

UNIT 6

Technical Processing - Physical Processing, Call Number and its Components - Class Number, Book Number, Collection Number

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6.0 Unit overview & Description

This unit will provide the information about physical processing of books, maintenance of record and classifying the documents.

This unit will impart following **knowledge and skill**:

- Physical Processing of a document
- Accessioning of a document
- Assigning Call no. to a document.

Resource Material :

1. Jain, M.K. Library manual: a practical approach to management. Delhi: Shipra, 1996.
2. <http://staffbeta.lib.uci.edu/departments/cataloging/docs/PhysicalProcessingManual.pdf>
3. Karen C. Driessen and others. A Library Manager's Guide to the Physical Processing of Nonprint Materials.. San Fancisco: Greenwood Press, 1995

Duration: 20 Hrs

Learning Outcomes:

Unit -6 Technical Processing	Outcomes
6.2. Physical Processing	<ul style="list-style-type: none"> Understand the duty of technical section Identify labeling of books
6.3. Record Maintenance	<ul style="list-style-type: none"> Understand accessioning of books
6.4. Call Number	<ul style="list-style-type: none"> Identify different parts of Call number

Assessment Plan (for the teachers)

Unit 6	Topic	Assessment Method	Time Plan	Remarks
6.2	Physical Processing	Exercise: Question & Answer		
6.3	Record Maintenance	Exercise:		
6.4	Call Number			

6.1 Introduction

Procurement of documents, (i.e. print or non-print) and make them available to the readers after processing, is the main job of the Library. Processing of documents is called technical processing. The processing of documents is done by the Library professional or semi professionals.

In technical processing following steps are followed:

- Checking, Stamping and Labeling (i.e. Physical Processing).
- Accessioning (i.e. Record maintenance)
- Assigning call no. after classification
- Cataloguing

Review question

- Write the steps followed in technical processing?

6.2 Physical Processing:

Physical processing covers checking, stamping and labeling.

Checking, Stamping and Labeling (Physical Processing):

The first duty of the technical section is to check, all the books received from the suppliers, so that damaged books (i.e. missing pages from the book, not proper binding, etc.) may not be accessioned and are replaced from the suppliers. After checking, the ownership stamp should be affixed at the following places in the books:

- On the title page / back of the title page;
- At the bottom/top of the confidential pages chosen by the Library; and
- At the last page of the book.

