
UNIT 8 ACQUISITION OF PERIODICALS AND SERIALS

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8.0 OBJECTIVES

Periodical publications form an important part of today's world of information as they act as a major disseminating media. In this unit, you are introduced to the series of routine operations and the procedures that have to be set up.

After reading this Unit, you will be able to:

- Identify the factors behind selection, procurement and receipt of periodicals;
- Identify the problems and issues that may rise in the acquisition of periodicals;
- Analyse the various jobs involved in their receipt and control;
- Operate the routines according to set procedures; and
- Create, maintain and handle appropriate records, registers and files of the periodicals department.

8.1 INTRODUCTION

In Units 7 and 9 you have learnt the acquisition procedures with reference to books and non-book materials or non print materials and their processing and organisation respectively. This unit is devoted exclusively to periodicals' acquisition, as they are a very important category of documents in a library collection, particularly in special libraries.

In this unit, the terms "journals" and "periodicals" are used in the same sense to mean all documents that are published in instalments and have a continuous periodicity, with a volume number and issue number for identification. Their acquisition involves payment of subscription in advance.

Acquisition of periodicals poses a number of problems in Indian libraries. The task of their acquisition is therefore entrusted to a separate department which manages the various activities relating to selection, ordering, receipt and control of periodicals. This department operates in close cooperation with the reference and documentation departments of the library.



This Unit describes the scope and functions of this department, and the planning processes involved in the selection, acquisition and receipt of periodicals. All these jobs are to be carried out by designing suitable forms, registers and records to ensure the smooth supply of every issue of a periodical.

8.2 PERIODICALS DEPARTMENT

Since periodical publications are now a major information disseminating media, the work of the Periodical Publications Section assumes great magnitude and importance in libraries of universities, research institutions and other learned bodies. They, however, form one of the "sources of perplexity" in library work. "Their vagaries may transcend all imagination and anticipation. It looks as if nothing relating to a periodical publication can escape the sport of caprice-publishing society, name, periodicity, format, pagination, excrescent attachments to all story volumes and, last but not the least, the span of the lives and resurrection", says Ranganathan. In other words, the kinds of complexities pertain to - irregularity in volume - number, irregularity in publication, change of title and sponsor, amalgamation, splitting, supplement, etc. For details regarding each, the reader is referred to Ranganathan's *Classified Catalogue Code*. These vagaries not only create problems to the cataloguer but also break the back of the Periodical Section which is entrusted with the task of acquiring periodicals. In addition, if the non-receipt of a particular issue is not brought to the notice of the publisher, the chances of the library getting it later are rather slim.

A brief description of different types of periodicals and sources of information helpful in building a periodical collection are discussed in Units 5 and 6 respectively.

Definition

A periodical is defined as "a publication issued in successive parts usually at regular intervals and as a rule intended to be continued indefinitely" by A.L.A. Glossary of Library Terms. On the other hand, Ranganathan defines a periodical publication as a Conventional Document of Kind 1 with the following attributes:

- 1) A volume, or a small group of volumes of it, is intended to be published or completed normally once in a year (or at other regular intervals), though irregularity in interval is not ruled out.
- 2) Each successive volume, or periodical group of volumes, is usually distinguished by the year of publication and/or by a number belonging to system of simple or complex ordinal number. Such a number is usually called the *Volume Number*.
- 3) The intention may be to continue the publication of the volumes for ever, though not actually be carried out,
- 4) The intention may be to continue the same title in all the volumes, though this may not actually be carried out.

On the other hand, ISO Standard 3297 defines a serial as "a publication in printed form or not issued in successive parts usually having numerical or chronological designations and intended to be continued indefinitely" Thus, the term serial encompasses an extremely wide range of material including journals / periodicals, newsletters, newspapers, technical and research re-ports, yearbooks and annuals, and national and international government publications.

In modern times, it is necessary for the collection manager or librarian to be prepared to deal with periodical / serial literature published in a variety of physical formats in addition to the traditional print on paper. For example, microfilm and microfiche have, for many years, been popular serial formats. An important development in recent years is the increasing number of periodicals / serials available in electronic formats, either as full text on-line databases or on CD-ROM. CD-ROM is a particularly useful format for indexing and abstracting services, and the number of indexing and abstracting journals on CD-ROM is increasing. Core titles such as Biological abstracts, Index medicus, Science Citation Index, ERIC databases are widely available, sometimes from several different publishers.

Whatever may be the format, the activities of the Periodicals Department include those pertaining to selection, ordering and receipt of periodicals / serials. To be efficient and effective, the Periodicals Department has to function in close cooperation with other departments, especially the Reference and Documentation departments which are directly concerned with the



In this context, the following set of objectives for a periodicals / serials department would be useful:

- To ensure that the periodicals / serials collection is, and remains, relevant to the needs of the user community.
- To ensure prompt and uninterrupted receipt of issues by careful budgeting, regular updating and maintenance through financial control systems, timely payment of invoices, claiming parts not received and close liaison with suppliers.
- To conserve and preserve material by binding and other conservation procedures
- To facilitate access to up-to-date information about the range, scope and location of material within the collection, etc.

8.3 PERIODICALS SELECTION

In Section 8.2, you have seen that acquisition work includes three distinct phases of activities. Periodicals selection is the first phase. The selection of periodicals for subscription, exchange or as gift is an important function of the library. This process is more difficult than book selection. While in the latter case, selection pertains to only one volume, selection of periodicals covers all the successive volumes to be published. Due to this standing commitment, great care should be exercised in periodicals selection. This involves two aspects, namely, planning and procedure.

8.3.1 Planning

Planning is a task or activity that is required on a continuous basis for the management of all activities in an organisation, including libraries and information systems. It is "...deciding in advance what to do, how to do it, when to do it and who is to do it ...it is an intellectually demanding process and requires the conscious determination of courses of action and the basing of decisions on purpose, knowledge, and considered estimates".

The selection of periodicals by the library depends on the following factors:

- 1) Scope of the library
- 2) Needs/demands of the users
- 3) Needs of the collection - including availability / accessibility in organisation, close to the library
- 4) Personnel, their knowledge and skill
- 5) Financial resources available

These factors are similar to those of book selection, namely, demand, supply and finance as discussed in detail in Unit 7 under Sec. 7.3.1 of this Block 2. We can examine below these aspects of planning under four heads, namely:

- Ascertaining demand
- Acquiring sources
- Allocating funds
- Arranging personnel

i) Ascertaining Demand

The methodology to be followed in ascertaining users' needs have been discussed in detail in Unit 5 under Sec 5.2 Users' Studies of this Block 2. In addition, the present and future programmes (teaching / instructional, research, etc) to be supported, core periodicals in the subjects concerned, preference of users for particular journal titles, etc may influence the demand for periodicals by users. The following criteria have been recommended for the selection of periodicals:

- Recommendations by subject specialists
- Recommendations of library staff



- Opinions of fellow librarians
- Indents made by individual users
- Announcements and reviews about new journals
- Findings of users studies
- Findings of bibliometric and citation studies.

