
UNIT 5 TYPES OF INFORMATION RESOURCES, Selection Prin SELECTION PRINCIPLES INCLUDING COMMUNICATION MEDIA

Structure

- 5.0 Objectives
- 5.1 Introduction
- 5.2 User's Studies
 - 5.2.1 Institutional Characteristics
 - 5.2.2 User Groups
 - 5.2.3 Individual User Interests
 - 5.2.4 Methods of Survey and Study
- 5.3 Information Resources
 - 5.3.1 Documentary Sources
 - 5.3.2 Non-Documentary Sources
- 5.4 Classification of Documents
 - 5.4.1 By Physical Characteristics
 - 5.4.2 By Information Characteristics
 - 5.4.3 Books
 - 5.4.4 Periodicals and Serials
 - 5.4.5 Government Documents
 - 5.4.6 Dissertations and Theses
 - 5.4.7 Reports
 - 5.4.8 Pamphlets
 - 5.4.9 Standards and Specifications
 - 5.4.10 Patents
 - 5.4.11 Trade Literanire
 - 5.4.12 Maps, Atlases and Globes
 - 5.4.13 Photographs and Illustrations
 - 5.4.14 Microfbrms
 - 5.4.15 Audio-visuals
 - 5.4.16 Reference Books
 - 5.4.17 Non-Documentary Sources
 - 5.4.18 Institutional Resources
 - 5.4.19 Human Resources
- 5.5 Selection Principles
 - 5.5.1 Drury's Principles
 - 5.5.2 Dewey's Principles
 - 5.5.3 McColvin's Principles
 - 5.5.4 Ranganathan's Principles
- 5.6 Policies, Norms and Standards
- 5.7 Summary
- 5.8 Answers to Self Check Exercises
- 5.9 Key Words
- 5.10 References and Further Reading

5.0 OBJECTIVES

The base for all library services is a good collection of documents. This unit introduces you to the different types of documents that should go into the collection of a library, and the principles, policies, norms and standards of collection building.

After reading this Unit, you will be able to:

- identify and differentiate documents, both by their contents and physical forms;
- describe their use and functions in a library;
- explain some of the important principles of collection building;
- apply the results of the need-based studies of users for collection building;



- evolve policy guidelines for collection building; and
- become aware of the need for norms and standards for determining the size of the library stock, distribution of funds between different categories and types of documents.

5.1 INTRODUCTION

The main objective of a library can be stated as "To provide for the information needs of a given group of users in relation to their given problems with information from given subjects or topics contained in given information sources, evaluated, prepared and supplied in a way that is appropriate to the given groups of users and their political requirements and values." This can serve as a broad guideline for the development and operation of any library. But to fulfill this role there is a need to organise the library into convenient sections according to a carefully thought out plan. Possibly, the best results would occur if planning is done on a functional basis.

One of the first functions is what is known as Information Resources Development which includes development of both documentary and non-documentary sources of information. The former is what is known as Collection Development and involves identification, selection and procurement of documents. It is an essential and important activity as it facilitates providing of an efficient and effective library service.

In this unit, details are being provided user studies, different types of documents and their characteristics. In addition, the principles of selection and guidelines for the formulation of a Collection Development Policy are highlighted in the succeeding sections and sub-sections of this Unit.

5.2 USERS' STUDIES

One of the essential pre-requisites in the planning of libraries is to study the information needs of actual and potential users. This would involve collection of information on institutional projects and programmes as well as individual users' interests and needs. Such a study would facilitate decision-making in relation to the type of collection to be built and the information services to be designed to meet with users' needs individually and collectively.

5.2.1 Institutional Characteristics

An approach to an understanding of the fields of interest of individuals to be served and of the organisation as a whole could begin by acquiring background information about the organisation / mission / project. This would involve finding answers to the following questions:

- What are the goals' or objectives of the organisation / mission I project
Statements answering this question may be found in some "internal" document, such as memorandum of association, charter of incorporation, policy statement, etc.
- What are the fields of activity and the scope of each discernible activity of the persons involved?
Such information is usually given in some "internal" documents or in organisational and functional charts.
- What information do they use or need in order to perform efficiently their respective tasks?
Such information may have to be gathered through interviews of, questionnaires to be filled up by, and/or potential users.
- Where do they now get the information?
Such information may have to be gathered through interviews, questionnaires, etc.
- Through what channels and media do they now get the information?
Information on the channels and media may have to be gathered through and observation of information flow patterns, a study of organisational charts, interviewing and a questionnaire based survey of potential users.



- Is the information available adequate, timely, reliable and accessible at reasonable cost?
Such information has to be obtained by survey, through interviews and questionnaires.
- Is there among the users an interest in or awareness of the value of information and of an information centre?
- Can the existing information centre be modified for a better information service or is a new information centre (IC) needed?

This, of course, is the starting point for planning the system.

5.2.2 User Groups

The next step would be to identify more specifically the potential user groups. This may be done on the basis of interviews, questionnaires, study of organisational and functional charts, etc. The type of questions to which answers will have to be found include:

- Can the user group be identified? Is it a distinct, visible, homogeneous group?
- Can the identified group be benefited from the information services?
- How diverse is the information requirement of the group with respect to professional objectives, functions, work patterns, educational background, etc?
- What are the user-related constraints on the services? For example :
 - a) Are there sub-group or individuals who would be given a higher priority in providing information services?
 - b) Is the composition of the group frequently changing and is there a mechanism by which the changes can be quickly identified?
 - c) Is there a preference among sub-groups and individuals for particular types of in-formation services, the time when such services are to be rendered, etc. ?
 - d) Will some information be restricted in dissemination for named persons only?
 - e) Will some, all, or none of the services be charged for? If there will be a charge, on which category of users (e.g. users from other systems/organisations) will the charges be levied?
 - f) Are there individual differences in personal attitude, educational background, training, experience, competence, area of specialisation, etc., among the users that may influence the types of services requested?

5.2.3 Individual User Interests

More specific information about users could cover the following:

- Subjects and associated interest - e.g. specific subjects, allied subjects; authors - individual or corporate - whose works are of interest; series in which the user is interested; periodicals, in which the articles are to be specifically notified; language constraints
- Education, training, and special expertise
- Foreign language competence
- Functions, activities and responsibilities in the institution
- Professional bodies in which the user is a member
- Technical periodicals which the user is receiving through society membership, subscription, etc.
- Types of reports - internal and external - received by the user
- Types of reports which the user is not receiving but would like to receive
- Outside organisations with which the user has academic or professional contacts



- Channels of communication between the user and other groups in the organisation
- Kinds of information materials preferred by the user: periodicals, reports, trade literature, newspapers, etc.
- Types of information notices I services preferred by the user: Current awareness services, abstracts, digests, data, state-of-art report, critical reviews, etc.
- Is the user an "information gatekeeper" in the institution?
- Is the user associated with any "information gatekeeper" in the institution?
- Approximate time available to the user in a day or week for reading scientific and technical information material
- Time most convenient to the user to receive some of the information service, e.g., may wish to read at night, or during intervals in an experiment, etc.

