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4

RECORDS FOR PERIODICALS REGISTRATION

INTRODUCTION

In the previous lesson you have learnt about the records related to cataloguing and shelf list. Besides books, journals or periodicals are a major component of any library collection.

The periodical records are not only administrative tools for staff but are also an important component of the information service which the library offers to its readers.

This lesson deals with the records which are maintained in the Periodicals Section for proper control of the periodicals and for providing service to the user community.

OBJECTIVES

After completing this lesson, you will be able to:

- describe the need of periodicals record keeping;
- identify various systems (manual and electronic) available for periodical record;
- list different types of records maintained in the periodical section of a library;
- specify the advantages and disadvantages of systems for periodicals maintenance; and
- identify system which is most suitable for a particular type of library.

4.1 PERIODICALS RECORD KEEPING

Acquiring periodicals is an activity which requires thoughtful and meticulous planning

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and carrying out routines and procedures systematically. Once the order is placed along with the advance payment to the vendors, the issues start arriving as per publication schedule. In libraries periodicals are also received free of cost and under exchange arrangement. For this purpose, libraries have to establish contact with organisations and government offices.

The staff in library has to be very careful and vigilant in order to ensure the timely receipt of issues. It should be prompt in sending reminders for missing issues. It is the duty of the library to keep record of all the issues of the journals subscribed or received free under exchange arrangement. This is done because of the following reasons:

- To meet the information and research needs of the library users,
- To meet the audit requirements for proper utilisation of the funds,
- To ensure receipt of the issues on publication, and
- To claim missing issues.

The libraries have to be careful and ensure that all the issues are received timely and without delay entered in records. The selected periodical record system should be such that it helps the library in taking timely action by sending reminders to the vendors, asking them to send overdue issues or for refunds in case of non–receipt of issues. The libraries adopt a proper system to ensure receipt of all the issues as per their publication schedule.

INTEXT QUESTION 4.1

State True/ False

1. Periodicals in libraries are always received free of cost or under exchange programme
2. Libraries should always ensure receipt of all issues of periodicals and claim missing issues.

4.2 SYSTEM OF MAINTAINING RECORDS IN THE PERIODICALS SECTION

The different systems which are available for maintaining receipt records of periodicals are as under:

- Ledger System
- Register System
- One Card System
- Three Card System
- Kardex System

Let us now study these systems in detail.

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4.2.1 Ledger System

Under this system, each periodical (free, subscribed or in exchange) which is regularly received in the library is allotted one page in a bound register called ledger. The periodicals are entered in the order in which they are subscribed or gratis copy or received as part of an exchange programme. It is not possible to enter alphabetically as one never knows when a journal will stop and a new one will be added. An index of the periodicals received is given /maintained at the beginning of the ledger.

A sample page of a ledger system is given as under:

Periodical Register (Ledger system)

Title :.....	Periodicity:.....
Publisher:.....	Subscription
Sponsor :	Paid:.....
Supplier :	Period Covered : .....

Volume	Number	Date of Publication (Year, month, date)	Date of receipt	Remarks

Fig. 4.1 : Ledger system for Periodicals

For Newspapers

In case of newspapers, the column of volume will be replaced by year and other columns will be divided into dates, i.e., 1, 2,3…… A sample is given as Fig. 4.2.

2011	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan																															
Feb																															
Mar																															
Apr																															
May																															
Jun																															
Jul																															
Aug																															
Sep																															
Oct																															
Nov																															
Dec																															

Fig. 4.2 : Ledger system for newspapers

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The advantage of this method is that each page tells about the receipt of different issues of the periodical. But, the disadvantage is that one has to see all the pages to note the non-receipt of issues of periodicals. If periodicals are entered alphabetically by title there is no provision to add new titles in the system. However, the smaller libraries which subscribe to small number of periodicals may easily adopt this method. As the number is small and chances of addition are limited, the alphabetical entry mode may be adopted.

