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Manual of

Library Techniques and Procedures

by

May Virginia Kunz

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Manual of library techniques
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LIBRARY
UNIVERSITY OF KENTUCKY

P R E F A C E

This Library Manual is designed for use in libraries assisted by WPA in Kentucky.

The Main Library is usually located in the county seat.

Branch libraries are located in smaller communities of the county.

Due appreciation should be extended to the District Supervisors and Assistant District Supervisors of the Kentucky Statewide Library Project for their criticisms and suggestions in the preparation of this Manual.

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LIBRARY
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LIBRARY
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I. BORROWERS

A. How to loan books:

1. Remove book card from pocket.
2. Stamp date on book card, date due slip in the book, and borrower's card.
3. Borrower writes name on book card.
4. Drop card in charging tray.

B. How to file and count circulation for the day:

Circulation is the record of books, magazines, scrapbooks, ~~loaned~~ during the day.

1. Count cards for books, magazines and scrapbooks loaned during the day.
2. Record number of cards under proper date on circulation sheets.
3. Arrange cards alphabetically by author.
4. File cards in order behind date card in charging tray.

C. How to return books:

1. Note date on date due slip.
2. Note author and title of book.
3. Look under same date in charging tray for card with same author and title.
4. Compare classification and accession numbers to verify card.
5. Stamp date returned on borrower's card.
6. Put book card in book pocket.
7. Check book for need of repair.
8. Book is ready to be returned to its proper place on the shelf.

B. Circulation from Main Library to Branch Library or carrier:

1. When a book is sent from the main library to a branch library:
 - a. The plain book card is withdrawn from the book pocket.
 - b. The card is signed by the branch librarian or carrier.
 - c. The card is dated with the day the book is taken from the main library.
 - d. The card is filed under the name of the branch library or carrier, with the book cards of other books sent to that branch library.
2. The present book collection in each branch library or in the possession of a carrier can be determined from this file.
3. The striped book card is then placed in the book pocket to be used in circulating the book from the branch library, or by the carrier.
4. The plain book cards only are kept in books at the main library; the striped cards only in books at branch library.

C. Circulation from library to borrower:

(See preceding section under Borrowers - page 1.)

D. Circulation of Magazines:

1. Magazines are to be circulated for a period of one week.
2. Cards are to be made and filled in as magazines are requested.
3. Cards are to be filed in the charging tray in the section marked Magazines.
4. When a magazine is returned, remove the card from the charging tray.

E. Charging Tray:

1. The charging tray is to have guide cards numbered from 1 to 31, one for each day in the month. Also guide cards from overdues, magazine cards, and scrapbook cards.
2. The charging tray must be checked daily and the cards for books that have become overdue removed to the section of the tray behind the guide card marked overdues.

F. Circulation Record:

1. Keep a day by day record of circulation for each month in the main library, and each branch as follows:

Example:

Day of month	Adult		Juvenile		Total	Magazines	Scrapbooks
	Fiction	Non-Fiction	Fiction	Non-Fiction			
1	62	34	76	28	200	35	15
2	89	41	56	18	204	12	31
3	etc.	etc.	etc.	etc.	etc.	etc.	etc.
4							
5							
6							
7 (etc.)							
Totals	151	75	132	46	404	47	46

2. At the end of the month each branch library is to mail a copy of this monthly circulation record to the main library. The Supervisor is to total these records with the monthly circulation at the main library to get the total circulation of the project for the monthly report.

III. PARTS OF A BOOK

A. Physical make-up of a book:

1. Cover is the outside binding.
2. Body of book is made of sections sewed together.
3. Body and cover of book are fastened together by a strip of cloth and glue.

