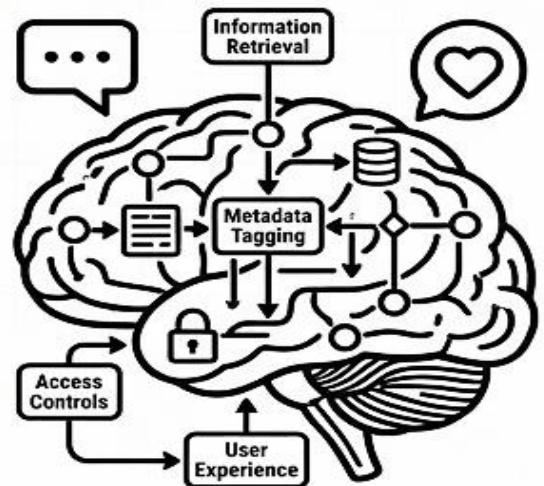
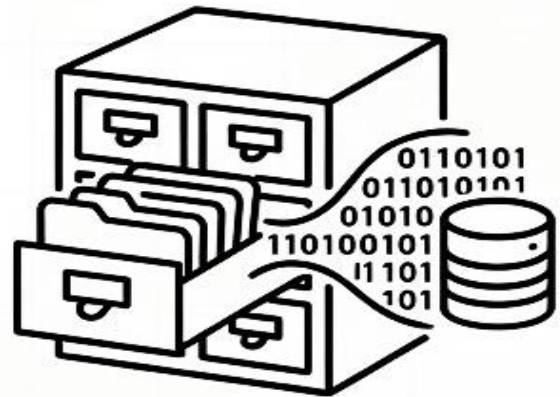
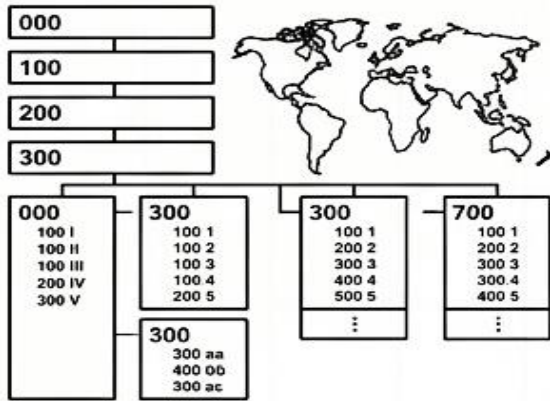




LIBRARY & INFORMATION SCIENCE (339)

CHAPTERWISE NOTES



LIBRARY & INFORMATION SCIENCE

Sl. No.	Module	Chapters (Public Examination)	Marks
1	Module 1: Library, Information and Society	L-1: Library and Information Centres L-4: Five Laws of Library Science	16
2	Module 3: Organization of Information Sources	L-9: Organization of Library Material: classification and Cataloguing L-11: Arrangement and Maintenance of Library Material	16

Component	Details	Marks
Public Exam (Selected Modules 1,3)	Total Chapters : 4	32
Practical Exam	Practical	20
TMA	Tutor Marked Assignment	16
Final Possible Marks		68 Marks

Table of Contents

1	Library and Information Centres : Concepts and Role in Society
2	Five Laws of Library Science
3	Organization of Library Material: classification and Cataloguing
4	Arrangement and Maintenance of Library Material

1

Library and Information Centres: Concepts and Role

Introduction

In the modern information society, libraries and information centres have a new and important role to play. Due to the increasing use of web-based information sources and electronic services, these are being managed in a more democratic and user-centric manner.



Definition of a Library

- The word library is derived from the Latin word *libraria*, which means a place for keeping books.
- It is a place where literary and artistic materials such as books, periodicals, and printed records are kept in an organized manner for study, reference, or lending.
- According to Dr. S. R. Ranganathan: A library is a public institution which has the responsibility of taking care of books and making them available to those who need them.

Purpose and Functions of a Library

The main objective of a library is to make records related to human thoughts and emotions available to everyone. Its functions can be mainly divided into four areas:

- **Education**: It provides facilities for formal, informal, and lifelong education.
- **Information Dissemination**: It provides accurate and updated information related to social and economic needs, employment, and public utility services of the society.
- **Promotion of Culture**: It contributes to the cultural upliftment of the society by organizing lectures, seminars, and book exhibitions.
- **Recreation**: It provides novels, magazines, and audio-visual material for the positive use of leisure time.

Role of Library in Society and Education

- **A Social Institution**: It helps every individual in attaining lifelong self-education and preserves the literary heritage of mankind.
- **Creating Cultured Citizens**: Only an educated and refined citizen can decide between right and wrong, and the library makes democracy successful by assisting in this.



- **People's University** : The objective of education is to increase human knowledge and skills, and in this effort, the library is seen as a people's university.
- **Centre for Continuous Education** : It helps people in developing professional and personnel skills so that they can solve their problems.

Information Centre

Information centres have been established to fulfill the specific information needs of specialists. These centres select, collect, and retrieve information and disseminate it by preparing abstracts.

