entry Worksheet(s) (FMT):** The worksheet is the screen layout

used to create and/or update the records of the database. WINISIS provides a specially designed editor to create the worksheet.

- (iii) **Display format(s) (PFT):** Display formats define precise formatting requirements, i.e., display or printing of records in any desired way.
- (iv) **Field Selection Table(s) (FST):** FST defines fields that can be searched in the database. Search is made possible by creating an inverted file of terms indexed from the fields chosen for search.



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## WINISIS WINDOWS AND DIALOG BOXES

### The Main Window

This window is displayed each time WINISIS is started. It is normally empty, as shown below, unless a default database is selected. In this case, the database window of the default database is also automatically opened.

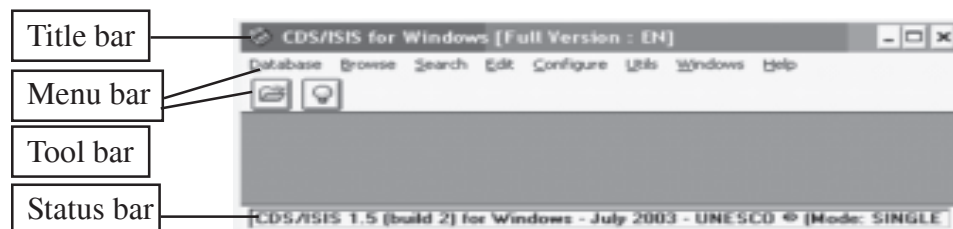


Fig. 3.1: Main window

The main components of this window (Fig. 3.1) are:

- (i) the **window title bar**, at the top of the window;
- (ii) the **menu bar**, provides access to all the WINISIS functions (some of these functions may also be activated by clicking on the various buttons of the tool bar);
- (iii) the **tool bar**, located just under the menu, provides a quick mouse access to the most frequently used functions of WINISIS, such as opening a data base, searching or printing (the tool bar buttons are explained under *The data base window*);
- (iv) the **status bar**, at the bottom of the window, is normally used to display help messages.

## DATABASE CREATION

The term “**database**” denotes a collection of structured information. A database contains data elements called “**records**”. Each record in the database has the same structure. Some units of information in a record may be absent,





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some others may occur more than once (a book may have more than one author or may not have an ISBN). Data units in a record are called “**fields**”. Fields may contain independent data elements called “**subfields**”. (Fig.3.2)

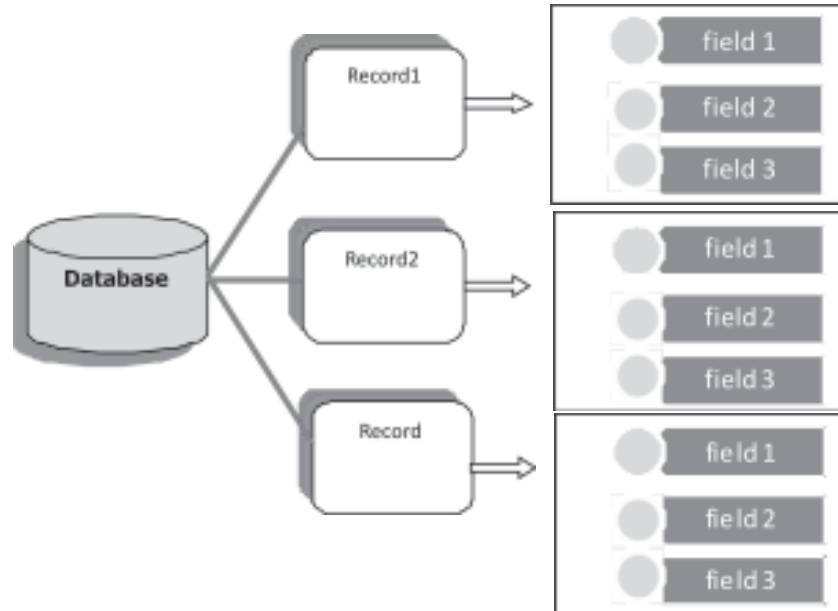


Fig. 3.2: Database structure

WINISIS is usually installed in the C:\WINISIS folder. Each WINISIS database consists of 12 files. Files ending with *.mst*, *.fdt*, *.pft* and *.ifp* are important data files. Creation of database by using WINISIS is very easy and automatic.

For creation of database, open the **WINISIS** programme by clicking **CDS\_ISIS for Windows** under **Start** → **Program**.

Then you will get the following screen:

After starting the WINISIS program. You will get this window

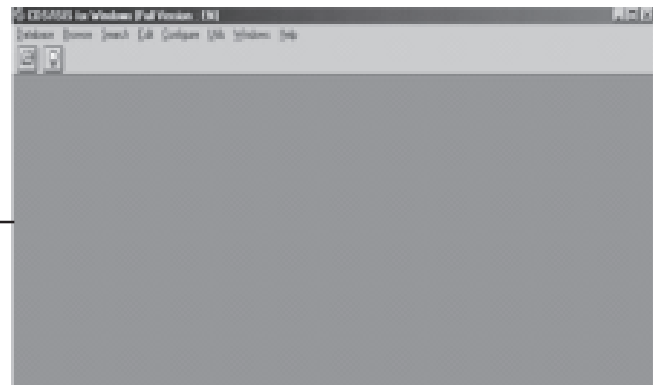
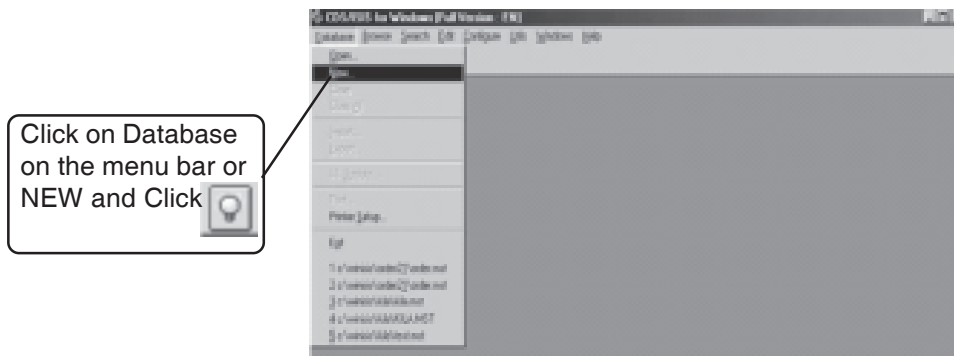


Fig. 3.3: WINISIS home page

\*\*After starting the WINISIS program. You will get this window\*\*



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Fig.3.4: Database menu

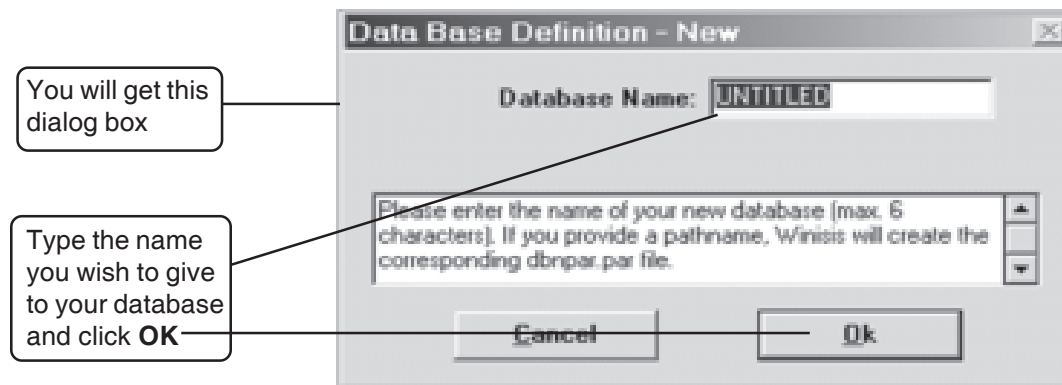



Fig. 3.5: Database definition window (Blank)