Saracevic and Wood (1981) have categorised the data to be collected on individual users as demographic data, social status data, psychological data, educational data, general work data.

From studies such as those mentioned above, the IC may be able to arrive at decisions on the following:

- What subject-fields and their respective sub-divisions should be covered by the document collection and the information services to be provided?
- What related peripheral fields should be covered and to what extent?
- What type of information - e.g. theoretical, experimental, commercial, equipment, machinery, processing - should be selected in each subject-field to meet specific user interests?
- Which sources of information - e.g. periodicals, technical reports, trade literature, patents, etc - should be covered, and to what extent and depth, in each subject area?
- Which indexing, abstracting and review periodicals should be obtained?
- Which are the organisations - local, national, international - and which experts in the field with whom contact should be established?

5.2.4 Methods of Survey and Study

Some methods of collecting information about the organisation and about the information requirement of potential users are mentioned below. No single method may provide all the necessary information; therefore, several of the methods may have to be used and the findings synthesised so as to get a more complete picture.

- Study of the organisational charts(s) of the institutes(s)
- Study of the functions / activities charts(s) of the institution(s)
- Study of the annual reports, plans and programmes, and other internal documents of the institution(s)
- Survey of potential users using appropriate questionnaires
- Interviewing users, that is:
 - Interviewing potential user directly
 - Interviewing supervisors of the user (e.g. persons higher in the hierarchy, teachers, guides, etc.)
 - Interviewing subordinates of the user (e.g. persons controlled, taught, guided etc.)
 - Interviewing persons of coordinate status I colleagues of the user
- Study of papers, books, etc. published by the users
- Attending seminars, symposia, colloquia, etc., in which user participates



- Observing the user at his workplace (e.g., Office, laboratory, etc.)
- Personal informal contact with users individually
- Meeting users in small, preferably homogenous, groups periodically
- Feedback from information services rendered
- Providing for suggestions by users about their subject interest, preferred services, etc.
- Attending technical meetings within the institution at which projects, programmes, and problems may be discussed
- Perusing memoranda, letters, reports, etc., sent and received by users where practicable
- Study of document usage patterns of users
- Study of reference queries received from users
- s Participation in institutional / wok orientation programmes
- Study of handbooks, subject outlines, guidebooks, syllabi, classification schemes, etc., for the subjects of interest to the institution(s).
- Liaison work

Studies such as those mentioned above may have to be done periodically in order to update the IC's knowledge of user interests, institutional programmes, etc. There should be a built-in mechanism in the information system for this purpose.

5.3 INFORMATION RESOURCES

Information resources are of two kinds, namely, Documentary and Non-Documentary Sources.

5.3.1 Documentary Sources

A document embodies thought. It is a record of work on paper or other material for easy physical handling, transportation across space, and preservation through time. It may be said that the thought content of a document represents the information it contains. A document may be a **macro-document** like a book, monograph, thesis, dissertation, report, etc., or a **micro-document** like an article in a periodical. Documents have also been grouped as Conventional, Non-Conventional, Neo-Conventional, Meta documents, etc. As a matter of fact, these documents are available in various physical forms such as books, periodicals and also as audio-visuals. Details of each type are given in the succeeding sections and sub-sections.

5.3.2 Non-Documentary Sources

On the other hand, non-documentary sources include:

- Institutional Sources
- Human Sources
 - Colleagues
 - Peers
 - Information Gatekeepers
 - Guides, Advisors, Consultants
 - Vendors, Contractors, Collaborators, etc.

5.4 CLASSIFICATION OF DOCUMENTS

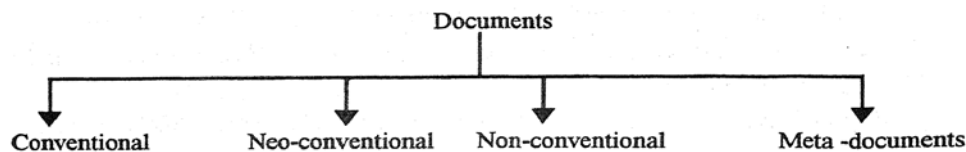
Documents of various types have been classified on the basis of their physical characteristics, familiarity and usage into four classes by Dr.S.R Ranganathan. On the other hand, C.W. Hanson



and Denis Grogan have categorised these documents on the basis of information characteristics.

5.4.1 By Physical Characteristics

The following is the schematic representation of the classification of documents as given by Ranganathan:



Ranganathan recognises the above four kinds of documents.

Conventional documents are those which are usually recorded on paper in a natural language by writing, typing, printing or some near-printing process. These are the most popular documents in use. These include books, periodicals, maps, atlases, etc. Neo-conventional documents *d'e* a new class of micro-documents, such as standards, specifications, patents, data, etc. Non-conventional documents are a record in non-conventional size, shape or material. Audios, visuals, audio-visuals, microforms, etc. are included in this category. Meta-documents are a record of phenomena made directly, unmediated, by the human mind. They are an instrument-record of natural and social phenomena made possible by instrument technology, photography, radar, etc.

Ranganathan's classification groups documents in the chronological order of their development and does not take into consideration the information characteristics of a 'document'. He does not make any difference between an ordinary periodical and an indexing periodical. Also a book and a periodical belong to the same category according to him.

5.4.2 By information Characteristics

The schemes of classification advocated by Hanson and Grogan are mainly based on the information characteristics of documents. Hanson divides documents into two categories - primary and secondary. Grogan goes further and categorises them as primary, secondary and tertiary.

- 1) **Primary Documents:** These documents represent new knowledge or new interpretation of old knowledge. They are the first published records of original research and development. Often a primary document may be the only source of information in existence. According to Hanson, books, journals, reports, patents, theses, trade literature, and standards are the primary documents. Grogan adds to the list conference proceedings and official publications, but excludes books.
- 2) **Secondary Documents:** Secondary documents do not carry new and original information but guide users to primary documents. They are compiled from primary documents. They organise the primary literature in a convenient form. These documents are of three types: (a) Those which index selected portions of primary literature and help users in finding what has been published on a give subject, such as indexes, bibliographies, abstracts, etc. (b) Those which survey selected portions of the primary literature to help users find the state-of-the-art knowledge on a given subject, such as reviews, treatises, etc. (c) Those documents which themselves contain the desired information collected and selected from primary documents. This information, such as biographies, facts, formulae, histories, procedures, theories, etc., is derived from primary documents and is arranged systematically in some convenient order in such secondary documents. Dictionaries, encyclopaedias, handbooks, manuals, etc., are some documents of this type.
- 3) **Tertiary Documents:** Tertiary documents list secondary documents. Their function is to help researchers in retrieving secondary sources. Directories, Yearbooks, Bibliographies of Bibliographies, Lists of Research-in-Progress projects, Guides to Literature, Guides to Organizations, Guides to Libraries, and Textbooks are included in this category of documents.

