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CHAPTER YA

BOOK SELECTION WORK

1 Factors Guiding Book Selection

The following are the three factors guiding book selection:

- 1 The demand for books.—The demand for books should be assessed in cooperation with the teachers and in the light of the curriculum and the prescribed textbooks, and also in the light of the demand from the students.
- 2 The supply or the extent and nature of the availability of books in the market. Preference should always be given to sumptuous editions on good paper with large types and plenty of illustrations.
- 3 The total finance available and the approved allocation of the same to different subjects and standards.

2 Sources for Book Selection

The following are some of the chief sources for book selection:

- 1 *Publisher's circular* of UK and *Publisher's weekly* of USA — both are weeklies;
- 2 *Quarterly list* of publications issued by the Registrars of Books of the different Constituent States of India;
- 3 The *British national bibliography* and the *Indian national bibliography*;
- 4 The Catalogues of individual publishers and booksellers;
- 5 List of books received from the authors themselves;
- 6 Bibliographies in books;
- 7 Independent bibliographies;
- 8 Book reviews in periodicals;
- 9 Book selection lists published by Governments or national organisations either periodically or occasionally.

3 Book Selection Card

A book selection card is best printed in 8 pt type on cards of size 125 × 75 mm cut from white Bristol boards. Its headings should be as shown in the diagrams in P 467-68.

4 Selection Work

A detailed account of the routines involved in Book Selection work is given in my *Library administration* (53). In this Sec, a short account is given:

1 Preparing Book Selection Card (*Daily Job*).— Scan each of the sources for book selection. Fill up a Book Selection Card for each selected item.

2 Classifying the Book Selection Card (*Daily Job*).— Roughly classify the Book Selection Card and put the Class Number.

3 Arranging the Book Selection Cards (*Daily Job*).— First group the Cards according to the Standard. Then arrange, within each group, in a classified sequence.

4 Noting in the Card the availability of an earlier edition (*Daily Job*).— If there is already an earlier edition of the same volume, note it in the Book Selection Card concerned.

5 Making the Final Selection (*Casual Job*).— Discuss the accumulated Book Selection Cards with concerned teachers at convenient intervals — preferably at a meeting of the headmaster and the teachers. Avoid any unintended duplication and keep the estimated cost of the sanctioned books within the limit of the unspent amount of the Book Fund.

6 Getting Sanction (*Weekly Job*).— Get the sanction of the headmaster for purchasing the books selected during the week.

| | | | | |
|-------------|-------|--------|-----------|-------|
| Ac No | | Don No | | W1 No |
| Cl No | | | | |
| Heading | | | | |
| Title | | | | |
| Size | Colln | | Edn | Yr |
| Pubr | | | Pub price | |
| Series, etc | | | | |
| Review | | | | |
| Reference | | | | |

BOOK SELECTION WORK

YAA

| Vendor | Cost | |
|--------|------|----------|
| | Date | Initials |
| Sein. | | |
| Apprd. | | |
| Order | | |
| Recd. | | |
| Paid | | |
| Accnd. | | |
| Cut. | | |
| Clasd. | | |
| Cat. | | |
| Shld. | | |
| Bound | | |
| W1. | | |

Indian

Foreign

Order No.

Voucher No.

CHAPTER YB

BOOK ORDER WORK

1 Problems of Libraries in India

The work of book ordering in libraries of India is at present difficult. The books will have to be purchased from the

- 1 Publishers or booksellers of UK and USA; or
- 2 Publishers or booksellers of India; or
- 3 Authors themselves.

Further, there is not sufficient facility in India to examine the books before placing an order, nor is the practice of the bookseller bringing books on approval to the school library widely established.

2 Work of Book Ordering

The following are the routines:

1 Alphabetising the sanctioned Book Selection Card (*Weekly Job*).— Alphabetise by the name of authors, Book Selection Cards for the finally sanctioned books.

2 Checking to avoid duplication (*Weekly Job*).— To avoid unintended duplication of all kinds, carefully check each of the Book Selection Cards for books finally sanctioned with the Catalogue and other sources — such as, Outstanding Orders, and Bills on hand.

