

A Guide to

& Library Information Science

Questions & Answers



Second Edition

Haji Dad
Sher Nowrooz Khan



**A GUIDE TO
LIBRARY & INFORMATION SCIENCE**

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(Questions and Answers)**

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Second Edition

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Foreword

Books are always unique in their content, character and arrangement. Readers, by and large, think of them with a precise objective and taxonomy in mind. Normally fiction and nonfiction are the predominant types, however, basing on literary and research needs, further categorization is evident, like textbooks, supporting books, reference books, etc. A book, whether read continuously or consulted occasionally, usually follows a formal and structured course of presentation. However, the one in hand is in fact exceptionally versatile. It is neither restricted by the type of reader, nor bound by the kind of contents. On the one hand, it is a handy aid for a teacher and a versatile resource for a student, while on the other hand it is not less than a practical guidebook for a library professional. It is particularly useful for the young professionals, preparing for their tests and interviews and aspiring to join the field of librarianship. Content wise, the book judiciously incorporates both the nitty-gritty of traditional librarianship and the modern application of information technology. Besides providing general reading, it doesn't fall short of a reasonably good reference book. Like a standard textbook it contains basic knowledge of the subject and provides technical information like a quality manual.

The authors have made tremendous efforts in collecting, compiling, editing and collating all the relevant material in a single volume. The material taken from other sources has been

supplied with references to the original. Explanations given by the authors are simple, brief and to the point. The authors indeed deserve kudos for their hard work. As there is acute scarcity of literature on librarianship in Pakistan, this work may be regarded as a good addition to the existing literature. Yet, being the first effort of its kind, there may be some good suggestions and recommendations from the reviewers that should be welcomed by the authors for improvements in the future editions.

March 2012

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Preface

'Information is power' and it works as life-blood for research and development as it is the basis of all planning and development upon which depends our way of living. Library, as an information centre, provides necessary data to the people in the society. We all are aware of the fact that civilized nations of the world give due importance to libraries and librarianship in their societies.

This Guide-book has been for the librarians and students of Library and Information Science who intend to appear in tests, interviews, exams, and need a book of this nature for preparation. The authors, knowing fully well the problems and difficulties faced by the beginners in this field, have particularly ensured providing an overall view of the vast field of Library and Information Science.

Extensive revision has made the present edition far superior to the previous edition in coverage. Every chapter has been thoroughly scrutinized and revised. This book offers a completely new approach to library and information science education. It is a study guide that uses multiple choice questions for students' easy comprehension of the library and information science discipline.

We have tried our best to provide authentic and accurate reading materials to readers. However, readers who find any error or have a useful comment or suggestion to make, should not hesitate to inform us. Such input will be greatly appreciated for further improving the subsequent editions.

The Authors

HISTORY OF WRITING MATERIAL

Q What is a book?

Book is a source of information. A book can be broadly defined as a written document of at least 49 text pages (UNESCO) that communicates thoughts, ideas, or information. According to Librarian's Glossary "A set of blank sheets of paper bound along one edge and enclosed within protective covers to form a volume, especially a written or printed literary composition presented in this way". Throughout the ages, books have changed dramatically, assuming a number of different forms like stones, boards, planks of clay tablets, leaves of trees, leather, cotton, silk fabrics, codex, paper and now e-book.

Q What is the difference between a general and a rare book?

A A book of which copies are scarce and hard to obtain can be called a rare book. However, there is no easy formula or unequivocal guide to rarity. There is often no one distinctive feature that will set a rare book apart from other books. However, there are a few factors which assist in determining a book's rarity such as age, scarcity, importance, edition, etc.

Q On which materials were books written in ancient times?

A Books were written on stones, boards, planks of clay tablets, leaves of trees, leather, cotton and silk fabrics in ancient times.

Q How is the modern paper made?

A Paper is a thin material mainly used for writing upon, printing upon or for packaging. It is produced by pressing together moist fibers, typically cellulose pulp derived from wood, rags or grasses, and drying them into flexible sheets.

Q Where from the word paper was adopted?

A The word paper was derived from Papyrus. Papyrus was an ancient form of paper, made from the papyrus plant, which grew wild in the marshes of the Nile river and was cultivated for paper-making. Strips from fibrous pith of the papyrus plant were cut and laid

together in two layers, one layer running crosswise over the other, and beaten and dried to form a laminated sheet.

Q Who invented paper for the first time in the world?

A In 105 AD, Chinese court official Ts'ai Lun invented paper from rags presenting the sheet of paper to the Emperor Ho Ti as a substitute writing surface to silk. Chinese papermakers developed sized, coated and dyed paper that was protected against insects. Rags were replaced with bamboo which was de-fibred by cooking in lye/ caustic soda.