Based on this tripartite structure, one can organize information and evolve a bibliographic structure as shown in the following table:



Primary	Secondary	Tertiary
1. Periodicals	1. Bibliographies	Yearbooks
2. Research / Technical reports	2. Indexing and abstracting services	Directories
3. Conference proceedings	3. Reviews, State-of-The art reports	Bibliography of bibliographies
4. Official publications	Progresses	List of research in progress
5. Patents	Advances	Guides to information sources, organisations
6. Standards	Monographs	
7. Trade literature	4. Reference books	
8. Theses and dissertations	Encyclopaedias	
9. Laboratory notebooks	Handbooks	
10. Diaries, Memoranda etc.	Tables	
11. Internal research reports	Formulation	
12. Correspondences, personal files etc.	5. Text books	

Self Check Exercise

1) Distinguish the characteristics that differentiate a primary document from a secondary document.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....

.....

.....

.....

.....

.....

.....

.....

5.4.3 Books

Books form one of the primary sources of information. They provide a cohesively organised (thought content) information on a specific subject of optimum depth. Since book writing, editing, processing and publishing call for a considerable amount of time, books can be said to contain ideas which are fairly well established. They form useful repositories of information both for teachers and learners in a particular field as they contain a crystallised presentation of ideas helpful to the majority of readers.

A book is a physically independent document as distinguished from a periodical publication, that is, it has been completed in a definite number of volumes. A book normally deals with a subject of great extension and less intension. It is thus a macro-document. As per the norms prescribed by UNESCO, a book should have at least 49 pages, 22 to 32 cm. height, and 1.5 to 4 cm. thickness.



A book may be a single-volume or multi-volume document. It may be a general document or a textbook or a reference book

- 1) **Single-volumed book:** A book maybe in a single volume or in more than one volume. The latter is known as a multi volumed book. A multi-volumed book usually has a common index. It also has the same sequence of pagination continued in all the volumes of the set.
- 2) **Simple book and Composite book:** A book, either by a single author or by two or more authors., that gives a continuous exposition of the subject, is known as a simple book. A book by more than one author, all contributions of which do not form a continuous exposition but have one title distinct and independent, is a composite book. If a composite book has a single generic title to denote all the contributions collectively, it is an ordinary composite book, otherwise it is an artificial composite book.
- 3) **General book, Reference book and Textbook:** A book is either a general book, a text-book or a reference book. A general book deals with the subject in a general way. A book giving general exposition on the subject, or a biography, or a fiction is a general book. Examples of general books are: Ranganathan's *Five Laws of Library Science*, Girja Kumar's *Philosophy of User Education*, Dhyaneshwar's *Gita: the Mother*.

A textbook is one that supports a teaching programme. It deals with the fundamentals of the subject using the language and style that suits the students. An author's newly propounded theory is usually not found in it. Different courses of study have different textbooks to support them. Guha's *Documentation and Information*, Prasher's *Introduction to Reprography*, Vishwanathan's *Cataloguing - Theory and Practice* and Krishan Kumar's *Theory of Classification* are textbooks on documentation, reprography, cataloguing and classification, respectively, meant for library science students.

Whereas a general book or a textbook belongs to the category of books that can be read through for information, education or inspiration, there is another class of books meant to be consulted or referred to for a definite piece of information. These are known as Reference books. They provide information readily. Dictionaries, encyclopaedias, yearbooks, almanacs, directories, gazetteers, atlases, biographical dictionaries, etc. are all Reference books. *The Oxford English Dictionary*, *Harrod's Librarians Glossary to Terms Encyclopaedia Britannica*, *McGraw-Hill Encyclopaedia of Science and Technology*, *India- a Reference Annual*, *Imperial Gazetteer of India* and *Sen's Dictionary of National Biography* are some of the examples of Reference books.

Self Check Exercise

- 2) Differentiate a Reference book from a general book. Mention the various types of Reference books.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....
.....
.....
.....
.....
.....

5.4.4 Periodicals and Serials

Periodical publications form an important part of today's information world. It is one of the oft chosen forms of research communication. There are over 100,000 periodical publications, which publish informative research articles. Most of these periodicals or journals publish papers sent by different authors after due refereeing and editing. An analysis of the titles listed in the **Directory of Indian Scientific Periodicals** shows that India is publishing 1323 primary



periodicals containing research articles, review articles, news and notes, short communications, etc. It has also been estimated that there is an average increase rate of 50 new titles every year. However, considering the death rate of periodicals, it has been estimated that there are about only 2000 live periodicals in science and technology, equal number is estimated to be published in the fields of social sciences and humanities. Of those, 500 are in regional languages, or are magazines for general circulation and targeted at readers who are not required to possess professional knowledge of the information presented. While magazine articles place great emphasis on what is happening and how it affects people, periodicals, on the other hand, place stress on how and why things happen and their influence on a particular profession or scientific community.

A periodical publication is that which appears in parts or volumes at regular intervals with the intention to continue its publication for ever. Besides the element of periodicity and continuity, a periodical publication has a distinguishing number for each successive volume, known as its volume number. *Annals of Library Science and Documentation*, *ILA Bulletin*, *IASLIC Bulletin*, and *Journal of Library and Information Science* are some important periodicals in library science. The periodicity of the first three is quarterly, and that of the last one is half-yearly. *Annals of Library Science* brought out its 32nd volume in 1985, *ILA Bulletin* its 31st volume during 1986, and the *Journal* its 10th volume during 1985.

A serial is also a periodical publication but each volume embodies more or less similar information but updated, mainly relating to its year or period of coverage, *India - A Reference Annual* is an example of a serial.

The hand-written book was the major vehicle of information communication throughout the middle ages. This method was slow and tedious. Between 1430 and 1440, Gutenberg developed printing from movable metal type and this improved the dissemination process. Books then became one of the major ways of transferring information. But, they too lacked speed and were not helpful in the dissemination of information as fast as was needed. As a way out, scientists and researchers started using personal letters to communicate scientific information with each other and with the leaders of groups in a particular area. From these letters grew the first scientific periodical. Since the 17th century, the periodical has been the disseminating medium. In library collections, the position of periodicals and serials comes next to that of books.

Self Check Exercise

3) Distinguish a periodical from a serial with examples.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....
.....
.....
.....
.....
.....
.....

5.4.5 Government Documents

Government publications are the official documents brought out at government expense. They are the records of activities of the (1) Executive, (2) Legislature, (3) Judiciary, and (4) Research organisations sponsored by the government and similar others. The authority under which these documents are brought out, may vary, such as a ministry, a department, a government undertaking, an institute or any authorised agency of either central or state government and this authority holds responsibility for the authenticity of the contents of the documents.

Government documents are a class by themselves, different from general publications. In size they range from pamphlets to voluminous books and in content they vary from an article with



a popular appeal to technical treatises of value to scientists and academicians. These documents are generally divided into two categories:

- 1) Parliamentary documents, and
- 2) Non-parliamentary documents.

Parliamentary documents include proceedings, reports, etc., of legislative bodies, Acts of the Centre and the States, bills and statutory instruments, etc. Non-parliamentary documents include administrative reports, reports of transactions, rules and regulations, codes, gazettes, budget estimates, reports of committees or commissions, statistical data, notes and reviews, research papers, bulletins, monographs, maps, etc.

Government documents are an important part of any library collection. They are the primary and authentic record of the legislative, judicial and executive wings of the government, both for current use and for long term retention. Besides statistical data, a wealth of information is found in them on varied subjects.

