Technical Processing and Oraganization of the Documents in First Grade College Libraries

Mohamed Riyaz

A.R.M First Grade College, S. Nijalingappa Layout, Davangere, Karnataka State, India

riyaz29.md@gmail.com

ABSTRACT

The research article describes more information on the management of the budgeting process in First Grade College Libraries of Chitradurga district of Karnataka state, India, with particular reference to knowing the classification and cataloguing, status of Classification and Cataloguing and use of classification schemes, Physical catalogue and inner forms catalogue.

KEYWORDS: Catalogue Classification, Inner form, Libraries, Technical processing, Documents, Oraganization, Materials.

INTRODUCTION

Operating System plays an important role in running the workings of any library. The journey of all library materials to reach the reader begins with acquisition. The technical department is responsible for obtaining information and preparing it for use by users. Therefore, it acts as a bridge between information acquisition and circulation. This office is responsible for all activities of the library's technical or technical staff. The work done here is mainly distribution; Library materials are processed technologically so that they can be found, used and returned to the library from which they came. The need for treatment arises from many factors. The procured documents are put into proper utilization. These resources have to be organized systematically for making better and proper use. Hence, to organize these resources systematically, proper recording and technical processing are essential. The standard schemes of classification should be adopted. The catalogue entries meet the various approaches; including the subject approach, etc. should be made. In this context, an attempt is made to know whether the books and other reading materials are properly classified and catalogued with different schemes in the study area.

REVIEW OF LITERATURE

Many documents were searched in different databases and in full text to find information suitable for review. Joshi and Patil (2015) analyzed the book collection in school libraries. The study found that of all granting agencies, the University Grants Commission provided more money for the purchase of books and other reading materials. The

author states that accounting is a different discipline and the price of the book varies depending on the nature of the book. According to the research, spending on textbooks is mostly seen in chemistry courses. Research shows that annual allowances are not as realistic as expected and book purchases do not directly correlate with expenses. Mapulanga (2014) examined the challenges and opportunities academic librarians face in accessing information in libraries in public law. Research shows that academic librarians participate in acquisition groups and that librarians represent different institutions. Almost all of the libraries interviewed use a centralized or independent service. The study also found that academic libraries deal directly with agencies, which harms libraries as purchase prices are different and sometimes higher. Therefore, the study recommends that the committee listen to the user's opinion in the library purchasing process.

SCOPE AND LIMITATIONS OF THE STUDY

The scope of this study is restricted to 30 first grade degree college libraries, i.e., aided, unaided and government first grade college libraries, located in the libraries of Chandradurga district in Karnataka state in India. Only 29 colleges responded to this questionnaire. The researcher has conducted this study only under the category of graduate college libraries.

OBJECTIVES OF THE STUDY

- ✓ To know the classification and cataloguing of the study area.
- ✓ To know the status of Classification and Cataloguing.
- ✓ To know the use of classification schemes, Physical catalogue and inner forms catalogue.

HYPOTHESIS

Classification and cataloguing schemes Physical catalogue and inner forms of catalogue.

METHODOLOGY

The study was carried out in the geographical region of Karnataka in the state of Karnataka. The sample included a total of 30 first grade colleges in Karnataka. A single questionnaire was sent to each college Librarians for each college. A total of 30 questionnaires were sent to each of the 30 first grade colleges equally. Out of 30 respondents, 29 responded and after tabulating and analyzing the data.

DATA ANALYSIS AND INTERPRETATION

In the Data Analysis and Interpretation part of the study, the researcher first distributed 30 completed questionnaires to the first grade colleges' librarians in the study area and then received 29 completed questionnaires from the study area librarians. Here, the researcher analyzes and interprets the data.

CLASSIFICATION AND CATALOGUING OF THE DOCUMENTS

The following table 1 deals with the status of the libraries and whether or not they have classified and catalogued their collection. Of the total 8 (27.58%) libraries have classified and catalogued their collection, whereas 21 (72.41%) libraries have not classified and catalogued their collection.

Table-1: Classification and Cataloguing of the documents

Sl. No	Opinion	No. of the libraries (n=29)	Percentage
1	Yes	8	27.58
2	No	21	72.41
	Total	29	100

Status of Classification and Cataloguing

Table 2 reveals that, majority 15 (21.73%) of the libraries have 'not at all classified and catalogued' their collection and 5 (50.00%) of college libraries have 'partially classified and catalogued' and 13.04% of libraries have 'fully classified and catalogued' their collection.

Table- 2: Status of Classification and Cataloguing

Sl. No	Type of classification	No. of the libraries (n=29)	Percentage
1	Fully classified and catalogued	3	13.4
2	Partially classified and catalogued	5	50.0
3	Not at all classified and catalogued	15	21.73
	Total	23	100

Scheme of the classification used

Table 3 shows that the opinion on the scheme of classification used by the libraries of the study area. Of the total 08 libraries have used Dewy Decimal Classification (DDC) scheme in each 29 college library it represents 88.88% of the total responses, and only 1 (11.11%) library has followed subject wise. However, it is a poor show by the libraries that classification is not adopted by 20 libraries in organizing the collection.

