
UNIT 6 DIFFERENT TYPES OF SELECTION TOOLS AND THEIR IMPORTANCE

Structure

- 6.0 Objectives
- 6.1 Introduction
- 6.2 Information Materials : Producers and Products
 - 6.2.1 Print Materials
 - 6.2.2 Non-Print Materials
- 6.3 Selection Tools: Books
 - 6.3.1 Current Lists
 - 6.3.2 Catalogues and Bibliographies
 - 6.3.3 National Bibliographies
 - 6.3.4 Subject Bibliographies
 - 6.3.5 Current Reviews
 - 6.3.6 Special Lists
- 6.4 Selection Tools: Other Print Materials
 - 6.4.1 Periodicals and Serials
 - 6.4.2 Government Publications
 - 6.4.3 Reference Books
 - 6.4.4 Patents
 - 6.4.5 Standards and Specifications
 - 6.4.6 Translations
 - 6.4.7 Dissertations and Theses
- 6.5 Selection Tools: Non-print Materials
 - 6.5.1 Microforms
 - 6.5.2 Audio-Visual Materials
 - 6.5.3 Computer-based Materials
 - 6.5.4 Equipment for Non-Print Materials
- 6.6 Summary
- 6.7 Answers to Self Check Exercises
- 6.8 Key Words
- 6.9 References and Further Reading

6.0 OBJECTIVES

Building up a collection of documents in a library involves reference to and consultation of different types of sources which provide valuable information on publications and information materials. Knowledge of these sources is essential in collection development. In this unit, we introduce you to a variety of selection tools, their characteristics, value and importance for selection of printed documents and non-print materials.

After reading this Unit, you will be able to:

- get a good insight into producers of information materials and their products;
- identify and differentiate types of selection tools;
- describe their characteristics, information contents and value with respect to their function as selection tools; and
- use these tools to make appropriate selection of print and non-print materials,

6.1 INTRODUCTION

In Unit 5, you have learnt about the various types of documents, their characteristics, physical forms and information contents. You have also learnt about some useful principles and theories of collection development. In this unit, you will learn about some types of selection tools and how to make use of them to buildup a collection of print and non-print materials of good quality and relevance, keeping in view the principles and policies of collection development in a library.



In order to do this job well, it is invaluable to have a good background knowledge of production agencies that bring out print and non-print information materials. In this unit, we give you some general ideas in production and distribution of information materials. These agencies are studied under two broad groups - trade and non - trade agencies.

As part of their marketing and promotional activities, these agencies bring out a number of documents announcing their products, which serve as source tools for collection development in libraries. We shall study these tools of selection, their nature and scope, their characteristics and the information/data they carry about print and non-print materials. There are bare lists, annotated catalogues and bibliographies, announcement bulletins, leaflets, folders, review documents, each one of them giving various types of information, which can be useful for making appropriate selection. We shall study these tools in some detail in this unit, with reference to appropriate selection of books, periodicals and serials, reference books and other type of print materials and microforms, audio visual materials and machine-readable/ electronic publications.

6.2 INFORMATION MATERIALS: PRODUCERS AND PRODUCTS

In this section, let us study in brief how information materials are produced, the agencies that produce them and the information channels through which information about published documents are disseminated, etc. It may be worthwhile to possess this background knowledge about the book and non-book world and their activities so as to facilitate choosing the right type of information materials. In addition, it would be useful to be knowledgeable about the current and future trends in the knowledge industry.

Producers of information materials can broadly be divided into three major groups:

i) producers of print materials - general books, textbooks, reference books, periodicals and serials, bibliographical publication, patents and specifications and other; ii) microforms and audio visuals; ill) electronic and machine readable materials. In recent years, however, an interesting trend is steadily emerging. These forms are getting integrated, in that a print document is also concurrently being made available in microforms as well as in machine readable form. For example, many of the secondary publications such as indexing and abstracting services are available in print, microforms and machine readable data bases. This trend is likely to continue for many more years, as facilities for making use of these newer media vary among countries; the acceptance of these newer media by users is also rather slow and halting. Hence the producers of information materials and publishers have to tune themselves to different market conditions. Notwithstanding these developments, the print medium continues to dominate, particularly in developing countries like India. Therefore, we begin our study about the publishers of printed documents.

6.2.1 Print Materials

The author, publisher and bookseller are all partners in turning ideas into a finished product. These groups operate as a team with division of responsibilities but with proper linkages between themselves. Generally, publishing of documents involves the following activities:

- Flow of manuscripts to publishers office;
- Publishing preliminaries: Selection and evaluation of manuscripts, in terms of quality and marketability, contract between author and publisher, etc;
- Production: Editing, printing, binding;
- Distribution: Dissemination of information about published documents, promotional activities, including advertising, bringing out catalogues, bibliographies, announcement bulletins, leaflets, folders, etc.;
- Sales and marketing

While some intimate knowledge of all these activities is desirable for collection development, we shall concern ourselves only with distribution activities with which libraries are directly related.



Publishing agencies fall under three broad categories

- i) Trade Publishing Houses /Companies, Booksellers and Others; they publish
 - a) books of all varieties;
 - b) periodicals and serials;
 - c) bibliographical publications such as indexing publications, abstracting publications, reviews, etc.
- ii) Not-for-Profit Publishers: Learned societies, professional bodies, etc. These publishing agencies concentrate on publishing
 - a) Scholarly and research journals
 - b) Conference proceedings
 - c) Technical reports.
- iii) Government agencies: Ministries, Departments, Directorates, and such other agencies: Government is a very major publisher today; all varieties of documents such as books, monographs, reports, periodicals, serials, and secondary publications are brought out by government agencies and institutions.

Among these categories of publishing agencies, trade publishers are the ones who are very active in promoting their sales, through advertisements, issue of catalogues and bibliographies, announcement bulletins, leaflets, folders, etc. Information about newly published books, forthcoming publications in a variety of subjects keep constantly flowing into libraries. In fact, this flood of announcements, catalogues and folders, etc., pose a problem to libraries, not only because of their bulk and weeding work involved but also because of the paucity of time to scarf them.

Publishers specialise in subject areas such as medicine, science and technology, law, arts, music, etc. and bring out books for special groups - children's' books; textbooks for schools and colleges; paperbacks, reference books, reprints of out-of-print books and such other.

The publishing trade is thus well organised and information about books published and to be published flows systematically and regularly into libraries. There is a well established rapport between the book trade and libraries and hence collection building in this area operates satisfactorily.

