Week One

Library Collections and Organization of Information

Part 1: Types of Libraries

In the beginning of early civilization, people drew pictures on cave walls. These drawings changed into pectoral writing and changed into pictographic writing and developed into symbols for representing ideas. Ancient people wrote these symbols on clay tablets, stone papyrus, and animal skins and some of these ancient records have been well preserved. The great library of Alexandria that was established about 235 B.C.E. and existed until C.E. 391 was known to hold over 700,000 scrolls during its prime. (Britannica Online) Libraries have existed since ancient times in Greece and Rome but by the second half of the 19th century, Western countries had experienced such a proliferation of books that more and more libraries were established and became part of our lives. Now there are libraries found in almost every community in the United States.

The following are the types of libraries that can be found today:

- **Academic Library:**
  Is a library that is attached to academic institutions above the secondary level, serving the teaching and research needs of students and staff. These libraries serve two complementary purposes: to support the school's curriculum, and to support the research of the university faculty and students.

- **Research Library:**
  Is a library which contains an in-depth collection of material on one or several subjects. A research library will generally include primary sources as well as secondary sources. Large university libraries are considered research libraries, and often contain many specialized branch research libraries.

- **Public Library:**
  Is a library which is accessible by the public and is generally funded from public sources (such as tax money) and may be operated by civil servants. Taxing bodies for public libraries may be at any level from local to national central government level. All city and county libraries for the general public are called public libraries.

- **School Library:**
  Is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library is to ensure that all members of the school community have equitable access to books and reading, to information, and to information technology. All libraries in public schools (K-12) are called school libraries.
- **Special Libraries:**
  Include law libraries, news libraries, government libraries, corporate libraries, museum libraries, and medical libraries and are not usually open to the public for use. Special libraries often have a more specific clientele than libraries in traditional educational or public settings, and deal with more specialized kinds of information. They are developed to support the mission of their sponsoring organization and their collections and services are more targeted and specific to the needs of their clientele. Special libraries may be very small or large and wide-ranging in their activities, and they may also cooperate widely with other libraries.

- **Law Library:**
  Is a library designed to assist law students, attorneys, judges, and their law clerks and anyone else who finds it necessary to correctly determine the state of the law. Most law schools around the world will also have a law library, or in some universities, at least a section of the university library devoted to law. Courts and some government agencies also have law libraries.

- **Medical Library:**
  Is designed to assist physicians, health professionals, students, patients, consumers and medical researchers in finding health and scientific information to improve, update, assess or evaluate health care. Medical libraries are typically found in hospitals, medical schools, private industry and in medical or health associations.

- **Corporate Libraries:**
  Most major corporations also maintain their own libraries and information centers. Corporate libraries are also sometimes known as "information centers." Many movie studios have libraries to provide research for films.

- **Government Libraries:**
  - International – Organizations such as the United Nations and UNESCO also have their own libraries.
  - National- Most countries have their own libraries. In the United States, it is the Library of Congress located in Washington, D.C. ([www.loc.gov](http://www.loc.gov)). There are also libraries for each branch of government, such as the National Library of Agriculture, National Library of Medicine, and the National Archives, etc.
  - State- Each state also has their own library. In California for example, the state library is located in Sacramento.
  - County- County libraries are called public libraries, although their funding comes from Federal tax money.

Some libraries belong to more than one type of library. For example, UCLA libraries are known as academic as well as research, and the Huntington Library may be called a special library as well as a research library.
Part 2: Organization of the Library

- **Typical Academic Library Service Desks**
  - Reference Desk – Get Help from a reference librarian
  - Circulation Desk – Check out / Check in; Directions
  - Reserve Desk – Textbooks and course reserves
  - Periodicals Desk – Magazines, Newspapers and Journals
  - Computer Labs and printouts

- **Library Support Services**
  - Library Instruction and User Services
  - Classes, workshops and reference services
  - Technical Services and Collection Development
  - Acquisitions, Cataloging, Processing and Preservation
  - Interlibrary Loan \ Document Delivery
  - Library Cooperatives and Networks