Another important type of documents are post-graduate dissertations and doctoral theses submitted to the universities for degrees. They are valuable primary sources which report original work in specific fields. Besides yielding invaluable unpublished information on a specific subject, place or person, these documents have extensive bibliographies and footnotes which are usually of immense use to researchers. These documents often remain unpublished. Since they do not appear in any trade or national bibliography, their existence remains unknown. This creates difficulties in their selection and procurement.

Theses are primarily useful for their original contribution. Subjects dealt with in theses may not have commercial application. *Dissertation Abstracts International* published by Universal Microfilms Inc. usually covers doctoral theses in several subjects.

5.4.7 Reports

Report literature is an important primary source of information, particularly for a research library. This new medium for communication of information came into being during World War II due to scarcity of paper, restrictions in distribution, and delay in bringing out periodicals. Reports not only solved the problems then, but proved quite useful to be continued after the war.

Reports originate in various research organisations and government departments and appear in a wide variety. Most of them report about research and development projects, in progress or completed. They may present quick preliminary information about the work in progress; or they may give complete information about the work just completed. In some subjects, such as nuclear science and aeronautics, a good amount of literature is available in the form of reports.

Technical reports may be issued ad hoc or in series periodically. Examples of reports are NASA reports, EURATOM reports, EEC reports, etc. Even in India, several institutions publish reports. National Aerospace Laboratories, Bangalore, publishes several reports every year. A special characteristic of a report is that it contains details of the project and includes a large amount of data. Information in reports is generally meant for internal audience. It may be said to be a nascent, unedited, non-formalised presentation of findings with a considerable amount of usage of jargon, acronyms, abbreviations, etc.

5.4.8 Pamphlets

A pamphlet is an independent publication. It is normally a document of a few printed pages, usually less than 49. Pamphlets cover an extremely wide range of subjects, but their uniqueness is that an individual specialised topic is dealt with precisely and concisely. It is an ideal resource for anyone studying in depth a specialised topic. Further, much of the information appears in pamphlets before it is incorporated in books. Pamphlets are a current source of information and are indispensable to libraries because they may contain information not available from any other source. They are relatively less expensive than a periodical or book. Since they contain information on a narrow subject-field and are presented in a unique manner, they are very useful to specialised users. Their usefulness, increases if they are objective and balanced in presentation.



5.4.9 Standards and Specifications

Documents which are formulated by agreement, authority or custom of sponsors to define a product, material, process or procedure, quality, construction, operating characteristics, performance, nomenclature, and other like facts are called *Standards*. *Specifications*, on the other hand, are documents that contain descriptions of the technical requirements of a product, material, process or service which are designed to meet the purchaser's particular needs.

The purpose of Standards and Specifications is to simplify production and distribution, to promote standardisation and quality control, to ensure uniformity and reliability, and to eliminate wasteful variety.

Since Standards and Specifications play a vital role in manufacturing and commercial endeavours, these documents are indispensable for an industrial society. A library serving such a society must have these documents in its collection. In addition to international organisations who develop standards, every nation has its own standardisation body. In India, Bureau of Indian Standards (BIS), New Delhi is such an organization.

5.4.10 Patents

In science and technology, patents form an important source of information. A patent specification is a kind of legal protection for the inventor. In addition to a detailed description, patent specifications include a statement of claim by an applicant regarding the scope of the monopoly he seeks to cover in his invention. The claim is relatively broad in nature, its purpose being to specify the range of products or processes that the patentee claims to monopolise. It, therefore, covers variations of the invention referred to in the patent. Thus, while a patent is a legal document, it can also be used as a source of industrial information.

A patent is an agreement between a government and an inventor whereby the latter discloses his invention to the public in exchange for an exclusive right of exploitation for a fixed period. Each patent presents a detailed account of a new manufacturing process, or an improvement of an existing process, a new product a new method of testing and control, etc., which may not be available in this form in other sources.

Every nation has a Patent Office. The Patent Office at Calcutta and its sub-offices grant over 3,000 patents each year. The output of each developed nation is much more.

A comprehensive collection of national and foreign patents must be developed by all special and research libraries because of the following advantages: 1) They give technological information which is not found in any other source, 2) In addition to the information on the general utility of the invention, they inform us about the practical application of the invention in industry as also some background material, 3) They reveal information on specific technological items more completely and earlier than other sources do.

Self Check Exercise

- 4) Differentiate a Standard from a patent with respect to the information content of each.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



5.4.11 Trade Literature

Trade literature consists of documents that give information on the processes and materials involved in the manufacture of a product, various types of product catalogues, compilation of trade data, manuals, guides, house journals, etc. Trade literature is issued by manufacturers and dealers. The basic purpose is product advertisement. These documents normally provide accurate technical information about products and materials that are offered for sale. This information is usually not available from any other source. In a special library, trade literature is an important source of information.

The information contents of trade catalogues include details about uses, size and specification of products, the range of the products of a firm, properties of materials, design data, test results, operating instructions, etc. However, trade catalogues become obsolete quickly and are superseded by newer catalogues.

5.4.12 Maps, Atlases and Globes

Maps illustrate the distribution of many things that occur on the surface of the earth. Information is presented by the use of a vast array of symbols, codes, and colours that attempt to communicate such features as shape, size, outline, pattern, arrangements, land relief or elevation, and the distribution of statistical values of an actual or relative quantity. Thus, the map user has the graphic means which make it easy and efficient to recognise, compare and examine patterns, relationships, surface features, locational data, scientific data, places, ocean currents, geological formations, climate, weather, demographic distributions, political boundaries, economic data, agricultural capabilities, industrial production, military development, etc. The communication should be made easier by adoption of familiar symbols and structures. The legend assignment, colour charting, relief projection planning should be symbolic to one another. There are a variety of ways in which maps are presented and stored. The following are some:

- 1) **Atlas:** The atlas is a volume consisting of a collection of maps. Atlases are available in various dimensions. They are intended for individual use.
- 2) **Wall Maps:** Wall maps are considered to be entities, meaning they are unbound. They are usually 40-65 inches wide. It is important to know the map scale. Wall maps are intended for display and group use. They can be folded, mounted on spring rollers, or attached to dowels for hand rolling.
- 3) **Bound Wall Maps:** Bound wall maps are designed to be attached to a tripod or stand permitting them to be flipped over.
- 4) **Overhead Transparencies:** Maps on overhead transparencies are designed to be used exclusively on an overhead projector. Information can be added by the use of overlays or can be written on to transparencies with water-soluble ink.
- 5) **Relief Maps:** Relief maps provide a three-dimensional perspective of the earth's surface. The relief, to be effective, must be grossly exaggerated in some of its proportions. For example, if a relief map of the world 72 inches square were to depict Mount Everest concretely (5 + miles high) in relief, it would be less than 1/60 of an inch high.

A map is a representation of a part or the whole of the surface of the earth or of a celestial body, delineated on a plane surface, each point in the drawing intended to correspond to a geographical or celestial position. It may be of a country, state, city, village or of a still smaller area irrespective of the scale or extent of area. Maps are of various types, such as physical maps, political maps, thematic maps (historical, statistical, ethnological, etc), Indian maps are issued by the Survey of India, Dehra Dun.