Based on the points / factors mentioned above, the individual library should formulate its own selection policy which should serve as a guide to the collection librarian in selecting periodicals appropriate to the needs of users.

ii) Acquisition Sources

As mentioned earlier, supply is another basic factor. Supply means availability of periodicals / serials for acquisition. Information regarding supply can be collected in the forms of various selectional sources or tools. A detailed discussion on a variety of selection tools, their characteristics, value and importance for selection of periodicals / serials is given in Unit 6 under sec. 6.4.1 Selection Tools.

The selection tools which should be a part of periodicals collection of directories; lists brought out by major indexing and abstracting services like Chemical Abstracts, Science Citation Index, Engineering Index; trade catalogues issued by individual publishers; current issues of important book trade journals; previews and announcements issued by publishers; union catalogues of periodicals; National Bibliographies; Reports of citation studies and Reports of User Need Surveys.

iii) Allocating Funds

The selection of periodicals should also be governed by financial considerations. The finance available for periodicals will normally be decided by the library budget. Proper budgeting should take into account the amount needed to continue current subscriptions as well as the price increases which are not unusual in the case of periodicals. The amount set apart for the latter will have to be added every year. The selection of every new item is a commitment not only for the current year but also for succeeding years.

iv) Arranging Personnel

Planning for periodicals / serials selection should also cover the personnel or human factor. The people involved in the selection process are the librarian, the acquisition staff the subject experts and the library authority or selection committee. However, while the ultimate responsibility for periodicals selection rests with the librarian, others are there to help him.

The Periodicals Department should enlist the services of qualified and competent staff. They should be people who have intimate knowledge about the procedures and methods involved in the selection, ordering and management of periodicals. Since the work in the Periodicals Department involves estimating and accounting, including conversion of foreign currencies, there should be people with a flair for working with figures and people who understand the foreign exchange regulations and formalities. The staff in the department should be headed by a senior, professional librarian who is well acquainted with the vagaries of periodical publications.

8.3.2 Selection Procedure

There can be two sets of operations in the selection of periodicals: those relating to continuing titles, and those relating to new titles.

i) Continuing Titles

Every library will have a set of periodicals that are currently received. The subscriptions for them have to be renewed every year. The procedure involved in this renewal work can be outlined as follows:

- Preparing the current list
- Reviewing the current list



- Consulting the cooperating libraries
- Reviewing the financial position
- Selecting items for deletion
- Consulting the experts, and
- obtaining sanction

A complete list of currently received periodicals should be made with the new subscription amounts payable against each title. This list must then be subjected to a review by examining the desirability of continuing each item. Such a review and revision of the list will become necessary due to many reasons, like the unworthiness of certain periodicals, the appearance of new and more worthy publications, the change in the requirements of the clientele, or inadequacy of funds. Although deletion of items once taken is an unhealthy practice, deletion would become unavoidable in certain circumstances. At the same time it must be remembered that periodicals have a permanent value. Even if a temporary decline in value can be found in the case of a particular periodical, it is more prudent to continue the title than cancel it. Collection building with regard to periodicals is a work that requires great forethought. Frequent deletions from current lists only indicate lack of this forethought in the original selection. There may be occasions when a cooperating library in the neighbourhood also is subscribing to the same journal. In such a case; an understanding should be arrived at between the two libraries to avoid duplication. Deletions effected through such arrangements can be replaced by new titles. In any case, necessary consultation with subject experts is a pre-requisite in finalizing the list. The final list is then presented to the sanctioning authority for sanction. The list is then ready for ordering.

ii) New Additions

The procedure in the selection of new titles can be outlined as follows:

- Suggestions from experts
- Preliminary checking
- Details collected from sources
- Enquiries from publishers
- Finance
- Consulting experts, and
- Obtaining sanction

As and when specific titles of probable interest to the library are brought to notice, their particulars are taken note of. The library comes to know about such titles from various sources like announcements and advertisements, trade journals, entries in national bibliographies, suggestions from readers or indents from departments. These items are then subjected to a preliminary checking with the current list, and items available already in it are scored off. Complete details regarding the remaining items are collected from periodical directories or union catalogues. The correct title, name of the sponsor, if any, name and address of the publishers, periodicity, and subscription rate are the minimum details to be taken note of in each case. In the case of newly published journals, such details may not be found in published sources. Hence, enquiries have to be made from the publishers directly. Selection of periodicals will be more effective if specimen copies are available. Very often, specimen copies of new periodicals can be acquired from publishers free of cost. In some cases, specimen copies have to be paid for, or returned after examination. The next step in selection is ascertaining the financial position and ensuring that there is enough money to pay for the new selections. Proposals for new additions have to be adjusted within the funds available. The experts are then consulted for their approval of each item proposed. The approved items are then presented to the sanctioning authority and the final sanction is obtained for ordering.



Self Check Exercises

- 1) List the methods of ascertaining the demands for periodicals in a library.
- 2) Give the procedure for the acquisition of new titles of periodicals.

Note: i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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8.4 PERIODICALS PROCUREMENT

In Sec. 8.3, we have dealt with the selection of periodicals. Logically, the next step is procurement of the selected periodicals. Hence, this section is devoted to the planning and procedure involved in periodicals' procurement.

8.4.1 Planning

Procurement has to be planned with due regard to matters like different means of procurement, preparations and arrangement for ordering, like the choice of the method of ordering, and in case of the agency method, the terms and conditions of supply. These points are elaborated below:

A) Means of Procurement

As in the case of books, the means for procurement of periodicals are the following:

- Gifts/donations
- Exchange
- Institutional membership
- Deposits
- Purchase

Except for the fifth one, these means are common to books and periodicals. Hence, what has been discussed in Unit 7 in the context of document procurement has equal application here. You may, therefore, read the relevant sub-sections of Unit 7 along with these. Here, we will be discussing the planning and procedure relating to procurement of periodicals, especially by means of subscription.

a) Acquisition Through Gifts

Gifts constitute an important source for the acquisition of periodicals in the library. For example, many societies send their periodicals / publications to the library free of cost for the sake of publicity. Some publications also supply some of their periodicals for some time to make the libraries subscribe to them at a later date. However, the indiscriminate acceptance of gifts may create administrative problems pertaining to storage, processing, maintenance, cost, etc. Hence they should be accepted with much care and scrutiny after ascertaining their usefulness to the users of the library concerned.

b) Acquisition Through Exchange

Acquisition of periodicals through exchange is another mechanism by which



Collection Development can take place. The two commonest forms of exchange are on a piece-for-piece basis or on a value-for-value basis. While in the former method a publication has to be sent in exchange for another publication irrespective of its cost, in the latter the exchange is based on the costs of the publications covered by the exchange relationship. The former has the advantage of not requiring much accounting provided that a reasonable and suitable item is sent or received in exchange. If the value of the item received is uncertain it may be advisable to insist on a closer degree of equality in respect of the materials sent.