B. Printed parts of a book: (all books do not have all items).

1. Flyleaf
An unprinted page at the beginning or end of a book.
2. Half-title
A brief title, usually without the author's name, printed on a page preceding the main title page.
3. Frontispiece
A plate or illustration facing the title page.
4. Title page
 - a. Title of book
 - b. Name of author
 - c. Edition (if any)
 - d. Place of publication
 - e. Publisher - business firm that issues and sells the book.
 - f. Date of publication
5. Verso - back of title page
 - a. Copyright date - the year the copyright was granted by the copyright office.
 - b. Dates of revisions and editions.
6. Dedication
Usually honors the person or persons the author believes to have helped him in writing the book.
7. Preface
Tells why the book was written.
8. Table of contents
Lists by part and chapter heading what is in the book.
9. List of plates, maps, illustrations.

10. Introduction
Gives in a few words what the book is about; also gives thanks to the different people who helped in writing the book.
11. Body of book or text
Entire printed part of book.
12. Appendix
Includes material that helps to explain the body of the book but which the author didn't want to put in the body.
13. Bibliography
A list of references used by the author.
14. Index
 - a. Is an alphabetical list of the subjects, persons, places, etc., mentioned in the book.
 - b. Gives page or pages on which each is found.
 - c. Most useful part in book for finding quickly a subject discussed in the book.

IV. ACCESSION BOOK

- A. The Accession Book records the complete history of each book from the time it is received in the library to the date it is discarded or withdrawn.
- B. Each book received in the library, unless it is beyond repair, must be given a number.
Each book is given a separate number as illustrated. No two books can be given the same number.
- C. How to make entries:
 1. Date accessioned
Give month, day and year this record is made.
 2. Number
The accession number assigned to a book should be written:
 - a. At the bottom of the title page.
 - b. At the bottom of Page 50 (or page 40,30,20, etc. in books with few pages) in the book.
 - c. On the shelf list for that book.
 - d. On the book card in the upper right hand corner.
 - e. On the book pocket in the upper right hand corner.
 3. Author
The author should be entered by last name, followed by initials. If the book is by more than one author, enter under the author whose name appears first on the title page of the book. If the author is unknown, enter under Anon, which is the abbreviation for Anonymous, meaning "unknown".
 4. Title
Make the title entry as brief as possible, omitting the articles A, An and The at the beginning of a title.
 5. Volume
Use only if there is more than one volume to a given title.
 6. Publisher
List name as printed on the bottom of the title page of the book.

7. Source

Give name of the person donating or lending the book, or the company from which the book was purchased.

8. Cost

- a. Value gift books at 50¢ per book, an average based on fact that some gifts have no saleable value, while others may be worth more than 50¢.
- b. Value purchased books at the actual price paid.
- c. Value gift books which have been purchased new by the donor at their actual cost.

9. Withdrawn

- (1) Date - Give the date the book is withdrawn.
- (2) Cause - State reason for withdrawal.

10. Remarks

Add any other information in this column.

ACCESSION BOOK

(must include at least the following information, but does not have to be this size)

DATE	NUMBER	AUTHOR	TITLE	VOLUME	PUBLISHER	SOURCE	COST	WITH-DRAWN	CAUSE	REMARKS
3/4/41	1	Barrie, J.M.	Peter and Wendy		Scribner	Lou News	1.98			
3/4/41	2	Bianco, M.W.	Little Wooden Doll		Macmillan	Supt of Schools	.50			Gift
3/4/41	3	Mann, T.	Magic Mountain	V. I	Knopf	Woman's Club	.50	6/4/41	ret'd	Loaned
3/6/41	4	Mann, T.	Magic Mountain	V II	Knopf	Woman's Club	.50	6/6/41	ret'd	Loaned
3/6/41	5	Amer. Corp.	Americana Encyclopedia	V. I	Amer. Corp.	Stewarts	4.50			
3/6/41	6	Amer. Corp.	Americana Encyclopedia	V. II	Amer. Corp.	Stewarts	4.50			
3/6/41	7	Amer. Corp.	Americana Encyclopedia	V. III	Amer. Corp.	Stewarts	4.50			
3/6/41	8	Amer. Corp.	Americana Encyclopedia	V. IV	Amer. Corp.	Stewarts	4.50			