 Give the database a name as you like with maximum 6 characters (**MADHU** is given in this example) and click on the **Ok** button. Then you will get the following screen:

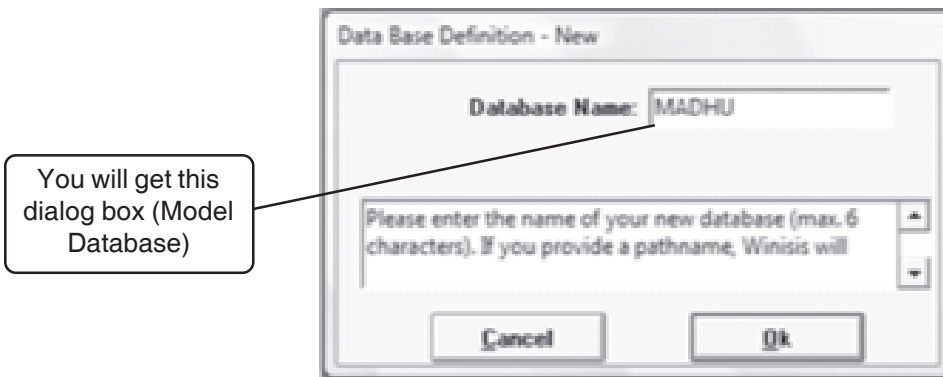


Fig. 3.6: Database definition window

Click on the **Ok** button. You will get the following screen:



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You will get the field definition table where you can define your fields

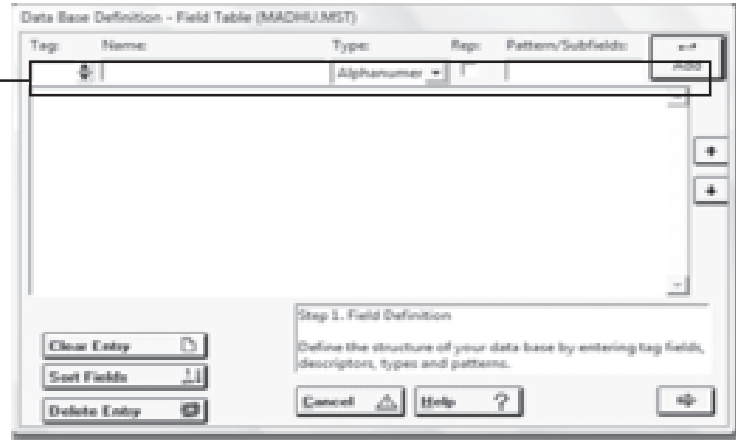


Fig. 3.7: Field Definition Table (FDT)

The FDT consists of five parts to define the structure of the records in your database.

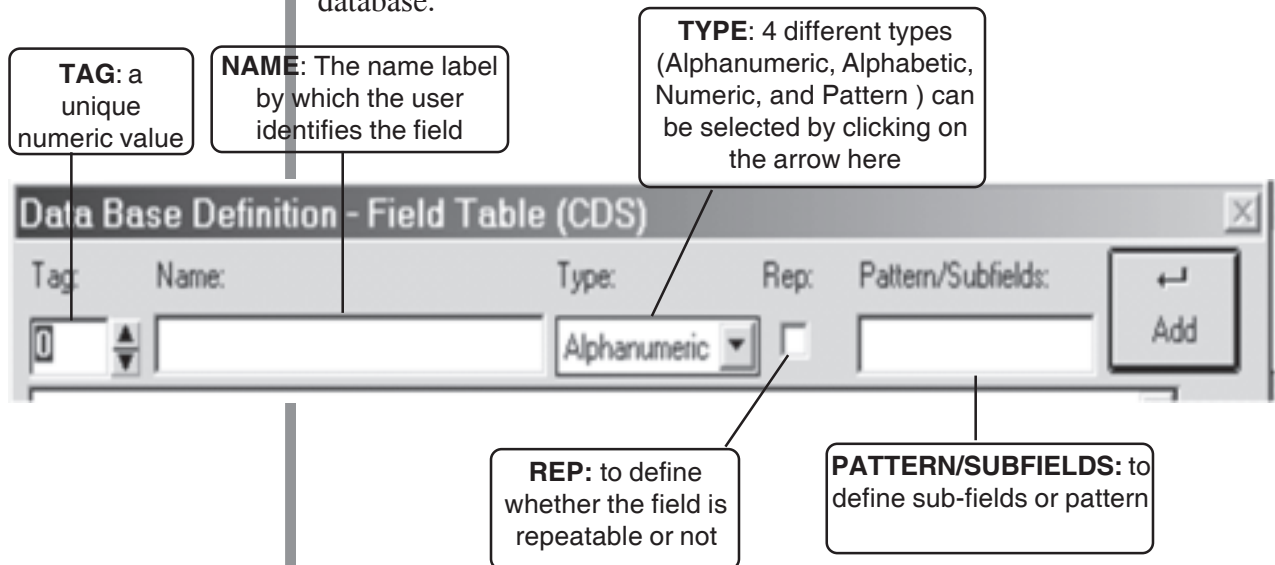


Fig. 3.8: Components of FDT

You need to provide the **Tag number** as per Common Communication Format (CCF) or MARC 21 (040, 100, 200, 300, 400, 440, etc.) and **Field name** (Language, ISBN, Title, Author, Place & Publisher, Year, etc.) of your choice in the appropriate boxes. Beginners may choose *Alphanumeric* under *Type* so as to enable the database to handle the alphabetical and numerical data. Click the check box under *Rep* for multiple occurrence of the field, or else leave it as blank. *Pattern/Subfields* can be **a b c d**, if you are dividing the field into *four subfields*. Click the **Add** button every time on completion of each entry.

Common Communication Format (CCF) Tag Numbers



**CCF TAG NUMBERS (Important)**

Tag No	Name	Data Type	Repeatable	Sub-Filed
020	Entered by	Alpha-numeric	-	abcd
040	Language	Alpha-numeric	-	abcd
100	International Standard Book Number (ISBN)	Alpha-numeric	-	abcd
200	Title	Alpha-numeric	-	abcd
300	Author	Alpha-numeric	Yes	abcd
400	Place of Publication and Publisher	Alpha-numeric	-	abcd
440	Year	Numeric	-	abcd
480	Series Statement	Alpha-numeric	-	abcd
490	Part/Volume Statement	Alpha-numeric	-	abcd
610	Class Number	Alpha-numeric	-	abcd
620	Subject Descriptors (Keywords)	Alpha-numeric	-	abcdefgh
900	Accession Number	Alpha-numeric	-	abcd

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In this model database (“MADHU”), the thirteen fields are used with the help of above CCF tag numbers. A model books database (Fig. 3.9) and theses database (Fig. 3.10) is given below for practice.