Q When was papermaking started in the Islamic world?

A It is said that in 751 A.D. the T'ang army was defeated by the Ottoman Turks at a mighty battle at the Talas River. Some Chinese soldiers and paper makers were captured and brought to Samarkand. The Arabs learned the paper making from the Chinese prisoners and built the first paper industry in Baghdad in 793 A.D.

Q How did paper get from China to Europe?

A Paper came from China to the West with Arabs who had learned the secret from Chinese prisoners of war in Samarkand in 768 A.D. It spread from Morocco to Moorish Spain and to Byzantium in the 11th century, then to the rest of Europe. All early paper was handmade in frames.

Q Who developed papermaking industry in the Sub-continent?

A The Muslim rulers of India established papermaking industry in India for the first time in history.

Q What was the use of parchment in ancient times?

A Parchment was a thin material made from calfskin, sheepskin or goatskin, often split. Its most common use was as a material for writing on, for documents, notes, or the pages of a book, codex or manuscript. It was distinct from leather in that parchment was limed

but not tanned, therefore, it was very reactive with changes in relative humidity and was not waterproof. Pointed pen was used to write on parchment of fats. The finer qualities of parchment were called vellum.

Q How was leather parchment prepared?

A Skins of goat or sheep were softened and flattened through colouring and chemical application.

Q What year was the printing press invented?

A A major advancement in printing was the invention of movable type in the year 1040 CE. It is credited to Bi Sheng, who lived in China. Movable type is simply a process of arranging individual characters in a frame, as opposed to creating the content of an entire page all on a single woodblock. The modern printing press was invented in 1440 CE, by a German inventor Johannes Gutenberg that, with refinements and increased mechanization, remained the principal means of printing until the late 20th century.

Q What does Codex mean?

A An ancient book composed of pieces of writing material fastened so as to open like a modern book as distinct from the SCROLL or VOLUMEN, which it superseded.

Q Define lithography?

A A printing process in which the image to be printed is rendered on a flat surface, as on sheet zinc or aluminum, and treated to retain ink while the non images areas are treated to repel ink (American Heritage Dictionary)

Q Which group of people wrote on clay tablets?

A The people who lived in ancient Mesopotamia (present Iraq) were called Sumerians. The Sumerians wrote first time on clay tablets. The clay tablets of Mesopotamia, dating back as far as 3,500 B.C., were used to record the earliest writings of mankind. Clay tablets were made from earth and water, inscribed

while wet with a stick-like Stylus, then sun-baked to preserve the cuneiform markings. The estimated length of those clay tablets was eleven to twelve inches. Approximately, 2200 clay tablets of ancient Mesopotamia have been preserved in British Museum.

Q What is Egyptian "Book of the Dead"?

A The "Book of the Dead" is the modern name of an ancient Egyptian funerary text, first used at the beginning of the New Kingdom (around 1550 BC). The text consists of charms, spells and formulas for use by the deceased in the afterworld. It was placed inside the mummy case to guide the soul in the next world. The dimensions of "Book of the Dead" were 15 inches width, 75 inches length. The book was intended to help the deceased.

Q What is meant by reprography?

A The reproduction and duplication of documents, written materials, drawings, designs, etc., by any process making use of light rays or photographic means, including offset printing, microfilming, photography, office duplicating, and the like (Dictionary.com)

Q Name the four important principles on which reprography is based?

A They are : -

- Photography
- Thermography
- Electrography
- Holography

Q What Diamond Sutra is?

A A sacred book of Buddhist religion which was the first to be printed by the Chinese in CE 868 in the history of printing. It is the oldest surviving printed, dated book. Known also as the Vajra Prajna Paramita Sutra, the scroll consists of seven panels of block printed

paper, and measures more than 16 feet (5.3 m) in length. The scroll is on display at the British Museum.

Q What is the Gutenberg Bible?

A Johann Gutenberg holds the distinction of being the inventor of the movable-type printing press. In A.D. 1455, Gutenberg produced a Latin language Bible considered to be the first book ever printed by a movable-type printing press, printed in Mainz, Germany.

Q What does paperless mean?

A An automated office or system that relies primarily on electronic media rather than paper for information transmission and recordkeeping.

Q What is a paperless society'?

A It is the vision of a future society wholly committed to electronic communication. The phrase was coined by F.W. LANCASTER. As early as the 1970s, the introduction of computers and word-processing programs into the work environment was heralded as a "labor-saving device." No doubt, in some areas, computer has made our lives easier, faster and simpler but dreaming of complete paperless society is perhaps not possible as we still see societies full of paper even in the developed countries.

Q Tell any other form of books besides the paper books in modern times?

A Video-records, film, microfilm, microfiche, e-books, CDs, etc.