INTEXT QUESTION 4.2

Select the correct option

1. Which of the following is not a system for maintaining periodical records?
   a) Lodger system
   b) Register system
   c) Kardex System
   d) Catalogue
2. An advantage of ledger system is:
   a) No provision to add new titles
   b) Each page tells about receipt of different issues of periodicals
   c) All pages are to be seen to note non-receipt
   d) Suitable for large libraries

4.2.2 Register System

In register system, a register is maintained to record the details of the journals subscribed by the library. This method is very appropriate for school libraries.

This system has the disadvantage that as and when library subscribes to a new title, it has to be entered at the end. The alphabetical order, therefore, is not possible to be maintained.

A sample of a page from register system is given as under:

S. No	*Title*	*Vol/ year*	*Publisher*	*Vendor*	*Annual Subscription on*	*Period*				*Remarks*
						Jan	*Feb*	*....*	*Dec*	
1	Navneet	12/ 2011		CNA	Rs 200					
2	Yojna	22/ 2011		CNA	Rs 400					

Fig. 4.3 : Periodical Register

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INTEXT QUESTION 4.3

Fill in the Blank

1. Register system is most appropriate for…… libraries.
2. Alphabetical order ……be maintained in register system.

4.2.3 One Card System

In ledger system, it is a little time consuming job to monitor and check regularity in supply of all the magazines and periodicals on list in the library. In order to overcome such problems, a One-Card System has been developed. In One Card System, one card is prepared for each title of periodicals. The cards of uniform size (either 5"X3" or 6" X4") can be used for this purpose.

The specimen of one card system is given as under:

Card for maintaining record of journals

Front side

Title :									**Periodicity :**			
Publisher/Vendor :									**Supplier :**			
Vol & year	**Jan**	**Feb**	**March**	**Apr**	**May**	**June**	**July**	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**

Fig. 4.4 : Specimen of one card system

Back side (Verso)

Title **Publisher/Vendor**					
Vol/Year	**Subscription amount**	**Bill No. & Date**	**Reminders**	**Bound up to**	**Remark**

Fig. 4.5 : Specimen of one card system (Verso)

Notes

When an issue is received, the date of receipt is entered in the relevant month column against the particular volume and year of the concerned periodical card. The cards are arranged in alphabetical order. Whenever new titles are added by the library, the cards for these can be easily inserted in the alphabetical sequence of cards. The details of payment of the subscription are entered on the back side of the card in relevant column. If any issue is not received, the number and date for which reminders have been sent are noted in the back side of the card in relevant column.

INTEXT QUESTION 4.4

Fill in the blanks

1. In one-card system…….card. is prepared for each periodical title.
2. The uniform size of card in one-card system is …….

4.2.4 Three-Card System

The three-card system is a method introduced by Dr. S.R. Ranganathan. This system is equally applicable to small and big libraries. It is comparatively easy to operate and maintain. In this system three different cards of size 5”x3” or 125x75 mm are maintained for each periodical. They are called.

(i) Registration Card

(ii) Check Card

(iii) Classified Index Card

(i) Registration Card

Registration card records information about name of the periodical, name of the supplier, periodicity, order details, annual subscription, payment details, details of issues received etc. A specimen of the registration card is given below:

The Registration Card in Three-card System

Title : **Vendor** **Class No.**	**Period in weeks** **Grace week**		**Order** **No. & Date** **Amount**	**Vol. or Year**	**Payment Voucher No. & Date**
				Annual Subscription	
Vol. & No.	**Date of Publication**	**Date of Receipt**	**Vol. & Number**	**Date of Publication**	**Date of Receipt**

Fig. 4.6. Specimen of Registration card

Notes

The registration card enables the libraries to know the issues received and dates of their receipt. It also provides information whether the issue was received in time or delayed. The card are arranged in alphabetical order by title in a tray to facilitate easy location of required card.

(ii) Check Card

The check card is the most important contribution of three-card system. It helps in checking the non-receipt of a particular issue of periodical. In fact, when it comes to identifying non-receipt of a periodical that has become due for receipt, the check card makes the system automatic without any loss of time.

