

LIBRARY, GDC R.S. PURA [BA SEM 4TH]

Practical -1

TITLE:

Acquaintance with records maintained in different sections of a library.

OBJECTIVE:

To visit your College Library and to identify various records maintained by different sections of a library.

INTRODUCTION:

The areas of operation of a library are grouped under the following sections:

- a) Acquisition Section
- b) Processing/Technical Section
- c) Circulation Section
- d) Periodicals Section
- e) Administration Section

These records are usually in the form of registers, files and cards, or in electronic form depending on their nature and use.

PROCEDURE:

1. Go to your library
2. Meet the Head/Incharge of the library and state the purpose of your visit.
3. Examine various sections and activities of the library and list any two records maintained by each division.
4. Observe the format of each selected record, viz. Register, card, electronic.
5. Write down details in your practical note book under observation table.

Observation Table

S.No.	Name of the Section	Title of the Record	Format of the record
1.	Acquisition Section	a)Accession Register b)Bill register	Register File
2.	Processing/Technical Section	a)Authority file for filing cards b)Authority file for cataloguing& classification	File
3.	Circulation Section	a)Loan register b)Library membership record	Register File
4.	Periodicals Section	a)Bill register b)Budget allocation register	Register
5.	Administration Section	a)Annual Report b)Records of Policy Decisions	File

- 1. Accession Register:** To accession all the books and periodicals acquired by the library.
- 2. Bill register:** To record bills received in the library for materials supplied
- 3. Authority file for filing cards:** In the alphabetical part of the catalogue Some libraries also maintain a duplicate shelf-list/shelf card for the use of the library staff to save them from frequent visits to the public catalogue. An authority file for recording policy for filing cards in alphabetical/dictionary catalogue is also maintained in some libraries.
- 4. Authority file for classification:** To record modifications in classification schedule of the approved scheme of classification.
- 5. Authority file for cataloguing:** To record decisions regarding bibliographical details to be provided and number of added entries to be constructed.
- 6. Loan Register:** It contains records regarding issue & return of books.
- 7. Library membership record:** In the form of cards in a tray or forms in a z file containing personal data and address of the member.
- 8. Bill register:** To record bills received, processed and passed for payment
- 9. Budget allocation register (Department/Subject-wise):** To keep the expenditure on subscription, within the allocated amount.

- 10. Annual report:** Records of activities of the library (year-wise annual reports)
- 11. Records of policy decisions** (Proceedings of Library Committee Meetings)

CONCLUSION: The advantage of library records is to develop a uniform system in day to day activities of the various departments of a library. For developing a uniform system in day-to-day activities of its various departments/sections, libraries develop various records as per the need of each department/section