Q In which era the parchment was used as writing material?

A In 1500 BC approximately.

Q What do you know about incunabula?

A Books printed from movable type in Europe prior to A.D. 1501 are called Incunabula. The known incunabula represent about 40,000 editions. The books included products of more than 1,000 presses, including such famous printers as Gutenberg, Jenson, Caxton, and Aldus Manutius and give evidence as to the development of typography in its formative period. These books were generally large quarto size, bound in calf over boards of wood and decorated with red initials.

Q What are post-incunabula?

A The term post-incunabula is sometimes used to refer to books printed after 1501 A.D., how long after, the experts have not yet agreed.

Q When was printing started in Europe?

A Printing started in Europe when in 1440 A.D. German inventor Johannes Gutenberg invented a printing press.

Q When was the first printing press installed in India?

A The first printing press was installed in India on 6th September 1556 A.D. and was installed at the college of St. Paul in Goa.

Q What is offset printing?

A Offset printing/offset lithography is a type of printing process used by virtually all large commercial printers. It is called offset, because the ink is not directly pressed onto the paper, but is distributed from a metal plate to a rubber mat where it is then set onto the paper.

Q What is digital printing?

A Digital printing describes the process of transferring a document on a personal computer or other digital storage device to a printing substance by means of a

device that accepts text and graphic output. As with other digital processes, information is reduced to binary code, or "digitized," to facilitate its storage and reproduction. Digital printing has steadily replaced lithography in many markets, especially at the consumer and business level, as a result of its substantially lower production costs.

- Q Which is the most commonly used script in the world?
- A Roman script is said to be the most commonly used script in the world.
- Q Where did block printing originate from?
- A Block printing was the earliest form of printing, involving the cutting of crude pictures and lettering on blocks of wood. It was developed in China about 868 CE during the T'ang dynasty (618–907). Ideographic text and illustrations were engraved in wooden blocks, inked, and copied on paper.
- Q When did printing start in America?
- A First printing press was established in America in 1638 CE in Cambridge, Massachusetts Bay Colony.
- Q How did man express Ideas and services for the first time in human history?
- A Since there was no writing system, therefore it is said that people used sings and gesture of body for this purpose.
- Q In how many languages are books published in Pakistan?
- A More or less in fifteen languages.
- Q What was the name of the first paper factory?
- A The name of the first paper making factory was Fabriano. It was established in a small village in Italy.
- Q Explain scriptorium?
- A A room, especially in a monastery, set apart for the writing or copying of manuscripts.

Q What is a pictography?

A Prehistoric drawing made on a rock surface, such as the side of a cliff or the wall of a cave. It is one of the earliest forms of "written" communication and exists even today in the form of a picture representing or suggesting the thing signified, for example, a road sign bearing a symbol of a bed indicates that a hospital is located in this area.

Q What is meant by iconography?

A Iconography (image writing) is the branch of art history which studies the identification, description, and the interpretation of the content of images.

Q Explain ideography?

A The representation of ideas by graphic symbols. It is a form of picture-writing in which ideas are conveyed by pictorial representation.

Q What is a phonetic writing? Explain.

A A form of writing in which the signs or symbols represent sounds or a group of sounds rather than objects or ideas.

Q What do you know about alphabetic writing?

A In the history of writing, it is a final shape of writing in which a single symbol is used to represent a single sound feature in the spoken language.

Q What people used cuneiform system of writing?

A Cuneiform was the system of writing used most extensively in the ancient Middle East. The earliest known documents in cuneiform were written by the Sumerians of southern Mesopotamia, who assigned their own word-sounds to the symbols. Later, the Akkadians adopted the symbols but pronounced them as corresponding Akkadian words. Cuneiform thus passed successively from one people to another. The Akkadians were succeeded by the Babylonians, and they by the Assyrians.

HISTORY OF LIBRARIES

Q Define the word library science?

A The professional knowledge and skill with which recorded information is selected, acquired, organized, stored, maintained, retrieved, and disseminated to meet the needs of a specific clientele, usually taught at a professional library school qualified to grant the postgraduate degree of M.L.S. or M.L.I.S.(ODLIS)

Q What is meant by information science?

A The systematic study and analysis of the sources, development, collection, organization, dissemination, evaluation, use, and management of information in all its forms, including the channels (formal and informal) and technology used in its communication. (ODLIS)

Q Name the various types of information required by a user in the field of information science?

A

- Current approach
- Everyday approach
- Exhaustive approach and
- Catching up approach

Q What is a Library?

A A place, building, room or rooms set apart for the keeping and use of a collection of books, etc. (Librarian's Glossary)

Q Define the word library in your own words?