In the case of materials published by learned societies, professional associations, etc., libraries have to establish regular contacts with them by becoming institutional members, to be on their mailing lists to get information about their publications, exhibitions, etc., organised by professional bodies to keep track of their publishing activities.

As there is no organised system operating collectively for publications of these bodies selection and acquisition of materials published by these bodies poses problems for libraries.

Government publications are among the most difficult areas in collection development. By its very nature, the government set up is a slow machinery; very often it operates without any time schedule, particularly in its publication work. Announcements of new publications, catalogues and special lists do come out, but without the necessary speed to market them, particularly in countries like India. But these publications are of immense value for special and academic libraries. Therefore special efforts are necessary to keep track of government publications.

6.2.2 Non-Print Materials

Non-print materials entered the mainstream of collection development in libraries in the last two decades. Audio, visual and audio-visual materials are found to be excellent supplements to printed packages (textbooks, workbooks, manuals, etc.) for teaching and learning in schools and colleges and in other instructional and training institutions. Films, filmstrips, slides, audio tapes, records, etc. are used in conjunction with conventional instructional materials with good results. This gives opportunities to many enterprising business companies to invest in these areas. These business firms have largely chosen to concentrate on one aspect of the field of non-print materials and to develop and refine it.



Moreover developments in the educational set-up and advances in information technology have offered new scope to libraries for storing and retrieving information through the newer media such as computers, microforms and other electronic devices. This has led to the practice of building collections in microforms of backfiles of periodicals, newspapers and other types of less used materials thus saving valuable storage space. Online access to data and information through computer networks accentuated the advantage of using these newer media in libraries. Collection building in libraries in industrially advanced countries place equal emphasis on no-print materials, although in developing countries, only a beginning has been made to think in these directions. In India, most of non-print materials will have to be imported which poses problems of selection and acquisition besides being highly expensive. There are also no specialised agencies which produces these type of materials while there are agents for procuring them from countries where they are produced and marketed.

Non-book materials, particularly microforms and audio visual materials, are produced by firms specialising in microfilms and microfiches and those specialising in educational teaching and learning materials respectively. Machine readable databases are produced by major publishing agencies like American Chemical Society, Institute of Scientific Information, Engineers Joint Council and such others, in their respective field of specialisation. Library wholesalers stock these materials, particularly audio visual material and supply them. These producers advertise their wares largely in professional periodicals and other publications and occasion-ally bring out catalogues, promotional materials like folders, pamphlets etc. Video cassettes, tape-slide kits are available for machine readable data bases like chemical abstracts, citation index etc., helping the process of use. All these provide good facilities to know these non-print materials, and decide on their acquisition,

In addition to modern physical media, electronic media have arrived and changed the concept of a library's role in society. These include the magnetic media - magnetic tape, magnetic disk, floppy disk - and the optical media - CD-ROM, WORM, etc., - and rewritable magnets optical disk, etc. Increasingly, these are being produced by firms and are being acquired by modern libraries due to the many distinct advantages they possess and also because they have become one of the key elements in ensuring effectiveness of libraries and information centres.

Self Check Exercise

- 1) Name the types of producers of information materials, giving a list their specific products.

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

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

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

6.3 SELECTION TOOLS: BOOKS

Information Resources Development is an important activity of any library or information centre as it ensures efficient and effective functioning of libraries. This is because it facilitates not only provision of appropriate reading material to users, but also forms the basis for the generation of information services and products. Information resources development is possible only by the use of appropriate selection tools or guides or sources giving information about the different publications. These sources, in their turn, may either give information of existing publications and / or new and forthcoming publications. While to the former belong the category of bibliographies and published Manny catalogues emanating form publishers,



printers, booksellers, etc., the latter - namely, sources for new and forthcoming publications - are brought out by a number of booksellers in the form of an announcement service/mechanism for new publications, as well as by institutions like National Library of India, Calcutta (Indian National Bibliography) or trade agencies (Indian Books in Print, American Book Publishing Record, British Books in Print, etc.), or periodical publishers (book reviews) or news-papers which have a convention of publishing book reviews in their weekly sections under the caption "new arrivals". In addition, Current Accession Lists issued by scientific and technological institutions can form tools for document selection.

The six general categories of selection aides are:

- i) Current lists of books which are produced in the form of pamphlets, bulletins, leaflets, announcement folders, etc.
- ii) Catalogues and bibliographies.
- iii) National bibliographies.
- iv) Subject bibliographies.
- v) Current reviews.
- vi) Special lists that give data on books recommended or booksellers, or core publications in a particular area or discipline.

6.3.1 Current Lists

Current books - those that are published during the year - represent the majority of materials usually acquired by most libraries, although it may not always be so in case of large re-search, industrial and academic libraries which cater to the special requirements of their respective users. But even in these libraries, a large proportion of their acquisition may relate to current books.

In countries with a high volume of publications in a year such as the USA and the UK, there may be weekly listings of new books. Listing of this type normally provides information on author, title, publisher, place of publication, year of publication, pagination, special features including series information, and International Standard Book Number (ISBN). Sometimes cataloguing data, including subjects are also given. Information on subject contents in the form of subject headings, is particularly valuable, as very often the titles of documents do not convey adequate information about their contents.

Monthly lists are common, either as cumulations of weekly lists or as first listing; there may be quarterly, half yearly, and annual cumulations of such lists. Lists of forthcoming publications are also issued frequently, but there are two limiting factors in these cases. Quite often they may not be on schedule and in a few cases, these titles never get released for one reason or the other.

Examples of weekly and monthly lists:

For American Books: *Weekly Record*, R.R. Bowker; *American Book Publishing Record*, R.R. Bowker, a monthly cumulation of the *Weekly Record*.

British Books: *Bookseller*, Whitaker; *Books of the Month*, Whitaker, a monthly cumulation of *Bookseller*.

Indian books in English: *Indian Book Industry*, Sterling Publisher, New Delhi; a monthly listing of books published in English every month.

Indian Publisher and Book seller, Popular Book Depot, Bombay; a monthly of books published during the month.

Publishers market their products through announcement leaflets, pamphlets and other such methods. Generally such announcements contain more information about books than those published as weekly or monthly lists. A lot of useful data is available such as a brief note on the contents and other descriptive features. Useful as this information is, it should be noted that these announcements are to promote sales and hence information contained in them may not always be reliable or objective.