- **Library Collection** (*Not all available at LBCC*)
  - General Collection (Circulation collection; Stacks: Open vs. Closed Stacks)
  - Reserve Collection (Textbooks and course reserve)
  - Audio Visual Collection (CDs, DVDs, Videos, Tapes, etc.)
  - Special Collection
  - Archives, Local History, Rare Books, etc.
  - Pamphlets or Vertical files
  - Government Document Collection
  - Online Resources (online databases, eBooks, MP3)
  - Library Web Pages

- **Formats of Information Resources**
  - Format is the physical quality or appearance of the information resource
  - Information can be stored in various formats
    - Print, microform, and non-print
    - Online databases and Webpages
  - The Citation of the resource includes information about the format you used

- **Online Resources**
  - Generally refers to information available through the Internet using computer-assisted technologies. Online resources can be part of the open ("free") internet or they may be in subscription databases.
Part 3: Organization of Information in the Library

Libraries use a **Classification system** to organize and arrange most materials in their collection by subject. Library classification systems use **Subject Headings** to identify subject categories. A library catalog search by **Subject** identifies all items with that subject heading.

- **Major Library Classification Systems**
  - **The Dewey Decimal Classification** (DDC, also called the Dewey Decimal System) is a proprietary system of library classification developed by Melville Dewey. This system organizes books on library shelves in ten broad subject categories with subclasses then decimals, and a specific and repeatable order that makes it easy to find any book and return it to its proper place.
  - **The Library of Congress Classification** (LCC) is a system of library classification developed by the Library of Congress, using 21 subject classes with many subdivisions. It is used by most research and academic libraries in the U.S.

- **Call Numbers and Subject Headings** – **Call numbers** represent the classification system
  - All items in the library collection can have only one call number, but an item can have more than one subject; because many books include more than one topic; additional “subject headings” may be added in the online catalog description of a book.

- **Online Database** - An online database is a database accessible from a network, including from the Internet.
  - Online = stored remotely, accessible locally. Can be a local network or internet files.
  - Many online databases contain digital versions of information published in print.
  - Some databases include unpublished information as well.
  - It helps to know what type of information is in a database and how it is structured to use it effectively.

- **Database Vocabulary**
  - Keyword searching
  - Subject Searching
  - Boolean Operators (Search Operators)
  - Records = hits = entries
  - Results list: the list of entries that result from your search
  - Access Points, field searches and Limits
Part 4: Organization of Library Services

Weather you use an academic library, a public library, or a high school library; you will find that all these libraries offer various services. Most academic and public libraries offer the following services:

- **Reference Service:**
  The reference desk or information desk of a library is a public service counter where professional librarians (usually with at least a Master's Degree) provide library users with direction to library materials, advice on library collections and services, and expertise on multiple kinds of information from multiple sources. Library users can consult the staff at the reference desk for help in finding information. Using a structured reference interview, the librarian works with the library user to clarify their needs and determine what information sources will fill them.

- **Circulation Service:**
  Library circulation or library lending comprises the activities around the lending of library books and other material to users of a lending library. A circulation or lending department is one of the key departments of a library. The main public service point is the circulation desk, usually found near the main entrance of a library. It provides lending services and facilities for return of loaned items and renewal of materials and payment of fines are also handled at the circulation desk. The circulation desk is in most cases staffed by library technicians instead of professional librarians.

- **Reserve Service:**
  Course reserve is a term used in academic libraries to describe materials set aside for a specific academic course for students to use. Most often materials are put on course reserve by library staff at the request of the course's instructor, and Materials on reserve typically have shorter loan periods than other library materials to allow access to a high volume of library patrons; from a two hour library use only to a couple of days check-out. In a public library setting, a patron may "reserve" a book, or place it on hold; this is much different than the course reserve system typically used in academic libraries.

- **Periodical Desk:**
  All magazines, journal and newspapers that a library subscribes to will be available at the periodicals desk or in a periodical room. Most libraries also subscribe to databases that provide access to many periodicals not held in the library in print format.