A Library is a collection of sources, resources and services. It is a place where knowledge is found in shape of books, newspapers, magazines and other reading materials for those who are interested to access it. These materials are arranged according to some logic and principles and can be consulted or borrowed by its members or readers.

- Q** What should be the purpose of a library?
- A** To select, assemble, administer and organize collection of educational and recreational library materials making them available and accessible to every individual in the community.
- Q** Where did the word library come from and what does it mean?
- A** It was adopted from Latin world 'Liber' which means 'book'
- Q** Where did the first library of the world originate from?
- A** Assyrian King Assurbanipal (668-626 BCE.) created the world's first library in his palace at Nineveh the city of Assyria (Iraq). This library was known as The Royal Library of Ashurbanipal. It had a collection of thousands of clay tablets and fragments containing texts of all kinds of royal inscriptions, chronicles, mythological and religious texts, contracts, royal grants and decrees, royal letters, assorted administrative documents, etc. Later, this library was destroyed by Chaldeans and Medes the states in Babylonia who fought against Assyrians.
- Q** When did the archaeologists discover the Assurbanipal Library?
- A** It was discovered in 1850 CE.
- Q** What was the number of the discovered materials in Assurbanipal Library?
- A** The archaeologists discovered nearly 20,000 tablets from this library in 1850 CE and now most of them are preserved in British Museum.
- Q** When and where was the first library established in Greece?
- A** It is said that the first known library was established in Greece in 6th century B.C. in Athens (Greece).

Q Who established the first private library in Greece?

A Aristotle (384-322 B.C.) established the first private library in Greece. The library was freely consulted by Greek scholars. At his death the library was given to one of his friends.

Q When was the first public library established in Greece?

A The first public library in Greece was established in 330 B.C. in order to preserve the work of great dramatists.

Q Who established the Alexandria Library?

A The library of Alexandria was established by Alexander the Great in 332 B.C. It is considered one of the greatest libraries of the ancient world, later destroyed by fire. The library collection was arranged/classified under five major subjects poetry, history, philosophy oratory and miscellany

Q Who was the Librarian of Alexandria Library?

A It is generally believed that Demetrius was Librarian of this great Library.

Q What is paleography?

A The study and description of ancient and medieval manuscripts, documents and systems of writing including the knowledge of the various characters used at different period is by the scribes of different nations and languages, their usual abbreviations, etc.

Q What do you know about Pergamum library?

A The Pergamum (a city in present Turkey) library was considered the second finest, after Alexandria. It was established by the king Eumenes II (d. 160/159 BCE) as a rivaling the Alexandria library. The library contained 200,000 volumes. Much of this success was due to the rulers of Pergamum, who were patrons of the arts and furthered the scope of the library. The library grew spectacularly, so much so that the curators of the Alexandrian Library in Egypt became concerned and placed an embargo on exported papyrus.

Q Name the Librarian of Pergamum library?

A His name was probably Krates.

Q Who confiscated the Pergamum library?

A Mark Antony confiscated some 2,00,000 scrolls of this library and presented them as a gift to Queen Cleopatra in 43 B.C.

Q Name the three most important ancient libraries of the world?

A

- Assurbanipal Library.
- Alexandria Library.
- Pergamum Library.

Q When were libraries established in China?

A During the Han dynasty period (206 - 220 BCE).

Q Name the first public library of the Arab world?

A Bayt-al-Hikmah Baghdad was the first public library in the Arab world, established by the Abbasid caliph. Harun al-Rashid. Bayt-al-Hikmah (House of Wisdom) in which scholars from different lands came and studied. It served as a museum, library, translation office, school and meeting centres.

Q What contributions the Fatimid Caliphs of Egypt made towards learning and libraries?

A In the Shia interpretation of Islam and particularly in the Shia Ismaili tradition, there is a great importance placed on knowledge. The Fatimids' support for learning was a reflection of this importance. The Muslim culture and civilization reached its peak during the time of Fatimid caliphs of Egypt. Different libraries and learning centres were established during this period. Al-Azhar University and al-Azhar Mosque library were founded by the Fatimid Caliph, Al-Moezz. The library contained 200,000 books. Caliph Al-Aziz, son of Mu'izz who founded a big library called Khaza'in - al Qusur, consisting of forty rooms. There were 1600.000 books and booklets of which 600,000 were