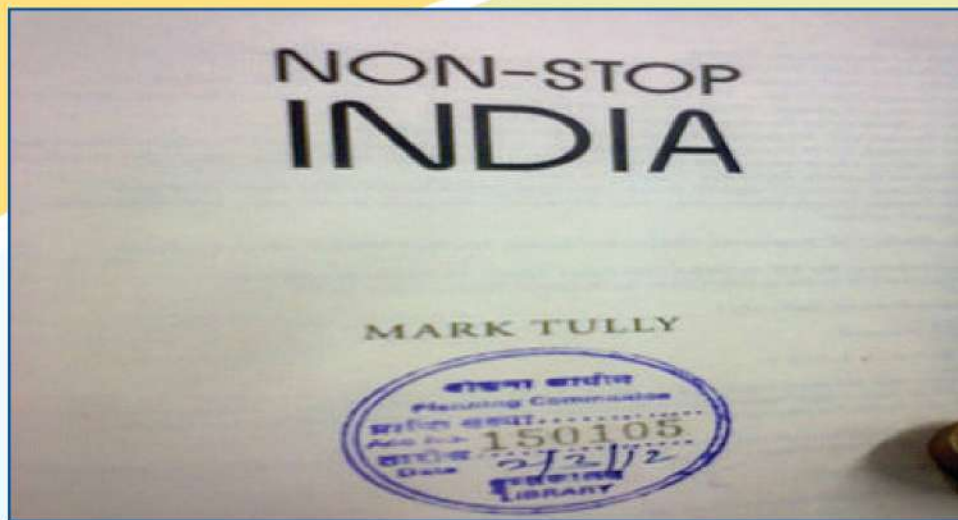


Fig : Ownership stamp

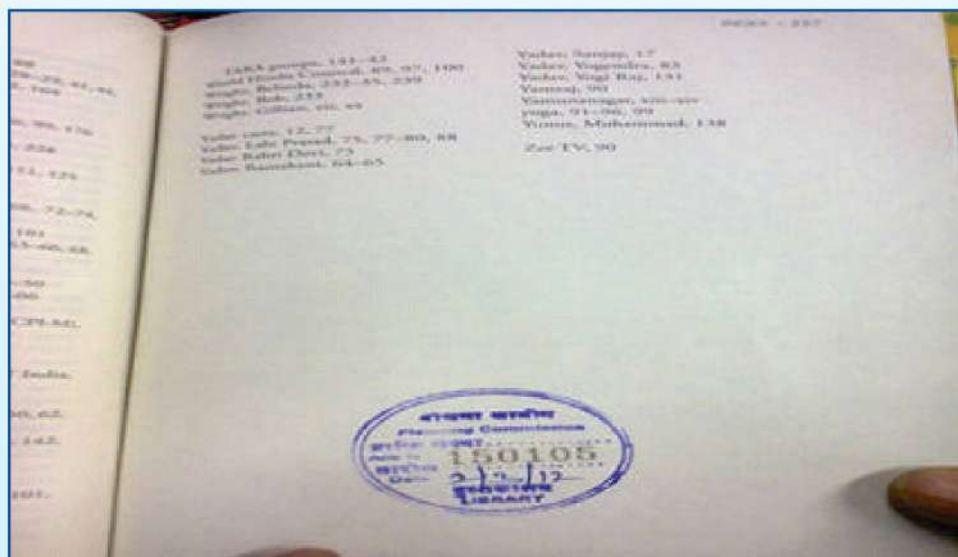


Fig : Ownership stamp

Labeling: After classification and Cataloguing, labeling may be done by taking the printout of spine label and barcode label. The spine label must be pasted on the spine of the book and barcode label may be pasted on the below of the due date slip. The spine label may also be pasted, by handwritten call no. on spine of the book.

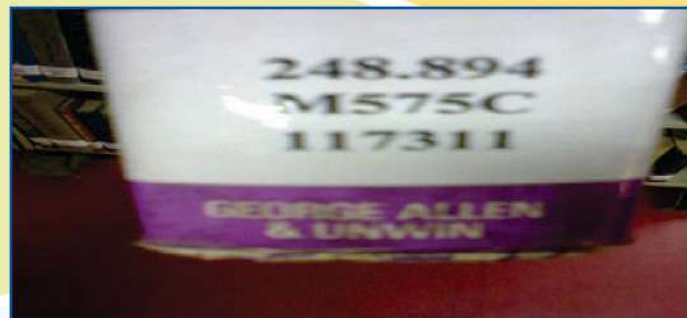


Fig: Spine Label



Fig: Barcode Label

An ownership slip (i.e. book plate) is pasted on the top of inside of front cover of the book.