6.3.2 Catalogues and Bibliographies

There are a number of commercial organisations like publishers, booksellers, distributors and printers whose main activity is to bring out publications about publications with a business motive. These publications are brought out at periodic intervals, i.e., regular periodicity, and while some of these are priced publications, some are sent free to institutions and individuals either on request or in anticipation of a demand. Their coverage may be national and/or inter-national. Some of the best examples are:

Book Trade Periodicals

- i) *Cumulative Book Index: A World List of Books in English Language*. 1898 - (Monthly with quarterly, half-yearly and annual cumulations) Fl. W. Wilson, New York. Being one of the comprehensive book selection tools and the production cost being considerably high, it is not available on a regular subscription basis, but subscription is charged on a service basis.
- ii) *American Book Publishing Record*. (Monthly, covers American Publications). R.R. Booker, New York. Cumulated annually, with entries arranged subject-wise. Useful for preparing ad hoc bibliographies.
- iii) *Indian Book Industry*. Monthly, Sterling Publishers, New Delhi.
- iv) *Publishing in India: A monthly Journal of Book Trade and Industry: D.I.* Publishers Distributions (P) Ltd. New Delhi.
- v) *A Catalogue*. Monthly South Asia Publications, New Delhi.
- vi) *Concept News*. Monthly, Concept Publishing Company, New Delhi.
- vii) *AMS Publications Update*. Bimonthly. American Mathematical Society Providence. Rhode Island, U.S.A
- viii) *New Arrivals: A monthly news of book trade and industry*. Manas Publications, New Delhi.
- ix) *Booklist and Reference Books' Bulletin*. A fortnight publication between September and June and monthly in July and August. American Library Association, Chicago. The purpose of Booklist is to provide materials worthy of consideration by small and medium-size libraries and school library media centres

Bibliographies

Those who produce bibliographies fall into the following chain if arranged in evolutionary sequence; the kinds of bibliographies corresponding to each is shown in juxtaposition:

Agents	Sources of bibliographies	Type of bibliographies
a) Producers (Thought)	Authors Printers Binders Governments	Author's bibliographies Printer's bibliographies Binder's bibliographies Copyright lists
b) Producers (Material)	Publishers Booksellers Bibliophiles	Publisher's catalogue Bookseller's catalogue Bibliophiles Bibliographies
c) Distributors (Material)	Book selection agencies	Book selection list
d) Distributors	Library Cataloguers Reference Librarians	Library catalogue Subject bibliographies
e) Consumers	Authors Readers	Author bibliographies Reading lists



The kinds of bibliographies cited above can be either primary or secondary, depending upon whether or not:

- a) the agency producing it is a publisher or the copyright authority; and
- b) it is prepared by a physical examination of the books included in it.

Library catalogues, bibliophilic bibliographies, printer's bibliographies, and binder's bibliographies are some of the primary bibliographies. Another example would be the Deutsche National Bibliography.

The often used secondary bibliographies are:

- 1) Bookseller's catalogues
- 2) Book-selection lists
- 3) Library catalogues
- 4) Subject catalogues
- 5) Author bibliographies and
- 6) Reading lists.

From the point of view of book-selection value, the sequence of preference may be as follows:

- 1) Copyright lists
- 2) Publisher's catalogues
- 3) Bookseller's catalogues
- 4) Book-selection lists
- 5) Library catalogues
- 6) Subject bibliographies
- 7) Reading lists
- 8) Author's bibliographies
- 9) Author bibliographies
- 10) Bibliophilic bibliographies
- 11) Printer's bibliographies and
- 12) Binder's bibliographies.

A few of the established sources of primary bibliographies are:

- 1) WINCHELL (Constance M). *Guide to Reference Books*. Chicago. American Library Association.
- 2) WALFORD (A J) E.d. *Guide to Reference Material*. 2V London. Library Association.
- 3) BOWKER'S *Books in Print and Subject Guide to Books in Print*.

Current Bibliographies

- i) *Reed Reference Publishing Catalogue 1996*. It not only includes the regularly updated editions of the organisations well established reference works but also the introduction of new products, such as, Bowker-Saur's European Research and Development Data-base.
- ii) *Aslib Publications Catalogue 1995*. London. Announces a selection of new books and editors of titles in demand, directories, CD-ROM, CEC Publications, Translations, Journals, etc.
- iii) *Indian Books 1995: An annual bibliography*. Today and Tomorrow's Book Agency, New Delhi.



Retrospective Bibliographies

- i) *Indian Books in Print: A bibliography of Indian books in English language published by Indian Bureau of Bibliographies, Delhi.*
- ii) *Books in Print*, New York, R.R. Bowker 1948 - Annual.
- iii) *British Books in Print*. London, Whitaker 1976 - Annual.

6.3.3 National Bibliographies

Ranganathan defines the term *National Bibliography* as "A list of books, periodicals, and of their reprographs published in a country or on the country, or the citizens of the country, or in the language of the country, or written by any citizen of the country irrespective of the country of publication". Thus, national bibliographies are not necessarily confined to books or printed materials but may bring out national lists of films, records, audio-visuals and other type of non-print material.

Depending upon the policy, it may include only one of the above categories or any combination of them. As publication of a book is a continuous process, a national bibliography may be published weekly, monthly, quarterly, or as fascicles and cumulated at intervals of time ranging from quarterly to yearly or more.

Most countries with a book trade, except the United States of America, have some form of national bibliography. They are authoritative and highly reliable sources of information of recorded knowledge of a country. Therefore they serve as excellent selection tools not only for current materials but also good for retrospective materials. The only limitation is that they represent only the national outputs.

We describe below the national bibliographies of India and Great Britain.

Indian National Bibliography 1958- Monthly. Central Reference Library, Calcutta.

The Indian National Bibliography (INB) is a classified list of current Indian publications in all the major Indian languages and English. INB is compiled from the materials received at the National Library under the Delivery of Books and Newspapers Act, 1954 (as amended in 1956 to include newspaper). The categories of publications excluded are : a) musical sources, b) maps, c) periodicals and newspapers, except the first issue of a new periodical and the first issue of the periodical under a new title, d) keys and guides to text-books and e) ephemeral items. INB was published in two parts - general publications and government publications, during 1959 to 1972, From 1973, the two parts have been combined into one, comprising two sections - classified and alphabetical. The arrangement of entries in *the* classified section is by Dewey Decimal Classification. Bibliographic data given are class number, author, title, imprint, pagination, illustrations, size, price, series note, etc. The second section is an alphabetical index to the classified part, with author and subject approaches.

The author and title of publications in Indian languages are transliterated into Roman script and arranged in one alphabetical sequence under each class.

For current and retrospective selection of Indian books, this is perhaps the best source. The only limitations are time lag in the publication of INB and the items left out because of non supply of these by publishers.

INB is cumulated annually and every five years.

British National Bibliography 1950 - Weekly. The British Library Bibliographic Services Division, London.