books and dealt with theology, grammar, dictionary, tradition, history, geography, astronomy, chemistry. Of these 6000 books were on mathematics and astronomy alone. The library was opened for the teachers, scholars and students of Cairo. Caliph Al-Hakim son of Al-Aziz established a library at Cairo in 1005 CE attached to the hall of learning (Darul Ilm or Darul Hakimah) which imparted free education and supported teachers, scholars and student with endowments. The facilities at Dar al-'Ilm were accessible to all people. There was tremendous scientific activity under the Fatimids. It is best reflected in the life of Ibn al-Haytham. Born in Basra (in present-day Iraq) in 965 CE, he was polymath and a master of all the scientific fields of his time. He was invited to Cairo by Caliph al-Hakim. In Egypt, Ibn al-Haytham went on to compose many works on physics, philosophy, astronomy, mathematics and medicine, including his greatest work the Kitab al-Manziri (treatise on Optics). In this work, Ibn al-Haytham refuted the theory of Euclid and Ptolemy that the eye sends out visual rays to the object of vision, arguing that the form of the perceived object passes into the eye through a transparent body (lens). The correctness of this theory was established several centuries later among European scientists.

Q What was the condition of libraries under Muslim rulers of Spain?

A The Muslim period in Spain is often described as a 'golden age' of learning where libraries, learning centers were established and literature, poetry and architecture flourished. Khalifah Abd al Rahman II and Hakam II specially took great interest in the collection of books. They established a number of libraries and learning centers all over the country. The Royal Library of Cordova was one of the best libraries of the Muslim world at that time. Different public and private libraries were established in provincial and district level in the kingdom. Librarian in the provincial

capitals used to be members of respectable families and the person in charge of royal library was generally a member of the royal family. The Spanish Muslims were not only the collectors of books but writers of original works as well. In short the Muslim rulers of Spain not only established and developed libraries but at the same time they also patronized all the literary activities in the kingdom.

Q When was the first public library founded in the Indian subcontinent?

A Kolkata (formerly known as Calcutta) Public Library established in 1836 was the first public library in this part of the world. It was not a government institution at that time. It ran on proprietary basis.

Q When and where was the Imperial library of India founded?

A The Imperial library was founded at Kolkata (formerly known as 'Calcutta') in 1891 by combining a number of secretariat libraries. However, the resources of both the Public Library Calcutta and Imperial library were not being used due to limited access. Therefore, these two libraries were merged by the order of the then Governor General of India Lord Curzon and opened to general public in 1903.

Q Name the first Librarian of Imperial Library Kolkata (Calcutta)?

A John Macfarlane, Assistant Librarian of the British Museum, London, was appointed the first Librarian of the Imperial library.

Q What is the present status of Imperial Library Kolkata (Calcutta)?

A With the enactment of the Imperial Library (Change of Name) Act, 1948, it has become the National Library of India.

Q What do you know about Baroda Library Movement?

A Maharaja Sayajirao III, Gaikwad of Baroda (1863-1939) was inspired by the progress of American public libraries during his visit to this country. He invited William Alanson Borden (1853-1931) a library expert to provide similar library services for his own people. Borden went to Baroda in 1910, worked hard and established a network of libraries in the state within a short period of three years. And the University of the Punjab at Lahore invited Asa Don Dickinson in 1915 to organize its University Library on modern American lines. These two pioneering American librarians became the architects of the Indian library system. They set the path for the progress of the Indian library movement. Many other American educator-librarians contributed toward this great cultural renaissance.

Q What was the situation of libraries and literary activities in Mughal empire?

A There was tremendous literary activity during the Mughal period. Languages like Persian, Sanskrit, Hindi and Urdu saw tremendous creative activity as did many other languages. The Mughal empire had a large number of poets and writers and hence there was a lot of work published in this era especially during the reign of Akbar, Jehangir and Shah Jahan. The keen interest in literature that the Mughal emperors had led to the establishment of many great libraries which became repositories of tremendous knowledge. The works were properly filed and locating information was very easy. The art of calligraphy also reached a level of excellence.

Q Name the Mogul emperor who slipped from the stairs of a library and died?

A The Mughal emperor Humayun had a great interest in reading. One day he was ascending the staircase from his library when he caught his foot in his robe, tumbled down several steps and hit his temple on a

rugged stone edge and died three days later.

Q Where is India Office Library situated and what kind of collection does it possess?

A It is situated in London, United Kingdom. The India Office Records are the documentary archives of the administration in London of the pre-1947 government of India. The 14 kilometers of shelves of volumes, files and boxes of papers, together with 70,000 volumes of official publications and 105,000 manuscripts and printed maps, comprise the archives of the East India Company (1600-1858), of the Board of the Commissioners for the affairs of India (1784-1858), of the India Office(1858-1947), of the Burma Office (1937-1948), and of a number of British agencies overseas which were officially linked with one or other of the four main bodies. The India Office Records are part of the Public Records of the United Kingdom, and are open for public consultation under the provisions of the Public Record Acts and in accordance with regulations established by the Lord Chancellor.

Q When was Library of Congress founded?