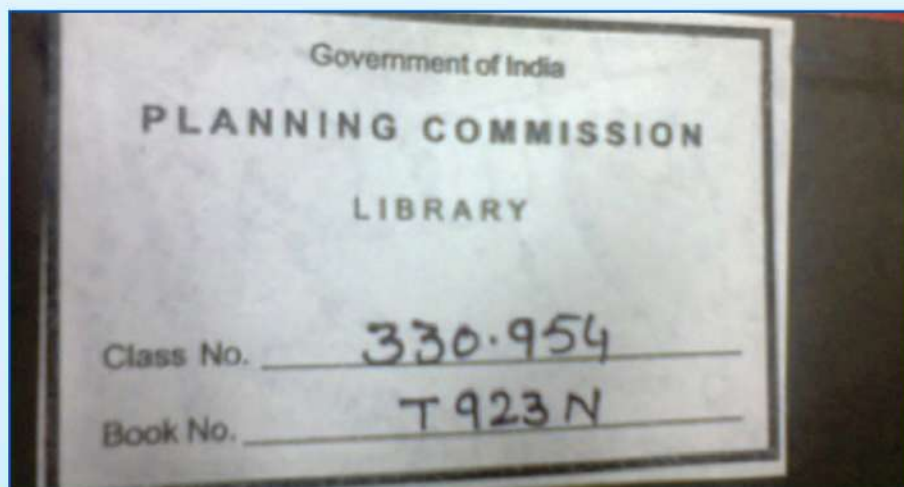


Fig.: Ownership Slip

A book pocket (i.e. book card cover) is pasted on the bottom of inside of the back cover of the book.

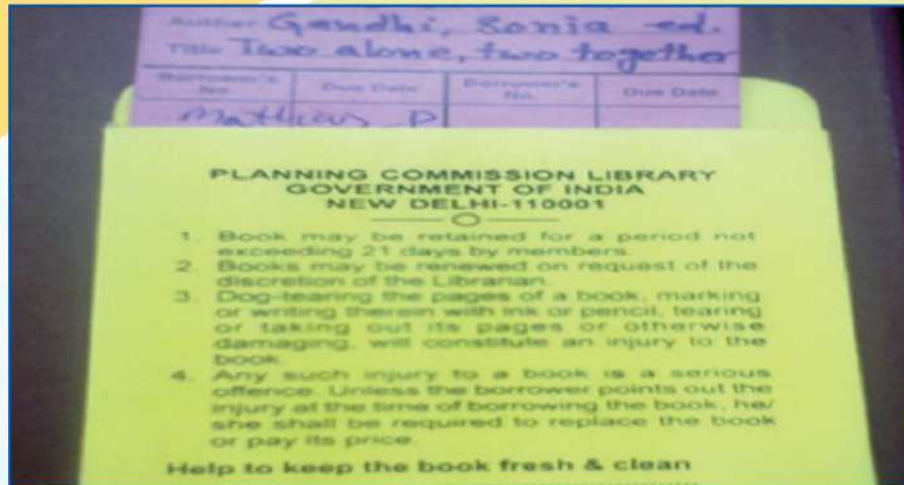


Fig.: Book Pocket

The due date slip should be pasted on the last page of the book. It is pasted by one edge only so that it can be remove when it is full and a new one is pasted.

The position of the due date slip and book pocket may vary from Library to Library.

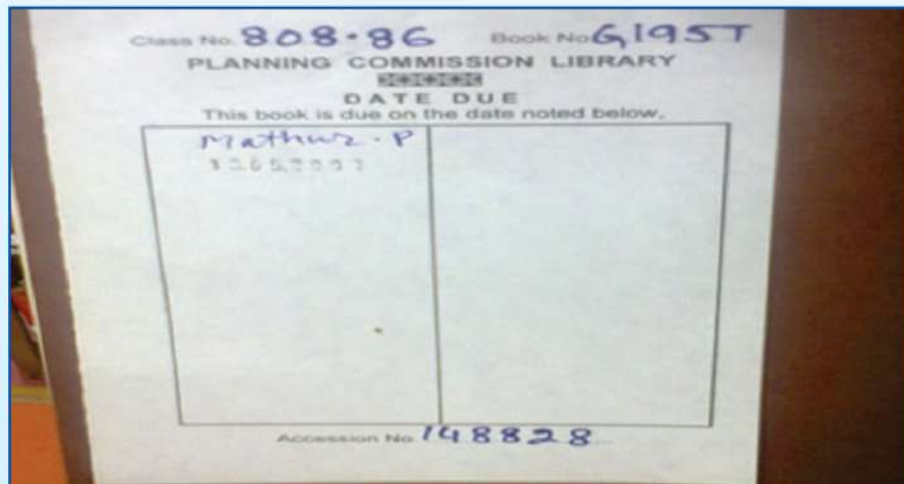


Fig: Due Date Slip

Review question

- Name the places where ownership stamp should be affixed in the books?
- Name the place where due date slip should be affixed in the books?