- **Interlibrary Loan:**
  (ILL, document delivery) is a service where a patron or student of a library can borrow books or receive photocopies of documents that are owned by another library. Using this service, patrons can request material that is not housed within their library. Although books and journal articles are the most frequently requested items, some libraries will lend audio recordings, video recordings, maps, sheet music, and microforms of all kinds. In many cases, nominal fees accompany interlibrary loan services.
• **Library Instruction:**
  All libraries offer library instruction services in varying degrees. Many academic libraries offer library orientations for a specific class, walk-in orientations, and special topic workshops for students research needs. Public libraries will often offer adult book clubs, reading circles, guest authors, children’s story time, and other community activities.

• **Reading and Study areas:**
  Group study rooms (academic libraries), computer labs and stations.

• **Technical Services:**
  Technical services are a term used to describe, in general, the processing and maintenance, ordering/acquisitions, cataloging, processing and mending/repairing of a library’s collection. Technical services may also include: maintenance of online catalogs, creation and maintenance of MARC records in the catalog, labeling, covering, security processing, and/or distribution of materials, maintaining a library’s technology resources (such as servers and OPACs) circulation scanners, and other devices.

• **Library Administration:**
  Is the Planning, organizing, directing, and controlling human or material resources within a library or library network. Library directors normally set the library policies and procedures, manage the library budget, as well as other managerial duties, such as complaints from patrons.

**Part 5: Library Collections**

Each library, academic, public, school, or special, has a definite mission for its own organization. The mission of a college or university library is to provide library materials to meet the educational and research needs of students and faculty. Most community college libraries emphasize the instructional support for their main goal instead of research support. Most academic libraries have the following collections:

• **General (Circulating) collection:**
  This collection mostly holds books that patrons can check out for home use, via the circulation desk. Each library has its own lending policy that govern how many items can be checked out at a time, and when the item is due back. A typical lending period at an academic library would be two weeks, with a 20 item limit. (Each library is different)

• **Open collection:**
  This means that the stack area is open to all patrons and they can browse and pull books from the shelf area. Most academic and public libraries have an open collection in the United States.

• **Closed collection:**
  This means that the stack area is closed to all patrons and they cannot browse or pull books from the shelf area. Most academic and public libraries have a closed collection for their reserves and special collections.
• **Reserve collection:**
  This area holds materials set aside for a specific academic course for students to use. Most often materials are put on course reserve by library staff at the request of the course’s instructor, and the material put on reserve has a shorter loan period and it has a closed collection.

• **Periodicals collection:**
  This collection houses all magazines, journals and newspapers that a library subscribes to, including the microform (microfilm & microfiche). A library’s periodical collection may include periodicals accessible electronically in a subscription database.

• **Audio-Visual (AV) collection:**
  Most libraries have a separate collection, although some libraries integrate their AV material into their general collection.

• **Special collections:**
  Each library has its own special collections, including archival materials, local history books, and rare books. Many larger libraries have a separate room with environmental controls for optimal storage, while smaller libraries may just have a separate section for special collections.

• **Government document collection:**
  Many large libraries have a section for government publications/documents. The majority of this collection comes from the U.S. Government Printing Office and other government agencies. This collection holds publications from state governments, the international organizations and local government agencies. Because of changes in technology, many newly published government documents are now only available online.

• **Online & electronic resources:**
  From school libraries to public libraries to university libraries, almost all libraries offer a variety of online resources. Some of these are CD-ROMs or DVDs, but most of the electronic resources come from paid subscription databases that are delivered online through the internet. Electronic books and the electronic reprint of periodical articles have become an essential part of the valuable library collection. Some journal titles are only available in electronic format, and there also are many free internet sources that provide valuable content.

• **Library websites:**
Part 6: Formats and Types of Library Resources

Information is multiplying at a phenomenal rate and technology is changing fast. We cannot envision what library collections will look like in a decade from now. If you do not know how to access the necessary information, you may lack the skills you need to be successful in your academic and career pursuits. All students and other citizens need information competency skills to be able to find, evaluate and retrieve information.

