Classification Systems

- Library of Congress
  - Academic
  - Larger public
- Dewey
  - schools,
  - smaller public
  - Some academic – SUNY Sullivan!
- Specialized:
  - NLM
- Other...
Dewey Decimal System

- **Dewey** –

  “All recorded knowledge has a place in the DDC”

- System for organizing the contents of a library
- Based on the division of all knowledge into
  - 10 main classes,
  - 100 divisions,
  - and 1,000 sections
<table>
<thead>
<tr>
<th>Dewey Decimal System</th>
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<tbody>
<tr>
<td><strong>000-099</strong></td>
</tr>
<tr>
<td><strong>300-399</strong></td>
</tr>
<tr>
<td>Education, Fairy Tales, Folk Tales &amp; Social Sciences</td>
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<tr>
<td><strong>600-699</strong></td>
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<tr>
<td>Technology, Health &amp; Cooking</td>
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<tr>
<td><strong>900-999</strong></td>
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<tr>
<td>Geography, History &amp; Travel</td>
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Library of Congress

- First developed in the late nineteenth and early twentieth centuries
- Adopted for use by other libraries such as large academic & public libraries in the United States.
- Consists of separate, mutually exclusive, special classifications,
  - often having no connection save the accidental one of alphabetical notation.
What special collections did you see?
Special Collections

- Electronic Content
- Reserves
- Special print collections
  - Serials
  - Media
  - Others?
Collection arrangement

- **By Format**
  - Books, media, Government docs, pamphlets, etc

- **Different formats often arranged differently**
  - Books by classification number
  - Periodicals by titles
  - Government docs by special federal/state number
  - Pamphlets by group

- These are stored differently based on shape and size.
Book Collections

- Oversized materials
- Paperbacks
- New titles
- Local/Regional History
Reserves

- To enhance the teaching process by enabling teachers and faculty to temporarily supplement library collections in support of their courses.

- ‘Fairly’ recent – Not much mention in library literature before 1900.
Reserves

- Reserves guarantee the assigned materials will be available for use.
- Allows for multiple copies of copyrighted materials.
- Equipment, tape machines, laptops
Reserves: "home-grown"
Reserves: commercial software
Serials

- Mid 1990’s –
  - major change to library serial services
  - Electronic distribution of materials

- Philosophy –
  - Collect what users need/want
  - Keep them in format they prefer
Serials

- Publication issued in successive parts,
- Usually at regular intervals
- Intended to be continued indefinitely
- Includes periodicals, annuals (reports, yearbooks, etc), proceedings, societies transactions, newspapers
Serials

Access

- Alphabetically by title
- By title within broad topical groupings
- In classification order

- By Format
Media

- First used for instructional purposes
- Some type of equipment usually necessary for use
Goals of media service:

- Make its use TRANSPARENT!
- Integrate use with existing collections
- Collect/provide access to all appropriate formats
Media

- Mixed media
- Film
- Video
- CD
- DVD
- Networked computer files
- Streaming
Collection Issues

- Access
- Storage
- Preservation
- Circulation

- Additional issues specifically for media:
  - Equipment
  - Obsolescence
Shelving & Shelf Reading
Stack Maintenance

- **Smart People use Smart Libraries**

- Maintaining orderly arrangement of library is imp function generally assigned to circ.

- Library must have accurate and efficient shelving operation or good library service is impossible.
Collection/Stack Maintenance

- Circ systems are essentially databases, inventory control systems.
- Staff sometimes asked to find materials not located by patron.
Collection/Stack Maintenance

• Larger libraries have form for staff who
  ◦ Verifies information regarding call number, author, title
  ◦ Verifies material is not checked out/repair
  ◦ Verifies where it’s really supposed to be

• Author’s experience – ½ time book is where it’s supposed to be!

• Remember other locations –
  ◦ book carts,
  ◦ sorting shelves,
  ◦ mending areas, etc…
Collection/Stack Maintenance

- Backlogs of un-shelved materials cause delays in service and require staff time to location materials.

- Mis-shelved items are as good as lost until they are somehow noticed and re-shelved correctly.
Collection/Stack Maintenance

- History – when closed stacks were a rule, it was at least possible.

- Now open stacks, while assisting patron browsing, results in a constant battle to maintain orderly shelves.
Collection/Stack Maintenance

- Support staff (in all but the smallest libraries) may not do much shelving

- They must know enough to train clerical and student assistants to handle all phases of shelving.

- Also to check work after it’s done.
Shelving

- Materials shelved come from several sources:
  - New acquisitions
  - Circulated materials that have been returned
  - Materials used in libraries & not re-shelved.
    - Most libraries discourage patrons from re-shelving materials
      - To prevent mis-shelving
      - To account for in-house use for statistics and future purchases
Shelving

- Shelving operations vary among libraries:
- Some have central locations to rough-sort then place in precise order
- Larger libraries commonly have sorting areas on each floor
- Pre-sorted on shelves or book-trucks
Shelving

- Can be a tiring and uninteresting job if performed for lengthy periods

- Supervisor must establish schedule so no one shelves too long and becomes careless –
  - 1 to 2 hours at most!

- Here’s How it’s Done!
Shelf-reading

- Staff must regularly check the order of materials on the shelves.
- Scan the shelves and read the call numbers
- A collection out of order is difficult to use
- Trying to locate mis-shelved items wastes a lot of customer & staff time.

- Here’s how it’s done!
Shelf-reading

Procedures:

- As the shelves are read, mis-shelved items are placed in correct order
  - ‘long runs’

- Items are straightened on shelves.
Shelf-reading

- Shelf reader sometimes shifts books from one shelf to another to alleviate overcrowding...

- Employee also looks for damaged material and loose or defaced labels; these are removed for repair.

- Might not do much shelving; mostly training and supervision.
Shelf-reading

- Some more heavily used parts of collection require frequent shelf-reading, other parts may need to be checked only occasionally.

- Staff must be familiar with circulation patterns and shelf-reading statistics to identify more heavily used parts of collection.

- Shelf-reading can be tedious work.

- Readers can maintain concentration needed for accuracy for only one to two hours.
Collection Growth/Shifting

- As a library adds materials to its collection, shelves in some areas become full.
- Shifting is necessary to permit further growth.
- A section of shelving is considered full (for practical purposes) at about 75% capacity.
Growth/Shifts

- Sections should be checked regularly for crowded areas.
- Books should never be shelved tightly because damage is sure to result.
- A shift can involve only a few shelves or the movement of several stack ranges.
- The less space for growth a library has, the more shifting is necessary.
Growth/Shifts

- Librarians/Professional usually responsible for planning
- Support staff, technicians often help plan and carry out.
- It is important that staff be aware of the rationale behind the decision.
Repair & Preservation
Repair

- **Repair “Best Practices”:**
  - Materials are checked when they’re returned
  - Worn/damaged materials noted early to prevent permanent damage

- **Repairs – Whose job?**
  - Public Services?
  - Technical Services?

- **Tools**

- **“Replacing a page in a book”**
Preservation

- Follow proper procedures for check in & checkout as well as shelving to prevent/lessen damage.
Preservation

- Circ staff must set an example for handling of books and materials by library customers

- Good handling practices by circulation staff prevents damage by users.

- If staff members treat materials roughly, borrowers will (consciously or unconsciously) learn to devalue the materials and treat them poorly.
Preservation

- If shelving is sloppy, materials all over the place, periodicals falling off shelves, users' attitude toward library materials will most likely deteriorate.
Now on to Customer Service!....