A Established on 24 April 1800 with a total collection of 224 books and 9 maps, today the Library of Congress is the biggest and largest National Library in the world having a collection of nearly 142 million items includes more than 32 million catalogued books and other print materials in 470 languages; more than 62 million manuscripts; the largest rare book collection in North America; and the world's largest collection of legal materials, films, maps, sheet music and sound recordings.

Q What was the purpose to establish the Library of Congress?

A To serve as a reference source for members of the Congress in fulfilling their constitutional duties. The library serves the Congress throughout the legislative process by providing comprehensive and reliable legislative research and analysis.

- Q** How many pieces of library materials are added daily to the collection of Library of Congress?
- A** According to their website the Library receives approximately ten thousand (10,000) pieces of reading material daily.
- Q** Which library has the privilege to be the oldest public library of Pakistan?
- A** Punjab Public Library Lahore. It was established in 1884 by the order of the then Lieutenant Governor Punjab. The main purpose to establish the library was to provide a public library for the use of all classes of the people without any discrimination of religion, sex, race and creed.
- Q** When was Quaid-e-Azam Library established?
- A** It is a reference and research library situated in Bagh-e-Jinnah Lahore. The library is housed in Old Gymkhana Building and was inaugurated by former President of Pakistan General Zia-ul-Haq on 25th December, 1984 and was named as Quaid-e-Azam Library.
- Q** Dyal Singh Trust Library is situated in which city of Pakistan?
- A** Dyal Singh Trust Library is situated in Lahore, and was founded in 1908 on the will of late Sardar Dyal Singh Majithia.
- Q** When and where was National Sirah Library established?
- A** NSL was established in 1998 as a part of Dr. Muhammad Hamidullah Library, Islamic Research Institute, International Islamic University, Islamabad.
- Q** When was Islamic Research Institute (IRI) Library founded?
- A** The library of the Islamic Research Institute Islamabad, now known as Dr. Muhammad Hamidullah Library, was established in 1960, with the ambition to

develop a comprehensive collection on Islam and the Muslims in the major languages of the world. Its total stock now exceeds 190,000 volumes/items. Additionally, 750 scholarly journals in various languages are regularly received in the library from 56 countries of the world; most of them in exchange for the Institute's quarterly journals Islamic Studies, al-Dirasat al-Islamiyyah and Fikr-o-Nazar.

Q Who founded Central Library Bahawalpur?

A Central Library Bahawalpur is considered to be the second biggest public library of the Punjab province of Pakistan. It was founded by the late Aamir of ex-Bahawalpur state Nawab Sir Sadiq Muhammad Khan Abbasi, the 5th in March 1924.

Q Where is Liaquat Memorial Library situated?

A It is situated in Karachi and was established in 1950 in the commemoration of Nawabzada Liaquat Ali Khan late, the first Prime Minister of Pakistan, who was assassinated in Rawalpindi on 16th October 1951. Liaquat Memorial Library has served the Pakistani nation in capacity of National Library and legal depository until 1986 when National Library of Pakistan, Islamabad took over its responsibilities.

Q Dr Mahmud Husain Library exists in which city of Pakistan?

A Dr Mahmud Husain Library (Karachi University Library) is in Karachi. It came into being with the establishment of Karachi University in 1952. The library at present possesses approximately 350,000 volumes, some of them dating back to the 17th century. In addition, the library also has digital resources and UN collection. This library has the privilege to be the depository of the personal book collection of Quaid-e-Azam, Muhammad Ali Jinnah.

Q In which city of Pakistan does Frere Hall Library exist?

A It is situated in Karachi, and was founded with the establishment of Frere Hall in 1865. This is one of the largest and oldest libraries in the city.

Q Who founded Khairpur Public Library?

A It was founded by Mir Faiz Khan Talpur, the ruler of Khairpur state in 1903. The library has been renamed as Sachal Sarmast Sind Government Library.

Q Where is Sandaman Public Library situated?

A Sandaman Public Library is situated in Quetta, Pakistan. It was established in 1886.

Q When was Provincial Library Balochistan founded?

A It was founded in 1970 as Quetta Divisional library and renamed as Balochistan Public Library in 1972. It was declared as Provincial Library Baluchistan in 1983 on the recommendation of Technical Working Group formed for the inspection of public libraries of the country.

Q When was Balochistan University Library founded?

A Balochistan University Library Quetta was established in 1971 when the university itself came into being. As far as the collection of the library is concerned, it has near about 140,000 volumes including 4000 microfilms. It is a depository library of World Bank, UNESCO and UNICEF.

Q In which city of Pakistan, Sardar Bahadur Khan Women University is established?

A It was established in Quetta, Baluchistan, on March 18, 2004. It has the privilege to be Balochistan's first and Pakistan's third women's University.

