PROCESSING OF LIBRARY MATERIAL: CLASSIFICATION AND CATALOGUING

L. No.	Title of the Lesson	Skills	Activity
10	Processing Of Library Material: Classification And Cataloguing	Subject Analysis, Sorting and Organisation, Effective Communication, Critical Thinking,Problem Solving and Decision Making	Keeping up to date in latest classification schemes and cataloguing rules, Understand requirements of users, Maintain accuracy of details

Summary

Information resources in libraries are useless when users have no access to these materials. Technical processing of library materials is thus carried out in order to make these accessible to the users. Subsequent to acquisition of resources, the two major technical activities include classification and cataloguing of materials. These are followed by physical processing, shelving and filing of materials.

Library Classification is grouping of documents having the same or similar subject content. It is a system of arrangement adopted by libraries to enable users to find their materials quickly and easily.

Library Cataloguing is the process of creating and maintaining bibliographic and authority records in the library catalogue.

In this lesson, you will learn about classification, cataloguing and preparation of shelf list.

Principal Points

Processing of library materials involves:

➢ The task of preparing documents for use includes both technical and physical processing. The Technical Processing Section to performs these two activities.

➢ The technical processing work consists of classification and cataloguing of documents. The functions of the Technical Processing Section are, firstly, classification of documents according to a standardized scheme of classification and cataloguing documents using a standard catalogue code. Secondly, preparation of the classified and catalogued documents for their physical location on the shelves of the library and maintaining the documents.

➢ Classification involves sorting of library documents on the basis of subjects, determining the specific subject of the documents and assigning the call number.

➢ Classification provides a system for organizing knowledge. Classification may be used to organize knowledge represented in any form, e.g., books, documents, electronic resources.

➢ Notation is the system of symbols used to represent the classes in a classification system. Library materials are often arranged by some sort of numeric or alpha-numeric system that corresponds to subject areas. This system is referred to as notation.

➢ Preparation of the cataloguing work include preparation of main and added entries for the documents, assigning subject headings and preparing shelf list.

➢ The most popular physical forms of the library catalogue are the Card catalogue, the Shelf list and the Computerised Catalogue.

➢ Due to developments in IT, from the traditional card catalogues, users have the facility of locating documents via OPAC and Internet. This facility has enabled anytime and anywhere access of material from the libraries.

➢ Two most popular inner forms of catalogue are the Dictionary catalogue and the Classified catalogue.
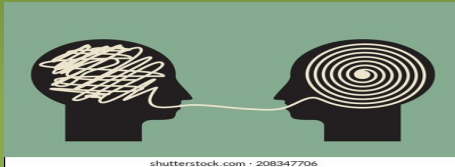
Build your Understanding

Classification as a human activity in general becomes a scientific activity in librarianship.

International Standard Bibliographic Description (ISBD), a set of rules produced by IFLA describe a wide range of library materials.

What's

1. In libraries, classification deals with the determination of the primary subject of a document and the assignment of specific notation.
2. This is used for retrieval purposes, and also for systematic cataloguing and for shelving a document with other documents on similar subjects.
3. A library catalogue is a list of all reading materials in a library arranged according to a recognized order.
4. Cataloguing is the process of preparation of entries for a library catalogue. It tells us what material a library contains on a given subject and where it may be.

1. There are several classification schemes world-wide popular ones are: Dewey Decimal Classification Scheme, Universal Decimal Classification and Colon Classification Scheme.
2. Colon Classification Scheme was designed by Dr. S R Ranganathan
3. The Dictionary and Classified Catalogues are the most popular forms of catalogue.
4. With advent of Information technology, most of library classification schemes are not printed but are available in electronic version.
5. An Automated Catalogue contains same bibliographic information of a traditional card catalogue, but as a computerized digital format. Users can search and retrieve bibliographic information of collection on computers.
6. OPAC (Online Public Access Catalogue) is an online database of materials held by a library or group of libraries.
7. Web-OPAC is an OPAC which is provided on the web and with the help of Internet a user can access it from anywhere.

Extend your Horizon

Find a large public library in your city. Go to the library and find out the type of classification scheme and cataloguing code used there. In case the library is automated, search some books in the computerized catalogue.

Evaluate Yourself

1. What are the main components of class number ?
2. Write the ten main classes of Dewey Decimal Classification Scheme.
3. List the items of bibliographic description for library material as per ISBD rules
4. Distinguish between card catalogue, OPAC and Web-OPAC.