Types:

- **Information Analysis Centre** : These provide available literature to researchers in a directly usable form by evaluating and analyzing it.
- **Clearing House** : These provide information generated from various sources, countries, and languages from a single centre.
- **Data Centre and Data Bank** : These collect and organize numerical data related to specific subjects to answer the queries of users.

Difference between Library and Information Centre

- Libraries provide macro documents or complete books, whereas information centres provide micro documents or specific articles.
- A library provides only the document, whereas an information centre extracts and provides actual and precise information from that document.

Library in Information Age

Modern information, communication, and networking technology has completely transformed the functions of the library. Now, the compilation and dissemination of information is made available to users at their home or workplace through networking, due to which they do not need to visit the library and their time is saved.

TOP 5 QUESTIONS

Q-1. What is the definition of a library according to Dr. S. R. Ranganathan?

Ans - According to Dr. S. R. Ranganathan, a library is a public institution or establishment which has the responsibility of taking care of the library collection and making them available to those who need them.



Q-2. What are the four main functions of a library?

Ans - The four main functions of a library are: first to promote education, second to disseminate information useful to society, third to encourage cultural programs, and fourth to provide recreational material for the positive use of leisure time.

Q-3. Why is a library called a people's university?

Ans - The objective of education is to acquaint an individual with human knowledge and skills so that they can play a positive role in national development. Due to this effort and its ability to provide lifelong education to all, the library is seen as a people's university.

Q-4. What are the three main types of information centres?

Ans - The three main types of information centres are: first, Information Analysis Centre which evaluates literature and gives it to researchers; second, Clearing House which provides information from various sources at one place; and third, Data Centre and Data Bank which collect numerical data.

Q-5. What is the biggest difference between a library and an information centre?

Ans - The biggest difference between them is that libraries provide their users with complete books. Whereas, an information centre does not just give the book but extracts and provides actual and exact information from it.



2

Five Laws of Library Science

Introduction

Dr. Shiyali Ramamrita Ranganathan has made many important contributions to the library profession. One of the most fundamental contributions made by him is the Five Laws of Library Science, which he formulated in the year 1928 and published in his famous book in the year 1931.

Five Laws of Library Science

The five laws given by S. R. Ranganathan are as follows :

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. A library is a growing organism



First Law

Books are for use In ancient times, more emphasis was given to the collection and preservation of books, but this law encouraged the maximum use of books.

- **Location of the library** : It should be situated among users so that it is easily accessible to everyone.
- **Working hours** : The library should remain open for maximum hours.
- **Library furniture** : Tables, chairs, and shelves should be comfortable and convenient.
- **Staff** : Well-educated and trained staff should be available to spread knowledge and help readers.

Second Law

Every reader his/her book This law emphasizes that library services should be provided to all types of readers without any discrimination of age, gender, or profession.

- **Responsibility of the State** : Establishing a library system and implementing library laws is the most important duty of the state.



- **Responsibility of the Authority** : To collect suitable books according to the needs of the community and to appoint capable staff.
- **Responsibility of the Staff** : To provide readers with books of their interest and help them in finding those books.
- **Responsibility of the Reader** : To follow the rules of the library properly and sincerely.

Third Law

Every book its reader This law focuses on the book. It means that for every book in the library, there is a suitable reader.

- **Open Access System** : Readers should have full freedom to choose books themselves from the shelves.
- **Classified Arrangement** : Books should be arranged on shelves according to their subjects.
- **Promotion and Display** : New books should be displayed and publicized through magazines so that every book can easily find its reader.

Fourth Law

Save the time of the reader – The main aim of this law is to save the valuable time of readers so that there is minimum delay between requesting and receiving a book.

- **Proper Classification** : Arranging books by subject at one place saves the reader's time.
- **Reference Services** : Immediate and personal assistance by staff helps save a lot of time.
- **Circulation System** : The process of issuing and returning books should be quick and efficient.

Fifth Law

Library is a growing organism It is a universally accepted idea that a library is a living system that keeps growing like the human body.

- **Growth in Size and Building** : With the addition of new study materials, the size and storage space of the library continuously increase.
- **Increase in Readers and Staff** : As the number of readers increases, there is also a need for more qualified and trained staff to serve them.



TOP 5 QUESTIONS

Q-1. Who formulated the Five Laws of Library Science and when?

Ans- The Five Laws of Library Science were formulated by Dr. Shiyali Ramamrita Ranganathan in the year 1928 and they were published in the year 1931.

Q-2. Which are the Five Laws of Library Science?

Ans- The five laws are:

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. Library is a growing organism

Q-3. According to the first law, how should the location of the library be?

Ans - According to the first law, the location of the library should be right in the middle of the users and it should be quiet and free from noise.

Q-4. According to the fourth law, what are the main measures to save the time of the reader?

Ans - Open access system, subject-based organization, and quick reference service provided by the staff are the main measures to save the time of the reader.