The word, “format” means the physical appearance or delivery method of an information resource. Printed books are still a dominant format for informational resources, but there are many other formats for information sources.

- **Books:**
  It is printed on paper and has many pages that are bound together so that it can be easily read. A book has a title page that provides the information that is needed when compiling a “Works Cited” page.
  - The book’s title page contains the elements needed for a Citation:
    - Author
    - Title of the book
    - Edition statement
    - Imprint
    - Place of publication
    - Publisher
    - Year of Publication (or Copyright date) – often found on the back of the title page.
  - Other components parts of a book:
    - Preface or Foreword
    - Glossary
    - Introduction
    - Appendix
    - Table of Contents
    - Bibliography
    - Illustrations
    - Index

- **Electronic Books (E-Books):**
  Is a text and image-based publication in digital format, which is readable on computers or other digital devices. The Oxford Dictionary of English defines the e-book as "an electronic version of a printed book, but some e-books can exist without any printed equivalent. E-books are usually read on dedicated hardware devices known as e-Readers or e-book devices. Personal computers and some cell phones can also be used to read e-books. Many community colleges subscribe to an E-Book service through NetLibrary, which gives access to over 14 thousand E-Book titles. [http://www.netlibrary.com/](http://www.netlibrary.com/)

- **Serials:**
  Are publications issued in successive parts at regular or irregular intervals and, as a rule, are intended to be continued on an on-going basis. Serials include all periodicals, annuals and conference proceedings, etc.
• **Periodicals:**
   Periodicals are important library resources that support information, learning and research needs. A periodical is a publication that is issued more than one issue per year in a continuing sequence at regular intervals. Periodical articles provide very useful information for current events and news as well as very up-to-date research findings.

   Three main types of periodicals include:
   
   - **Popular Magazines:** Some magazines are weekly (Time, Newsweek, U.S. News, etc.), some are monthly, and some others have different intervals like 10 issues a year, etc. Popular magazines include articles written for a general audience.
   
   - **Academic/scholarly journals, trade journals:** Most journals are published quarterly (four issues a year) or monthly. Journals include articles written for a specific audience of researchers in a discipline, profession, or industry.
   
   - **Newspapers:** Are published daily, weekly or monthly depending on the publishing schedule.

• **Microform:**
   Is any form, films or paper, containing microphotograph of documents for transmission, storage, reading, and printing. Two formats are common: **microfilm** (reels that are 16mm or 35mm), and **microfiche** (flat sheets, usually a 4x6 card). Some historical information is only available in microform. Special readers are used to read materials in microform. Most newspapers are reproduced in microfilm; back issues of magazines and journals are available either in film or fiche.

• **Pamphlets:**
   The pamphlet collection is also called the vertical file collection. Pamphlets include single sheets of information, flyers, brochures and booklets (up to 40 pages) that contain ephemeral and/or up-to-date information. The vertical file collection contains pamphlets, pictures, loose newspaper clippings, etc.

• **Audio-Visual (AV) materials:**
   Include information in audio and video formats. AV materials require special machines for their use. While large academic libraries house AV materials in separate areas, most public libraries and smaller academic libraries house these within the same building. Some libraries shelve AV materials along with the books for the same subjects. There are various types of AV materials including, CDs, DVDs, Videos, Tapes, etc.

• **Visual Materials:**
   Some examples of visual materials are (CDROMs, DVDs, Videos, VCR Tapes, slides, films, posters, photographs, etc.) Pictures, posters, photographs can be viewed without any special equipment. Other formats require special playback machines depending on the type.
 Online and Electronic Resources:
These are information resources made available through computer-assisted technologies. A wide variety of information is available online. You may encounter the following popular resources in most libraries:

- **Bibliographic databases:** Most online catalogs in libraries are “bibliographic databases.” The online catalog offers the bibliographic citation and the description about a book or other types of materials.
- **Bibliographic & abstract databases:** Some databases offer bibliographic citations of books, periodical articles and other materials along with short abstract (summary) of the item.
- **Full text databases:** Some databases offer the entire contends (full text) of periodical articles. Many databases have a combination or abstracts (summaries) and full text articles. ProQuest, for example, includes the full text of the majority of articles but some articles have only a citation and abstract. These databases are held online but many require a paid subscription to access the information.