3 Preparing the Order (*Weekly Job*).— Prepare an order, with the aid of the surviving Book Selection Cards.

4 Transmitting the Order (*Weekly Job*).— Transmit to the Office the Order List for despatching to the vendor or publisher or author as the case may be.

5 Keeping the Book Selection Cards (*Weekly Job*).— Keep the Book Selection Cards, now turned Book Order Cards, in the Books Order Tray.

3 Work of Receiving Supply

The following are the routines:

1 Inserting the Book Order Card in the Book (*Immediate Job*).— On the arrival of the supply, take out the Book Order Card of each book and insert it in the book.

2 Collating the Books (*Immediate Job*).— After all of the books get their respective Book Order Cards, carefully collate each of the books.

3 Approving the Books (*Immediate Job*).— Approve each of the volumes that conform to the bibliographical details in the corresponding Book Order Cards.

4 Passing on the Book for Preparation (*Immediate Job*).— After scrutinizing and approving, pass each of the volumes for preparation (*See Chap XC*).

CHAPTER YC

PERIODICAL PUBLICATIONS WORK

1 Idiosyncrasies of Periodicals

Periodicals are prone to develop idiosyncrasies of several kinds (48). Of these, irregularity in publication and irregularity in supply are the two idiosyncrasies a school library may meet often.

2 Irregularity in Supply

The library may not get at all an issue of a periodical. Bring this to the notice of the supplier promptly. Otherwise, the library may never get that issue. Therefore, the greatest amount of vigilance and promptness is necessary in dealing with periodical publications. And this should be done without undue dependence on mere memory. This is best done by a simple Two Card System.

3 Two Card System

Watch the prompt receipt of the current issues of each periodical publication with vigilance. This is best done by a Two Card System in a school library. One of these cards is denoted by the term 'Register Card' and the other by the term 'Check Card.'

1 Register Card.—Printed. 6 point type. Bristol board. White. 7 lines in the front page and 14 lines in the back. Gift cases, black border. Back side, column headings only. The column headings are shown below:

| Title | | | Payment | | |
|---------|-------------|----------------|-------------|------------------|--------------|
| Vendor | | | Vol or Year | Voucher N & Date | |
| Cl N | Period | Order N & Date | | | |
| | | | Ann Subs | | |
| Vol & N | Date of pub | Date of rect | Vol & N | Date of pub | Date of rect |

2 Check Card.—Printed. 6 point type. Bristol board. White. 14 lines on each side. Gift cases, black border. The column headings are shown below:

| Heading | | | Period | | |
|-----------|-------------|--------------|-----------|-------------|--------------|
| Vol and N | Date of Rem | L's Initials | Vol and N | Date of Rem | L's Initials |
| Vol and N | Date of Rem | L's Initials | Vol and N | Date of Rem | L's Initials |

4 Registering

The following are the routines:

1 Receiving the Periodical (*Immediate Job*).— On the arrival of the mail each day, after satisfying yourself that each packet is addressed to the library, open the wrapper of each and insert it in the periodical.

2 Arranging the Periodicals (*Immediate Job*).— Arrange the periodicals alphabetically by title.

3 Collating the Periodical (*Immediate Job*).— Collate each periodical. In case of there being any abnormality, note it at the top of the back of the front cover. Put each such periodical in the Deferred Tray.

4 Making the Entry in the Register Card (*Immediate Job*).— On the periodical being a sound one, pull out its Register Card, and make the necessary entry in it.

5 Putting the Class Number in the Periodical (*Immediate Job*).— Taking the class number from the Register Card, write it near the right hand top corner of the front cover of the periodical.

6 Entering the Receipt of a Later Supply (*Immediate Job*).— The periodical received may not be the immediate one after the last registered. Then make the entry not in the next vacant horizontal line but in the line appropriate to it. Write a reminder card for the earlier issue not received.

7 Reminding about Title-page, Contents and Index (*Immediate Job*).—On the title page, contents page, and index being due, write a reminder for them.