V. CLASSIFICATION

- A. Classification of books is the process of grouping them according to subject, and giving to each book a number which will indicate the particular group to which it belongs. The Dewey Decimal System is the form of classification used in this library.
- B. Fiction need not be classified. An arrangement alphabetical by author is sufficient.
- C. Classification number assigned to each non-fiction book must be placed on:
 - (1) Shelf list card
 - (2) Book card
 - (3) Book pocket
 - (4) At the top of the title page
 - (5) On page 50 in the book
 - (6) It should be lettered on the back of the book an inch and one-half from the bottom edge.
- D. Dewey Decimal classification numbers.

SIMPLIFIED DEWEY DECIMAL CLASSIFICATION FOR
USE IN SMALL PUBLIC LIBRARIES.

Classification

- 000 - General Works
- 016 - Bibliographies
- 020 - Library Work
- 030 - Encyclopedias
- 050 - Periodicals
- 070 - Newspapers
- 090 - Rare Books

- 100 - Philosophy
- 131 - Psycho-Analysis
- 150 - Psychology
- 170 - Ethics

- 200 - Religion
- 220 - Bible
- 250 - Sermons
- 290 - Mythology
- 296 - Jews

- 300 - Social Sciences
- 310 - Statistics
- 320 - Political Science
- 325 - Immigration
- 326 - Negroes
- 327 - Foreign Relations
- 330 - Economics
- 331 - Labor
- 340 - Law
- 350 - Government Administration and Civics
- 355 - Military Science
- 359 - Naval Science
- 360 - Welfare
- 370 - Education
- 374 - Adult Education
- 380 - Commerce
- 383 - Postal Service
- 383.2 - Postage Stamps
- 385 - Railroads
- 387 - Shipping
- 391 - Costumes
- 394 - Customs and Holidays
- 395 - Etiquette
- 398 - Folk-lore

- 400 - Languages in general
- 420 - English Language

- 500 - Natural Sciences
- 510 - Mathematics
- 520 - Astronomy
- 530 - Physics
- 533.6-Aviation-Physics
- 540 - Chemistry
- 550 - Geology
- 560 - Paleontology
- 570 - Biology
- 580 - Botany
- 590 - Zoology
- 595 - Insects
- 597 - Fish
- 598.1-Reptiles
- 598.2-Birds

- 600 - Useful Arts
- 608 - Inventions and Patents
- 610 - Medicine
- 613.2-Dietetics
- 614 - Public Health
- 620 - Engineering
- 621.3-Electricity
- 621.38-Radio
- 621.9-Machine Tools
- 622 - Mining engineering
- 629.1-Aviation engineering
- 629.2-Automobile engineering
- 630 - Agriculture
- 636 - Livestock
- 640 - Domestic Economy
- 641.5-Cook Books
- 645 - House Furnishing
- 646 - Clothing
- 655 - Printing
- 658 - Business Methods
- 670 - Manufacturing
- 680 - Mechanic Trades
- 686 - Bookbinding
- 690 - Building

- 700 - Fine Arts
- 710 - Landscape Gardening
- 720 - Architecture
- 730 - Sculpture
- 740 - Drawing - Design - Lettering
- 744 - Mechanical Drawing
- 750 - Painting
- 760 - Engraving
- 770 - Photography
- 780 - Music
- 790 - Amusements
- 796 - Outdoor Sports

- 800 - Literature in general
- 810 - American Literature
- 811 - American Poetry
- 812 - American Drama
- 814 - American Essays
- 820 - English Literature
- 821 - English Poetry
- 822 - English Drama
- 824 - English Essays