Smithsonian Institution, USA, offers for example the exchange of their publications with those interested organisations of various countries. Similarly, there is an exchange mechanism between DRTC and IASLIC for exchange of serials/publications. Perhaps, exchange agreements between institutions concerned is a necessary prerequisite for a successful exchange programme.

c) Institutional Membership

Institutional membership is another potential resource of building up a periodical / serial collection. Learned societies generally publish one or more regular publications to communicate their activities, programmes and achievements to their members regularly. Hence, the library will do well to enlist itself as a member of learned societies and thus will be able to receive the periodical publications either free of cost or at concessional prices.

d) Acquisition Through Purchase

Two different methods are available for ordering of periodicals. They are the *direct subscription* method and the *agency method*. In the former case, the library places orders directly with the publishers of each periodical. In the latter case, the order is placed with an agent who acts as the intermediary between the library and the publishers. Each of these has its own merits and demerits. These are examined below.

1) Direct Subscription Method

There are several reasons why libraries resort to direct ordering of periodicals with the publisher.

- It is speedier than channelising orders through agents.
- It is more economical since the library will not have to pay service charges to agents. In some cases, the publishers may even offer incentive discounts to libraries. The agents do not offer such benefits.
- It is more efficient since the periodicals are more promptly delivered to the library by the publishers than the agent. Mistakes in supply, if any, when pointed out, are immediately rectified by the publishers.
- It is less risky and more safe to pay advance subscription to the publishers than entrusting large amounts to the agent.
- There are some publishers who may not be willing to work through agents unless the agent in question has established business connections with the publishers.
- Many government and institutional publications are available only as gift or for ex-change. Agents do not deal with these categories of publications.

Against the above advantages, some point out that direct subscription is more troublesome for libraries because of the administrative work involved in corresponding individually with the publishers in every case of ordering, reminder, mistake in supply, and settlement of claims regarding missing numbers. Further it is pointed out that the expenses of postage in the case of foreign periodicals will work out very high. Notwithstanding these extra costs in administration and postage, direct subscription ensures prompt and efficient service.

2) Agency Method

The alternative to direct ordering with publishers is to acquire the periodicals through a duly appointed subscription agent. A subscription agent is a person or firm acting as a liaison between the subscribing library and the publishers. Such an agent may also be called a vendor or a dealer. The advantages of acquiring periodicals through agents are:



- Much paper work on accounting by the library can be avoided since orders are placed in bulk and payment is effected against consolidated bills of the agent.
- Agents are more familiar with the peculiarities of individual publishers than the library, and they can act accordingly.

There are also disadvantages:

- Some argue from experience that many agents do not honour the contractual agreements entered into between themselves and the libraries,
- Periodicals received through agents become more expensive for the library as they take handling charges, and do not allow the library the benefits of concessional prices or discounts allowed by publishers.
- There can be some time gap between the termination of one contract and the creation of another. As a consequence, timely renewal of subscription cannot be effected and the library is exposed to the risk of broken files.
- Some agents may not remit the subscription to the publishers in time although they have collected the amount from the library. The publishers will resume supply of the journals only after payments are effected. Here again, there is the risk of incomplete volumes.

However, these disadvantages can be remedied to a considerable extent if proper care is taken in the appointment of the agent. Prompt, regular and reliable service should be the chief criterion in the choice of the agent. There are agents with a good reputation and publishers are happy to deal with such agents. Therefore, the choice of the agent is the crucial factor in the agency method of periodicals' procurement.

Self Check Exercises

- 3) Give in a tabular statement the advantages and disadvantages of acquiring periodicals by direct subscription or through supply agencies.

- Note:** i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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B) Terms and Conditions of Supply

In case the library decides to appoint an agent for the supply of periodicals, there are different ways of choosing an agent, like inviting competitive quotations, or negotiating with reputed agents. In either case the terms and conditions of supply have to be mutually agreed upon. Here we will examine these terms and conditions as well as the other points for consideration in the appointment of an agent.

The following aspects may be covered by the terms and conditions of supply:

- Trade discounts admissible
- Handling charges payable
- Conversion rates of foreign currencies
- Post-free supply of journals
- Supply of title pages, contents pages and indexes of completed volumes



- Supply of supplements, if any and
- Guarantee for the replacement of missing numbers or for refund of the cost of such numbers.

The library intending to appoint an agent should have prepared a description of its needs, including the list of periodicals, the period of subscription, etc. Quotations are invited and received on the basis of these needs. The library must gather reliable information about the financial soundness of the agents, their reliability and promptness in dealings, etc. Enquiries with other libraries in this regard is helpful. Further, the appointment of the agent should come into effect before the period of expiry of the subscriptions already paid. As many subscriptions expire at the end of the calendar year, the appointment of the new agent should become effective during the months of September-October every year providing a sufficient margin of time for renewal of subscriptions before the beginning of the new year.

As pointed out earlier, when subscribing through agents the library does not get the benefits of concessional rates and discounts from the publishers. Some agents, therefore, may be offering a flat discount rate on the bills. Agents usually take handling charges which may vary from 5% to 20% of the subscription cost. Conversion rates can become arbitrary. This can be checked by enforcing the Good Offices Committee Recommendations referred to in Unit 6. Postage, if payable, will be very high in the case of foreign journals. The agent has to undertake the supply of periodicals postage-free to the library. He should also undertake to effect prompt delivery of the issues. But, as losses in transit are bound to occur, it is the responsibility of the library to take immediate action by notifying the agent. The agent in turn is bound to contact the publisher immediately and arrange for the replacement of the missing issues. Any delay in notifying the agent, or his acting upon it, can lead to non-replacement of the missing numbers since periodicals are generally published in limited numbers only. Irreplaceable cases lead to incomplete files which become an irreparable loss to the library. However, if all efforts at replacement fail, the agent should agree to refund at least the cost of the missing numbers. Another important point is the supply of the final section of every completed volume of a periodical including the title page, the contents pages and the indexes. As these are likely to be sent only after the last issue is sent, special care should be taken to ensure their receipt. The agent should also take the responsibility for the supply of the supplements brought out by each periodical.