Q Who founded Islamia College, Peshawar and its library?

A Islamia College Peshawar was founded by Sir Sahibzada Abdul Qayyum Khan in 1913. It is now known as Islamia College University Peshawar.

- Q** In what year Peshawar University Library was established?
- A** Central Library of Peshawar University was established in 1951. The library has now a good collection of Oriental literature including manuscripts and rare books of high value. Also the library functions as United Nations depository library. Modern technology in the form of computer, Internet and e-mail has been adopted in this institution.
- Q** What do you know about Punjab University library Lahore?
- A** Punjab University library Lahore is said to be the oldest university library of Pakistan and was established in 1908. It has a huge collection of books, journals, magazines, periodicals, scriptures, historical papers, and A/V materials which is 4,42,300 approximately including some very precious personal / special collections.
- Q** What was the purpose to establish Punjab Library Foundation?
- A** The Punjab Library Foundation was founded in 1985. The main purpose to establish this foundation is to promote libraries and librarianship in the province. The Foundation provides financial assistance to libraries in the province and trains library professionals from time to time.
- Q** When was Quaid-e-Azam University Library established?
- A** The Central Library of Quaid-i-Azam University Islamabad, Known as Dr Riazuddin Siddiqi Memorial Library came into being with the establishment of the university in 1965. Although each department has its own specialized library to fulfill the needs of academic staff and students yet the Central Library of the University functions as the main library at the campus.

Q What do you know about the Aga Khan University Libraries?

A The Aga Khan University Libraries provide strong support to students, faculty and researchers for their study, teaching and research through its network of libraries around the globe. The collections include books, current journals, and back files of journals, educational reports, audio/visual aids, and digital media. The AKU Library in Karachi contains 20,000 books in print, and provides online access to 50,000 eBooks. The library also houses 40,000 bound volumes of scholarly journals and has online access to 12,000 journals available from 25 different online resources. Some of the most popular databases are Science Direct, Ovid - Lippincott Williams & Wilkins Journals, Access medicine, Wiley Inter Science, Cochrane Library, Up-To-Date, MDConsult, Nursing Consult, Ebrary, Springer link and Pub Med. The library is part of WHO EMRO libraries network and is actively involved in sharing material with partner libraries. (<http://www.aku.edu/akuLibrary/>)

Q When was Bahauddin Zakaraiya University Library established ?

A Bahauddin Zakaraiya University is situated in the city of Multan. The Central Library of the University came into being in 1975, with the establishment of the university. The library collection supports not only every course in the curriculum, but also include selected stock of general material of books, periodicals, publications, news papers, etc. Most of the Departments have their own departmental libraries situated in their own buildings.

Q When was Central Library, of International Islamic University established?

A The International Islamic University, Islamabad was established in 1980. The library of the university came into being with the establishment of the university. Central Library of International Islamic University Islamabad is located in Sector H-10, Islamabad. The library shifted to the new building from Faisal Mosque in July 2006, which consists of two floors. Reference, reserve, thesis, Lincoln Corner, circulation desk and office of the chief librarian are located on the ground floor, whereas general collection, newspapers and periodicals' section are situated on the first floor of the Library.

Q What do You know about AIOU Library?

A Allama Iqbal Open University (AIOU) is a mega institution of open and distance learning. It enrolls more than a million students from across Pakistan. The University has a country-wide network of thirty-six regional campuses. The AIOU Central Library was established in 1974 at main campus in Islamabad to cater the informational, educational and research needs of the community of students and teachers associated with the University. The Central Library has a network of Regional Libraries at Regional Campuses. The Library collection exceeds 113,000 volumes. The collection includes works in local and regional languages. The library subscribes to eight (8) research journals and a few magazines. The library has a handsome collection of audio/video material. The CD collection of the library has been stored on a SAN (server area network). The resource is accessible through the University network.

TYPES OF LIBRARIES

Q What are the different types of libraries?

A Main types of libraries are:

- National libraries
- Academic libraries
- Public libraries
- Special libraries

Q What is a National Library?

A It is difficult to define a national library precisely. However, it is a library specifically established by the government of a country to serve as the permanent repository of information for that country. Unlike public libraries, these libraries rarely allow citizens to borrow books because their collection often includes numerous rare, valuable, or significant works. National library is usually a copyright library and often provides reference services.

Q Where did the idea of National Libraries originate from?

A There is disagreement on dates of foundation of national libraries that when and where the first national library was established. However, the earliest national libraries date back to the 15th and 16th centuries in shape of the Biblioteca Marciana in Venice (1468), the Bibliotheque Nationale of France (1537), the Osterreichische Bibliothek in Venia, the Bayerische Staatsbibliothek in Munich (1558), and the Bibliotheque Royale in Brussels(1559). When we look at the history of national libraries, it reveals that majority of the national libraries traced their origins to royal collections or large private collections.