An atlas is a volume consisting of a collection of maps. It may also contain photographs and other supplementary material. *The Britannica Atlas, Hammond Medallion Word Atlas and Times Atlas of the World are three important examples of atlases.*

A globe is a spherical representation of the earth.

Maps, atlases, and globes form an important source of geographical information. These are; therefore, a useful part of any library collection.



5.4.13 Photographs and Illustrations

Photographs and illustrations are documents which provide a visual or pictorial representation of a person, place or situation which words fail to describe or find hard to depict. Words cannot tell what Pandit Nehru looked like, only his photograph can do that. Words cannot describe the Kumbha mela in progress at Hardwar or the Burning Ghats of Banaras or the Taj Mahal of Agra as accurately as their respective photographs can. Similarly, a complicated subject may be easily explained by a simple illustration. Graphical representation is always helpful in making readers grasp textual matter easily. A radio or television set cannot be assembled without the help of its drawings. Nor can a building be constructed unless the architect's plan is made available to the engineer. These documents, therefore, form an important part of a library collection.

5.4.14 Microforms

Microforms are those documents which embody thought in a reduced form that cannot be read with the naked eye. They require some device for reading. They comprise microfilms, microfiche, and micro-opaques. These documents are now common in libraries. The reasons for their popularity are: (1) Micro-forms reduce the bulk of documents and help the libraries save considerable space. (2) Out-of-print documents which are either not easily available or too expensive in the original form can be easily acquired in micro-form (3) Documents in original are too bulky to be transported rapidly. Micro forms, greatly reduced in bulk, are more suitable for easy and quick transportation, as also for airlifting. (4) A readable photocopy can be prepared from a microform easily.

Microforms are available in different varieties and dimensions. Their organisation and maintenance also requires special care.

5.4.15 Audio-visuals

These documents consist of slides, gramophone records, phonotypes, cassettes, motion pictures, video records, etc. Through the use of these documents, one can hear the original voice or can see the incident as it happened. A gramophone record or a phototape when played can bring to us the chirping of birds, the hissing of a cobra, roar of a lion or Rabindranath Tagore singing his own songs. Similarly, a motion picture or a video record can bring back to us Mahatma Gandhi and his followers taking part in the Salt Satyagraha. You can also witness a cricket match sitting right in your drawing room. No other form of document can provide this facility. These documents are being extensively used as teaching aids these days.

Audio-visual documents today form an important part of any collection in a modern library.

Self Check Exercise

5) State the different types of documents that are usually collected in a scientific research laboratory.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....
.....
.....
.....
.....
.....
.....
.....



5.14.16 Reference Books

Definition

According to William Katz (1969) a Reference book generally has the following qualities:

- 1) It is a miscellany of information organised for quick, convenient use.
- 2) Arrangement usually, but not always, follows some consistent plan such as alphabetical order for encyclopaedias, tabular form for statistics, and chronological order in a history outline.
- 3) It usually gives only a bird's eyeview of the topic, rarely considers it in any depth.
- 4) It concentrates on facts. It is constructed for the reader who has definite questions, and does not raise questions of its own. For example, a treatise on philosophy or science may be written with the object of raising questions without possible answers. A reference work in some fields serves to answer questions the reader brings to these works.
- 5) The pragmatic test should not be whether the book can be taken from the library, but rather how consistently useful it is in answering reference questions. If it serves this purpose for either patron or librarian with any degree of regularity, it should be part of the reference collection - even if this means duplicating, the title in the main collection. For example, a book of etiquette maybe frequently used to answer specific queries, and may also be a popular general reading material. In this case there should be two or more copies - one for the reference collection and one or more to be checked out on a regular loan basis. (William Katz. Introduction to Reference Work: Vol. 1: Basic Information Sources. 1969 New York. McGraw-Hill Book Company. p12).

Reference books are of several varieties as indicated from the definition. Some are directory type, which give short answers to the immediate information requirement. They can be bibliographies, directories of institutions, year books, almanacs, timetable of events, dictionaries, glossaries, etc. They can be narrative texts such as Encyclopaedias, Annual Reviews Synoptic Writing, etc. William Katz (cited earlier) groups them in the following manner.

DIRECTION TYPE	SOURCE TYPE
(1) (2) (3)	(1) (2) (3) (4) (5) (6)
DIRECTION TYPE	SOURCE TYPE
(1) Bibliography	(1) Encyclopaedias
(2) Guides to Literature	(2) Directories
(3) Indexes	(3) Geographical Dictionaries
	(4) Yearbooks
	(5) Bibliographical Dictionaries
	(6) Dictionaries

We shall now discuss these information sources in brief.

Encyclopedias

Encyclopaedias are the works containing informative -articles on subjects in every field of knowledge, usually arranged in the alphabetical order. These are used to answer specific questions. They attempt to present information in a concise and easily accessible form. They should be able to provide to an unfamiliar person enough details to make him familiar with the boundaries of a particular topic. The best known encyclopaedia is the Encyclopaedia Britannia. It was first published in the year 1768 and is now in its 15th edition, which was published in 1974. This edition is presented in three stages.

- 1) Propaedia; (2) Micropaedia (3) Macropaedia

Propaedia gives a brief overview of wide subject areas and contains the outlines of knowledge, a classification of contents of the encyclopaedia. Such a classification refers to articles in Micropaedia on the basis of the name of the subject sought at any moment. Micropaedia is arranged in alphabetical order and gives brief information on specific subjects. It acts as an index to macropaedia.



Macropaedia is also arranged alphabetically by the name of broader subject.

The text of the encyclopaedia is kept upto date by year books.

There are about 100 such general encyclopaedias in the English language. However, the most well known of them which one must find in a reference section of a large library are only ten and are familiar to librarians and thus not elaborated here. However, in recent years specialised encyclopaedias have been published. They are produced to help specialist themselves to get an overview of some subjects in their own field. For example, Encyclopaedia der wording Mathematischen Wissenschaften (Ed. I, 1898-1935 and Ed. 2; 1935-59) published by Teubner Leipzig is one such publication. It contains scholarly and scientific write-ups on various subjects in mathematics.

In our own subject field we have the Encyclopaedia of Library and Information Science (in 35 Volumes) published by the Marcel Dekker and edited by Allen Kent, Harlod Lancour. Specialised encyclopaedias are growing in number in every field of knowledge.

Dictionaries

Dictionaries primarily deal with all aspects of words from proper definitions to spellings. Webster's Third New International Dictionary is an example, another is the Oxford English Language Dictionary. There are a variety of dictionaries, monolingual dictionaries, multilingual dictionaries, specialised dictionaries, college dictionaries, and school dictionaries. The specialised ones are called glossaries. Harrod's Glossary of Library Science is an example. In Mathematics, Mathematische Dictionary by G James and R C James, edition 3, published in 1968 by Van. Nostrand of Princeton is another example. National standards organisations such as the British Standards Institution and the Indian Standards (now, Bureau of Indian Standards) Institution have published several glossaries on specialised fields,

Handbooks

A handbook is a source of knowledge. It normally emphasises recent advances in the particular field. It brings together comprehensively and collectively latest information in a field of knowledge. It covers a field of limited scope or a mission. The presentation is brief, full of tables, graphs, symbols, equations, formula and jargon which normally experts and practitioners in the field understand. The *Handbook of Thin Films* and the *Handbook of Marketing* are examples.

