

Library Records

Certificate Course in Library Science



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LIBRARY RECORDS

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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.



Notes

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



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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.



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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>Vol. or Year</i>	<i>Payment Voucher No. & Date</i>	
<i>Vendor</i>		<i>Order No. & Date</i>				
<i>Class No.</i>	<i>Period in weeks Grace week</i>	<i>Amount</i>		<i>Annual Subscription</i>		
<i>Vol. & No.</i>	<i>Date of Publication</i>	<i>Date of Receipt</i>	<i>Vol. & 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 Grace Weeks</i>	
<i>Vol. Number</i>	<i>Due Week</i>	<i>Week of Rem.</i>	<i>Lbn. Number</i>	<i>Vol. & 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

ReceivedLibrary 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.



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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.