The British National Bibliography (BNB) is a weekly list of newly published books in Great Britain, compiled on the basis of books received by the Copyright Receipt Office of the British Library. The categories of material excluded are: periodicals, except the first issue of a new periodical and the first issue of a periodical under a new title, music, maps, certain government publications, publications without a British imprint and cheap novelettes, etc.

There are monthly, quarterly, half yearly and annual cumulations. The classified part is also cumulated once in five years.



BNB is in two parts classified and alphabetical. Entries in the classified part are arranged by the Dewey Decimal Classification. The alphabetical part gives the author and subject indexes. BNB is available in print, microforms and in machine readable form.

BNB is a comprehensive and excellent guide for British books. The technical quality its maintenance of international standards in its computerised form, innovative subject index and the general layout and production are examples to follow. BNB is one of the best book selection tools for books with the British imprint.

With the advent of computer networks, national bibliographies of many countries are avail-able online. This enable access to international publications and is an invaluable facility for collection building in large academic and special libraries.

Self Check Exercise

2) State the value of national bibliographies as selection tools both for current as well as for retrospective publications.

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

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

.....

.....

.....

.....

.....

.....

.....

.....

6.3.4 Subject Bibliographies

Subject bibliographies are useful selection tools for retrospective books. If they are compiled by professionals with a subject background of the field, these bibliographies could be of great value in selection and collection development.

Some examples of subject bibliographies are:

Aiyar C.P R. *Bibliography of Indian Philosophy*. Madras, Sanskrit College, 1968.2V.
 Alexandrowicz, C.H : *Bibliography of Indian Law*, Madras, University of Madras, 1958.

Council of Scientific and Industrial Research. *Indian Scientific and Technical Publications: a Bibliography*.New Delhi, 1950.

Kanitkar, J.M. *Bibliography of Indology Von Indian Anthropology*. Calcutta, National Library, 1960.

Narayanasamy, V *Bibliography of Indology V.2 Indian Botany*. Calcutta, National Library, 1961.

These types of publications usually do not get disseminated in time and widely, and hence access to them becomes difficult. Many of these types of bibliographies are not always avail-able in print and so special efforts have to be made to get them for the library. The limitations of this type of tools are the quality of items selected, currentness and availability of documents listed.

As indicated earlier, no single source can meet all the requirements of selection and collection development. A judicious combination of selection tools, both for current and retrospective publications has to be made and their inflow into *the* library must be assured.

6.3.5 Current Reviews

Review columns appearing in newspapers and periodicals are an important aid. for book selection.



While selection tools discussed so far do not give sufficient information to judge the value of a book in terms of quality, or suitability to a particular requirement, one can infer the quality of a book to a certain extent from the reputation of the author and the publishers. Book reviews appearing in newspapers and periodicals are often reliable sources to evaluate the quality of books.

A book review, in general, gives information about the contents of a book, the treatment of the topic discussed in it, its quality as also its suitability for a particular type of user in a library. It is, in essence, a critical evaluation of it.

Book reviews can be divided into three general types:

- i) reviews for persons in the book trade and for libraries;
- ii) reviews for specialists in different subjects;
- iii) reviews for the general public.

Book selectors use all three types, but the greatest use is made of trade and professional re-views. Some differences in emphasis do exist among types of libraries in making use of book reviews. As noted earlier, special libraries make the least use of reviews, but when reviews are needed the first two categories are given the greatest credence, with a preference for the specialist review. In academic institutions also, the first two types of reviews are used extensively. Public libraries, on the other hand, make use of popular reviews more often.

Reviews for persons in the book trade and for libraries, can be examined in two sub-categories: a) those designed to promote the sale of books, and b) those designed to evaluate books and to indicate their suitability for libraries. *Publishers Weekly* (from 1974 only for seasonal supplement) and *Book Seller* are primarily aimed at the book trade, although they are used extensively in libraries for book selection. Reviews written specially for book selection by professional experts are the ones that serve the purpose of libraries. *Library Journal*, *Wilson Library Bulletin*, *Library Association Record* - all these are primary journals in library science, and carry book review sections where professional review give their evaluation of books. These reviews are not only descriptive and evaluative but also occasionally comparative. Reviews of this types are particularly valuable as they are written with library needs in view.

A second category are the specialist reviews published in specialist periodicals. Scientific and research journals acquired by the library often contain certain scholarly and technical articles in vital subject fields and also carry several papers of regular book columns, containing re-views that are scholarly, informed and pinpointed. These reviews, in practice, are useful *for*:

- a) deciding selection, in doubtful cases; and
- b) examining whether any important item has been left out by oversight in the process of book selection from other sources.

Deserving special attention is the *British Book News*, the bimonthly reviewing journal of the British Council Library. Although meant to cater to the special needs of British Council Libraries, it can be usefully scanned as apart from the brief, descriptive and evaluative reviews, every issue contains an useful bibliographical feature, for example, "Recent British Books on Chemistry." These are invaluable as a tool for stock revision.

However, the major drawback of all reviews is their haphazard appearance in relation to a book's date of publication. The time-lag between the appearance of the review and the publication date is sometimes as much as one year, which renders it invaluable for retrospective stock revision, but rather less timely as an aid to selection of new books. The following are some examples of periodicals carrying reviews:

Science

This weekly periodical issued by the American Association for the Advancement of Science, Publishes reviews of a few important titles and announcements of twenty to thirty others.

Nature

Thus British weekly journal of science publishes excellent reviews of some books, announcements



and advertisements of others: Once a month, it includes a comprehensive listing indicated as a supplement: Recent Scientific and Technical Books.

Library Journal

Publishes quarterly lists of scientific, technical and medical books announced for publication by publishers.

The third category of review sources is directed towards the general public. Daily newspapers have a convention of publishing book reviews of selected books in their weekly review sections and are indeed very valuable. Reviews of Times Literary Supplement, New York Time Book Review, those that appear in leading Indian daily newspapers (in their weekly supplements) carry valuable sources for book selection, particularly for public libraries.

Book Review Digest (BRD) and *Book Review Index* (BRI) are two publications exclusively devoted to book reviews. Both are American Publications. BRD publishes every year 5000 to 6000 summaries of new books, covering 70 leading journals and newspapers. BRI notices reviews that appear in 325 journals and provides citation to 40,000 reviews each year. In addition, many of the general periodical indexes include book review citations which also provide access to reviews.

While book reviews are excellent sources for book selections, there are limitations which compel us to look for other sources. A small percentage of published books get reviewed; even these reviews appear with a time gap of several months after the book has been published; and the quality of reviews varies. In spite of all these limitations, book reviews serve as very important selection tools.