6.3 Record maintenance:

Record to be maintained by Librarian for documents acquired. As per Government order, necessary records should be maintained in the Accession Register.

Record maintenance covers accessioning of books.



Accessioning:

Recording the details of the books/ documents in the Accession Register is called accessioning. Each book (i.e. same copy or different volume) should be assigned separate accession number. The accession number and date should be written on the title page, last page of the book and on the confidential page, in the space provided in the ownership stamp affixed at all these three places in the book, space in the due date slip and space in the book card.

The details of accession register (as sample) is given below:

ACCESSION REGISTER									
Sl. No.	Accession No.	Author	Title	Year	Page	Price	Value	Remarks	Remarks
51	1001	Latham, Robert	The Lagoon	1902	103	£ 3.00			
52	1002	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
53	1003	Follett, Ken	The Maccabean Revolt	1902	103	£ 3.00			
54	1004	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
55	1005	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
56	1006	Follett, Ken	The Maccabean Revolt	1902	103	£ 3.00			
57	1007	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
58	1008	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
59	1009	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
60	1010	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
61	1011	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
62	1012	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
63	1013	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
64	1014	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
65	1015	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
66	1016	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
67	1017	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
68	1018	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
69	1019	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
70	1020	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
71	1021	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
72	1022	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
73	1023	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
74	1024	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			
75	1025	Latham, Robert	The Maccabean Revolt	1902	103	£ 3.00			

Fig.: Accession Register

Review question

1. Write a brief note on Accessioning of a book/ documents?

6.4 Call Number and Its Components :

The call number for a document consists of following three parts:-

- i. Classification Number
- ii. Book Number
- iii. Collection Number



Book Number

Accession Number

Classification Number

i. Classification Number:

The classification number for a document is an ordinal number constructed according to scheme of classification used in a library and represents the subject matter of the document. The purpose of classification is to bring related items together in a helpful sequence from the general to the specific. There are different schemes of classification, but the one which is popular and commonly used in the Libraries is the Dewey Decimal Classification (DDC).

ii. Book Number:

The class number of many books of same subject is same. Therefore, to distinguish one document from other document of same class number, because of same subject, another book i.e. book number is required. Hence, a book number is the ordinal number which fixed the place of a document in a Library relative to other documents having the same class number.

iii. Collection Number:

Collection is a symbol denoting the collection, other than the general, where the document belongs.

For example R is written for Reference Collection. RR is used for Reading Room collection etc. It facilitates the recall and replacement of documents.

The call number should be written in pencil on the back of the title page of the book.

Review question

- i Name the different parts of a call Number?

6.5 Cataloguing:

In order to provide access to the holdings of a Library, an index must be maintained. The principal index is called the catalogue. Cataloguing is the process of preparing a catalogue, or preparing bibliographic records that will become entries in a catalogue. The cataloguing methods and formats are already explained in the unit -2 of the theory part.

Example of a catalogue card is given below:

321.80954 M984M		
	Murthy, T S Krishna	
C-16425		The Miracle of clemocracy : India's amazing journey / T S Krishna Murthy. - Noida : Harper Collins, 2008. xiii, 243p

Review question

- i. What is cataloguing?

6.6 Summary:

In this unit, we have discussed the technical processing of books. The journey of book after procurement of documents to before keeping it on shelves have been discussed. The components of call number have also been explained in this unit.

6.7 Exercise:

1. Discuss the meaning of Labeling of a document?

2. What is a Call Number? Explain the different parts of Call Number in brief.

3. Discuss the physical processing of a document?

4. Write in brief about Accession Register?