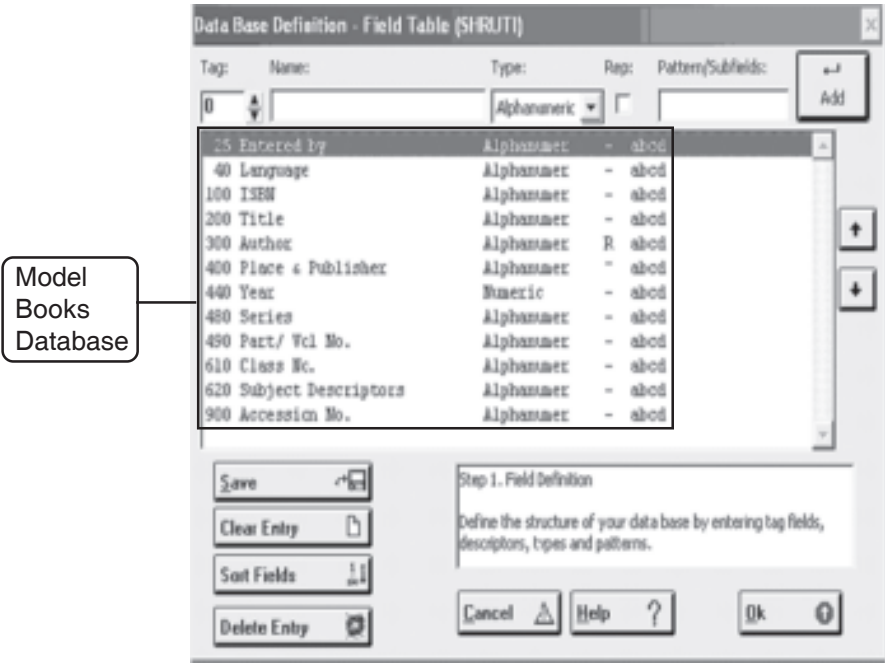


Fig. 3.9: Model FDT of Books Database



Notes

Model  
Theses  
Database

Tag	Name	Type	Rep	Pattern/Subfields
25	Entered by	Alphanumeric	-	abcd
40	Language	Alphanumeric	-	abcd
200	Title	Alphanumeric	-	abcd
300	Researcher	Alphanumeric	-	abcd
310	Department	Alphanumeric	-	abcd
350	Supervisor	Alphanumeric	R	abcd
440	Year of submission	Numeric	-	abcd
460	Collation	Alphanumeric	-	abcd
530	Contents	Alphanumeric	R	abcdefghijklmnp
600	Abstract	Alphanumeric	-	abcd
620	Keywords	Alphanumeric	-	abcdefghijkl
800	Thesis/Dissertation	Alphanumeric	-	abcd
810	Additional Copies	Alphanumeric	-	abcd

Fig. 3.10: Model FDT of Theses Database



**Note:** You may create your own database with the help of above model.

FDT with  
Thirteen  
fields

Tag	Name	Type	Rep	Pattern/Subfields
25	Entered by	Alphanumeric	-	abcd
40	Language	Alphanumeric	-	abcd
300	ISBN	Alphanumeric	-	abcd
200	Title	Alphanumeric	-	abcd
300	Author	Alphanumeric	R	abcd
400	Place & Publisher	Alphanumeric	-	abcd
440	Year	Numeric	-	abcd
480	Series	Alphanumeric	-	abcd
490	Part/Vol No	Alphanumeric	-	abcd
810	Class No	Alphanumeric	-	abcd
620	Keywords	Alphanumeric	-	abcdefgij
900	Accession No	Alphanumeric	-	abcd

Fig. 3.11: FDT with Thirteen fields

Once you define the FDT, Click on the **Green Arrow** at the right hand bottom corner to move on to Fig. 3.12.



Notes

Then you will get this dialog box

Click on bouble arrow button. It will add the fields to worksheet for data entry

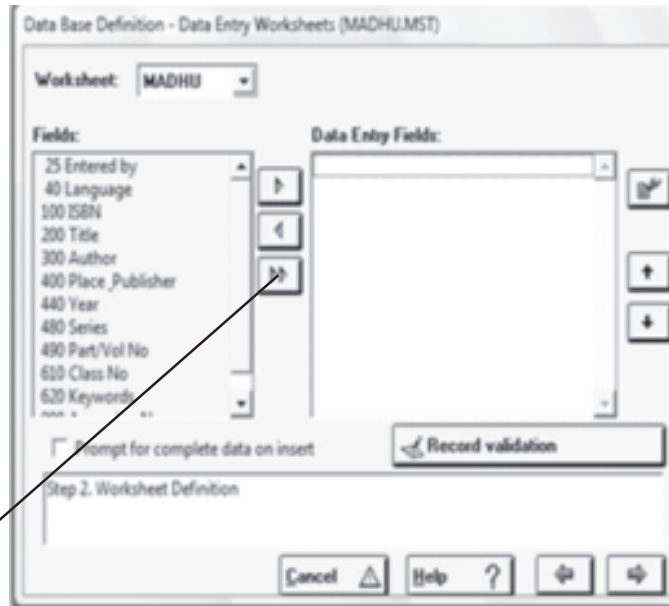


Fig. 3.12: Data Entry Worksheet (FMT)

Then click on the **green arrow** button to move on to the next screen.




Help messages and the default values can be included by clicking on 

Fig. 3.13: Data Entry Worksheet (FMT)

Choose one of the Data Entry Fields and then click the  button.

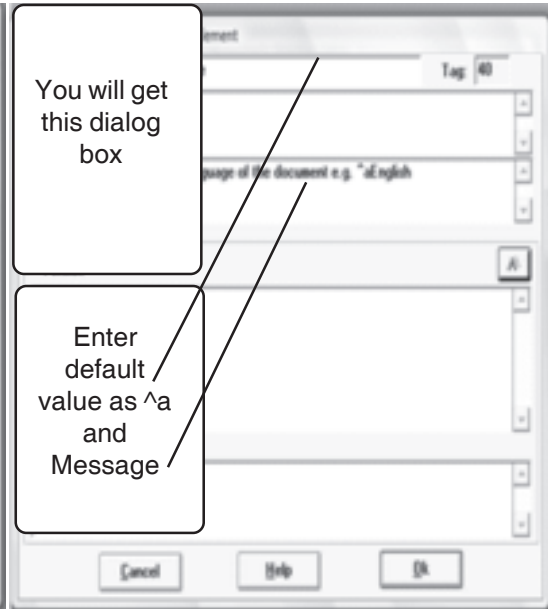


Fig. 3.14: Help Message Field

Fig. 3.15: Help Message for Language

Once FMT is created. Click on the **green** (forward) arrow at the button. Then you will get this message.

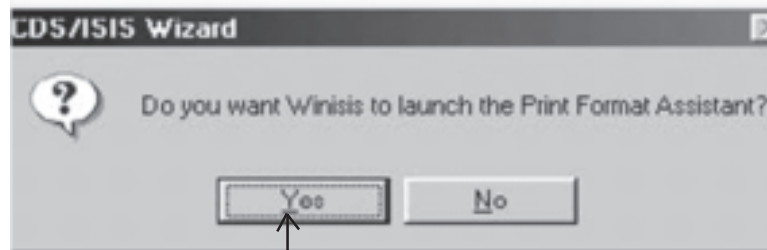


Fig. 3.16: Display format (PFT)

Click **Yes** to launch the wizard Print Format Assistant.