Table-3: Scheme of the classification used

Sl. No	Classification schemes	No. of the libraries (n=29)	Percentage
1	Colon Classification (CC)	0	0
2	Dewy Decimal Classification(DDC)	8	88.88
3	Any other (Subject wise)	1	11.11
	Total	9	100

The catalogue code used

Of the total 2 libraries have used 'Anglo American Cataloguing Rules II'-(AACR-II)', it represents 100.00% of the total responses and it is a poor show by the libraries that any other Classified Cataloguing Code (CCC) is not adopted by 27 libraries in organizing the collection.

Table-4: Catalogue code used

Sl. No	Catalogued codes	No. of the libraries (n=29)	Percentage
1	Classified Cataloguing Code -CCC	0	0.0
2	Anglo American Cataloguing Rules II -AACR II	2	100.0
3	Any other	0	0
	Total	2	100

Physical forms of catalogue in the libraries

The physical form of catalogue was prepared in all the 29 colleges. It came to be known that the libraries in the district are moving, changing methods and techniques to serve the users better. The result of the study in this regard is revealed in table 5 majorities 22 (85.86%) of the libraries are still following "book form" of catalogue and 04 (13.79%) libraries have followed "computer form". Hence, bellow 1 (12.05%) library has followed 'card form'.

Table-5: Physical form of catalogue

Sl. No	Physical forms of catalogue	No. of the libraries (n=29)	Percentage
1	Card form	1	3.44
2	Ledger form	2	6.89
3	Book form	22	85.86
4	Computer form	4	13.79
	Total	29	100

Inner form of catalogue

The data presented in Table 6 shows the different kinds of inner forms of catalogues of various libraries. Each 42.00% of college libraries have maintained "Author and Title Catalogue" and it represents 8 libraries in numbers. Less (10.52%) percentage of libraries, which have prepared only "Classified" their documents". The observation reveals that title and author approach are the popularly in the study areas.

Table-6: Inner forms of the catalogue

Sl. No	Forms catalogue	No. of the libraries	Percentage
1	Author	8	42.10
2	Title	8	42.10
3	Subject	3	15.78
4	Classified	2	10.52
5	Dictionary	0	0.0
	Total	19	100

*Total for multiple-choice answers**

FINDINGS

a. Of the total 8 (27.58%) libraries have classified and catalogued their collection, whereas 21 (72.41%) libraries have not classified and catalogued their collection.

b. Majority 15 (21.73%) of the libraries have 'not at all classified and catalogued' their collection and 5 (50.00%) of college libraries have 'partially classified and catalogued' and 13.04% of libraries have 'fully classified and catalogued' their collection.

c. It's represents 88.88% of the total responses, and only 1 (11.11%) library has followed subject wise. However, it is a poor show by the libraries that classification is not adopted by 20 libraries in organizing the collection.

d. Of the total 2 libraries have used 'Anglo American Cataloguing Rules II'-(AACR-II)', it represents 100.00% of the total responses and it is a poor show by the libraries that any other Classified Cataloguing Code (CCC) is not adopted by 27 libraries in organizing the collection.

e. Majorities 22 (85.86%) of the libraries are still following "book form" of catalogue and 04 (13.79%) libraries have followed "computer form". Hence, bellow 1 (12.05%) library has followed 'card form'.

f. . Each 42.00% of college libraries have maintained "Author and Title Catalogue" and it represents 8 libraries in numbers. Less (10.52%) percentage of libraries, which have prepared only "Classified" their documents.

SUGGESTIONS

It is imperative that many first-class colleges move away from the traditional system to use modern technology in their local libraries.

CONCLUSION

Activities to prepare materials for use include work and physical activity. Therefore, it is both logical and business necessity for the Business Process to perform both tasks. Technical processing involves classifying and cataloging data. The Organizational System study is the first to describe data according to a standard classification and cataloging system using the catalog system. Second, prepare information for distribution and storage and store information according to their location in the library. Classification involves sorting library materials by subject, identifying specific subjects of materials, and assigning telephone numbers. Classification provides a mechanism for developing knowledge. Classification; It can be used to organize information representing any format such as books, documents, electronic devices. Symbols are sets of symbols used to represent groups in a classification system. Library materials are often organized according to specific numbers or numerical codes that correspond to the field of study. This is called a symbol. Cataloging as a process has undergone a radical transformation in the last decade with the emergence of the internet and web technologies. Although the goals and objectives remained the same, the original catalogs were quickly replaced by catalogs using z39 technology due to the potential for multiple formats and interchangeability. With the advent of RDA, three widely talked about library models of all types around the world are facing death. Planning cataloguing includes preparing a table of contents and appendices to the database, providing a subject guide, and preparing a bibliography. Due to the development of IT, users can search for information from traditional catalogs through OPAC and the Internet. This feature provides access to library

information anytime and anywhere. The two most popular forms of internal catalogs are dictionary catalogs and category catalogs.

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