Q-5. What is meant by library is a growing organism?

Ans - It means that the library is a growing institution in which there is a continuous and natural increase in the number of new books, readers, and staff over time.



3

Organization of Library Material: classification and Cataloguing

Introduction

A library is not just a place filled with books. It is a place where information sources are organized so that readers can find them easily according to their needs. Maximum utilization of printed and non-printed material is possible only through correct organization.

Printed Material

Books, journals, newspapers, and reference sources are included in this category.

- **Books**: A book is a printed work written on a single subject, consisting of pages bound together.
- **Journals/Periodicals**: These are publications issued at regular intervals, containing articles written by different authors.
- **Newspapers**: These include daily or weekly news, informative articles, and advertisements printed on low-cost paper.
- **Reference Sources**: These are special types of books that cannot be issued outside the library, such as dictionaries and encyclopedias.

Non-Printed Materials

This category includes audio-visual and electronic materials.

- **Audio-Visual Materials**: These include audio cassettes, video tapes, films, slides, and microforms.
- **Electronic Materials**: These are accessed through the internet or computers. They include e-books, e-journals, and e-databases.
- **Other Materials**: Apart from these, libraries also keep standards, patents, reports, dissertations, maps, and charts, which are mainly found in scientific and technological institutions.

Need for Organization of Library Materials

The organization of library materials is necessary so that readers can find the information they need in the minimum possible time. Its main objectives are:

- To ensure the proper placement of materials



- To make access to materials easy
- To increase the effective use of materials
- To attract readers towards the library

Steps in Organizing Library Materials

The main steps in organizing library materials are as follows:

- **Acquisition**: Understanding the needs of the library and selecting materials accordingly.
- **Collection Development**: Purchasing, ordering materials within the financial limits, and maintaining records of new materials.
- **Technical Processing**: Classifying, cataloguing, stamping, labeling, and placing the materials in the proper shelves.

TOP 5 QUESTIONS

Q1. What is the main objective of organizing library materials?

Ans- The main objective is to arrange materials in such a way that readers and staff can easily and quickly access the required information without any difficulty.

Q2. What is the main difference between printed and non-printed materials?

Ans- Printed materials include books and newspapers that can be read directly. In contrast, non-printed materials like audio-visual and electronic resources require a machine or computer to be read or viewed.

Q3. What are journals ?

Ans- A journal is a printed material that is published regularly at fixed intervals and contains articles by different authors on new and updated topics.

Q4. What are electronic materials or e-resources?

Ans- Any library material available in electronic form and accessed through a computer or the internet is called an e-resource, such as e-books and e-journals.

Q-5. What are the main steps in organizing library materials?

Ans- There are three main steps:

First, **acquisition**, where needs are identified;



Second, **collection development**, where materials are purchased;

Third, **technical processing**, where materials are classified, catalogued, and properly arranged.



4

Arrangement and Maintenance of Library Material

Introduction

The organization and maintenance of library materials is a very important task. It includes arranging books properly on shelves, keeping them clean, and repairing or binding damaged books. Proper maintenance helps readers find materials easily and also increases the life of books.



Shelving and Stacking

- Materials are mainly arranged in a classified order, which is the most convenient method for readers.
- Depending on space, different types of shelves are used such as fixed shelves, hinged shelves, mobile shelves, or compact shelves.
- The arrangement of books is checked daily, and misplaced books are returned to their correct position.

Maintenance of Magazines

- New issues are displayed on stepped racks, display racks, or inclined racks to attract readers.
- The latest magazines are arranged according to subject, while old issues are arranged alphabetically, which is considered the best system.

Care and Binding of Documents

- Books should be kept in clean and dry places to protect them from dust, moisture, and insects like termites.
- Frequently used books are bound with strong leather or cloth covers to make them durable and easy to open.

Stock Verification and Weeding

- The entire collection is checked systematically with the help of staff or computers to identify missing books.
- Old and unused materials are removed to make space for new books.

Security of Materials

- To prevent theft, affordable photocopy facilities should be provided in the reading room.
- In modern times, installing electronic security systems and subscribing to e-versions of journals are the best ways to ensure safety.



TOP 5 QUESTIONS

Q1. What are the main functions of the maintenance section in a library?

Ans - The main functions include arranging books in proper order on shelves, maintaining cleanliness, repairing damaged materials, and regularly checking the collection.

Q2. Which racks are used to display journals?

Ans - Stepped racks, bracket racks, and inclined racks are mainly used to display the latest issues of journals, with inclined racks being the most effective.

Q3. What are the measures to protect books?

Ans - Books should be placed properly on shelves without overcrowding. They should be protected from dust and moisture, cleaned regularly, and kept safe from insects by using substances like phenyl balls.

Q4. What is stock verification?

Ans - Stock verification is the process of checking the entire collection through registers or computers to find out missing or misplaced books in the library.

Q5. Why is weeding necessary?

Ans - Weeding is necessary to remove old, damaged, and unused materials so that space can be created for new and useful books and to save the time of readers.