Self Check Exercise

- 2) List the different types of book reviews and give at least two reasons for their limited value for selection of current 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.

.....

.....

.....

.....

.....

.....

.....

.....

.....

6.3.6 Special Lists

Special lists of best books, recommended books, core collections in specific areas and for specified periods are compiled and produced. They serve as useful selection tools for building up representative collections in a subject or for a particular group. Examples of this type of list are: *Public Library Catalogue*, H. W Wilson, New York; *Books for Secondary Schools*, R.R. Bowker, New York. *Books for College Libraries*, American Library Association, Chicago. The choice of items in these compilations is made by the compilers and hence subjective.

6.4 SELECTION TOOLS: OTHER PRINT MATERIALS

In the earlier section; we discussed printed books, in general, brought out by commercial publishers and other agencies and disseminated through various types of catalogues, including



trade and national bibliographies. In this section, let us discuss selection tools for certain important categories of print materials like periodicals and serials, government publications reference books, theses and children's books.

6.4.1 Periodicals and Serials

Primary periodicals constitute one of the most indispensable categories of publications in academic research and special libraries. A substantial part of the collection in these libraries are periodical literature. More than 50% of the funds are spent in the acquisition of current titles of periodicals. Subscriptions to primary and secondary periodicals are steadily rising and there are hundreds and thousands of titles in several disciplines competing with each other for inclusion. It is unwise to include a title of a periodical for a few years and discontinue sub-scribing to it later. Considerable thought and attention ought to be given to decide the inclusion of a title.

India is a very heavy importer of current titles of periodicals and several crores of rupees by way of foreign exchange are spent on periodicals subscription. Most of the titles are obtained from the United States of America and Great Britain. Good examples of tools for selection of periodicals are given below:

Ulrich International Periodicals Directory. Edn.27, R.R. Bowker, New York, 1988. This directory includes 71700 titles of periodicals in all subjects from 160 countries. A separate list of abstracting and indexing services is also included. The Ulrich's quarterly updates the directory with new titles, title changes and discontinuations.

Irregular Serials and Annual, an International Directory which Ulrich used to publish since 1967 has now been merged with the *Periodicals Directory*. Hence there are additional entries of 99,450 irregular serials and annuals.

Since 1988 Ulrich also supplies free of charge *Ulrich 's Update*, a quarterly supplement to the *Periodicals Directory*. This facility is extended to those who have a 1988-89 copy of Directory.

N. W. Ayer & Son's Directory of Newspapers and Periodicals. 1880 - Annual. Philadelphia, .

Ayer. This directory lists over 22,000 newspapers and magazines primarily limited to the United States and Canada.

Willing 's Press Guide 1874 - Annual. Croydon, Thomas Skinner Directories. This guide concentrates on the British Press and has information for 4,600 British periodicals and 1,200 newspapers.

Directory of Periodicals Published in India. Compiled by Susheel Kaur, New Delhi, Sapra & Sapra Publishers, 1988.

Directory of Indian Scientific Periodicals, Edn.3, New Delhi, INSDOC, 1976. This lists 1593 periodicals in science, technology and allied subjects in English and Indian Languages. *Press in India: Annual Report on the Press*, compiled by the Registrar of Newspapers for

India. New Delhi, Publication Division. This publication contains a complete list of the newspapers and periodicals published in India.

Unfortunately, the Indian publications of periodicals listing are not updated with any fixed frequency.

Besides these type of directories, lists brought out by major abstracting and indexing services like Chemical Abstracts, Science Citation Index, the Engineering Index etc., are invaluable sources of information for selection of current titles in the respective disciplines. The lists represent international coverage, irrespective of language or place of publications. The Science Citation Index gives the most cited titles of about 4,000 scientific periodicals from among thousands that are published.



Self Check Exercise

- 2) List the sources for the selection of periodicals published in the UK, the USA and India.

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

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

.....

.....

.....

.....

.....

.....

.....

.....

6.4.2 Government Publications

Government publications come from all branches, divisions and levels of government. They embrace the entire universe of information, as there are very few subjects outside the scope of government activities. They provide reasonably priced current information on a variety of subjects: history, geography, law and order, legislation and parliament, demography, weather, flood, famine, industry, business, banking, finance, health, nutrition, food, agriculture, women, minorities, sports and games, science and technology, communication and transport, standards and specifications: in fact, on all imaginable subjects. This immense body of information, at a modest cost, makes government publications a worthwhile information resource for collection development.

Government documents also come in a variety of forms. They can be in different sizes, channels or media. There are books, technical reports, periodicals, pamphlets, microforms, posters, films, slides, photographs, maps, just to name a few possible varieties.

Besides publications of national government, international governmental agencies such as the United Nations and its family of organisations do bring out a very large body of valuable literature. Some libraries have a depository privilege of getting them but many other libraries may have to procure them.

Some of the more important sources of selection tools are given below, particularly Indian, British and American.

The Indian National Bibliography lists government publications, a description of which has already been given earlier in this unit,

Monthly Catalogue. Controller of Publications. Delhi (Monthly). This catalogue provides information on the current publication of the Government of India. There is a time lag of four months between the issue of the publication and the catalogue.

Some of the important bibliographical tools helpful in the selection of British Government publications are:

Daily List Government Publications, cumulated monthly and issued as *Monthly Catalogue Monthly Select List*, *Annual Catalogue*, cumulations of the monthly lists; *Consolidated List of Government Publications*; *Lists of Statutory Instruments* brought out by Her Majesty's Stationary Office/(HMSO), the British Government publisher.

The HMSO publications are also listed in the *British National Bibliography* and *British Books in Print*.

As in the case of British Government publications, the selection tools for American Government publications follow a pattern and are issued with a regular frequency. Some of the more important selection tools are:



U.S Superintendent of Documents. *Monthly Catalogue of U.S Government Publications, 1895.*

Selected U.S Government Publications, 1928 - Biweekly: Price List of Government Publications, 1898 - Irregular.

For the official documents of the United Nations Organisation and its agencies, the following selection tools may be of use:

United Nations Documents Index, 1950 - Monthly. New York, UN and Specialised Agencies Library.

Current United Nations Publications.

United Nations Books in Print. Issued annually in English, French and Spanish, and updated with supplements.

Although there are lists and catalogues disseminating bibliographical data on government publications, as a class of publications it is not well organised. The flow of information about government publications in libraries is rather unsteady and irregular. Therefore, special efforts are required to know about them and select them.