Biographies

If information is needed on any person, a specialist or generalist one has go into a biographical sources such as Who's Who, Current Biography, Dictionary of National Biographies, Webster's Biographical Dictionary, and National Encyclopaedia of American Biography. Biographical sources cover in varying details the personal and private life of a biographic. A biography should cover in detail his/her contribution to the field of knowledge, literature, social work, religious work, political work on any other aspect of relevance.

Bibliographies

Bibliographies are lists of books arranged by title, author, and subject or some other arrangement suitable for locating specific titles. Bibliographies may be used for verification and identification, for finding materials in a given subject area of interest or as a help in selecting the best works in a particular area. Example: Indian National Bibliography, British National Bibliography, and Books-in-print besides numerous subject bibliographies.

Secondary Periodicals

Secondary periodicals are abstracting and indexing periodicals. They are also called documentation periodicals. They are a systematic listing of materials which help to identify and trace those materials. Indexes to contents of journals are the most frequently used secondary periodicals. In the field of library literature, Library and Information Science Abstracts and Information Abstracts are useful secondary periodicals.

Abstracting and Indexing services began as an offshoot of professional and learned associations. The first abstracting journal came up in 1778 namely *Chemisches Journal fur die freundle der naturiehre*. English language abstracts were first published in 1871, in the *Journal of the Chemical Society*. In 1895, when Physical Society, London, commenced publication of Abstract of Physical papers from foreign sources. In 1989, the Institution of Electrical Engineers



started publishing Physics abstracts as apart of Science Abstracts. Today, these form a part of INSPEC services. In the USA, Engineering Index emerged in 1884, (now known as Compendex services). Around 1907, the Chemical Abstracts began its services from the American Chemical Society. Several directories of Abstracting and Indexing services have emerged. The *Abstracting and Indexing Services Directory*, edition 11982, edited by John Schmitroth Jr, of Gale Research Company lists around 2500 abstracting and indexing services throughout the world. An increasing number of these services are today available on machine-readable data-bases and easily accessible to users on online computer networks.

Abstracting and indexing services provide a means for reading, assimilating much of technical communication published in the world today. The application of information technology is high in the abstracting and indexing services. It provides a mechanism through which a systematisation of knowledge is done on a continuous basis and at the same time provides for a multi-pronged approach to information.

5.4.17 Non-Documentary Sources

On the other hand, non-documentary sources are institutional and human resources, both of which are important links in the information-transfer chain.

5.4.18 Institutional Resources

Information is usually in the form of statistical data, descriptive/interpretive data or information, or directory type. To collect the information required, it is essential to know the information generating agency, i.e., the source of information. This would facilitate the location of the relevant sources and even if a published record is not available, raw data may be obtained from the concerned agency.

For example, the main sources of industrial / government information are the central and state governments and their various departments, learned and research institutions, international organisations, or associations, chambers of commerce, etc. In the context of planning for the establishment and development of small-scale Industries, the following institutional sources of information would be very useful, especially in the preparation of feasibility reports:

- | | |
|---|---|
| ● Ministries of the Government | ● National Standards Bodies |
| ● Small Industries Devt. Organisation and Societies | ● Marketing Centres |
| ● National Small Industries Corporations | ● Factories Inspectorates |
| ● Small Industries Services Institutes | ● Employment Bureau and Exchanges |
| ● State Directorate of Industries | ● Sub-Contracting exchange |
| ● State Bureau of Statistics | ● Research Bureaus |
| ● National Productivity Council | ● Academic Institutions and Universities |
| ● Chambers of Commerce | ● Research Institutes |
| ● Trade and Professional Associations | ● International Organisations |
| ● Commodity Boards | ● Libraries & Technical Information Centres |
| ● Banks and financial Institutions | ● Central Statistical Organisation |
| ● Industrial Extension Centres | ● National Sample Survey Organisation |
| ● Census Office | ● Directorate of Technical Development |



5.4.19 Human Resources

Human Sources of Information Include:

- Colleagues in the organization
- Peers outside the organization
- Technological gatekeepers
- Guides, advisors, consultants
- Vendors, contractors, collaborators, etc.

"Invisible College" is a kind of informal communication network of people working in a particular field(s) of knowledge or on a project or mission. Invisible college interactions, although apparently loose and accidental, provide the much needed ethereal environment for formal interactions.

5.5 SELECTION PRINCIPLES

Selection of materials for a library requires sagacity, adroitness and attention to people's needs for everything from books and periodicals to films and recordings. The type of library is a major factor that influences selection. As a good selection you should have a substantial tolerance and flexible attitude to enable you to the varied needs of the users. You must be capable of telling dispassionately what is the best, and why, and for whom. At the same time, you should also be aware about your resources – budget, manpower, space, etc. – and the constraints they would bring in.

Selection of reading materials A both an art and a science. The principles of selection are important and should be given due aright, but the needs of the users served must be catered to.

Public libraries are known for their diversity as each one of them is to serve its own community. Selection priorities, therefore, do differ from library to library. Nevertheless a public library should cater to such material as provides information on social and cultural matters and on the daily needs of life.

Academic libraries have an advantage over public libraries. Their clientele is homogeneous. They exist to support and promote the educational programmes of the institution with which each one of them is attached. The selection should cater to the curricular, cocurricular, and research needs of the respective institutions.

Special libraries are for specialised users, having collections of specialised material to support the research programmes of their parent organisations. They usually buildup a collection of current literature comprising periodicals, government publications, reports, standards, patents, reviews, advances, handbooks, manuals, data books, etc.

Therefore, different selection principles have been enunciated by librarians and/or information professionals. Some of these are discussed in the succeeding subsections.

5.5.1 Drury's Principles

The basic principle, which still governs the selection of reading material for a library, was enunciated by Drury in 1930. It states: "To provide the right book to the right reader at the right time". The reader is the central character. A document is right or otherwise in relation to the reader. It is to be provided when the reader needs it for use. The selector should know the readers and their requirements. He should select only that material which caters to the information, educational and recreational needs of the readers. The selected material should be procured expeditiously to be made available to the user when he needs it. Knowing the needs of the -readers and knowing the documents which can meet these needs is important in making the selection of documents. But more important than this is the creation of an efficient mechanism to ensure the availability of the selected material at the light time.