Then you will get this dialog box.

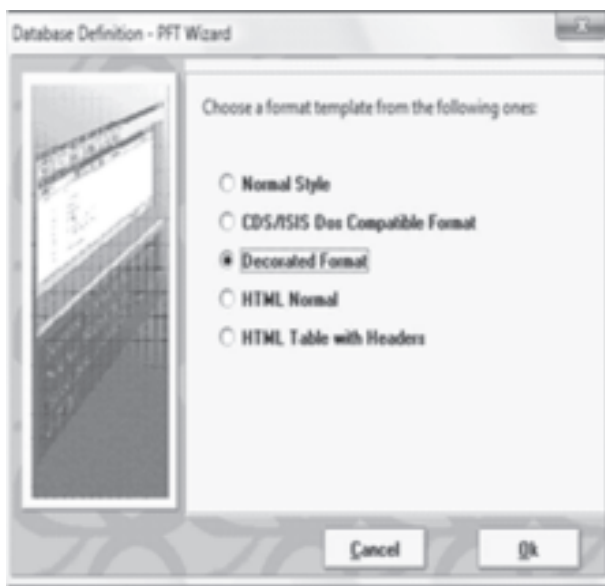


Fig. 3.17: Choose a Print Format

The system allows you to select one of the five formats shown in the **Fig. 3.17**. Once you select a format, the system automatically creates it and you can move to the next stage in the same way as you moved from FMT to PFT.

Click **Ok** button to get the print format screen as in **Fig. 3.18**. *Decorated format* is the preferable choice due to its colorfulness. You will see the following window.

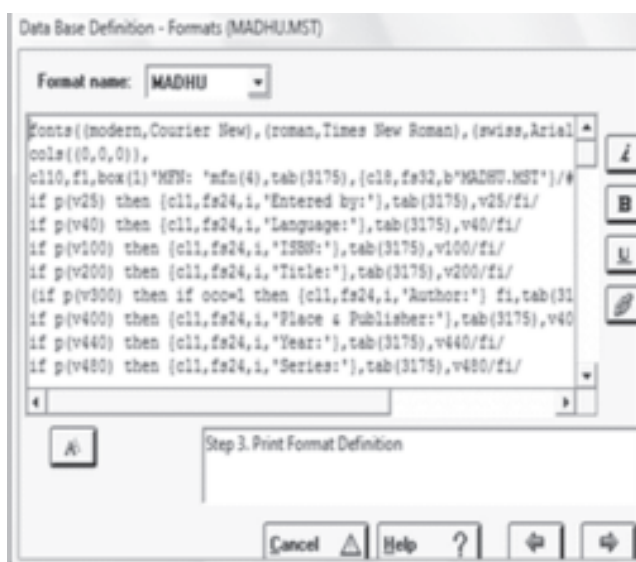


Fig. 3.18: Print Format

Click the green **Side arrow** button to move ahead and you will be asked



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whether to launch the Dictionary Assistant. Dictionary Assistant will help you to select the fields for *indexing* and the *indexing technique* for creation of *Inverted File Index*.

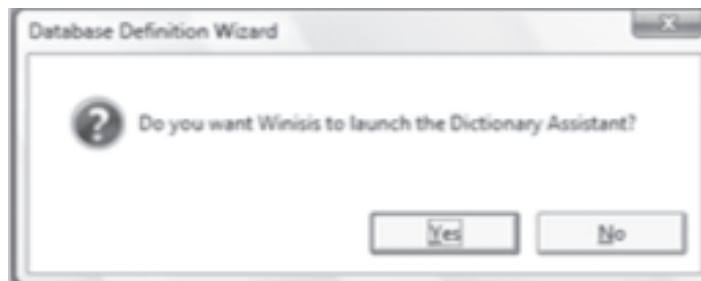


Fig. 3.19: Field Select Table (FST)

Click **Yes** to launch the Dictionary Assistant.

You will then get the following screen (Fig.3.20).

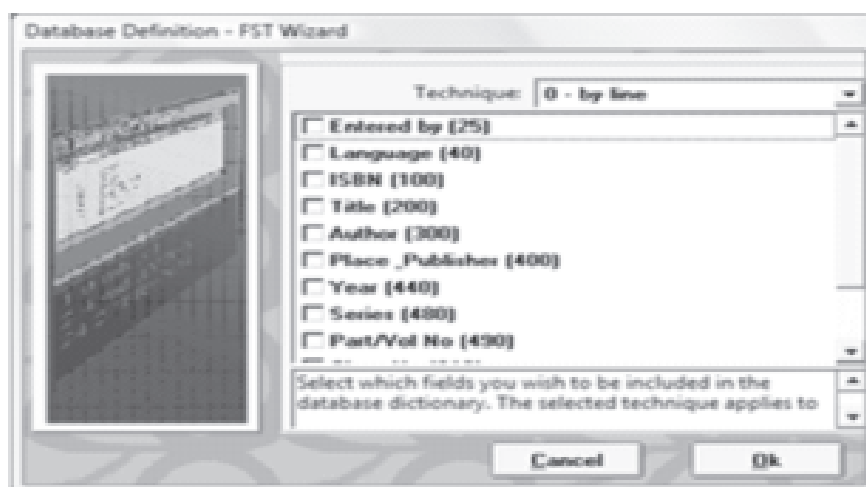


Fig. 3.20: Field Selection Table (FST)

Put **x** mark in the **check boxes** on the left side of the field names and select the appropriate **Technique** for indexing from the dropdown menu at the right top. The most commonly used indexing techniques are *0-by line* and *4-by word*. Select **4 by word** indexing technique in the drop down menu. Then click **Ok** to move on to the next screen.

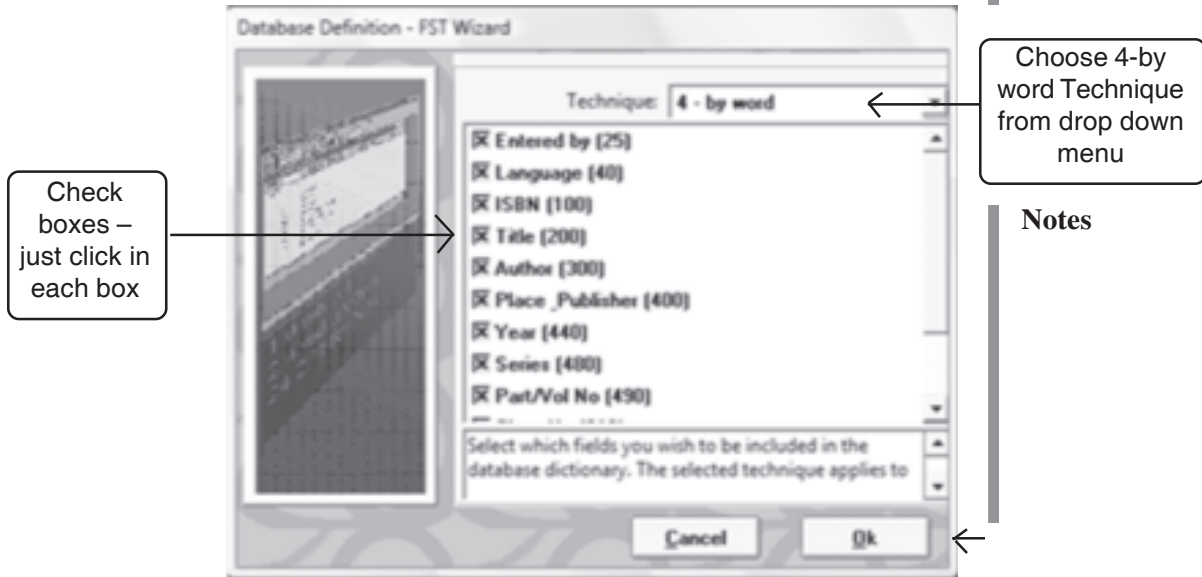


Fig. 3.21: Field Select Table (FST)

Click **OK** button and move forward. You will get the following dialog box.