The terms and conditions should form part of the agreement executed between the library and the agent.

8.4.2 Ordering Procedure

In Section 8.4.1 we have discussed the procedure until the selection is finalised and the lists and the cards are forwarded to the Procurement Section for placing orders. What follows in this section is the procedure relating to ordering the selected periodicals/serials. They are not very much different from the procedures relating to procurement of books as described in Unit 7.

Ordering procedures relate to two stages:

- Pre-ordering work
- Order placing work

i) Pre-ordering work

Pre-ordering work includes various jobs connected with:

invitation for tenders or quotations

tabulating the quotations

fixing the suppliers or agents

signing the contracts

For administrative reasons, it becomes essential to call for competitive quotations from different agents/suppliers for the supply of selected periodicals. It is not necessary to call for quotations individually for periodicals since it will not be possible for the agent to underquote the publishers' rates. The agencies would be required to finish their terms of contract in respect of; a) conversion rates for foreign currencies; b) advance payment of subscriptions; c) percent-



age of trade discounts, if any, offered over subscription rates; d) handling charges, if any, for periodicals coming under no-discount strategy; e) supply of missing issues; f) the executing of an agreement, etc. Apart from service, the financial status of the agent should to be considered while appointing him as a supplier for a fixed period of time, say one or two years.

In case of advance payments) for subscription to foreign periodicals, it may be a wise policy for small libraries to subscribe through Indian subscriptions agents. Some of the advantages and disadvantages in placing orders through an Indian subscription agent are highlighted below:

Advantages

- 1) Agents frequently allow a certain percentage of discount over the subscription rates of some periodicals where publishers do not offer any discount to subscribers.
- 2) Agents get agency commission from most of the publishers which results in the saving of foreign exchange to the extent of 10% to 15%.
- 3) Payments are made in Indian currency. There is, therefore, no need to apply to banks for obtaining bank drafts for payment of subscriptions in foreign currencies.
- 4) Correspondence is restricted to one party, i.e., the agent concerned.
- 5) Expenditure on postage and correspondence work will be incurred, if subscribed through an agent.
- 6) The agent will act on the subscriber's complaint about "non-receipts" and arrange for replacement or refund of a proportionate amount for missing issues.

Disadvantages

- 1) When subscribed through an agent, it will not be possible to correspond with the publishers regarding the missing issues of periodicals in the absence of details of payment of subscription rates.
- 2) It is necessary to check the subscription rates claimed by the agent for each and every title with the publishers rates which consumes the time and energy of the staff.
- 3) The agents will not be able to know about the "non-receipt" till they are intimated by the subscribers, since the publishers supply the periodicals directly to the subscribers. Hence, some, agents decline to undertake the responsibility of arranging replacements for the missing issues.
- 4) There are case of some agents who have not remitted the subscriptions in time to the publishers leading to delay, in the supply of periodicals and resulting in incomplete volumes due to interrupted supply of some issues.
- 5) Agents claim handling charges in case of periodicals published by learned societies and professional institutions, which do not offer agency commission.
- 6) Institutions will remain in the dark about the non-receipt of subscription amounts by the publishers till they are intimated by the latter.
- 7) The conversion rates for foreign currencies claimed by the agents have to be checked with the conversion rates circulated by the Good Offices committee from time to time.
- 8) There are cases of subscription agents who create complications by refusing to take responsibility over claims for missing issues in violation of the agreement. In such cases the execution of the agreement is no remedy unless supported by a security deposit.
- 9) The subscription agent has to be appointed after calling for quotations and selecting the lowest. The work involved in calling for quotations and appointing the agent will take much time resulting in the delay of payment of subscriptions which can affect the regular and prompt supply of periodicals.
- 10) Changes in the administrative setup and subscription agents cause interruption and some-times complete stoppage of supply.
- 11) Normally the lowest quotation is accepted, but it may prevent the selection of a reliable agent.



ii) Order Placing Work

Order placing work includes various jobs connected with

- renewal orders for the continuing titles
- cancelling of unwanted titles, and
- ordering of new titles.

Renewal orders should be placed without causing any break in the continuous supply of the periodicals concerned. Cancellation of a current title should, as far as possible, be effected with the completion of the current volume. Similarly, new titles should be ordered with effect from the first issue of a volume. The jobs included in order placing will vary according to the method of ordering chosen, namely the direct subscription method or the agency method.

a) Direct Subscription Method

The jobs included in the case of the direct subscription method can be listed as follows:

- a1) Sending letter asking invoices from publishers
- a2) Scrutinising the received invoices seeking and obtaining clarifications, if needed
- a3) Obtaining bank drafts
- a4) Sending orders with drafts
- a5) Noting the information regarding payment; and getting acknowledgements from publishers.

[The Direct Subscription Method has some pitfalls]

- a1) Order placing work needs to be initiated 2-3 months in advance of the expiry of the subscriptions already paid. Letters should be sent to the publishers of each periodical selected for ordering, asking for their invoices in triplicate covering the annual subscription payable. If necessary, reminders should also be sent.
- a2) As and when invoices are received they should be scrutinised and clarifications or additional information needed should be sought and obtained. The invoices may contain the subscription payable and the mode of payment proposed. Usually the payments have to be by demand draft. When the invoices are found to be in order, steps for making payment should be taken. The total amount involved in subscriptions should be estimated including the bank charges payable. Necessary procedures have to be gone through for releasing the amount required for this purpose.
- a3) The next step is to obtain the bank drafts by remitting the money. Separate drafts have to be purchased in favour of each publisher. Foreign journals have to be paid for in the foreign currency. For purchasing the foreign currency drafts, an application has to be made to a bank dealing in foreign currency using an A2 form for each invoice. The bank will insist on the production of the original invoice for this purpose. The bank will then issue a statement showing the rupee equivalent of each draft. The money is then paid and the draft is obtained.
- a4) The drafts should then be sent to the publishers concerned with a copy of the invoice in question with a covering letter. The covering letter should state the correct title of the periodical, the volume and number, and month and year from which the supply should begin, and the name and address of the library. Details of the draft enclosed should also be given in this letter. It will be convenient if the library uses a printed form for this letter.
- a5) Before sending the draft, the relevant details should be entered in the Finance Diary or Subscription Register maintained for this purpose.
- a6) The library should then wait for an acknowledgement from the publisher. The order placing work ends with the receipt of the acknowledgement.