It contains columns for volume and number, due date, details of reminders etc. A check card will be prepared for each periodical being received. These cards will be arranged in a tray behind week guide cards indicating expected week of received of the issue. There will be 52 weeks guides in all. The guide cards will be numbered showing number of month followed by number of week in the month.

After registration of an issue of a periodical in the registration card, the relevant check-card is taken from behind the expected week guide card and placed behind the next expected week guide card. In case of monthly, it will be relevant week guide card of the next month and in case of quarterly it shall be relevant week guide card of the next due quarter.

Generally a day in a week such as Monday or Tuesday, are fixed for checking as to how many check cards are left from moving to the next expected week guide, so that reminders may be sent to the vendor/publisher. Entries for reminder sent are made in the check card and it is moved to be kept behind the next expected date guide. This follow up action of sending reminder timely is of great advantage. Fig. 4.7 is a sample of check-card.

The Check Card

Heading — Periodically
Grace Weeks

Vol. Number	Due Week	Week of Rem.	Lbn. Number	Vol. & Week	Due Rem.	Week of

Fig. 4.7

(iii) Classified Index Card

This card contains the following information.

Class Number, Annual Subscription, Periodicity. Title, Vendor, Publisher, Volumes available, Information on availability of indexes, supplement etc. A sample of classified index card is given at Fig. 4.8

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Classified Index Card

Cl.No.	Ann. Subs.	Per weeks
Title		
Vendor		
Publisher		
Vol. available		
Indexes, etc.		
Supplements, etc.		

Fig. 4.8. Specimen of classified Index Card

Classified index cards are arranged in a classified order by means of class number given to the periodical.

Three-card system saves the time of the reader and staff because working of the system is automatic and no time is wasted in finding out when an issue of a periodical is received. Through check cards, reminders can be sent immediately.

User inquires pertaining to periodicals are replied quickly with the help of alphabetic and classified sequences of registration cards and classified index cards respectively.

But since the records are maintained on 5”x3” size card and kept in tray, there are chances of misfiling or loss of register card and or check card.

Activity 4.1 : Visit any library located in your vicinity and write about the records maintained in the Periodicals Section.

INTEXT QUESTIONS 4.5

Match the following

a)	Registration Card	i)	Check non receipt of periodical
b)	Check card	ii)	Arranged in classified order
c)	Classified card	iii)	S.R Ranganathan
d)	Three – card System	iv)	Issues received and dates of their receipt.

4.2.5 Kardex System

The Kardex System was introduced by the M/S Remington Rand Co. of India for maintaining details of periodicals. In this system, the cards are filed in trays kept in steel cabinet. Each cabinet contains 7 trays in all, providing 504 card holders with sliding dust covers and locking device. Each card holder can hold 2 cards, i.e., bottom

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card and top card. The picture of Kardex System is given as under:

Source: http://www.recordsystems.net/index-kardex.html

Fig. 4.9 : Kardex System

(i) Bottom Card

For each periodical ordered by a library, a bottom card is prepared. The bottom card has details such as name and frequency of the periodical. It is printed on both the sides. It can hold information for ten years or more.

The Bottom card is shown as under:

Name of the library:

W	F	M	B M	Q	HY	Y	IRR

Year	Vol/No	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	T

Frequency	Current Vol. expires with	Vols per Year	Department
Nature of Binding	In Binding has	Library lacks	Library
Title			

Jan. Feb. Mar. ..... Dec.

Title of the periodical————————————————-

Fig. 4.10 : Specimen of bottom card

Notes

The bottom card has the following information:

- Title of the journal –The bottom card shows the title of the periodical at the bottom.
- Frequency of the journal –W-weekly; F-Fortnightly; M-Monthly; BM –

Bimonthly; Q-quarterly; HY-Half yearly; IRR-irregular publication.

On receipt of an issue of periodical, it is recorded in concerned column. If a subsequent issue has come and has been recorded, but an earlier one is missing, reminder is sent to the vendor for supplying the missing one. Each card can provide information for 10 years.

(ii) Top Card

The second card is called the Top Card. It is filed opposite to the bottom card. It is printed on both sides. It provides the following information:

- Payment made to the vendor/publisher
- Reminders sent to the vendors
- Bound volumes in the library
- Any special supplement or Index with the periodical is available or not.