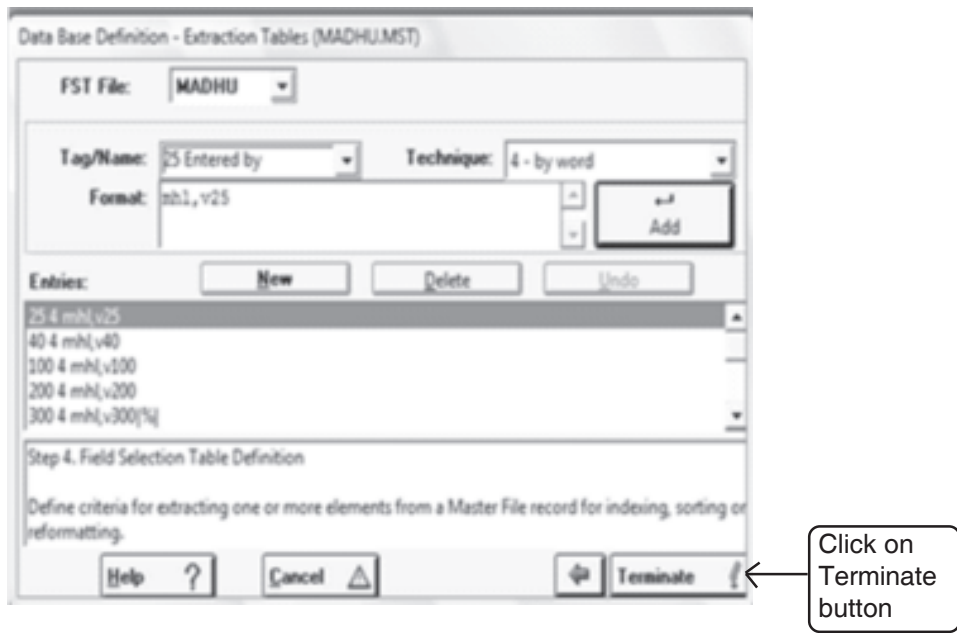


Fig. 3.22: Field Select Table (FST)

Click the **Terminate** button. Then you will get the following message window.



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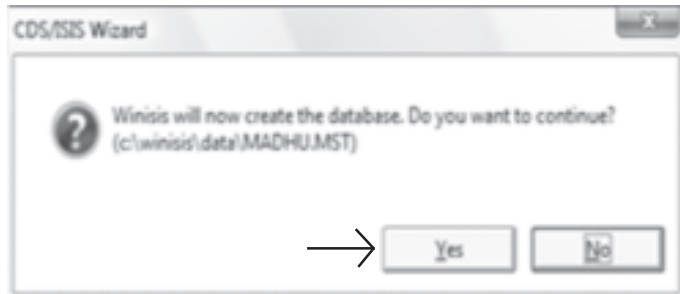


Fig. 3.23: Database Creation wizard

Click **Yes** button for confirmation. You will be notified that the database has been created.

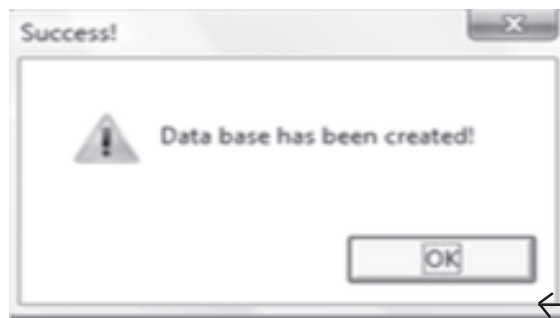
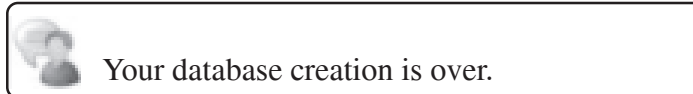


Fig. 3.24: Database Success wizard

Click the **OK** button.



You will get the following dialog box where you can select the database you have just now created and open it.

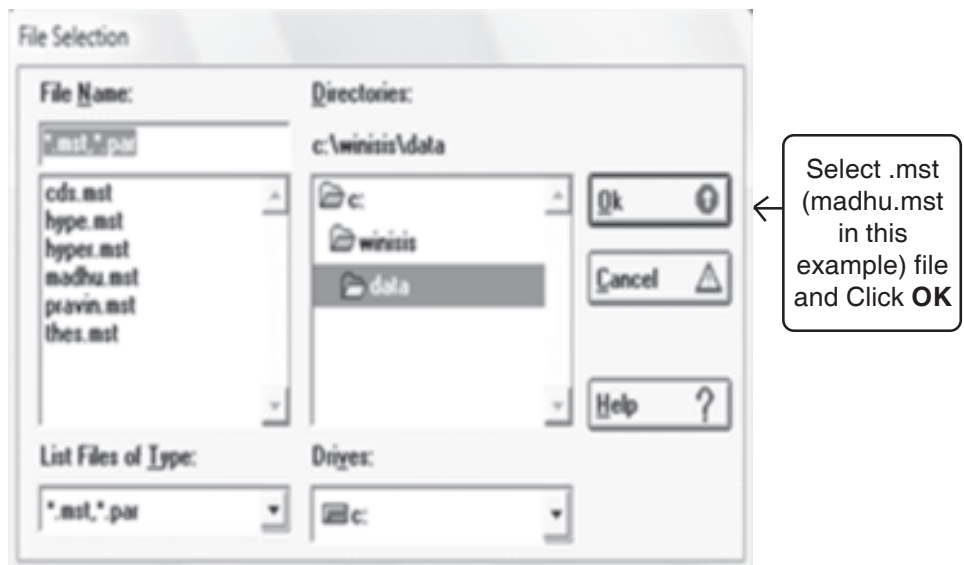


Fig. 3.25: File Selection wizard

Then you will get the following screen.

