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PART V

USE OF COLLECTION NUMBER

CHAPTER VA

COLLECTION FORMATION

1 Metaphysical Analogy

A metaphysical analogy highlights some feature of a book or a document in general. In certain systems of Indian Philosophy—and perhaps in others too, and certainly in theosophy—every living being is postulated to have three sheaths—*viz.*, soul, subtle body, and gross body. All these are separable. Soul can exist by itself; even then it is a being; The term 'Disembodied Soul' denotes it. A combination of soul and subtle body also is postulated to be a being; the eschatology of many religions describe such a being. A combination of soul, subtle body, and gross body is what is commonly recognised as a being. For, this combination alone is manifest to the primary senses; the other two are cognisable only as an intellectual or intuitive experience.

11 HYPOTHESIS

The following hypothesis is common. A soul can get embodied in any number of subtle bodies in succession or even at the same time. A combination of soul and subtle body can get embodied in any number of gross bodies in succession or even at the same time. For example, the *Bhagavad-gita* emphasises this hypothesis. According to it, the soul puts on and casts off bodies even as we put on and cast off clothes. According to the same classic, each individual soul (*jivatma*) is but a partial manifestation or component of the Supreme Soul (*paramatma*). Other names for the latter are Universal Soul, *Brahman*, and Absolute. It comprehends everything manifest and unmanifest, and in particular each individual soul. Outside it there is nothing.

2 Equation of Universe of Subjects

Applying this analogy to the universe of subjects, we get the following correspondences:

Soul (Universal) = Universe of Subjects
Individual soul = Individual Subject

3 Equation of Document

Applying the analogy to the universe of documents, we get the following correspondences:

Soul = Subject
Subtle body = Language or other medium and form
of exposition

- Soul + Subtle body = Work
 Gross body = Material in which work is embodied
 Soul + Subtle body
 + Gross body = Book or Document in general

4 Wrong Classification

A scheme for classification is wrong and defective if it fails to recognise these three components of a document. It is defective if it does not provide for the classification of each of them. It is unhelpful if it overlooks any of the essential and relevant characteristics of any of the three components.

5 Right Classification

Right classification should distinguish these three constituents of a document. It should recognise and provide for the classification of each of them. The characteristics used as the basis of the classification of these three components are bound to be different. They should be selected in each case according to the Canons of Characteristics (See Chap. EC to EF).

6 Collection of Documents

A group of documents, grouped on the basis of the peculiarities of their gross bodies, or their rarity, or service exigency to facilitate use by readers.

61 COLLECTION BY UNUSUAL GROSS BODY

The first reason for collection formation is the physical necessity for grouping and keeping together as a distinct Collection all the documents having a similar gross body. For example, collections like the following become necessary:—Film roll; Film Strip; Microcard; Transparent card; Ceiling book; Gramophone record; Speaking book; and Braille book. None of these can be shelved with ordinary books. Each species must go into a separate Collection. We may call the collection of ordinary books the Main Collection. We may name each of the other collections by the name of the species of documents put into it—say, Film Strip Collection.

62 COLLECTION BY SIZE OR RARITY

Again consider the following:

- | | |
|-------------------------------------|---|
| 1 Pamphlet | 6 Crumpled and worn-out book,
not to be weeded out on account
of rarity |
| 2 Giant folio | 7 Rare and costly book. |
| 3 Miniature book | 8 Incunabula |
| 4 Roll | 9 Manuscript |
| 5 Book of plates on loaded
paper | |

It is not convenient to put all these in the Main Collection. Each species should go into a separate Collection of its own. We name such a collection by the name of the species put into it—such as, Incunabula Collection.

63 COLLECTION FOR PROMPT SERVICE

Apart from collections formed out of physical necessity, a collection may have to be formed for facilitating prompt service to fulfil the Laws of Library Science, particularly the Fourth Law "Save the Time of the Reader". Here are some examples:

1 Reading Room Collection, consisting of ready reference books.

2 Departmental Collection in a public library organised along departmental lines, putting together, for example, the Arts Books in a separate building or room.

3 Departmental Collection in an academic or industrial research institution, consisting of the documents frequently needed at the elbow, as it were.

4 Textbook Collection in an educational institution, consisting of copies—perhaps several—of the books prescribed for study during a term or a year.

5 Topical Collection, consisting of the documents of topical interest at the moment, such as those bearing on a special course of lectures being delivered.

The exigencies calling for the formation of such sequences have been described fully elsewhere [134].