One possible danger to be guarded against is double payment. Any carelessness or negligence in record keeping can lead to double payment. It can happen that publishers in the case of renewal of subscriptions may send their invoices more than once.



It might be that the payment made in response to the first invoice had not reached the publisher when the second invoice was despatched as a reminder. The library by mistake can make a fresh payment in response to the second invoice also if proper records are not maintained or available records are not duly examined. It is here that the Subscription Register plays a crucial role. It should have columns for entering the title of the periodical, the invoice number and date, the period covered by the subscription, the amount paid in Indian rupees and foreign currency equivalent, the draft number and date, the date of despatch, the date of acknowledgement, and remarks. This record can also be maintained in a card form, the additional advantage being the alphabetical arrangement which enables speedy verification.

Self Check Exercises

- 4) Enumerate the jobs involved in the acquisition of current periodicals through direct subscription to publishers.

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

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

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b) Agency Method

The jobs included in the case of the agency method can be listed as follows:

- Sending list of periodicals asking for pro-forma invoice from the agent
- Scrutinising the received invoice
- Seeking and obtaining clarifications, if needed
- Estimating the cost involved
- Obtaining sanction for advance payment
- Making payment to the agent
- Getting proof of remittances made by the agent
- Noting information regarding payments.

The library must prepare a list of periodicals to be subscribed to. This could be in two parts - renewals to be made and new titles to be ordered. In both cases complete details of every item listed should be given like the full title, the name of the sponsor, name and address of the publisher, the periodicity, the subscription for the previous year and the volume and year, and the month and year for renewal, etc. This list is sent to the agent asking for a pro-forma invoice. The agent sends the pro-forma invoice quoting the current subscription for each item in the list in the respective national currencies and stating the total amount involved in Indian rupees, the conversion rates applicable, the handling charges involved, and the discounts admissible. The net amount payable and the advance amount required will also be indicated by the agent. On receipt of the invoice the library should check each item with the order list and satisfy itself about the correctness of the item invoiced and the total amount. Action must be initiated then for obtaining sanction for the advance payment to the agent and for the release of the required money. The advance is paid to the agent only after he has executed a bond on stamped paper incorporating the terms and conditions of supply and the details of the advance



amount taken. The agent will be bound by the agreement to produce proof of the remittances made by him to the publishers. Necessary entries are made in the subscription register or card, as stated in the earlier section, upon production of satisfactory proof.

Self Check Exercise

5) List the terms and conditions of supply of current periodicals obtained through agents.

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

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

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Ranganathan, in his **Library Administration** has given a detailed listing of procurement procedures to be followed.

The operation to be performed in Ordering of Periodicals is similar to that for books discussed in Unit 7. In this sub-section, procurement procedures by purchase are only mentioned. The Periodical Publication Ordering Work consists of the following *annual jobs*.

- *Renewal Order Listing* - Listing the periodical titles which are to be continued in the ensuing year
- *Renewal Order List Tallying* - Tallying the renewal order list with the Registered Cards Tray
- *Renewal Order Writing* - Writing of renewal order cards
- *Renewal Order Tallying*-- Tallying renewal order cards with renewal order list
- *Renewal Order Address verifying* - Verifying the addresses on renewal order cards
- *Renewal Order Sorting* - Sorting the renewal order cards by countries
- *Renewal Order Card Transmitting* - Sending the sorted renewal cards to librarian for signature
- *Standing Order Cancellation* - Cancelling the order for items rejected from current list
- *Cancelled Card Marking* - Marking the 3 cards of each for the cancelled publications
- *Cards Cancelling* -Transferring the register cards and the check cards of the cancelled publications to the cancelled tray.
- *Financial Diary Annual Posting* -Posting the annual subscription in the financial diary

Thus, ordering procedures involve the operations of renewal of current titles, new titles ordering, cancellation of rejected items of the current list of periodicals, etc.

The Periodical Publication Ordering Work consists of the following weekly jobs:

- *Periodical Publications Final Checking*- Checking the sanctioned indent for periodical publications with the catalogue.
- *Financial Position Deciding* - Ascertaining if the finances will bear the cost of sanctioned periodical publications,
- *Order Preparing* - Preparing the order for each of the periodical publications in the sanctioned list.



- *Periodical Publication Carding* – Preparing 3 cards for regulating the receipt of the current issues of periodical publications ordered.
- *Periodical Publication Order Transmitting* – Transmitting the order to the librarian for his signature.
- *Financial Diary Posting* – Making the necessary entry in the financial diary.

8.4.3 Job Analysis

Thus, the distinctive work of the Periodicals Section is to be planned with reference to the following factors, according to Ranganathan:

- Standing vendors
- Current volumes
- Block volumes

The work in relation to the above factors consists of the following items:

- Standing vendors - This work consists of jobs similar to those mentioned for books in Unit 7, sub-section 7.4.3

In relation to the other factors of Current Volumes and Back Volumes, the work consists of the following items:

- Current volumes
 - Periodical Publications Selection Work
 - Periodical Publications Ordering Work
 - Periodical Publications Receiving Work
 - Completion Work
 - Cumulative Index Work
 - Rounding off Working
 - Periodical Publications Bill Passing
 - Loose Issue Sharing Work
 - Suspense Periodicals Publication
- Back Volumes - The jobs relating to the ordering and receiving of back volumes of periodical publications are similar in most respects to those of ordering and receiving of books

8.4.4 Problems in Acquisition of Periodicals

Periodicals' acquisition work is beset with several problems and difficulties: There are problems in the selection, ordering and receipt of periodicals.

Problems in selection arise out of:

- the increasing number and variety of periodicals
- the increasing cost of periodicals
- the recurring financial commitment in the selection of a periodicals, and
- the vagaries of periodicals themselves.

Problems in ordering periodicals arise from:

- the scattered situation of publishers
- the difficulties with local suppliers
- the need to pay subscriptions in advance, and
- the involvement of foreign exchange.



Problems in receiving periodicals are:

- the delay in supply
- the chances for losses in transit, and
- the difficulties in getting replacements for non-received issues.

Problems in Selection

Periodicals are more important than books for researchers and specialists. They contain more recent information in the form of research papers, news, reports and reviews which the re-searchers need. As research activities are world-wide and are increasing day by day more and more periodicals are being published from all over the world with a view to disseminating the growing research information. There may be around 100,000 periodical publications in the world. Not all these are alike in their standard and purpose. There are among them popular magazines and learned periodicals. Also there are primary journals and secondary journals like indexing, abstracting and reviewing periodicals. Selection of the most useful ones becomes extremely difficult. The cost of periodicals is also a threatening factor. The cost escalation in periodicals is of a higher rate than in books. If the budget remains constant, continuous subscription to the selected periodicals becomes difficult, sometimes impossible. Once a periodical is selected, it has to be acquired for years. If not, the library will have only broken files of periodicals and that will not serve the purpose of research. Therefore, selection of a periodical normally leads to a recurring financial commitment spread over the subsequent years. Selection of periodicals have to be therefore, very careful, deliberate and for long periods.