Maximum no of records in the database

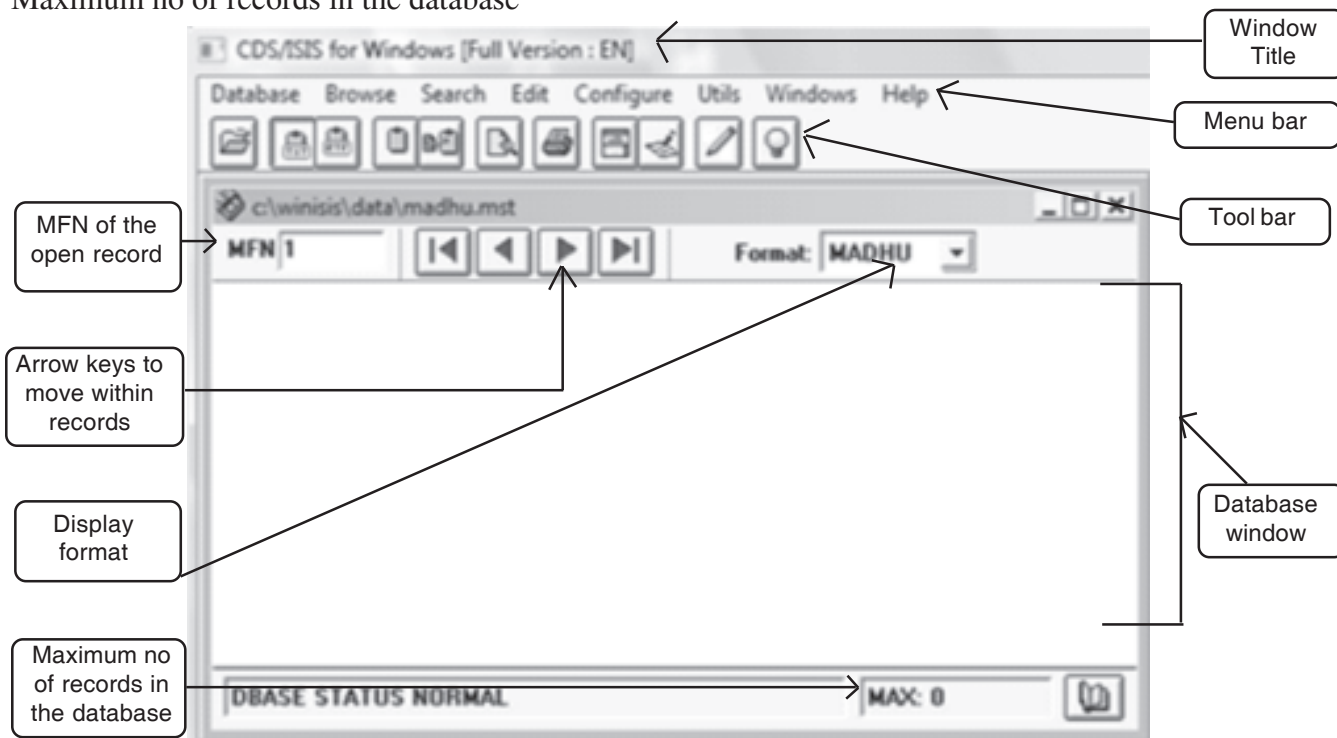


Fig. 3.26: New Database (madhu.mst) Opened

Database definition process is over and you have to enter the data by clicking the **Data entry** under **Edit** menu in WINISIS.

### Printing of WINISIS Database

You may print the WINISIS database in six ways with the help of following modes:

**Proof mode** : In this mode, fields are displayed exactly as they are stored in the record. This mode is normally used to display records for proof reading purposes.

**Heading mode** : This mode is normally used for headings when printing catalogues and indexes.

**Data mode** : This mode is similar to heading mode, but, in addition, each field is automatically suffixed with a full stop (.) followed by two spaces (or just two spaces if the field already ends with a punctuation mark).

A **mode command** is coded *mc*, where:

**m** specifies the mode as follows:



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**P** proof mode

**H** heading mode

**D** data mode

**c** specifies case translation as follows:

**U** data are converted to upper case

**L** data are left unchanged

You may use the following print commands for your database:

- mpl, mhl, mdl
- mpu, mhu, mdu

A mode command may appear as many times as necessary in a format, each remaining in effect until it is changed by a subsequent one. Examples of mode commands are given with output in the table below.

FORMAT	OUTPUT
mpl,v200	^aPublic library legislation in the new millennium
<b>mhl,v200</b>	^aPUBLIC LIBRARY LEGISLATION IN THE NEW MILLENNIUM
mdu,v200	^aPublic library legislation in the new millennium.



**Note:** v200 means, v = variable and 200 = CCF tag of field Title.

### e-GRANTHALAYA

This section gives the practical procedure for creating a database of new books with the help of *e-Granthalaya: A Digital Agenda for Library Automation and Networking*.

*e-Granthalaya* is a library automation software from *National Informatics Centre, Department of Electronics & Information Technology, Ministry of Communications and Information Technology, Government of India*. The software has been designed by a team of experts from software as well as library and information science discipline. Using this software, the libraries can automate in-house activities as well as user services. The software can be implemented either in stand-alone or in client-server mode where database and WebOPAC are installed on the server PC while the data entry program is installed on client PCs. The software provides LAN/Web based data entry solutions for a cluster of libraries where a centralized/Common database can be created with Union Catalog output. The software provides Web OPAC

interface to publish the library catalog over Internet/Intranet. The software runs on Windows platform Only, UNICODE Compliant, thus, supports data entry in local language. Other details regarding this software are available from its website at: <http://egranthalaya.nic.in/>



Notes

### Features

- Runs on Windows Platform Only (Win XP/vista/7/Server 2003/2008)
- UNICODE Compliant, supports data entry in local language
- Work-flow as per Indian Libraries
- Main/Branch Libraries Acquisition/Cataloging
- Print Accession Register
- Search Module built-in with basic/advance/boolean parameters
- Library Statistics Reports
- CAS/SDI Services and Documentation Bulletin
- Updated Regularly with enhanced Features
- Data Entry Statistics Built-In
- News Clipping Services Built-in
- Digital Library
- Web Based OPAC Interface with separate Membership module

(Source: <http://egranthalaya.nic.in/>)

### Modules of e-Granthalaya (parts)

1. **Admin** – It creates (i) User and Library account, (ii) Create letter text for letters, reminders, orders, etc. and (iii) Create subject, publisher, vendor directory.
2. **Books Acquisition** – This Module is used to automate the purchasing process of the books.
3. **Cataloguing** –Helps to (i) Enter book records directly in ‘Retro-Conversion’ with Catalogue, purchasing and copy details in a single form, (ii) Update details of catalogue and holding records, (iii) Generate barcode labels, (iv) Stock verification, and (v) Change copy status.
4. **Circulation** – Facilitates (i) Register members, (ii) Issue/return of documents, (iii) Send reminder for over-due books.
5. **Serials** - This module is used for Serials subscription.
6. **Micro Documents** -This module is used for articles, chapter and news indexing.
7. **Budgets** - Used for budget control and bill processing.
8. **Search** - Used for search the database.



## Notes

The following window is the first screen that appears on your computer after installation of e-Granthalaya software and you have to choose the language by clicking the drop down menu.



Figure 3.27: Snapshot of Home of e-Granthalaya

(Source: [http://e-granthalaya.nic.in/eG3\\_UserManual.pdf](http://e-granthalaya.nic.in/eG3_UserManual.pdf), accessed on:25-12-2018)

The following is the home page of e-Granthalaya software where you have to choose the required module and work.