A specimen of the Top Card is given as Fig. 4.11:

Title	Language			Class no.						
Vendor:				Order no.				Date :		
Publisher				Periodicity						
Subscription				Remarks	Reminders					
B.R.No	**Amount**	**Vol**	**Year**		**1st Reminder**			**2nd Reminder**		
					Vol.	No.	Date	Vol.	No.	
Date										

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Binder's Title			
Holdings			
Vol. From to	Year From to	Supp.	Index

Fig. 4.12 : Specimen of top card

(iii) Registration Procedure

Whenever a periodical is ordered, its details are entered in the top card like title, payment made for an year and volume, language and frequency of the periodical.

The information about the receipt of different issues is recorded in the bottom card.

Whenever a particular issue is not received, a reminder is sent to the vendor and the information is recorded in the top card. When a volume of periodical is complete, it is bound and duly classified. The class number is written on the right side of the top card.

There are many advantages of maintaining records in Kardex System because the records are maintained and filed in an alphabetical manner. The records of 64 titles may be seen at a time. The additions, deletions, corrections, etc. can be made easily. But as Remington Company has stopped manufacturing and selling the cabinets, there is some problem in acquiring card holders.

INTEXT QUESTIONS 4.6

Fill in the blanks

1. Two types of cards used in a Kardex system are: ……. card and …….card.
2. Chief advantage of maintaining records in Kardex system is maintenance filing of records in an …… manner.

4.3 RECORD OF ONLINE JOURNALS AND DATABASES

The use of online journals is increasing very fast these days. The library subscribes

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to online journals and databases in keeping with the information requirements of the user community. The library has to keep a proper record of all online journals, subscribed by the library and of the agents who provide access to the journals. It may keep a record of online journals with print journals or may maintain a different register for all online journals.

Register showing record of online journals subscribed by the Library

Name of the Library					
Online journals for 2016					
S.No	Title	Frequency	Publisher	Subscription agent	Agreement signed

Fig. 4.13 : Specimen of online journal subscription record

An agreement is signed between the library and the publisher of an online journal. The agreement specifies all terms and conditions which will be binding for the library. The library keeps a copy of all signed agreements.

4.4 RECORD OF PERIODICALS RECEIVED AS GIFT/ EXCHANGE

The libraries may receive a large number of serials as complementary copy or on exchange basis. It should be kept in mind that even gifted journals are by no means cost free additions to library collection. Missing issues will still have to be claimed; the journal may have to be catalogued and the space which it occupies has a cost. Another type of exchange involves journals received in exchange for publications produced by parent organization/departments.

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4.5 OTHER MISCELLANEOUS RECORDS

In addition to the various records discussed above, some more records are maintained in the periodicals section. These are as under:

a) Missing Issues and Reminders

The staff checks the Kardex System and finds out about the issues of periodicals which have not been received and are overdue. This activity of checking the Kardex System is done regularly, i.e., once a week or so. The list of missing issues is prepared and letters (which are known as reminders) are sent to the agents or publishers if

Page of an Accession Register

Date	Accession number	*Author	Title	*Edition	Place & Publisher	Year	Pages	Vol	Source	Cost	Class-no	Book No	BillNo/ Date	Remarks
1/09/ 2011	J-108 926		Social Change and Welfare			2010		34 (1-4)						
	J-108 927		Social Change and Welfare			2010		35 91 -4)						
	J-1089 28		Social Change and			2011		36 (1-4)						
	J-1089 29		Theory and Decision			2009		67 (1-4)						

***=these columns need not be filled in case of journals.**

Fig. 4.14 : Accession register for journal

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subscription is directly through publishers for claiming the missing issues at the earliest. The details of missing issues and reminders are properly recorded in order to keep a track of all issues of journals for which library has made payment and is supposed to get them.

b) Details about the Bound Periodicals

Once all the issues of journals of a particular year are received and their set is complete, they are sent to the binder for binding. The details of the titles being sent are carefully recorded. When the binder returns the sets of bound journals, these are accessioned in the Accession register and provided Accession numbers (For example, may start with J, implying journals).

c) Record of Subscription Agents/Publishers

The subscription agents are vendors who sell journal subscriptions to the libraries. The libraries maintain a record of all subscription agents through which it procures journals. The subscription agents support the libraries in procuring journals. This in turn, reduces the amount of correspondence in dealing with a number of publishers and number of staff in the periodicals section. The libraries may procure the journals directly from publishers like Sage, Emerald, etc.