Problems in the selection and ordering of periodicals arise from the vagaries of the periodicals themselves. Periodicals are normally expected to be published under specific titles by certain publishers or sponsors with a prescribed periodicity and a numbering system leading to completion of volumes. But many periodicals do not conform to these essentials. There can be irregularity in publication like the non-publication of certain issues of a volume in certain periods. Some die out and some get resurrected. There can be a change in the title in the sponsor or on the periodicity, or in one or more of the these. Two or more periodicals can be amalgamated to form a new one under a new title, also one or more periodicals can merged into another retaining the latter's title and sequence. Similarly, there can be splitting up of existing periodicals into two or more with their own titles. These vagaries can pose serious difficulties in acquisition work.

Problems in Ordering, Procurement and Receipt

Ordering and procurement of periodicals are very much inconvenienced due to different locations of their publishers. If the library wants to place an order directly with the publishers the extent of correspondence and administrative work arising would be very great. An alternative to this would be ordering through local agents. But here also there are many problems. To find an efficient and reliable local vendor would not be easy. Another peculiarity with acquisition of periodicals is that, unlike books, periodicals have to be paid for in advance, normally for the whole year. While subscribing through agents the advance payment involves risk. If it is direct subscription and if it is of foreign origin, there are involved the procedures and formalities of foreign exchange.

Receiving periodicals also has problems. Delay is inevitable in the case of foreign periodicals as they are often sent by surface mail. A more serious problem is loss in transit. Such losses may lead to incomplete volumes. Replacement of missing numbers will not be always possible since periodicals are usually printed in limited numbers. The library has to be constantly on the alert about the prompt receipt of periodicals and about timely actions to be initiated for getting replacements.

Self Check Exercise

- 6) State the problems of acquisition of periodicals in Indian libraries.
- 7) Give a least two reasons for the importance of periodicals to research scholars and specialists.
- 8) List the vagaries in the publication of periodicals.



- Note:** i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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8.5 PERIODICALS RECEIVING WORK

The work of receiving periodicals is perhaps the most difficult activity in the Periodicals Department. It requires thoughtful planning and systematic routines and procedures.

8.5.1 Planning

Planning for the work of receiving periodicals has to do mainly with the methods for ensuring the prompt receipt and recording of the periodicals. The methods of recording adopted not only should account for the periodicals subscribed to and received, but also should alert the library about the non-receipt of any item after its expected date. It must enable the detection of the non-receipts so that follow-up actions like sending reminders and claiming replacements can be done as a regular routine. The system must also help in settling claims for non-supply and in avoiding overpayment. However, there are different methods in use among libraries, the most common being:

- the Ledger System
- the Card System
- the Three Card System, and
- the Kardex

i) The Ledger System

In this system, the record is kept in the form of a bound register wherein each page is allotted to a periodical. On top of the page usually, details like the name of the periodical, its periodicity, the name of the publisher/sponsor, the name of the supplier, the amount and period of subscription paid, etc., are written. Columns will be provided for year and months, volume and number, date of receipt and remarks. Entries will be made in these columns as and when current issues are received. A sample page of this register is given at the end of Section M. The chief advantage of this system is that each page will explain the receipt of the various issues of a periodical. This method may be found satisfactory for a small library subscribing to a few periodicals only. The chief disadvantages of the system are that each page has to be examined in order to take note of the non-receipt or overdue issues at a point of time.

ii) The Card System

The Card System can overcome many of the disadvantages of the Ledger System. In this system, cards of a uniform size, either 5" X 3" or 6" X 4", can be used where each card can hold the data relating to a particular periodical. The card can contain all the details normally found



in the Ledger System. If separate cards can be used for the different volumes of a periodical the card can contain additional information like the reminders sent, claims made, etc. A specimen of this card will be found at the end of section 8.7.

iii) The Three Card System

The Three Card System is a method introduced by Ranganathan. In this system three different cards of the size 5" X 3" are maintained for each periodical. They are called the Register Card, the Check Card, and the Classified Index Card.

Register Card: This is intended to record information about the name of the periodical, the name of supplier, the periodicity, the order details, the annual subscription, the payment de-tails, details of issues received, etc. A specimen of the Register Card is given in Section 8.7. The Register Card enables the library to know the issues received and the dates of their receipt. These cards are arranged in a tray in alphabetical order so as to facilitate the title approach.

Check Card: The Check Card is the most important contribution of this system. It contains columns for volume and number, due date, details of reminders, etc. It is the arrangement of these cards which meet its very purpose, namely, watching the receipt of the issues for acting upon when found overdue. A check card will be prepared for each of the periodicals ordered. These cards will then be arranged in a tray behind Guide Cards indicating the expected week of its receipt. There will be 60 week guides in all, as there can be a maximum of 5 weeks in a month. The guide cards will be numbered as follows:

1.1	1.2	1.3	1.4	1.5	for the month of January
2.1	2.2	2.3	2.4	2.5	for the month of February
3.1	3.2	3.3	3.4	3.5	for the month of March
12.1	12.2	12.3	12.4	12.5	for the month of December

As and when a new issue of a periodical is received, its check card is located from behind the appropriate Week Guide and information is entered in the columns. The Check Card is then removed to behind the Week Guide corresponding to its next issue. For example, the current issue of the periodical arrives in the library as expected in the second week of May. Its check card will be found in the set of cards behind the Week Guide numbered 5.2. After entering the details, this card will be taken behind the Week Guide corresponding to its next issue. For example, the periodical is a bi-monthly and therefore its next issue is normally expected in the second week of July. The number of the Week Guide behind which the check card is to be refilled is 7.2. At the end of every current week the check card remaining behind the corresponding Week Guide will be of those periodicals that have become overdue. The library can send reminders for them and do the necessary follow-up work. This is the great advantage of the check card. In fact, this has made the work of keeping track of the non-receipt of periodicals almost automatic.