The more important of the principles of Drury's book-selection are given below:

- 1) Study open-mindedly the community, endeavouring to analyse its desires, diagnose its ailments, provide for its wants and satisfy its needs.
- 2) Provide for both actual and potential users. Satisfy the former's general and



- specific demands as far as possible; anticipate the demands which might or should come from the latter.
- 3) Enact suitable standards for judging all books and strive to accommodate them.
 - 4) Apply criteria intelligently and evaluate contents for inherent worth.
 - 5) Survey for recognised groups, reflecting every class, trade, employment, or recreation which develops a natural interest.
 - 6) Be willing to buy, as far as funds permit, the works asked for by specialists and community leaders.
 - 7) Select books that represent any endeavour aiming at human development material, mental or moral.
 - 8) Do not strive for completeness in sets, series, or subjects unless convinced that this is necessary.
 - 9) Restrain the unduly aggressive patron but recognise the inarticulate one.
 - 10) Aim at getting the best on any subject; but do not hesitate to install a mediocre book that will be read in preference to a superior one that will not be read.
 - 11) Stock the classics and the standard works in attractive editions.
 - 12) Duplicate the best rather than acquire many.
 - 13) Select for positive use. A book should not be simply good, but good for something. It must do service.
 - 14) Develop the local history collection; its items will be sought for in the library.
 - 15) Refrain from bias-personal, literary, economic, political or religious, and select with tolerance and without prejudice.
 - 16) Do not be intolerant of fiction if it *measures* up to standard. It has educational as well as recreational value and is now the dominant forage of creative art.
 - 17) Buy volumes which are suitable for the library purpose in format as well as in contents, and are attractive and durable in binding, paper, and printing.
 - 18) Get to know the publishers, their output and specialities; the authors, their works and their ranking; and the costs. In short get to know everything about books.
 - 19) Manage resources through cooperation with local, regional and national organisations.
 - 20) Discard or refrain from adding books (other than the classics and standards) for which there is no actual or anticipated demand
 - 21) Keep within the budget, knowing the total amount available and maintaining a just proportion in allotments.

The above, if followed carefully, may ensure the selection of the best reading for the users.

5.5.2 Dewey's Principle

Melvil Dewey's principle states: "The best reading for the largest number at the least cost" According to this principle a library should select, within the financial resources available, the best documents which may satisfy the information needs of the maximum number of readers.

The term "best" is relative. It means a document which "may be the best in its own field, the best that will be read, the best, of which good use will be made, the best that will answer certain demands". The best documents are those which satisfy the just demands of the users for recreation, knowledge and study; the documents which cater to the social and cultural needs of the users. A classic or a masterpiece may not be in demand for the time being, but it is the best book to be selected for its literary worth and for its use to the coming generations.

The second part of Dewey's principle - for the largest numbers - refers to the users of the library and their information needs, specified or unspecified. Our selection of documents should be such as to satisfy as many readers as possible, the limitation of resources notwithstanding. This is possible when we know our readers and their reading needs.



The last part of the principle -- at the least cost - reminds us that the book budget of a library is never enough to meet all the information needs of the users. The concessional rates, acquisition of documents by gift and exchange, are some of the methods to save the limited funds for more purchases. The suggestion is that whatsoever is to be bought must be bought, but with an eye on strict economy. At the same time it should be seen that this economy does not result in the development of a poor book collection consisting of cheap books by incompetent authors. The principle expects us to be careful in our selection and economical in our purchases to ensure optimum satisfaction to the maximum number of our readers.

5.5.3 McColvin's Principles

L.R McColvin advanced his Demand and Supply Theory of Book Selection in 1925. He states, "Books in themselves are nothing. They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely book selection is related to demand, the greater is the resultant and possible service". The term "supply" refers to the availability of reading material in all its varieties. "Demand", on the other hand, means expressed and unexpressed informational needs of the users. This theory advocates the selection of only those documents which are demanded by the users for their informational needs. Demand for documents, however, should be differentiated according to its volume, value and variety. Whereas the development of the collection should be need-based, it should at the same time be seen that we develop a balanced collection. No document of value should be left out even if demand does not exist for it. Such documents are likely to be in demand in future. It should also be seen that no section of the users is over-emphasised or neglected.

5.5.4 Ranganathan's Principles

Perhaps it would be worthwhile to consider the Five Laws of Library Science of Dr. S. R. Ranganathan as the basic guidelines for formulating the objectives/policies and procedures for document selection and procurement.

Ranganathan's first three Laws of Library Science are helpful in formulating the principles of document selection.

The First Law -- Books are for use - makes it obligatory that only those documents should be selected which are of use to the clientele of a particular library. While selecting the documents, the present and potential requirements of the users must be kept in view. A school or public library should avoid the selection of costly books which are not likely to be in frequent demand. For a children's library, the books should be illustrated in bold typeface and attractive.

The Second Law of Library Science - every reader his for book - directs the selector to cater to the informational needs of all the users of the library. The subject or the language or the style of exposition of documents to be selected should be in accordance with the requirement of the users. This is possible only when the selector of documents knows the users and their requirements well.

Ranganathan's Third Law of Library Science - Every book its reader - suggests that all efforts should be made to put to use those documents of value which have been selected in anticipation of the needs of the users.

However, some of the basic principles and policies from Five Laws (taking into consideration the barrier of large numbers and inadequate finance as in developing countries like India) are given below:

- a) Procure as exhaustively as possible only selective/ representative documents in the area of umbral region of interest of the library.
- b) Enter into an agreement of coordination / cooperation in acquisition with institutions sharing similar interests;
- c) Depend *as much as possible* on inter-library cooperation to meet the information needs in the penumbral region of interest of the library.
- d) Depend *entirely* on inter-library cooperation to meet the information needs in the then region of interest of the library.
- e) For the purpose of procurement, whenever feasible, adopt the mode in the



following order of preference: Gratis, Exchange and Purchase.

- f) Whenever a part of the document purpose, prefer it to the whole document.
- g) Prefer microform to a macroform if it serves the purpose.

Self Check Exercises

- 6) State the single most essential principle of book selection as propounded by Drury, Dewey and McColvin.
- 7) State in ten lines how Ranganathan's first Laws govern book selection.
- 8) What are the different methods used for assessing the users need.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

5.6 POLICIES, NORMS AND STANDARDS

Information source; building, an important function of the library, should be based on sound policies and programmes. Based on the principles enunciated by Drury, Dewey, McColvin and Ranganathan, one can formulate a Collection Development Policy considering for example the following objectives:

- i) To identify the programmes or user needs to be supported (research, instructional, general information, reference, etc).
- ii) To identify the general subject boundaries of the collection.
- iii) To identify the general priorities and limitations governing selection, including
 - Degree of continuing support for strong collections;
 - Forms of material to be collected or excluded;
 - Languages, geographical areas to be considered/covered or excluded;
 - Other duplications;
 - Extent of duplication, if any,

Note: The policy statement should address the question of breadth and depth of subject cover-age.

- iv) To formulate cooperative collection agreements, if any, with other organisations which complement or otherwise affect the policy of the library.
- v) To identify the source for selection and the selection and acquisition procedures to be adopted.



For a detailed analysis of the Collection Development Policy for subject fields covered by the library, the following needs to be indicated:

- a) Level of collection intensity codes to indicate
 - i) existing strength of collection
 - ii) actual current level of collection activity
 - iii) desirable level of collection to meet programme needs
- b) Languages
- c) Chronological periods to be covered
- d) Geographical areas to be covered
- e) Forms of material collection
- f) The unit in the library or selector with primary selection responsibility for the field.

