

Technical Services: a very brief introduction



RTI & Records Management Training

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In any library, big or small, there are;

4 MAIN SERVICES : CORE FUNCTIONS OF THE LIBRARY:

1. **TECHNICAL SERVICES – HEART OF LIBRARY WORK**
2. PUBLIC SERVICES : CONTACT WITH USERS
3. INFORMATION SERVICES: PROVISION OF INFORMATION
4. PROMOTIONAL SERVICES: LINK BETWEEN LIBRARY ND COMMUNITY



TECHNICAL SERVICES

INVOLVES THE PROCESSING AND MAINTENANCE ACTIVITIES OF A LIBRARY COLLECTION THROUGH

1. COLLECTION DEVELOPMENT
2. CATALOGUING & CLASSIFICATION
3. PROCESSING

1. COLLECTION DEVELOPMENT

- ▶ IDENTIFICATION: LOCATING POTENTIALLY WORTHWHILE ITEMS
- ▶ SELECTION: DECIDING WHICH OF THE IDENTIFIED ITEMS TO ACQUIRE
- ▶ ACQUISITION: SECURING THE ITEMS FOR THE COLLECTION. INVOLVES ORDERING, PURCHASING OF BOOKS, ELECTRONIC RESOURCES AND MULTIMEDIA MATERIALS FOR THE LIBRARY
- ▶ WEEDING: GETTING RID OF OLD, DAMAGED OR IRRELEVANT MATERIALS
- ▶ **SORTING - SELECTED ITEMS INTO RESOURCE TYPES for access description and recording purposes**



2. CATALOGUING

In library and information science;

Cataloging (or cataloguing) – process of creating metadata that describes information resources, such as books, sound recordings, moving images, etc.

When cataloging we identify and pick out information such as creator names (author), titles, and subject terms that describe the resource, creating bibliographic records.

Pre 1970: catalog records are kept on cards;

Since 1970s: records are stored in machine-readable form in databases. While typically the cataloging process results in the production of library catalogs, it a



Cataloguing Tools



- ▶ Cataloguing
 - Anglo American Cataloguing Rules 2 (AACR2)
 - Resource Description Access (RDA)

- ▶ Classification
 - DDC set
 - Sears List of Subject Headings (SLSH)



BIBLIOGRAPHIC DATA TO BE PICKED OUT

- ▶ TITLE OF ITEM
- ▶ AUTHOR OF ITEM (EDITOR/COMPILER/CREATOR)
- ▶ PUBLISHER
- ▶ DATE
- ▶ PAGE NUMBER
- ▶ SIZE OF ITEM
- ▶ SOME NARRATION

BIBLIOGRAPHIC DATA TO BE DECIDED ON

- SUBJECT HEADINGS
- CLASSIFICATION NUMBER

2. CATALOGUING cont...

A **library classification** is a system by which library resources are arranged according to subject.

Library classifications use a notational system that represents the topics by numbers and allows books to be stored or shelved in that order.

Library classification systems group related materials together, typically arranged in a hierarchical tree structure.

Examples: Dewey Decimal Classification (DDC), Library of Congress (LC)

3. PROCESSING

- ▶ PREPARATION: LABELING, BINDING, REPAIRING, CONSERVATION WORK AND OTHERWISE (MAKING ITEMS READY FOR AND MAINTAINED DURING STORAGE)
- ▶ PRESERVATION; MAINTAINING AND REPAIRING OF DAMAGED ITEMS, BINDING OF JOURNALS INTO HARD COVER AND REFORMATING PRINT MATERIALS TO DIGITAL.

New books: labelling

- Write number on book (pencil)
- Put labels on books (colour or number)
- Paste due date slips and book pockets (if required)
- Put on new books display (optional)
- Merge (SHELF) into book shelves

NEW BOOK – other preparations

- Binding (optional) – ring binding, glue binding sewing
- Covering (optional)
- Stiffening (optional)

OLD or damaged books (Preservation)

- ▶ repair

Activity : VERY BASIC CATALOGUING

Cataloguing

Divide into specific types

- Fiction – make up stories, creative writing
- Non-fiction – true information about topics
- Reference – dictionaries, thesaurus, atlas, telephone directory
- Periodicals

Catalogue, list or register

Classification

Decide classification scheme

- Colour code
- Dewey decimal classification scheme



CONCLUSION

OUTCOME

By the end of this session, you should at least

- ▶ have some idea of what you are expected to do with your library collection