The Classified Index Card: This card shows the volumes available in the library in the case of each periodical. It also gives details about the supplements, cumulative indexes, etc of the periodical. These cards, as their names imply, are arranged in a classified order according to the Class Numbers given to periodicals. The specimen card is given in Section 8.7

iv) The Kardex System

This system was introduced by the Remington Rand of India, Ltd. It is a type of visible record system maintained in a steel filing cabinet. Each unit cabinet contains seven trays in all providing more than 500 card holders. Each card holder can hold two cards, a Bottom Card and a Top Card. A Bottom Card is prepared for every journal when ordered, with its title and other particulars typed or written on the lower portion of the card. The Top Card is placed opposite the Bottom Card in the next Card Holder so that both cards become visible side by side. It is the Top Card that serves the purpose of keeping record of payments made to the suppliers while the Bottom Card helps to watch out for the receipt and non-receipt of periodicals. The system provides for single codes of different colours to indicate the issues received and the subscription due, etc. Specimen cards are given in Section 8.7



Self Check Exercise

9) State the purpose of each card in the Three-Card System.

10) Give the main features of the Kardex System.

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

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

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8.5.2 Procedure

Periodical Receiving Work consists of three types of jobs — immediate, daily and weekly. The *immediate jobs* pertain to receiving periodicals that come in the form of V P packets, and return of wrongly delivered packets.

On the other hand, the *daily jobs* include:

- Wrapper examining
- Sorting of packets into suitable groups
- Current issue collating
- Current issues alphabetising — Alphabetising the collated current issues in each group
- Current issue registering
- Current issue cutting and stamping
- Current issue perusing — To detect peculiarities and announcements, if any, in current issue
- Check card shifting — Shifting the check card of the periodical received behind the appropriate “Week Guide”
- Daily vigilance — This involves watching the arrival of the issues of the Dailies
- Loose sheets fixing — This involves fixing of any loose sheets, plates, maps found in any of the current issues
- Connection slip disposing — This involves taking action in regard to correction slips found in current issues.

The *weekly job* pertaining to Periodical Receiving Work concerns watching the arrival of the issues of periodicals due in the week and referred to as *Weekly Vigilance*.

Periodicals Completing Work

Periodicals completing work relates to collecting together all issues relating to the title page and contents received in a week and tallying them. This is followed by making up the loose issues into the necessary number of volumes as well as in separating the supplements. After this, binding instructions are given. When the completed volumes are bound, accession cards are written and both are sent to the Accession Section for accessioning. The Accession Numbers so given are noted in the Register Cards of the concerned periodicals.



Cumulative Index Work

As the name suggests, it pertains to noting by entering down the announcement of cumulative index followed by entering the receipt of cumulative index on the Classified Card of the Three Card System.

Rounding Off Work

Rounding Off Work consists of sending reminders to the publisher / supplier of non-receipt of current / back issues, title page, contents or index as well as bringing to their notice supply of defective and duplicate issues of periodicals. Another aspect of rounding off work relates to acknowledging to the donors the receipt of periodicals supplied free.

Periodical Publication Bill Passing Work

This concerns calling for scrutiny, verifying bills, certifying and transmitting the bills to the Accounting Section for payment.

Loose issue shelving Work

Loose issue shelving work involves arranging the new issues of periodicals registered in a classified sequence followed by displaying them on the display table/rack. As and when new issues are displayed, the old issues are shelved.

While the procedures discussed in Section 8.4 relate to Current Volumes, the jobs relating to the ordering and receiving of back volumes of periodicals are similar in most respects to the job of ordering and receiving books discussed in Unit 7, Section 7.4 and its sub-divisions.

In conclusion, it may be stated that acquisition of periodicals directly from publishers is more satisfactory and preferable to getting them through local agents in spite of the additional work and, perhaps, cost involved. This is because one can be sure of having complete volumes of periodicals subscribed. Here, it is assumed that the library staff would be more efficient than the local agents in ensuring receipt of all issues of all periodicals.

Self Check Exercise

11) List the methods of providing facilities for the maximum use of current issues of periodicals.

- Note:** i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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8.5.1 Periodicals Servicing Work

This comprises the jobs connected with facilitating the maximum use of current periodicals. Libraries adopt different methods to ensure the use of current periodicals. All libraries, for example, have the practice of displaying the latest issues of periodicals as and when they are received and registered. Some libraries circulate the issues among its specialist clientele. Many research and special libraries have the practice of bringing out current awareness bulletins in various forms based on the recent issues of periodicals. Use being the end-product of the operations in the Periodicals Department, it has to be promoted in all possible ways. Otherwise, the money and energy spent on periodicals' acquisition will go waste.



8.6 RECORDS, FORMS AND REGISTERS

The principal records to be maintained in the Periodicals Department are those concerned with the payment of subscriptions and the receipt and registration of the current issues.

These were discussed in the earlier sections. In this section the illustrations numbered from 1 to 4 are models of these records according to the different systems in use. The work in the department has a sufficient scope for the use of various forms and stationery. These have to be evolved from experience according to the needs of the individual library. Mention was made earlier about the covering letters to be used in order placing work. Similarly, letters inviting quotations and invoices, letters asking for clarifications and further information, letters of reminder, etc, can be standardised and printed forms can be used to save time and money.

Work Diary: The Periodicals Department has to maintain a Work Diary which must be on a daily basis by noting down all quantifiable works completed, like -

- the number of periodicals received
- the number of periodicals registered
- the number of items collated
- the number of items stamped
- the number of items displayed
- the number of wrong periodicals returned
- the number of reminders sent, etc.

Files: There are a number of files to be maintained in the department. Some of them are relating to the following:

Budget	Gifts
Enquiries and quotations	Exchanges
Suggestions and intends	Institutional membership
Invoices	Deposit, and
Consultations	Miscellaneous
Orders	



Illustration 1

Sample page in the Ledger System

PERIODICALS REGISTER				
Title: _____		Periodicity: _____		
Publisher: _____		Subscription: _____ paid		
Sponsor: _____		Period covered: _____		
Supplier: _____				
Volume	Number	Date of publication year month date	Date of receipt	Remarks



The Classified Index Card

CI No.	Ann Subs	per in weeks
Title		
Vendor		
Publisher		
Vol Available		
Indexes, etc.		
Supplements, etc.		

Illustration 4

Cards used in the Kardex System

The Top Card

TITLE						DEPARTMENT			
PUBLISHER AND HIS ADDRESS						COUNTRY OF ORIGIN			
AGENT AND HIS ADDRESS						VOLUMES PER YEAR			
						NOS. PER VOLUME			
						SUBSCRIPTION RATE			
						PERIODICITY			
						DAY SUE		GIFT/	
ORDER		SUBSCRIPTION PARTICULARS				PARTICULARS OF INVOICE/BILL			
NO.	DATE	YEAR	NUMBER	DATE		NUMBER	DATE	AMOUNT	PAID ON
				BEGINS	EXFIRS				
BACK VOLUMES IN STOCK				BINDING RECORD					
YEAR	VOLUME	FROM	TO	VOL NOS. SENT		YEAR	NO. OF ISSUES SENT	SENT ON	RECD ON
				FROM	TO				

KARDEX PERIODICA



SUBS. NO.														
VOL	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	T. P.	INTLS.