The basic question of who should hold authority and responsibility for building a stock of documents and ensure their quality must be unambiguously stated. The general practice is to divide this responsibility among three committee.

While the financial and administrative powers would rest with the highest executive authority, the Library Advisory Committee which lays down policies on all matters of the library would also set broad guidelines on which the library should build its collection. Book selection committees for different groups of subjects, represented by subject experts, form the second level who would recommend individual items to be acquired by the library, keeping in view the requirements and the quality of the publications. The third level responsibility rests with the head of the library and the library staff at senior levels, who have knowledge about the clientele as well as the world of documents. The librarian and his staff are concerned with the comprehensiveness, balance and updatedness of the collection. Their duty is not to take direct responsibility for the quality of the collection but also to keep informed the other committee members to help them evolve appropriate policy guidelines. It would be a good procedure if all these aspects are recorded in a policy statement.

Norms and standards usually pertain to : i) optimum size of the collection; ii) proportion of allocation of funds to books, journals, and other categories of documents, iii) proportion of allocation of funds on the basis of service to different user groups, for example, children, adults and the blind, the undergraduate students and research scholars in academic libraries, operational and research staff in specialised libraries.

There are no accepted standards for all these, particularly in India. Some norms are available in the context of the western industrialised countries but they may have to be examined in the Indian context. As far as public libraries are concerned, some norms and standards have been prescribed by various library committees which have gone into this problem. These can give broad guidelines to evolve more acceptable standards in the present context of the country, keeping in view population growth and distribution, literacy/illiteracy, occupation, students at different levels, bureaucracy, etc.

Self Check Exercise

9) State the important factors that should be taken into consideration in the formulation of a book selection policy statement for a library.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



5.7 SUMMARY

We have studied the following in this unit:

- i) Documents, their uses and varieties, with a brief explanation of each in relation to characteristics and contents.
- ii) Classification of documents on the basis of their information or physical characteristics.
- iii) Guiding principles of collection building as enunciated by Drury, Dewey and McColvin, with explanation.
- iv) Ranganathan's First Three Laws of Library Science and collection building.
- v) Methods of user studies to assess information and knowledge needs of users and relate them to book selection principles and policies.
- vi) Collection building policies, norms and standards that help to formulate a statement of practical guidelines.

5.8 ANSWERS TO SELF CHECK EXERCISES

- 1) A *general book* deals with a subject in a general way, giving an account of the ramifications of a subject.

A *Reference book* is one that is consulted or referred to for a specific piece of information. Examples of such books are Encyclopaedhs, Dictionaries, Handbooks, Manuals, Bibliographical publications, Directories, Biographical and Geographical tools and such other.

- | | |
|---|---|
| 2) <i>Periodical</i> | <i>Serial</i> |
| Appears in parts at parts comprising a volume over a period. a year or other intervals. | Appears as document regular intervals, several single volume |
| Appears with a specific title, representing current developments in a subject and its facets. | At regular periodicity, representing Each volume embodies similar information, mainly relating to its year or period of coverage. |
| Each contribution is a separate paper/article, the | Mostly compiled information. authors being different. |
| Example: <i>The Journal of Applied Physics</i> | Statesman's Yearbook <i>Pure and</i> |

- 3) A *Standard* is a document formulated by agreement, authority or custom of sponsors to define a product, material, process or procedure, quality, construction, operating characteristic, performance, nomenclature and similar other facts. A *patent* is a document giving details of an invention by an inventor. For disclosing this information, the state gives the inventor legal protection for a fixed period for exploitation of the invention without paying royalty. A patent document provides detailed information about a product or process.



- 4) A scientific research laboratory usually collects:
- i) Monographs, Research journals, Research reports, Conference proceedings, Patents, Standards and specifications;
 - ii) Indexing and abstracting periodicals, State-of-art Reports, Reviews, Progress, Advances, Current Awareness Services;
 - iii) Handbooks, Guides, Manuals, Directories;
 - iv) Encyclopaedias, Dictionaries, Special glossaries in specialised areas, etc.
- 5) Characteristics of primary and secondary documents
- | <i>Primary</i> | <i>Secondary</i> |
|---|--|
| New, original or new interpretations of known facts | Information derived from primary source |
| Unorganised and unrelated, each unit being a separate entry | Organised and arranged according to a definite plan |
| Widely Scattered | Scattered information is collected |
| Unassimilated into the general body knowledge | Repositories of assimilated and digested information |
| | Bibliographical key to primary literature |
- 6) Need-based book selection principle is the most important one emphasised by Drury, Dewey and McColvin. The right book to the right reader at the right time (Drury), Demand for books should determine the policy of collection building (McColvin). The above statements underscore the essential criterion for building a collection of documents in a library.
- 7) The first Three Laws of Library Science of Ranganathan are:
- Books are Raise
 - Every Reader His/Her Book
 - Every Book Its Reader

All the three laws stress the importance of building a collection which should meet users' needs. Only those books -which are likely to be used should be selected for a library. In doing so, no reader should be left unattended. The different categories of readers must have their relevant reading material. So every book or document collected in the library should find a user. In other words, every effort must be made to see that the collection built in a library is used.

- 8) Methods used for assessing users needs are i) Analysis of library records such as circulation statistics, in-house use of documents, reference questions tic, ii) User surveys to study information gathering habits of different categories of users of libraries, iii) Community profiles obtained though sociological studies of a group of users of library.
- The studies are useful as they provide useful indicators and clues about the use of a collection and the way in which users seek their needs for information. Such indicators are essential to determine the nature of the collection to be built so that the entire library service could be geared to meet the needs of users.
- 9) The factors that govern the formulation of book selection in a library should include the following:
- i) The authority and responsibility for building a document collection.
 - ii) The formation committees, preferably a three-tier committee, to evolve a practical procedure for determining document acquisition programmes.
 - iii) Allocation and fixing priorities among competing demands of users and materials.
 - iv) Operational procedures.

5.9 KEY WORDS

Classics	:	A work of enduring value or quality, tested through time.
Ethnological	:	Racial.
Gazette	:	An official government journal, containing lists of government appointments, promotions, etc



House journal	:	A journal brought out by organisation/institution/agency reporting, current activities and events.
Intension	:	Depth.
Kinetic Power	:	Moving Power.
Nomenclature	:	A set or system of names, as used in a. particular science or art
Schematic	:	A generalised diagram of a scheme.

5.10 REFERENCES AND FURTHER READING

Carter, M.C. (1969). *Building Library Collections*. Metuchen (N.J.): Scarecrow Press.

Chakrabarti, A.K. (1983). *A Treatise on Book Selection*. Delhi: D.K. Publications.

Katz W.A. (1980). *Collection Development*. New York: Holt, Rinehart and Winston.

Gopinath, M.A. (1984). Current Trends in Information Sources and Communication Media, *DRTC Refresher Seminar*. 15.

Ranganathan, S.R. (1966). *Library Book Selection*. 3rd ed. Bombay: Asia.

Seetharama, S. (1990). *Guidelines for Planning of Libraries and Information Centres* Calcutta: IASLIC.

Spiller, D. (1980). *Book Selection*. 3rd ed. London: Clive Bingley.