5 Vigilance Work

The following are the routines:

1 Picking out the Check Card (*Immediate Job*).—On registering a periodical, pick out its Check Card. The Check Card will be found among the cards lying behind the current week's guide.

2 Transferring of the Check Card (*Immediate Job*).—Transfer the Check Card to behind the 'due week guide card of the next issue.

3 Reminding about Non-receipt (*Weekly job*).—On the last day of the week, for each of the Check Card still lying behind the guide card of the week, write out a reminder card.

4 Transferring of Check Card (*Weekly Job*).—Fill up in each Check Card the details about the reminder. Then transfer each of the Check Cards to behind the next week's guide card.

6 Display Work

Display all the new periodicals, promptly registered, for the use of the readers. For this displaying, use a display table (*See Sec JB2*). The following are the routines in the display work:

1 Removing the earlier issue (*Immediate Job*).—Take out each of the earlier issues from the display table and keep each of those in the loose numbers shelf, so that they may be readily available for consultation.

CHAPTER YD

ACCESSION WORK

1 Accession Number and Donation Number

Every volume to be included in the stock of the library must receive a serial number called Accession Number. Donated books must receive a Donation Number, in addition to the accession number. Cumulated volumes of periodicals should also receive accession numbers and if necessary also donation numbers.

2 Work of Accession Numbering

The following are the routines:

1 Arranging the books (*Weekly Job*).—As soon as the classification and cataloguing of the books or the volumes of periodicals are finished,

11 Arrange the purchased books in the sequence of their entry in their related bills;

12 Periodicals and donated books in the sequence of their call numbers.

2 Assigning Accession Number (*Weekly Job*).—Use the Book Order Card of each purchased book as the Accession Card. Use green and red cards for donated books and for periodicals, respectively. Arrange also the related shelf-register cards, the accession cards, and the catalogue cards in an exact parallel sequence. Look up the accession cabinet for the last accession and donation numbers already given. Starting with the next number, assign the accession numbers, in correct numerical sequence in each of the shelf-register cards, accession cards and the main entries.

3 Accession Register

On receiving accession number, each Book Order Card attains the status of an Accession Card. Arrange all the accession cards in the sequence of their accession numbers in the Accession Cabinet. This must be kept under lock and key, these cards being the basic records of the books in the library, giving a complete history of the respective books.

CHAPTER YE

SCHOOL LIBRARY FINANCE

1 Bad Tradition

Lastly we have to deal with the question of the finance for the school library. We may refer at once to an undesirable practice that has crept into many of the schools in India. A library fee is collected from each student; this amount is amalgamated with the general funds of the school; and it is used to meet general deficit or to meet other items of expenditure. It is seldom a library gets back the full amount to its credit. The first reform that is needed is that the amount realised as library fees should be kept separately, spent only in enriching the school library, and accounted for separately. There is a precedent for this — the sports-fund. The necessary reform is entirely in the hands of the Department of Public Instruction and we earnestly make an appeal that this reform should be made without any delay.

2 Grant-in-Aid

Further, to be in keeping with the general financial traditions of our educational institutions, the library fund of each school should be credited with not only —

- 1 the entire library fee collected from the students; but also
- 2 a contribution from the management; and
- 3 a contribution from the State Government equal to the sum of (1) and (2).

To this fund should also be added any other gift received at any time specifically for library purpose.

3 Student-Centred Library-Centred Education

This revision is made necessary because of the increasing cost of books and increasing scale of salary. Another factor making it necessary is change in the educational policy in the relation between library work and class room work — in short, replacing

syllabus-centred, curriculum-centred method of education into student-centred library-centred education.

Here is an American model of the expenditure on school libraries, about 30 years ago. The book fund was about Rs 3 per student per year. Salary of library staff was 1.6 per cent of the total salary paid by a school (2). This would roughly amount to the salary paid to a teacher with full qualifications — academic and professional. The above is recurring grant, quite apart from the capital grant needed for building, furniture and equipment.



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