FREQUENCY										COPIES RECEIVED TILL WHICH PERIOD												
MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	

<p>GRAPH-A — MATIC SIGNAL-RECEIVED TITLE WHICH PERIOD 1/4"</p> <p>CRIMPED SIGNALS:</p> <p>RED — WHEN SUBSCRIPTION TO BE RENEWED</p> <p>BLUE — FOREIGN LANGUAGE OTHER THAN ENGLISH</p> <p>PINK — JOURNALS RECEIVED ON EXCHANGE</p> <p>GREEN — AS FREE COPIES</p>	<p>KARDEX PERIODICALS CONTROL SUPPLIED BY SYSTEMS DIVISION REMINGTON RAND OF INDIA LTD.</p>
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Illustration 5

Binding Peculiarities Slip

Title		
Volume Number	Year	Class Number
Covering Material		
Clubbing or Splitting] peculiarities, if any		
Assembling peculiarities, if any		



8.7 SUMMARY

- selection of periodical titles, retrospective and current, after ascertaining their demand;
- placing of orders for them either through direct subscription or supply through agents, according to the established procedures and practices;
- receipt and control of the issues of periodicals, using standard methods;
- providing services through display of latest issues, or by circulating them among authorised clients or bringing out current awareness bulletins;
- maintenance of appropriate records and registers for operating various functions.

8.8 ANSWERS TO SELF CHECK EXERCISES

- 1) The following methods are used for ascertaining the demand for periodicals.
 - i) recommendations made by subject experts;
 - ii) recommendations by the library staff operating at service points, coming in contact with active users of periodicals;
 - iii) requests of new titles by research scholars and research departments;
 - iv) experience of other libraries;
 - v) reviews of journals;
 - vi) findings of User Need Surveys;
 - vii) citation studies
- 2) The Procedure for the selection of new titles includes the following: Suggestions noting; preliminary checking, details collection from sources; enquiring from publishers; ascertaining finances; consulting experts; obtaining sanction.

3) Mode of Acquisition	Advantages	Disadvantages
Direct Subscription	<p>Speed in placing orders; more economical as incentive discounts can be obtained</p> <p>Direct delivery of issues, cutting down delay and on non-receipt of issues; less risky in terms of finance; direct dealing with non-trade supply of government or institutional agencies ensures the acquisition of titles that cannot through trade channels</p> <p>Ensures prompt and efficient service</p>	<p>Too much secretarial work</p> <p>Postage account for a sizable financial expenditure;</p> <p>Foreign exchange problem has to be handled by the library</p>



Through Agents	<p>Bulk orders with agents minimises secretarial work considerably</p> <p>Agents being fully aware of the vagaries of periodical publishers, handle all problems more efficiently</p> <p>Foreign exchange problem is taken care of by agents</p>	<p>Agents are not always trustworthy or dependably</p> <p>Handling charges increase cost</p> <p>Risk of delay in placing orders with publishers results in delay of issues. incomplete, volumes, etc.</p>
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- 4) The jobs included in using the direct subscription method are:
 - sending letters direct to publishers;
 - scrutinising the received invoices;
 - seeking and obtaining clarification if needed;
 - obtaining bank drafts;
 - sending orders with drafts;
 - noting the information regarding payment; and
 - getting acknowledgements from publishers.
- 5) The following aspects may be forming part of the terms and conditions of supply: Trade discounts admissible; Handling charges payable; Conversion rates of foreign exchange; post-free supply of journals; supply of title pages, contents pages and indexes of completed volumes; supply of supplements, if any, and guarantees for the replacement of missing numbers or for the refund of the cost of non-receipted numbers.
- 6) Apart from the common problems that all libraries face everywhere such as increasing numbers, costs, financial constraints, vagaries of periodical publications, scattered market, payments in advance, problems of delay in receipt, missing issues and their non-replacements, etc., Indian libraries suffer additional problems. They are: As the majority of periodicals have to be obtained from foreign countries, a number of problems arise; for example, the heavy foreign exchange involved; placing orders directly with publishers or through agents, both having relative advantages and disadvantages; delays in receipt, missing issues, non-replacement of missing issues leaving gaps; postal vagaries, etc.
- 7) Current issues of periodicals are keenly sought by research scholars and specialists because : i) they carry the latest information on current developments, and ii) publication of papers in front rank periodicals give professional status and recognition to authors whereby they establish themselves in their fields.
- 8) The vagaries of periodicals are: i) irregularities in publication, ii) non-publication of certain issues or even volumes sometimes, iii) ceasing publication, iv) change of sponsor, v) merging or splitting.

7)	Registration Card	Check Card	Classified Index Card
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<p>Records full information on the title of periodicals; names of publishers and supplier; periodicity; order details; annual subscriptions; details of issues received and dates</p> <p>Arranged alphabetically by titles</p>	<p>Records titles volumes and numbers due date, details of reminders</p> <p>Arranged chronologically of expected data order of each issues.</p>	<p>Records volumes available, Gives details of supplements cumulative indexes, etc.</p> <p>Arranged in classified</p>
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- 10) Kardex is a type of visible record system maintained in a steel filing cabinet. Each unit cabinet contains seven trays in all providing more than 500 card holders; each holding two cards, one bottom and the other top. The top card is placed opposite the bottom card in the next card holder so that both the cards are visible side by side.
- The top card carries titles, publishers and agents with their respective addresses, details about subscription rates, periodicity, etc. It can also carry information on back volumes in stock and binding records. The bottom card has information on the title, copies received for volumes and issues.
- The system provides a single code in different colours to indicate issues received, when subscription has to be renewed, etc.
- 11) Use of current issues of periodicals is promoted by display of latest issues in periodicals reading room, as and when the issues are received and registered. Circulating these issues among specialist clientele.
- Bringing out current awareness bulletins at periodic intervals.

8.9 KEY WORDS

- Primary Journal** : A periodical which publishes papers or reports containing original research information so far not published elsewhere
- Secondary Journal** : An indexing or abstracting or reviewing periodical which re-ports about the information published in primary journals.
- Citation Study** : A study of the references made to previously published documents by an author in his work. These references may be in the form of footnotes or bibliographies. The word citation is also used to mean the information given in the entries of a catalogue or bibliography to describe a document.

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