Shakespeare - 822.33

- 900 - History in general
- 910 - Geography and Travel
- 917.3-Travel
- 920 - Collective Biography
- B - Individual Biography
- 930 - Ancient History
- 940 - Medieval and Modern History
- 942 - England - History
- 943 - Germany - History
- 944 - France - History
- 945 - Italy - History
- 946 - Spain - History
- 947 - Russia - History
- 948 - Scandinavia - History
- 950 - Asia - History
- 960 - Africa - History
- 970 - North America - History
- 970.1-Indians
- 973 - United States - History
- 973.1-Discovery and Exploration
- 973.2-Colonial Times
- 973.3-Revolution
- 973.4-Middle Period
- 973.7-Civil War
- 973.8-Recent Times
- 974 - Northeastern States
- 975 - Southeastern States
- 976 - South Central States
- 976.9-Kentucky
- 977 - North Central States
- 978 - Western States
- 979 - Pacific States
- 980 - South America - History
- 990 - Ocean Regions

VI. SHELF LIST

- A. The shelf-list is a record on cards of all books in the library, according to the arrangement of the books on the library shelves.

Example:

Classifi- cation	_____
	(Author)

	(Title)

	(Title (continued))
(Accession No.)	_____
	(Volume No.)

- B. Rules for typing cards to give uniform spacing:
1. Type classification number one space from the left edge of the card, three spaces from the top.
 2. On the same line at the tenth (10) space from the edge of the card, type the author's last name, followed by the first name or initial, as found on the title page of the book.
 3. On the line below the author's name, at the fourteenth (14) space from the left edge of the card, write the title of the book as it appears on the title page.
 4. Omit the words A, An and The when they come at the beginning of the title.
- C. How to file shelf list cards:
1. File adult fiction cards alphabetically by author.
 2. File adult non-fiction cards:
 - a. by classification
 - b. then alphabetically by author
 3. File juvenile fiction alphabetically by author.
 4. File juvenile non-fiction cards:
 - a. by classification number
 - b. then alphabetically by author.

VII. PREPARATION OF BOOKS FOR
THE SHELVES

A. After a book has been accessioned, classified and shelf-listed, as described in sections IV, V, VI, it is prepared for the shelves as follows:

- (1) Stamp each book at least four (4) times with the library stamp, but not more than once on a single page.
- (2) Paste a book pocket on the inside of the back cover of the book.
- (3) Paste a date due slip on the flyleaf opposite the book pocket in the back of the book.
- (4) Letter the back of the book, using white ink for dark-colored books, black ink for light-colored books.
- (5) Brush back of book with shellac or wax after lettering is dry. Use sparingly.

Examples:

Adult Fiction

Title

Author

Adult Non-Fiction

Epic of America

Adams

973

Examples cont'd.

Juvenile
Fiction

Title

Author

Juvenile
Non-Fiction

Our Little
Panama Cousin

Pike

J919

VIII. ARRANGEMENT OF BOOKS ON THE
SHELVES

- A. Fiction is arranged alphabetically by author.
- B. Arrange non-fiction according to the classification, shelving lowest number first. Under each classification number, arrange alphabetically by author.
- C. Shelf labels
The label should be on the shelf the book is on, not on the shelf above it.
- D. Books are shelved top shelf, second shelf, third shelf, etc. in each section of the book stacks, not across the top shelf the length of the room.

IX. MAGAZINES

- A. Arrange magazines alphabetically by the title of the magazine.
- B. Magazines are to be entered as received on catalog cards or in a loose leaf notebook which will serve as a magazine accession book. Example:

_____	_____
Name of magazine	Date of issue

Date received	

Name of donor	

- C. Current issues of magazines are to be kept on a magazine rack and read in the library until newer issues have been received. Old issues can be circulated to borrowers.
- D. As new issues of magazines replace old issues, stack the old ones in piles according to the names of the magazines with the latest issues on top.
- E. Circulation of magazines - (see preceding section under Circulation, Page 6.)

B. Duties to the Sponsor

1. Interpret the project to the sponsor by giving good service to the community.
2. Demonstrate what can be done with good materials and show how economically they are being used.