7 Kinds of Collection

71 PERMANENT COLLECTION

Some of the collections will be virtually permanent. The Reading Room Collection and the Departmental Collection of a public library are examples. To facilitate their replacement after use, there should be some mark provided on the spine of the book. To facilitate their being located, the catalogue entries also should have the mark inserted in them.

72 QUASI PERMANENT COLLECTION

Some of the collections will be quasi permanent. The Departmental Collections of an academic or research library and the Textbook Collection of an educational library are examples. They may stay there for a fairly long time, but not permanently. The Departmental Collection may have to be disbanded and freshly formed when the subject of pursuit in the department is changed. The Textbook Collection will have to be changed with change of curriculum. Here also, marks are necessary to denote the collection to which a document belongs.



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73 TEMPORARY COLLECTION

The topical collection is by its very purpose and definition strictly temporary. Even then, a mark indicating the collection will be necessary on the Date Label of the document in order to facilitate replacement. The mark should also indicate the date on which the topical collection should be dismantled.

8 Parallel Classified Sequences

Each book in each collection will get its own class number as determined by its subject. It will also get its own book number as determined by its language, form of exposition, year of publication, etc (*See Sec UE2*). Therefore, the books in each collection will stand arranged in a classified sequence. As a result, the sequence in the various collections will be parallel.

CHAPTER VB

COLLECTION NUMBER

1 Definition

The mark added to the class number *from* book number of book to indicate Collection containing it is called the Collection Number. The Collection Number does not always lie within the sphere of the Classification Section. Often, it lies within the sphere of the Maintenance Section. In most cases, it has significance only within the library containing the book. It is not needed in all kinds of bibliographies. Nor can it be permanent in all cases.

2 Not Needed

In a national bibliography published in instalments or in an annual cumulation of it, even book number may not be necessary in full form; for the year number may be omitted; the volume and supplement numbers too may be omitted—because this information will be given in the body of the entry itself. Similarly, the size, collation, and the physical make-up of a book of abnormal shape or material will be described in words in the body of the entry itself. Therefore there will be no need to insert the Collection Number.

3 Yes and No

In a special documentation list, it is helpful to form at least groups corresponding to the physique of the document. If this be done, there will be no need to use Collection Numbers. But such grouping will cut up the sequence of entries into several sequences. This will militate against helpfulness to subject approach. To avoid this, it is desirable to have the entries in a single classified sequence. The Collection Number should then be added.

4 Needed but Impermanent

In a library catalogue and in the documents themselves of a library, Collection Number is necessary. Location and replacement need it. But in the case of a quasi-permanent and temporary collection, the Collection Number cannot be permanent. For, the documents in them will have to be transferred to other sequences from time to time. In their case, the Collection Number will have to be changed from time to time. Hence, the Collection Number should be left to the care of the Maintenance Section.

5 Out of Bounds

Collection Number may be deemed out of bounds for a Scheme

for Classification. However, it will facilitate work in libraries and on bibliographies if an illustrative schedule of Collection Numbers is appended to the Scheme for Classification. Following is a sample schedule :

Nature of Collection	Collection Number	Nature of Collection	Collection Number
Under-size	Underline book number	Rare book	RB
Over-size	Overline book number	Reading room	RR
Book with delicate physique, such as Arts books	Underline and overline book number	Textbook	TC
		Film Strip	FS
Worn-out books	Encircle book number	Law Department	ZD

It is not worth putting Collection Number in the catalogue entries of a document in a temporary sequence. It may be sufficient to mark on the date label the date on which the temporary sequence should be dismantled. There is no need for Collection Number to indicate the Main Collection. In all cases, however, the shelf register cards should be kept in parallel collections. Whenever a document is changed from one collection to another, its shelf register card also should be moved in a corresponding way. This will involve also change of Collection Number in some cases. That is why the Collection Number should be left to the care of the Maintenance Section. This method of securing mobility for the documents to go from one collection to another, with the least possible amount of work, has been described to conform to the Principle of Parallel Movement [135, 140].

6 Canon of Collection Number

A Scheme for Book Classification may be provided with a Schedule of Collection Numbers to individualise the various collections of special documents to be formed on the basis of the peculiarities of their gross bodies, or their rarity, or service exigency to facilitate use by readers. The Collection Numbers based on physical peculiarity may be of use in bibliographies also.

CHAPTER VC

CALL NUMBER

1 Definition

11 FUNCTIONAL DEFINITION

The number denoting the exact relative position of a document in a library (relative to the other documents and not relative to shelves) and the position of its entry in its catalogue.