The record may be maintained in a register as under:

S.No	Name of Vendor	Address
1.	Allied subscription agency	C/12 Darya Ganj Delhi
2.	CNA	
3.	M/S Sage	

Fig. 4.15 : Records of subscription agent

Activity 4.2 : Interact with the staff to find out how they keep track of missing issues of journals subscribed by the library.

4.6 DIFFERENT SYSTEMS OF MAINTAINING RECORDS

There are different systems for maintaining records. These are:

4.6.1 Manual System

Maintenance of data about payments and receipt of journals in registers and cards is known as Manual System. Ledger System, Register System, One Card System and Kardex System are also Manual Systems.

4.6.2 Automated System

Presently most of the libraries are using an automated system to record subscription and receipt of journal issues.

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The libraries have automated their various house-keeping operations like classification, cataloguing, circulation and recording details of journal subscription.

Serials (Periodicals) module of any library software helps in maintaining the following details of journals subscribed by the library:

- Registration of journals-Details of all the journals are entered and recorded
- Recommendations of users and approval of competent authority
- Total budget and budget year
- Master file of all approved vendors
- Orders given to different vendors are also recorded
- Receipt of bills and payment details
- Receipt of issues of journals
- Binding details of the journals
- Status of the journal –whether it is available in the library or not.

The screenshot of Serials Module of Libsys, a very popular library software package is at Fig. 4.15:

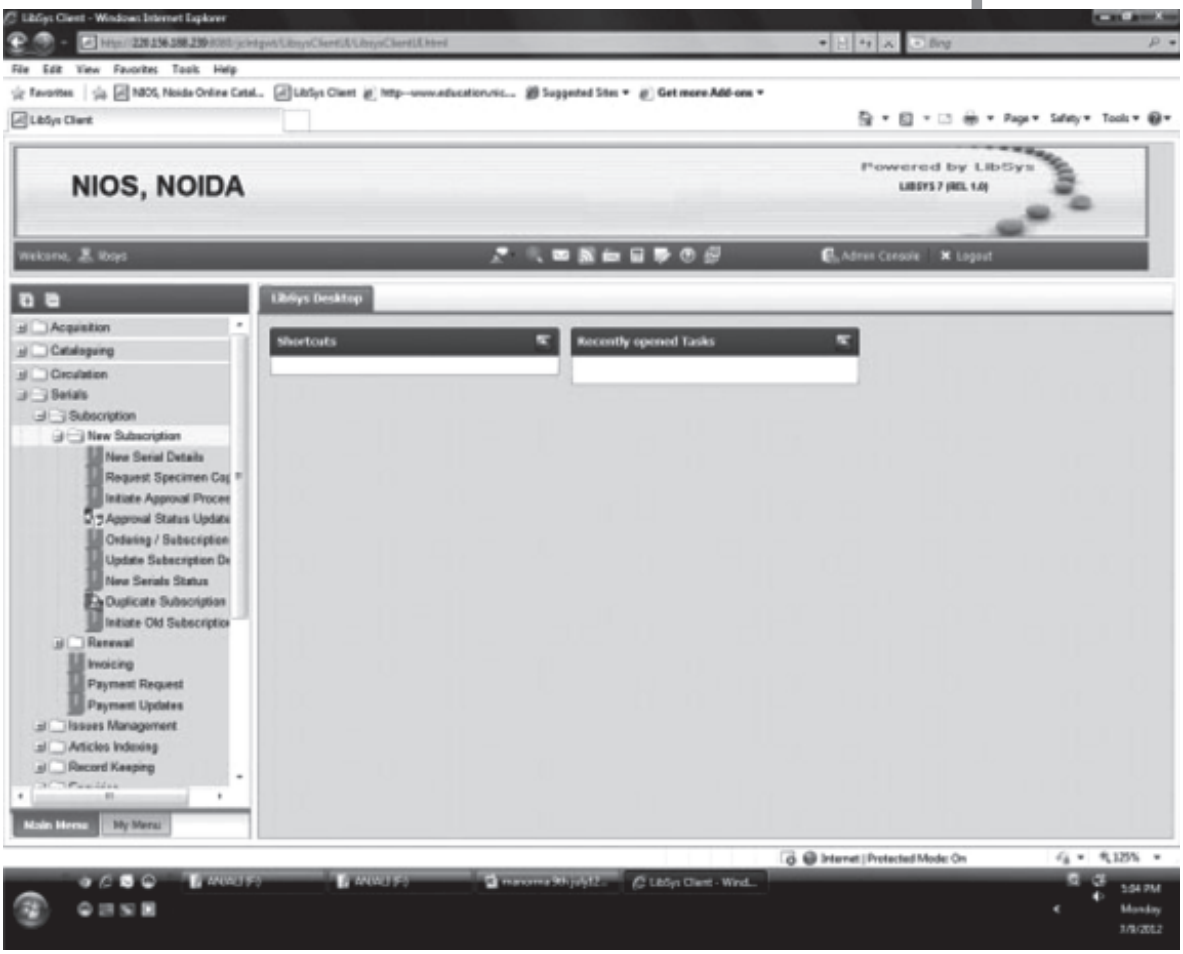

Fig: 4.16 : Serial Module of LIBSYS

The screenshot of the Serials Module, where details of new titles are recorded or entered is given at fig. 4.16