Internet:
Is a global system of interconnected computer networks that use IP addresses, allowing serve billions of users to share information worldwide. It is a network that consists of millions of private, public, academic, business, and government networks, linked by a broad array of networking technologies. Through the Internet, you can access many library catalogs, full text databases, government documents, as well as many other free information sites.

CDROMs, DVDs:
Require special hardware devices installed in computers to access the information. A CDROM stores around 250,000 printed pages or around 300 books. A DVD can store about ten times that information and is already replacing CDROM and videocassettes.

Blu-ray Disc (official abbreviation BD):
Is an optical disc storage medium designed to supersede the DVD format. Blu-ray Discs also require special hardware devices installed in computers to access the information, Blu-ray players.

MP3 and “downloadable audio”:
Some libraries expand their physical collection with digital books and music that patrons can download to a PC and transfer them to a compatible portable device, such as an iPod or iPad.
# Part 7: Understanding the Sources - Formats

**Format** – Refers to the general physical quality or appearance of an information source.

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<tr>
<th>Common Formats</th>
<th>Characteristics</th>
<th>Access</th>
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<tr>
<td><strong>Books</strong></td>
<td>Written or printed pages fastened together.</td>
<td>Turn pages (linear); Table of Contents, Index</td>
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<tr>
<td><strong>Serials:</strong></td>
<td>Publications that are issued (published) at least once a year on a continuing basis at regularly stated intervals.</td>
<td>Print: accessible by browsing, with a subject index or from a database. Online: accessible by keyword or subject; often available in full text.</td>
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<tr>
<td><strong>Dissertations and Theses</strong></td>
<td>Original research Masters or Doctoral degree. May or may not be published.</td>
<td>Primarily housed in University libraries which grant those degrees.</td>
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<tr>
<td><strong>Archives</strong></td>
<td>Rare and/or historical information in the form of books, pamphlets, personal papers, ephemera.</td>
<td>Usually locked or restricted access. Items may or may not be included in the library catalog.</td>
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<tr>
<td><strong>Vertical File or Pamphlet</strong></td>
<td>Items not suitable for cataloging and shelving with the book collection due to their size or type. These materials include: pamphlets, maps, pictures, clippings from periodicals.</td>
<td>Items may or may not be included in the library catalog, but may be listed in a paper or card index or organized alphabetically by category.</td>
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<tr>
<td><strong>Audio-Visual (AV) Materials:</strong> CDs, DVDs, Videos, Tapes, etc.</td>
<td>Audio (sound recordings) includes music and spoken words such as instructional topics, recorded books or speeches, on DVD, MP3 or cassette.</td>
<td>Accessibility of contents (e.g. individual song on a recording) depends on a level of detail in the library catalog.</td>
</tr>
<tr>
<td><strong>Visual Materials:</strong> CDROMs, DVDs, Videos, VCR Tapes, slides, films, posters, photographs, etc.</td>
<td>Visual Media may be for entertainment or documentary purposes.</td>
<td>Accessibility of contents may be limited. Guides to film and videos allow access by genre, actor, etc.</td>
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<tr>
<td>Microform:</td>
<td>Microform reader/printers allow you to view and print a copy from the film or fiche.</td>
<td>The format is used from storage and preservation. Typically arranged by publication title and date.</td>
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<td><strong>Online Databases</strong></td>
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<td><strong>Online Databases</strong>&lt;br&gt;Online and CD-ROM. Examples: Library Catalog &amp; Networks, Periodicals &amp; Reference Databases, Student Networks, Intranets.</td>
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