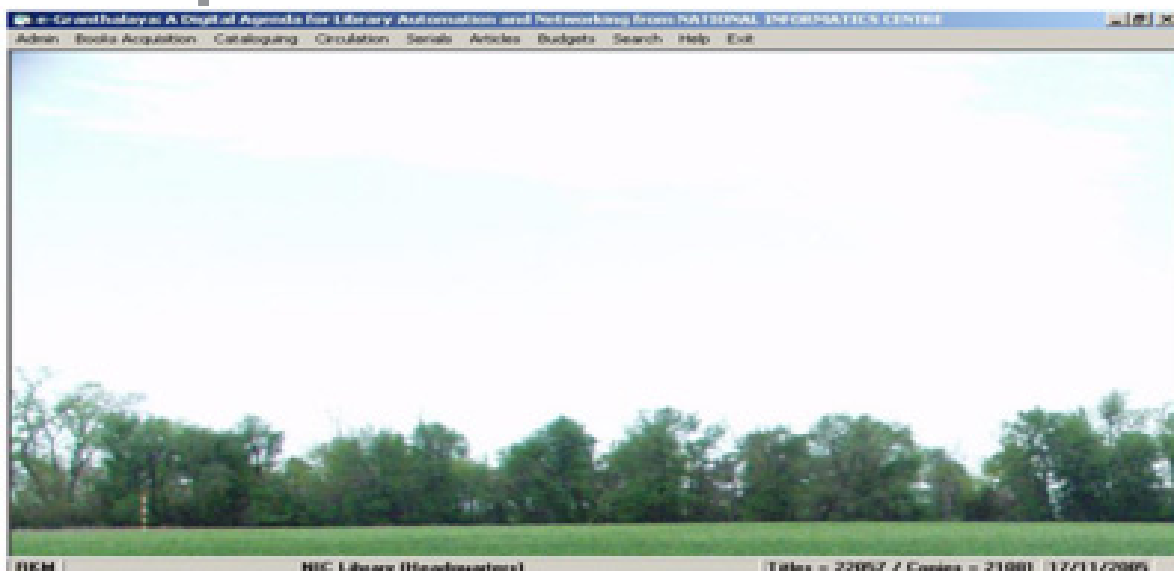


Figure 3.28: Snapshot of Home of e-Granthalaya

(Source: [http://e-granthalaya.nic.in/eG3\\_UserManual.pdf](http://e-granthalaya.nic.in/eG3_UserManual.pdf), accessed on:25-12-2018)



The following window helps in entering bibliographic data pertaining to your documents.



Notes

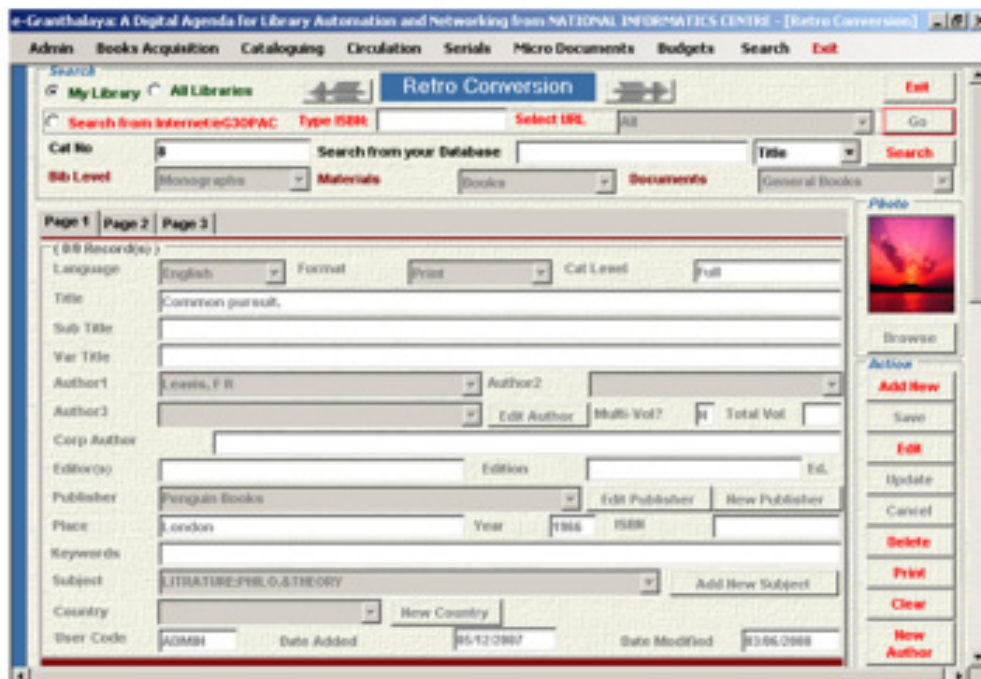


Figure 3.29: Snapshot of Full Catalogue Form of e-Granthalaya

(Source: [http://egrantalaya.nic.in/eG3\\_UserManual.pdf](http://egrantalaya.nic.in/eG3_UserManual.pdf), accessed on:25-12-2018)



Figure 3.30: Snapshot of Botanical Survey of India Library Homepage





## Notes

(Source: [http://bsilibraries.nic.in/welcome.aspx?LIB\\_CODE=BSISC&LIB\\_NAME=BSISRC LIBRARY](http://bsilibraries.nic.in/welcome.aspx?LIB_CODE=BSISC&LIB_NAME=BSISRC%20LIBRARY), accessed on:25-12-2012)

### PRACTICAL ACTIVITIES

1. Create a database named as **BOOK** using WINISIS software with the help of following parameters:
  - a) Design database with the help of CCF Tag codes for Author, Title, Language, Place and publication, Year, and Accession number (with proper data type and sub-fields).
  - b) Use 4 as search technique.
  - c) Enter bibliographic data for five records (your own meaningful data).
  - d) Search the database with the help of Guided search.
  - e) Print the **books** database in any five ways and save the result files in a separate folder.
2. Create a database named as **EBOOK** using WINISIS with the help of following parameters:
  - a) Design database with following CCF Tag codes: 040,100,200,300,440 and 620 with proper data type and sub fields.
  - b) Enter bibliographic data for five records (your own meaningful data).
  - c) Search the database with the help of Expert search.
  - d) Print the **ebooks** database in any five ways and save the result files in a separate folder.
3. Create a book database using **e-Granthalaya Software** with the help of following bibliographic details:
 

a) Title	:	Open Access
b) Author	:	Neil Jacobs (Editor)
c) Place	:	Oxford
d) Acc. No.	:	123456
e) Year	:	2006
f) Edition	:	2
g) Physical Description	:	Pages 243
h) Date of Entry	:	Date of Entry
i) ISBN	:	1-84334-203-0
j) Language	:	English

## Practical Manual

- k) Keywords : Open Access  
l) Subject : Library and Information Science  
m) Class No. : 020  
n) Book No. : OPE/ JAC  
o) Price : Rs.2450



Notes



## SECTION – D

# NETWORKING AND RESOURCE SHARING

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### INTRODUCTION

Library networks are formal association of two or more libraries/information organisations, established to increase resources, improve services, and reduce costs. During the recent years, a large number of libraries and information centers have come together to form networks. A library network is broadly described as a group of libraries coming together with some agreement of understanding to help each other with a view to satisfying the information needs of their clientele. India is on the threshold of a new era of computer communication networks both for general purposes and for library and information purposes. The growth of library and information networks in India is now gaining momentum. This lesson presents the activities, resources and services of INFLIBNET and DELNET for the development of libraries in India.