6.4.3 Reference Books

All types of libraries stock a good selection of reference books without which information and reference services in libraries would be impossible. Reference books include bibliographical tools also, some of which serve the purpose of book selection as well. The following tools provide useful information on reference books published in India, the U.K. and the U.S.A respectively:

Gidwani, N.N. and K Navlani: *A guide to reference materials on India.* Jaipur, Saraswati Publications, 1974, 2 vols.

Walford, A.J. *Guide to reference materials*, Edn.4 London, Library Association, 1987, 3 vols: Sheehy, E.D. : *Guide to reference books*, Edn. 9 Chicago, American Library Association.

College and Research Libraries, a primary periodical in library science, a half yearly, carries an annotated list of reference books published during the period.

For all categories of publications, there are specialised tools that list such publications with or without annotations. In the foregoing sections, we have given samples of such selection tools with explanations of their types, their usefulness and special features. For selection tools for other categories of selection, you may consult the references given in "References and Further Reading" given in section 6.9 of this unit.

Self Check Exercise

5) List a few examples of publications brought out by government agencies. Give a few sources for the selection of Indian Government publication.

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

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

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



6.4.4 Patents

Patents are an important source of information. Various primary and secondary journals publish information regarding current patents in specific subject fields. *Official gazetteers of patent offices* of various countries are valuable sources of patent information. A few examples of sources of patent information are:

- a) *Official Gazette of U.S. Patent Office*
- b) *Chemical Abstracts - Cites* important patents granted in all countries pertaining to chemical industry.
- c) *HOUGHTON (Bernard). Technical information sources: A guide to patents, standards and technical report literature.*

6.4.5 Standards and Specifications

Standards and specifications are documents which state how materials and products should be manufactured, defined, measured or tested. They are documents which lay down sets of conditions which should be fulfilled. Examples of sources of information pertaining to standards are given below:

- i) *Catalogue of American Standards.* American Standards Association.
- ii) *British Standard Year Book.* British Standards Institute.

Most national standardizing bodies publish an annual list of their standards in a year book or a catalogue.

6.4.6 Translations

There is a growing need for translation of articles and books from foreign languages into English in the field & fundamental and applied research. Therefore, various commercial and non-governmental organisations undertake translation work. Some of the sources of translation are listed below:

- i) *Technical Translations.* Published by U.S Dept. of Commerce.
- ii) *Scientific Translations: A Guide to Sources and Services.* Published by U.S. Dept of Health, Education and Welfare.
- iii) *Index Translation:* International Bibliography of Translations. Unesco.

6.4.7 Dissertations and Theses

A lot of valuable information is contained in doctoral theses and other dissertations and is largely untapped since much of it is not published. A few sources of information regarding dissertations and theses are given below:

- i) Dissertation Abstracts, University Microfilms.
- ii) Directory of Graduate Research. American Chemical Society.

6.5 SELECTION TOOLS: NON-PRINT MATERIALS

The production and distribution of non-print materials, is a recent development and therefore not as well organised as in the case of print materials, particularly from the point of issuing selection aids. The major types - microforms, audio-visuals and machine readable form are produced and distributed by the United States and countries like India have to import them. Another constraint is that these materials can be used only with special equipment. However, despite these constraints, Indian libraries cannot ignore these materials. Naturally selection of such materials will have to be done very carefully.

6.5.1 Microforms

Micropublishing is retrospective, being merely the reprinting of previously existing materials. Back files of newspapers, periodicals and out-of-print materials are available in microfilms. Scientific journal publishers were experimenting with publishing their journals both in hard



copy, i.e., paper-print, and also in microprint. This has not been a success, although some journals are available in both the formats.

Technical reports are available in microfiche, particularly in subject fields where a large number of such reports are produced. Technical and research reports in nuclear science and agricultural sciences are available in microfiche.

Another type of original publications of increasing importance to libraries are the bibliographies and catalogues produced by the computer-output-microfilm (COM) method. In this, computerised data is reproduced on microfilm or microfiche without first being produced in paper-print form. COM products, such as the British Library's Books in English, are now being produced on a mass scale.

But as mentioned, microforms can be used only with microfilm or microfiche readers. These cannot be owned by individuals and therefore they will have to visit the library for making use of them. Some of the guides to microforms that can be used as selection tools are:

Guide to microforms in print, published by Meckler Publishing

National Registrar of Microforms Masters published by the Library of Congress. Both these titles are international in scope, cover commercial sources and non-commercial supplies such as those produced by libraries and historical associations.

Besides these, major producers of microforms have extensive catalogues of their products. Libraries interested in the selection and acquisition of microforms may have to keep a file of these catalogues, by acquiring them directly from the producers.

6.5.2 Audio-Visual Materials

No comprehensive bibliography exists at present for identifying and selecting useful audio-visual materials. One series of indexes published by the US National Information Centre for Educational Media, focuses on audio visuals in the field of education with a fairly wide definition of education. These publications are useful to all types of libraries, as they are constantly revised and updated. Some of their basic publications are:

Index to 16 mm Educational films

Index to 35 mm Educational filmstrips

Index to 8 mm Motion cartridges

Index to Overhead transparencies

Index to Educational Audio tapes

Index to Educational slides

Index to Educational video tapes

Index to Producers and Distributors

The Media Digest of the National Film and Video Centre of the U.S. is the best source for locating reviews on audio visuals in all forms.

A selective list of guides, aids and review sources for audio-visual materials is given below:

Books include

Audio Video Market Place: A multimedia guide, New York R.R. Bowker, 1969, - Annual. *Film File*. Minneapolis, Media Referral Service, 1980 - Annual.

Limbacher, IL.: *Feature Films on 8 mm, 16 mm and Video tape* Edn. 8 New York R.R. Bowker, 1985.

Sive, M.R.: *Selecting Instructional Media; a Guide to Audio-Visual and Other Instructional Media Lists* Edn.3 Littleton, Libraries Unlimited, 1983.

Video Source Book. Syosset, National Video Clearing House, 1979 - Annual.

Film Library Quarterly (Film Library Information Council, 1967).



Instructional Innovator (Association for Educational Communication and Technology, 1956)

Library Journal (R.R. Bowker, 1876)

School Library Journal (R.R. Bowker, 1954)

Video Times (Publication International 1984)

Wilson Library Bulletin (H.W Wilson, 1914)

6.5.3 Computer-based Materials

Computer-based materials are a recent development but have become very important to modern libraries of all types, specifically computerised bibliographic databases. Marketing of these products to libraries is accomplished largely by advertising these products at library and information science meetings and conferences. This is an expanding industry of increasing importance to libraries. Sources that provide these databases are:

Computer-Readable Databases. A Directory and Data Source-Book Chicago, American Library Association, 1978 - Irregular.