In a library without open access, this is the number used by a reader in "calling for" a book. Probably the term 'Call Number' owes its origin to this use of it.

12 STRUCTURAL DEFINITION

Call Number generally consists of three parts:

- 1 Class Number;
- 2 Book Number; and
- 3 Collection Number.

13 WHEN NECESSARY

All the three parts of the Call Number will be necessary in a library and in a library catalogue.

In a general documentation list or in a national bibliography, Collection Number may not be necessary. But both Class Number and Book Number will be necessary—the latter if they cover documents of more than one year.

In an annual national bibliography, an annual documentation list, an annual abstracting periodical, and an instalment of any of these at shorter intervals, even Book Number may not be necessary, if the documents listed are all in one and the same language and in one and the same form of exposition. In such lists, Class Number alone will be necessary; and it may also be sufficient. The entries of the documents sharing the same ultimate class may be arranged alphabetically by the headings in such lists. But if the list includes documents of different languages or forms of exposition, the relevant facets of book number will become necessary.

14 PERSISTENCE

The only part of call number persisting in all cases is the class number. This explains most of the schemes for classification stopping with the prescription for class number.

Book number persists in two of the three categories. We may say that it is semi-persistent. This explains the attention paid by CC. to prescription of book number.

Collection number will be necessary only in library catalogue and libraries. There again the demand for it will vary from library to library, and even in the same library from time to time. This may be said to be non-persistent. This explains the neglect of it in practically all the schemes, except CC.

2 Distinctiveness in Call Number

21 SEPARATION IN CALL NUMBER

The three factors mentioned below stress the helpfulness of separating the Class Number, the Book Number, and the Collection Number, both in the work of designing them and in the mode of writing them all together as Call Number.

1 The universes classified by the three components of Call Numbers are incommensurable with one another. They are distinct universes. This is in the Idea Plane.

2 The purposes served by the three components are quite different and distinct from one another. This is also in the Idea Plane.

3 As shown in Sec VC13, the Book Number and the Collection Number do not occur in all bibliographies and in all libraries. This too is in the Idea Plane.

4 If all the three components are integrated into a single number the length of the Call Number will exceed the psychological and physiological limits set by the capacity of the mind to hold a number and by the requirements of a single breath and of a single comfortable sweep of the eye. This is in the Notational Plane.

5 And yet all the three components become necessary in many cases. This is also in the Notational Plane.

3 Canon of Distinctiveness

In a Scheme for Classification, the Class Number, the Book Number, and the Collection Number, together forming the Call Number, should be written quite distinct from one another.

4 Method of Separation

There are two methods of separating the three components of a Call Number while writing.

1 When written in a horizontal straight line, sufficient, but uniform, space is left between the three components; and

2 When written in a vertical line, the three components are written one below the other in three different lines.

5 Sequence of Components

We have next to decide the sequence in which the three components should be written in the Call Number. This should be determined by the psychology and the convenience of the reader.

51 FIRST INTEREST OF THE READER

A reader's approach is by subject. Therefore, his first interest is in the Class Number. It is this that he will first look for. Therefore, the Class Number should occupy the first position.

52 SECOND INTEREST OF THE READER

After arriving at the Class Number, his next interest is to choose a particular book or document in that class. Therefore, his next search will be for the Book Number. Hence the Book Number should occupy the second place.

53 THIRD INTEREST OF THE READER

After getting hold of the Class Number *Cum* Book Number, which specifies the exact book or document needed, his next interest will be to know its location—that is the Collection containing it. This is his third interest. Therefore, the Collection Number should occupy the third place.

6 Colon Classification

Ed 6 of CC provides for all the three components of Call Number in Chap 02, 03, and 04 of Part I. The following rules of CC implement the Canon of Distinctiveness :

"013 A double space should separate the Book Number from the Class Number, except in the cases provided for by Rule 0131.

Example.—B43 F6 C56 113F9 L3 p7J2

"0131 On the spine of the book and on the back of the title-page the Book Number should be written below the Class Number

Example.—	B43	C56	L3
	F6	113F9	p7J2 "

7 Collection Number in CC

In the practice of CC, the Collection Number is written below the Book Number unless it consists of overlining or underlining, or encircling the Book Number (*See Sec VB5*). As it is only a particular copy of a book which is concerned with the Collection Number, it goes with the Book Number and not with the Class Number.

8 Other Schemes

The practice of the other schemes for classification is similar to that of CC in respect of Class Number and Book Number (*See Sec VC6*). But there is no provision for Collection Number.



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