C. Library Ethics

Library ethics may be summed up in one word - "loyalty":

- (1) to work
- (2) to the library
- (3) to fellow workers
- (4) to the community
- (5) to oneself

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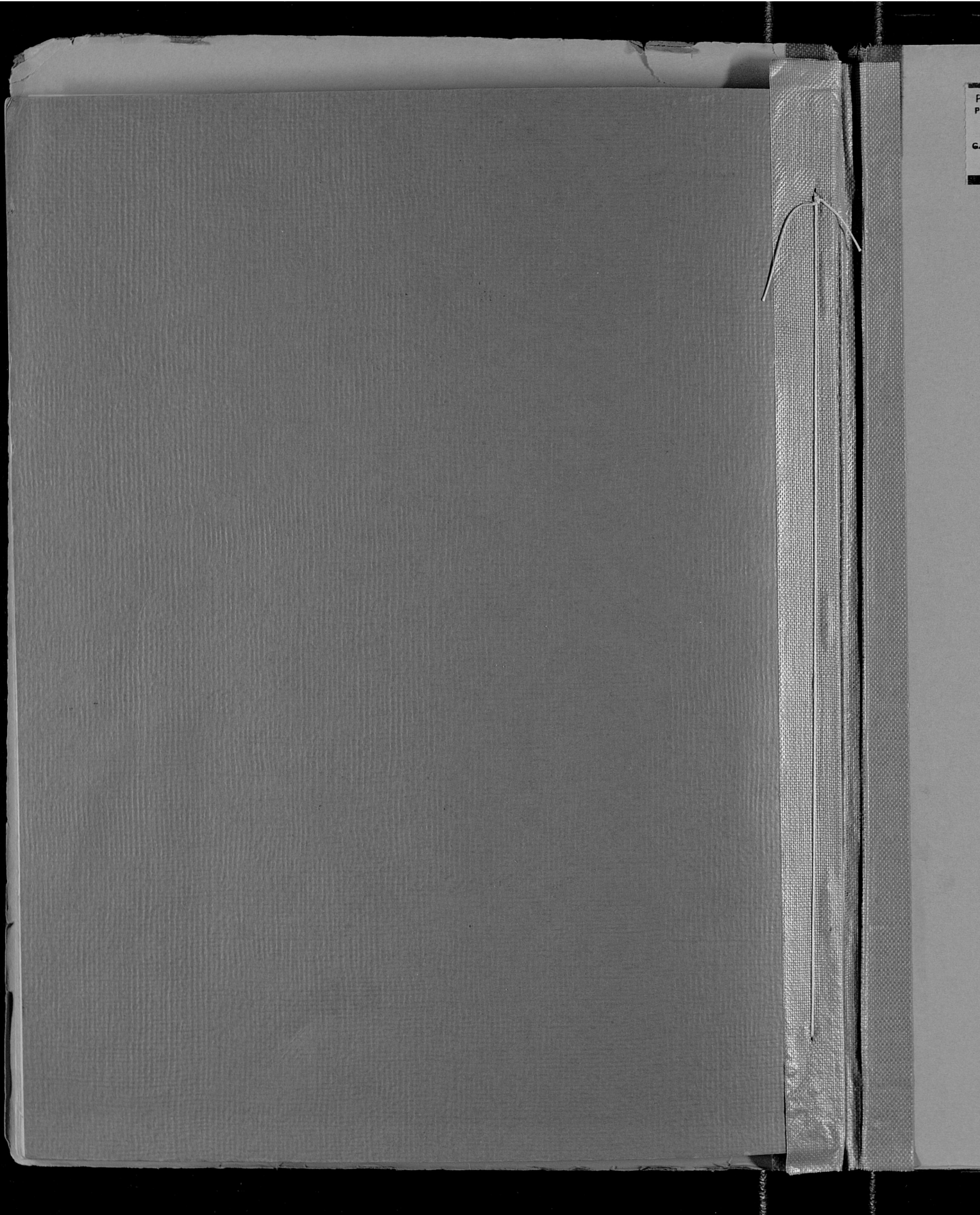
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