Database Directory. While Plains, Knowledge Industry Publications, 1984.

6.5.4 Equipment for Non-Print Materials

Use of non-print information materials can be possible only if the library acquires the necessary and appropriate equipment. Selection of equipment also is as important as selecting and collection of non-print materials. This is being discussed at great length in Unit 7 of Block 2 of Course 6. Two important factors in the selection of equipment are 1) standardisation and 2) changing media field. These two factors combine to make equipment buying too hazardous to risk collection of non-print materials. However, this aspect is given the greatest attention by all concerned, nationally and internationally. Some of the tools that might help selection of equipment are listed below:

Audio Visual Market Place: A Multimedia Guide, New York R.R. Bowker.

It is a directory of manufacturers and distributors. Includes brief description of the types of equipment and the names and addresses of manufacturers and suppliers.

Library Technology Reports, Chicago, American Library Association.

This provides useful evaluations of equipment for the multimedia library of record players, filmstrip projectors, microform reader-printer, etc.

Self Check Exercises

- 6) Name the different types of producers of non-print materials with their specific products.
- 7) State why collection of non-print information materials is not yet a normal feature in Indian libraries.

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

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

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



6.6 SUMMARY

In this Unit, we have studied the following aspects with particular focus on collection development:

- i) Producers of information materials, both print and non-print, and their specific products.
- ii) Selection tools for print and non-print information materials,
- iii) Types of selection tools, their value as aids for collection building, current and retrospective, and use.

The following charts summarises the details of the above three aspects.

Chart 1

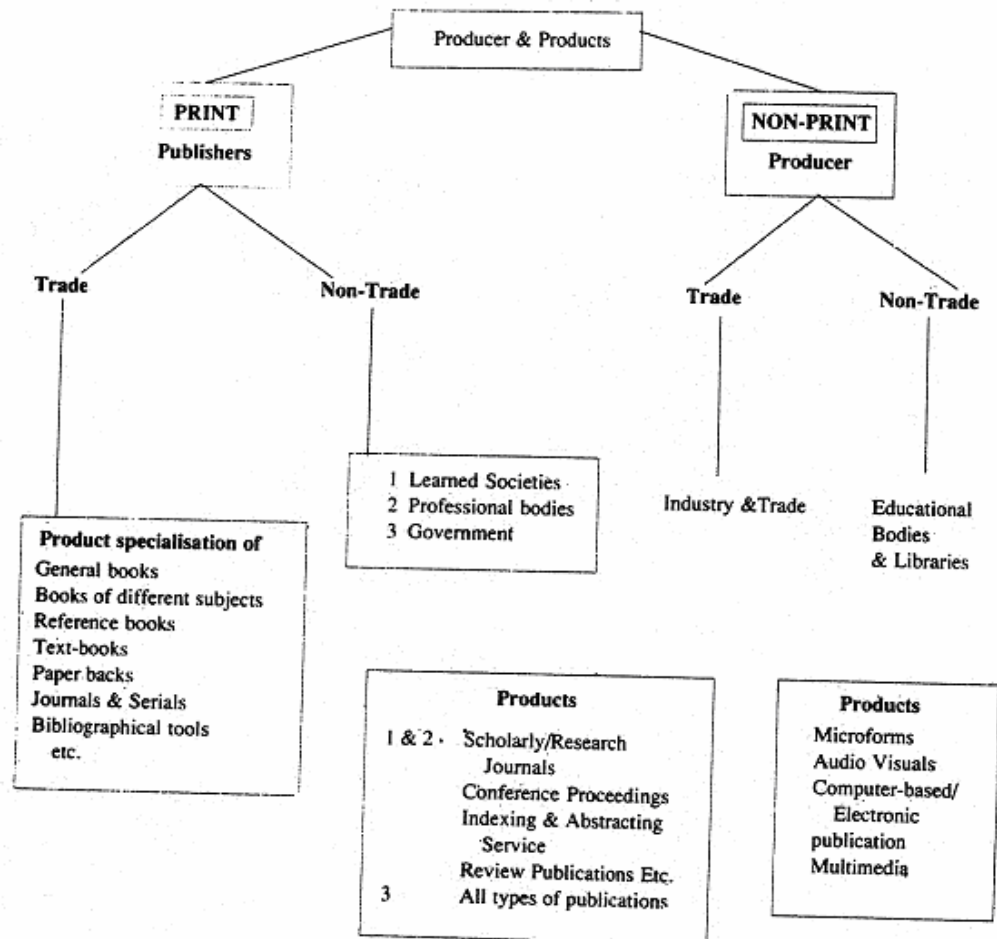




Chart 2

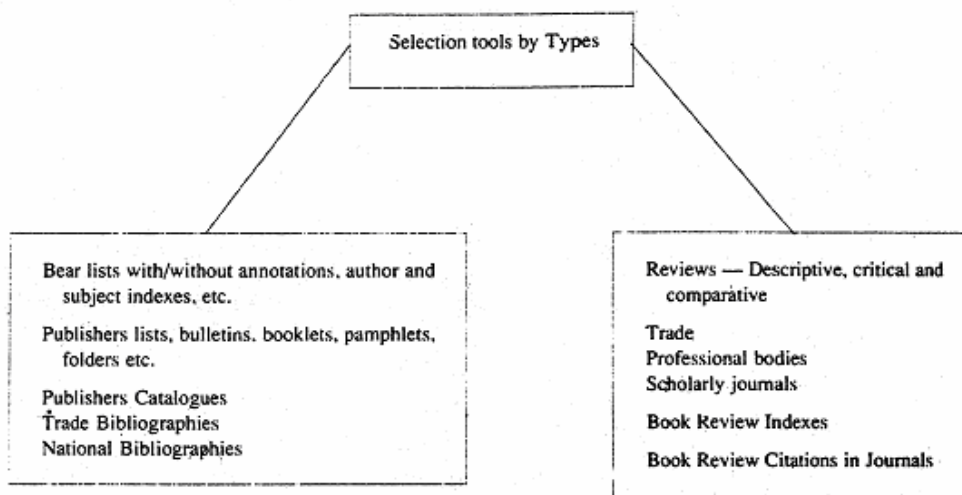
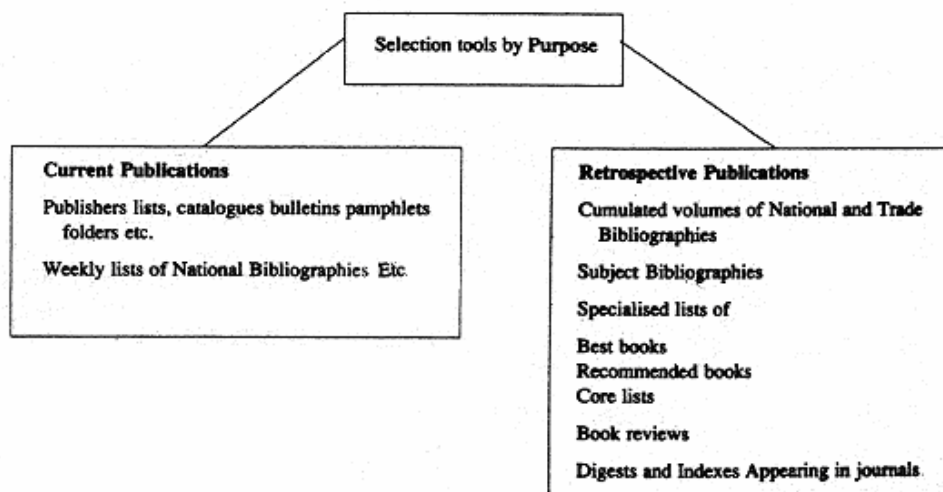


