



CHAPTER 3

GETTING TO KNOW THE LIBRARY STOCK

Books play a vital role in our life. It is the most adaptable invention for conveying knowledge. They are the tools of learning and they act as the chain of communication from the older generation to the young. Books are considered to be the object of art, which are created through the processes of writing, editing, printing, binding etc. They are the material means through which the literature, ideas, viewpoints, inventions, incidents, experiences, and knowledge etc. are transmitted to the society. Libraries are the agencies for the acquisition, preservation, effective use and dissemination of recorded knowledge and information contained in books and other documents.

In the context of library and information science, books cover all kinds of reading material in published form, However in recent years the term ‘book’ has been replaced by the term ‘document’ which has a wider connotation and covers all kind of materials including books in any form i.e. periodicals, government publications, audio-visuais, slides, paintings, globes, charts, maps, micro forms and machine readable forms etc. However, the book still forms the major constituent of a library.

To call a document ‘book’ in real terms, there are UNESCO standards, which state that a book, must have at least 49 pages or more, 22 to 30-cm height and 1.5 to 4 cm thickness only then a document is called a ‘book’, failing which, a document is called ‘pamphlet’ and not a book.

1. CATEGORIES OF BOOKS

Broadly, books can be categorised in the following manner.

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| I. | General book : The subject matter is discussed in a general manner. The subject may be simple exposition of a specific subject. |
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II.	Textbook : It is a book of instructions developed for the students of a particular level or course for a particular branch of study. Accordingly, it provides the basic knowledge about a particular subject in an easy and understandable language, with a colourful presentation and plenty of illustrations.
III.	Reference book : This contains readymade information basically known as compilation and compendium of various disciplines of knowledge. They are not meant for continuous reading, rather, these are consulted for a specific piece of information. The variety of reference books include dictionaries, encyclopaedias, yearbooks, almanacs, biographical dictionaries, handbooks, directories, gazetteers, atlases etc.
IV.	Fiction : Fiction is the form of any narrative or informative work that deals, in part or in whole, with information or events that are not factual, but rather, imaginary and theoretical that is, invented by the author. Although fiction describes a major branch of literary work, it may also refer to theatrical, cinematic or musical work.

These books are also known as story books or novels. Fiction books are not just for study, but also be read for pleasure. For example, Alice in Wonderland by Lewis Carroll.

So far as physical presentation and getup is concerned, a book may be a single volume or multi volume. And, on the basis of its thought contents, it may be termed as a 'Treatise', 'Monograph' or 'Classic' etc.

2. LEARNING ABOUT THE PARTS OF A BOOK

Students should be given a formal lesson describing the various parts of the book and their functions.

Parts of a Book: It is important to understand the anatomy i.e. various parts of printed book in order to recognise a well-designed book in terms of its relative and practical value for reading and study by the students and teachers.

Every printed book has three distinct parts:

a)	Preliminaries, also known as 'prelims' or 'prels';
b)	Body of book i.e. Textual matter or Texts, and
c)	Subsidiaries, also known as End matter.



When a book is printed, the textual matter is printed first. Preliminaries and Subsidiaries are printed separately and latter prefixed or appended to the textual matter.

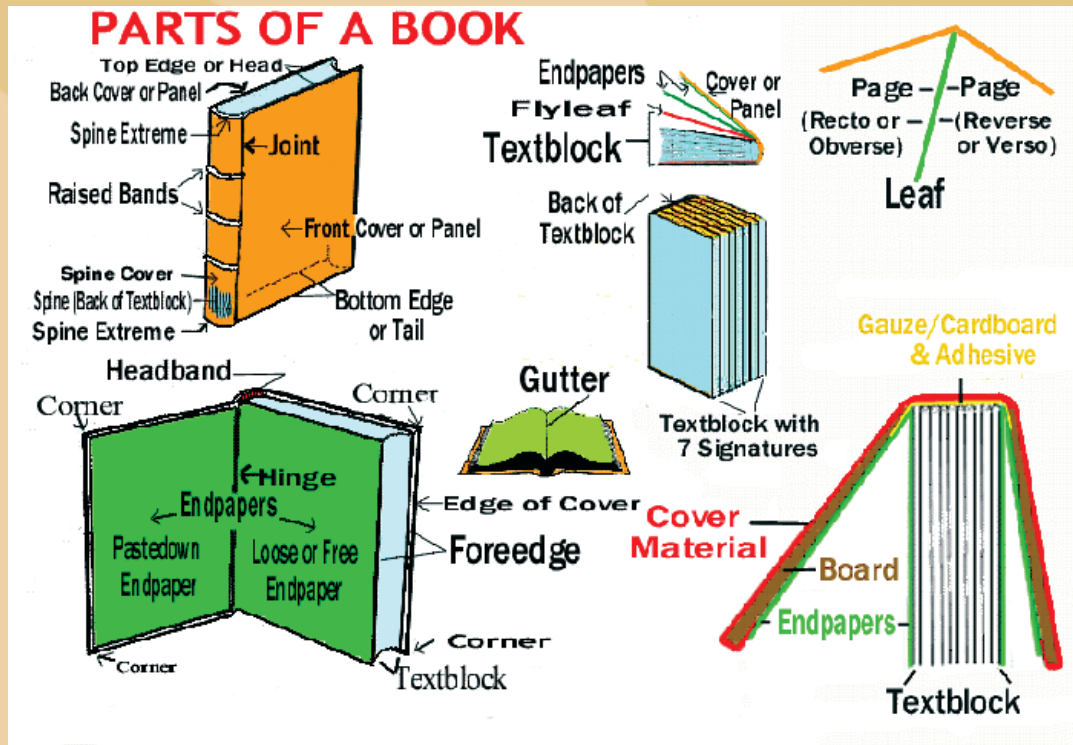


Fig. 4. Showing Parts of a Book

(a) **Preliminaries:** The preliminary pages may include the following:

- ❖ **Announcement:** If the author has more publications to his credit, the list of the same is announced on the back of half title page.
- ❖ **Frontispiece:** It may be a photograph, picture or an illustration relating to the theme of the book.
- ❖ **Title Page:** Provides information like full title of book, alternative or parallel title, if any, and Author's/Collaborator's name, qualifications, designation and Publisher's details etc.
- ❖ **Bibliographical Note:** On the back of title page information pertaining to copyright, edition, license and printer etc. is provided.
- ❖ **Dedication:** The author may express personal affection to the people who inspired him to write the book.



- ❖ **Foreword:** Introduction of the subject of the book by somebody other than the author.
- ❖ **Preface:** Introduction of the subject reflecting its scope and purpose by the author.
- ❖ **Acknowledgement:** The author extends thanks and courtesy to those who have helped him prepare the book.
- ❖ **Table of Contents:** Provides a list of topics discussed in the book and shows their locations (Page Nos.).
- ❖ **List of Illustrations:** Provides a list of illustrations, plates etc. used in the book and reflects their position.
- ❖ **List of Abbreviations:** A list of shortened or abridged forms of words, which the author has used in the book.
- ❖ **Errata or Corrigenda:** A list of errors discovered in textual matter after printing.

(b) **Body of book (i.e.) textual matter/text:** Readers are primarily concerned with the text of the book. Preliminaries and subsidiaries are auxiliaries, created to offer some additional help to readers to read the book.

(c) **Subsidiaries:** These Include the following items in the following order. It is not essential that each book has all the various features, but they are common elements found in books.

- ❖ **Notes:** The beginning of 'end matters' should provide the notes, if required, for the relevant passages discussed in the book.
- ❖ **Appendices:** After notes provided especially for tabular information, if required.
- ❖ **Glossary:** For the highly technical subjects treated in the book, a glossary of technical terms is provided reflecting their meanings.
- ❖ **Bibliography:** A list of books, either author has consulted or recommended for further reading.
- ❖ **Index:** Most importantly, serves as systematic guide to the textual matter with exact reference of page number/s.
- ❖ **Finis:** Found in multivolume books, printed at the end of the last volume.



- ❖ **Fly leaves:** Some blank sheets of paper.
- ❖ **Plates and Maps:** The illustrations that couldn't be printed with the text are provided here.
- ❖ **End Paper:** Opaque paper for concealing the mechanism of binding and for providing some extra strength to covers.
- ❖ **Book Jacket:** To prevent the book from dust etc., a garment is provided.

There is, of course, an unlimited range of items which could be added to the collection of a library.

3. OTHER LIBRARY DOCUMENTS

- (a) **Audio-Visuals:** This type of document may either be a recording on which sound vibrations have been registered by mechanical or electronic means so that the sound is reproduced such as disc, rolls, tapes, (open reel to reel, cartridge and cassette), sound recording, slides, gramophone records, and sound recordings on films etc. or it may be a length of film, with and without record sound bearing a sequence of images that create the illusion of movement when projected in rapid succession such as film loops, cartridge, and cassettes, discs, motion pictures, video recordings and other synchronised presentations.
- (b) **Micro-forms:** Micro-form is a generic term for any film or paper containing text or pictorial matter which are too small to be read without magnification. Some reading equipment is therefore, required, to enlarge the micro image so that it becomes readable. Micro forms in the library collection include micro films, micro fiche, micro card and micro print.
- (c) **Games and Models:** Games and educational toys are increasingly being used in a school library. Their educational value is time tested and found tremendously useful for the enhancement of the vision and imagination of a child. Similarly, models are also of immense value when a teacher cannot show the children the real thing, it can best be explained by a working model. A picture can show only one dimension of an object, but a model can demonstrate the shape of a complex object, texture and the inside structure.
- (d) **Maps, Atlas, Globes and Charts:** A map is a flat representation of a part or all of either the earth or the universe. An atlas is a document, which contains several maps, and



the globes are also a great educational help for a child as it is a spherical representation of the earth. A chart is a special purpose map, generally used by navigators, others may include celestial charts (i.e., a 'Star map' etc.). These documents are also extremely popular among the library clientele.

- (e) **Machine Readable Formats:** These are documents in which information is coded by methods that require the use of machine for processing. Some examples include the information stored on magnetic tape, CD's/ DVD's which are the latest information devices in digital form. Now, e-books and e-journals have also found their way into libraries.
- (f) **Pictures:** Pictures in a library collection may include illustrations, drawings, paintings, prints, reproduction, photographs, technical drawings etc.
- (g) **Others:** Other categories of documents include manuscripts, dissertations and theses, government documents, periodicals, pamphlets, patents, trade literature, standards and specifications, research monograph, bibliographies, indexes etc.