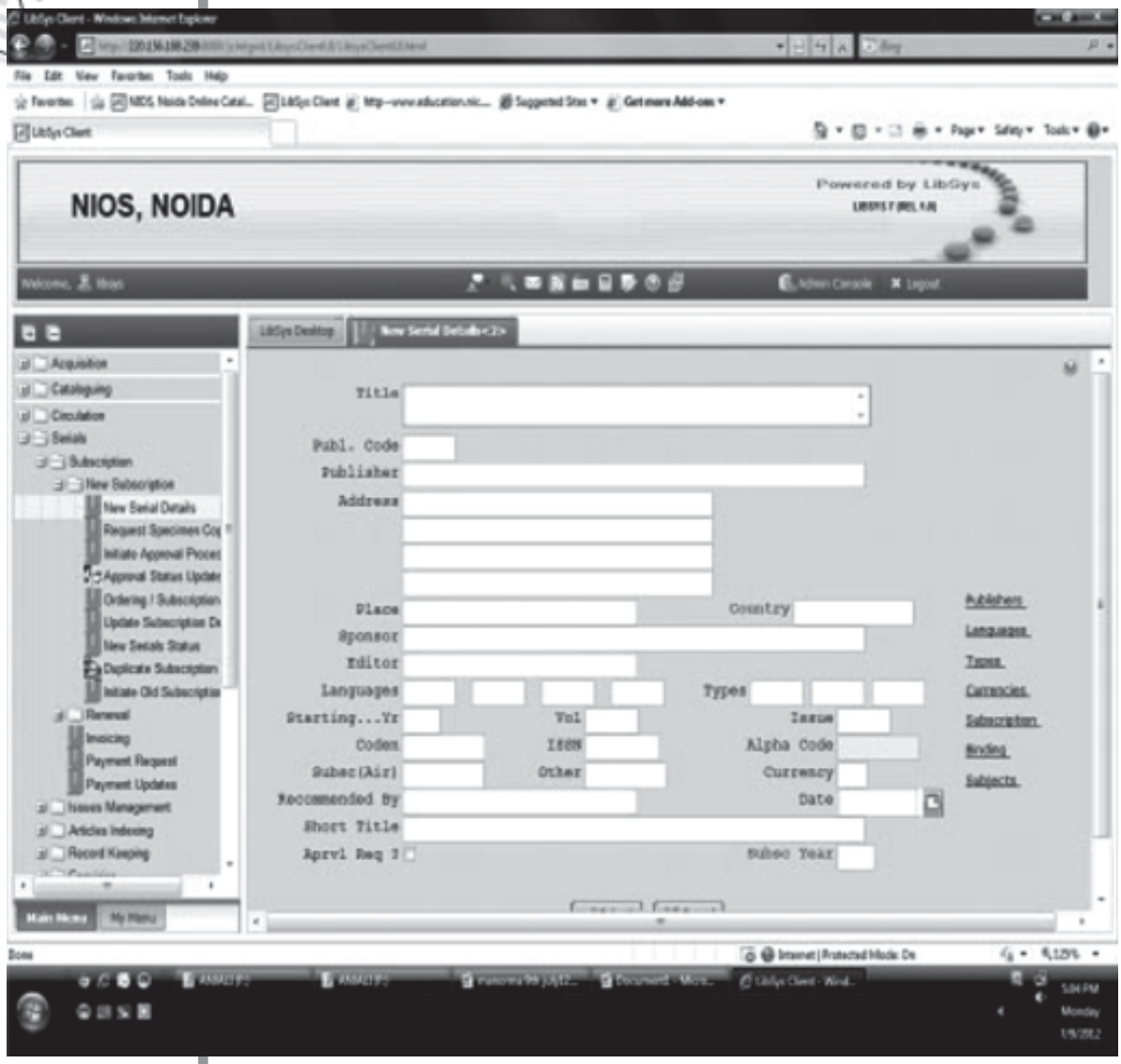

Fig: 4.17 : Serial Module of LIBSYS showing recording of new titles

Advantages of an automated system

a) Easy availability and accessibility of data

The information about receipt or non- receipt and other details of a periodical are easily available to the users and staff, even if a member of serials staff is not available to answer a query. This is more important and useful when a library is big in size. As the data is available to all staff and users, it should be accurate and intelligible to all users.

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b) Integration of data

It means that if a user is looking for an article, he/she will see the catalogue (OPAC), if the article is available in electronic form, he/she will be connected to the full text of the article. In case, it is available in print, he/she can check if the particular issue is being held by the library or not.

c) Speed and ease of processing

The processing of periodicals/serials can be done easily and speedily. In an automated system, entering details of issues received or checked in, renewing and ordering and keeping track of missing issues is very easy.

Activity 4.3 : Find out how the records which are maintained in the periodicals Section help in answering information queries.

INTEXT QUESTIONS 4.7

State True / False

1. In manual system of maintaining periodical records, there is easy availability and accessibility of data
2. Serial (Periodical) module of any library software helps in maintaining all aspects related to periodical records.

WHAT YOU HAVE LEARNT

- Periodicals/journals are a major aspect of any library collections
- Like other divisions of the library, various records have to be maintained in the Periodical section also.
- The periodical section maintains records of journals through different methods like ledger system, Register, card system and kardex system.
- Record of online journals and data bases is also maintained by this section.
- Different system of maintaining records are manual and automated system.
- Most o the modern libraries are using computerized system to record subscription and receipt of periodicals.

TERMINAL EXERCISE

1. Discuss the various method followed in Periodicals Section for maintaining records?

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2. What is a bound journal and how its details are recorded?
3. What are reminders and why are these sent to vendors?
4. What are the details shown by automated Periodical Section ?

ANSWERS TO INTEXT QUESTIONS

4.1

1. False
2. True

4.2

1. (d)
2. (b)

4.3

1. School
2. Cannot

4.4

1. one
2. 5”x3” or 6”x4”

4.5

a) (iv)

b) (i)

c) (ii)

d) (iii)

4.6

1. Bottom; top
2. Alphabetic

4.7

1. False
2. True

Notes

TERM

The termscovered in this lesson which require further explanation are typed below in an alphabetic order. The learners is required to explain each term.

E-journal:

LIBSYS Periodicals:

Online databases:

Reminders :