Chart 3





6.7 ANSWERS TO SELF CHECK EXERCISES

- 1) Producers of information materials are: -publishers of print materials and producers of non-print materials. Print materials are published by trade and non-trade agencies.

The principal publications of trade agencies are: general books, books on different subjects, reference books, textbooks, paperbacks, periodicals and serials, bibliographical tools, non-book material like maps, books for children and such other groups.

Non-trade publishers include learned societies and professional bodies who concentrate on publishing scholarly and research journals, conference proceedings, indexing and abstracting services, and reviews.

Producer's of non-print agencies include industry and trade agencies and some professional bodies like educational institutions and libraries. They bring out microforms, audio visual. materials and machine-readable materials.

Selection tools that give book reviews are:

- i) Trade reviews, meant for the libraries.
- ii) Reviews for specialists, appearing in scholarly journals.
- iii) Reviews for the general public.

Though these reviews are good for quality collection building, the two factors that limit their use for current publications are:

- i) Limited coverage of books reviewed.
- ii) Delay in getting a book reviewed in any of the above tools.

- 2) National bibliographies are excellent selection tools both for current and retrospective collection development because i) national bibliographies of countries list a large number of books, and bring out weekly or monthly lists of current publications; ii) these weeklies or monthlies are cumulated annually and once in five years. Thus the national bibliographies meet the requirements of current as well as retrospective publications.

- 3) Types of selection tools for books with an example for each is given below:

Types of Selection Tools	Example
i) Current lists of books, like booklets, pamphlets, bulletins, leaflets, announcement folders, etc.	Publicity materials of current books brought out by publishers. Weekly Record, American Book Publishing Record, Bookseller, Indian Book Industry
ii) Catalogues & Bibliographies	Cumulative Book Index Cumulative Book List: The English Catalogue of Books; Indian National Bibliography
iii) Current reviews	Book review digests; Book review sections in library journals like Library Journal, Wilson Library Bulletin; scholarly journals like Journal of Asian Studies.
iv) National Bibliographies	Indian National Bibliography British National Bibliography
v) Special List	Public Library Catalogue Books for Secondary Schools Books for College Libraries
vi) Subject Bibliographies	Asian Social Science Bibliography Bibliography of Dictionaries and Encyclopaedias. Bibliography of Indian Law.



4) Selection Source for:

Indian periodicals: There is no single source for the selection of current Indian periodicals. The comprehensive tool is *Press in India*, which is irregular. For Indian scientific periodicals, the directory brought out by INSDOC, Directory of Indian Scientific Periodicals, is reliable, but it is not current.

US Periodicals: Ulrich's International Periodicals Directory, the latest edition. This source could also be useful for selection of foreign, including Indian, periodicals as it is international in scope and coverage.

British periodicals: Willing's Press Guide lists 4,600 British periodicals.

5) Government agencies bring out a variety of publications which include books in history, geography, law and order, legislation and Parliament, demography, weather, finance, banking, industry and trade; sports and games, science and technology, communication and transport. For Indian government publications, the Indian National Bibliography and the Monthly Catalogue of Government Publications are reasonable good sources for current publications.

6) The different types of producers of non-print information materials and the products they bring out are given below:

Specialised agencies, involved in the production and distribution of their outputs	Microfilm Microfiches, available for backfiles of newspapers and periodicals reports respectively; out-of-print materials.
Educational publishers, Educational Institutions,	Audio visual materials; slides; overhead transparencies Libraries
Large computer-based bibliographic producers	Machine readable databases like Chemical Abstracts, Compendex, Citation Index.

7) Collection of non-print information materials has not become a common practice in libraries because of the following reasons:

- i) non-print information materials are not produced in India, particularly those usable in libraries;
- ii) practically every type of non-print information material has to be imported which involves foreign exchange and import regulations;
- iii) prices of non-print information materials are prohibitive;
- iv) use of non-print materials require specialized equipment which have also to be imported;
- v) thinking on the acquisition of acquiring non-print information materials has just started in India.



6.8 KEY WORDS

Accentuate	:	Emphasise
Computerised Database	:	Data files produced, maintained and accessed with the aid of computers.
Knowledge Industry	:	Industry that produces records of knowledge and information in print as well as non-print
Machine Readable Database	:	Data or information in a form which can be read or identified by a machine such as a computer or microform reader.
Microfiche	:	Micro images printed on a sheet or film.
Microform	:	The general term for all types of micro records.
Multimedia	:	Information presented through a combination of communication techniques, including print, non-print and audio-visuals.
Patent	:	A grant from the government which confers on the grantee for a limited period of time the exclusive privilege of making, selling and using the invention for which a patent has been granted and also of authorising others to do so.
Subject Heading	:	A word or words under which materials on a given subject are entered in a catalogue, bibliography or list.
Technical Report	:	A report presenting the results of scientific re-search or technical development.

6.9 REFERENCES AND FURTHER READING

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

Evans, G.E. (1987). *Developing Library and Information Centre Collection*. 3rd ed. Littleton: Libraries Unlimited.

Gardner, R.K. (1981). *Library Collections, Their Origin, Selection and Development*. New York: McGraw Hill Book Company.

Ranganathan, S.R and M.A. Gopinath, (1966). *Library Book Selection*. 2nd ed. Bombay: Asia Publishing House.

Spillar, D. (1986). *Book Selection. An Introduction to Principles and Practices*. 4th ed. London: Clive Bingley.