### INFORMATION AND LIBRARY NETWORK (INFLIBNET)

INFLIBNET is a major programme of the University Grants Commission (UGC) initiated in 1991 with its headquarters located at Gujarat University campus, Ahmedabad. It became an autonomous Inter-University Centre in 1996. The Programme is directed towards modernization of academic libraries and information centres. It also ensures a mechanism for information transfer and access to support scholarship, learning and academic pursuits.

The following are some of the major resources of INFLIBNET:

- (i) Document Delivery through JCCC
- (ii) Bibliographic Union Databases
- (iii) SOUL Software Development
- (v) Open Journal System @ INFLIBNET Centre
- (vi) The Shodhganga@INFLIBNET - a reservoir of Indian Theses
- (ix) Human Resource Development
- (x) Library Services @ INFLIBNET

Other details of INFLIBNET are available at the website - <http://www.inflibnet.ac.in/>.

The homepage of INFLIBNET is presented in Fig. 4.1.



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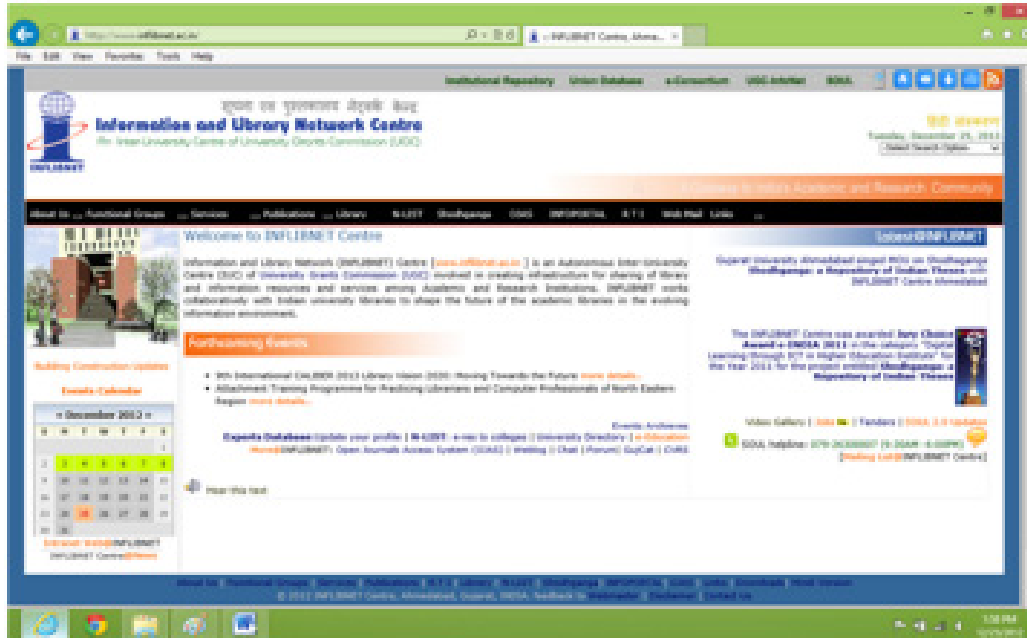


Figure 4.1: Snapshot of INFLIBNET homepage

(Source: <http://www.inflibnet.ac.in/>, accessed on: 25-12-2018)



Figure 4.2: Snapshot of NLIST homepage

(Source: <http://nlist.inflibnet.ac.in/>, accessed on: 25-12-2018)



## Notes

## DEVELOPING LIBRARY NETWORK (DELNET)

DELNET is a non-governmental resource sharing library network in India. The main objectives of DELNET are to promote resource sharing among the Member Libraries by collecting, storing and disseminating information and by offering networking services to users. It undertakes scientific research in the area of information science and technology. The network offers technical guidance to member libraries on collecting, storing, sharing and disseminating information.

The following are the major resources of DELNET:

- (i) Union Catalogue of Books and Periodicals
- (ii) Database of Periodical Articles
- (iii) CD-ROM Databases
- (iv) Database of Theses and Dissertations
- (v) Union List of Newspapers
- (vi) Database of E-books
- (vii) Profile of Member-Libraries

Other details of DELNET are available at the website - <http://delnet.nic.in>

The homepage of DELNET is presented in Fig. 4.3.

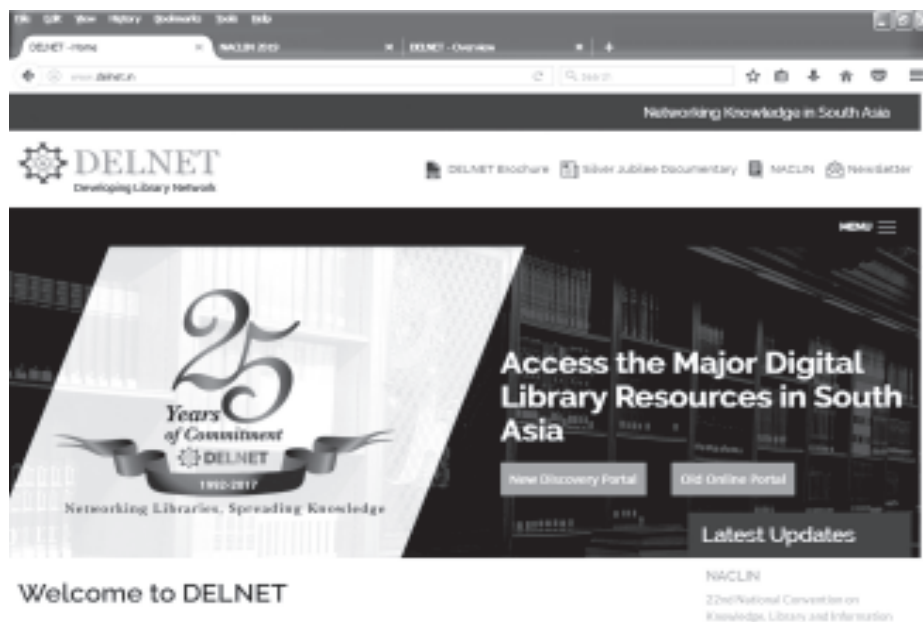


Figure 4.3: Snapshot of DELNET homepage

(Source: <http://delnet.nic.in>, accessed on: 25-12-2012)

## PRACTICAL ACTIVITIES

1. Visit the website of INFLIBNET and list its major services.
2. From the website of INFLIBNET, list its publications.
3. Visit the Open Journal Access System @ INFLIBNET and list the journals.
4. Download the e-resources page of N-LIST.
5. Download the following documents from N-LIST website:
  - (i) Details of Faculty/Students/Administrative / Technical Contact form
  - (ii) E-Resources available through N-LIST Programme Full Text E-Resources
  - (iii) How to access e-resources?
  - (iv) N-LIST Brochure
  - (v) N-LIST user guide and tutorials on e-resources for the colleges
  - (vi) Mission document of N-LIST.
6. Visit the website of Shodhganga repository and find how many theses are contributed by Indian universities in India.
7. Visit the website of Shodhganga repository and download any Library Science full-text article and save on desktop.
8. Visit the website of DELNET and list its services and publications.
9. From the website of DELNET, download its newsletter.
10. Download the following from DELNET website:
  - (i) Objectives of DELNET
  - (ii) Latest programmes of DELNET
  - (iii) DELNET Consortium page
  - (iv) Information about software development
  - (v) DELNET Brochure.



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