Q What are the main functions of a National Library?

A National libraries have special responsibilities, often defined in law, within a nation's library and information system. These responsibilities vary from country to country but are likely to include :-

- To collect via legal deposit of the national imprint (both print and electronic) and its cataloguing and preservation.
- To provide central services (e.g., reference, bibliography, preservation, lending) to users both directly and through other library and information centers.
- Preservation and promotion of the national cultural heritage.
- Acquisition of at least a representative collection of foreign publications.
- Promotion of national cultural policy
- To play a leadership role in national literacy campaigns.
- To enforce copyright law in the country.
- To produce national bibliography.

Q Where is the National Library of Pakistan located?

A The National Library of Pakistan is located at Constitution Avenue, Islamabad, Pakistan. Construction of the library building started in 1982 and completed in 1988. The building was designed by Mr. Anwar Saeed, Director General (Designs) of the Capital Development Authority, Islamabad. It covers an area of 1, 68,844 sq. Ft. and cost Rs. 130.322 million. The library was formally inaugurated on 24 August 1993 by the then Prime Minister of Pakistan Mr. Moeen-ud-Din Ahmad Qureshi. The main function of this library, like other National Libraries of the world is to receive and preserve all the published literary heritage of Pakistan for the present as well as coming generations. The Library is responsible for National bibliographic control in the country and exchanges Government documents with USA, Pakistan National Bibliography with other national libraries of the world, serves as depository for Asian Development Bank

publications and provides information and photocopy service. The National library is a member of the International Federation of Library Associations and Institutions.(IFLA).

Q Which Library had the privilege to serve as the National Library of Pakistan during 1954 to 1986?

A Liaquat Memorial Library served the Pakistani nation in capacity of National Library and legal depository until 1986 when National Library of Pakistan, Islamabad took over its responsibilities.

Q What do you know about the current statistics regarding library collection of National library of Pakistan?

A Currently the library collection is touching the figure of 300,000 volumes acquired through purchases, gifts and exchanges. In addition under copy right law thousands of issues of 1148 periodicals also receive in the library annually. The Library also receives 321 Newspapers from all over-the-counter on daily basis.

Q Is there any Rare Collection in the National Library of Pakistan?

A The National Library of Pakistan possesses more than 10,000 rare books in Urdu, English and Persian languages written on different topics. The Library maintains more than five hundred rare collections of handwritten manuscripts including history of Kashmir in Persian language, Sawati-ul-Ilhaam (Dotless Tafseer of the Holy Quran of Abul Faiz Faizi (1547-1595), Aaen-e-Akbari, the first copy of Kulyat-e-Meer published in 1811 and microfilms/microfiches containing all British India Census Reports for 1911, 1921, 1931 and 1941.

Q Does National Library of Pakistan have its own Publications?

A The National Library of Pakistan plays an important role in the field of National Bibliographic Control in the country by publishing Pakistan National Bibliography

annually.

Q What is ISBN and how many ISBN numbers have been allotted to Pakistani Publishers by the National Library of Pakistan?

A ISBN is the worldwide identification code for books and other published materials. They allow libraries and booksellers to easily locate and order a publication. International Standard Book Numbers (ISBNs) are available in the National Library of Pakistan free of cost and provided to Pakistani publishers of books. National Library of Pakistan plays the role of being a representative of International Book Numbering Agency in the country. Until now, the National Library of Pakistan has registered more than eighteen hundred publishers and allotted thirty seven thousand ISBNs.

Q Where is National Library of India situated?

A The Imperial Library was founded at Kolkata (formerly known as 'Calcutta') in 1891 by combining a number of Secretariat libraries. After independence, the Government of India changed the name of the Imperial Library as the National Library, and on February 1, 1953 the National Library of India was formally opened to the public.

Q Name the National Library of Japan?

A National Diet Library (NDL). It was established in 1948. NDL collects books and other library materials to assist the members of the National Diet in the performance of their duties.

Q Bibliotheque Nationale (BnF) is the National Library of what country?

A The Bibliothèque Nationale de France (BnF) is the National Library of France, located in Paris. It is intended to be the repository of all that is published in

France. The Library was originated from the royal library by Charles V in 1368, opened to the public in 1692, and became the first free public library in the world in 1793. The Library holds over ten million books, three hundred fifty thousands manuscripts as well as a large number of maps, coins, and other materials. All works published in France are deposited to the Library by law established in 1537.

Q Name the National Library of Great Britain?

A The British Library is the National Library of Britain. It was established in 1969 on the recommendations of the National Libraries Committee. The British Library Act was passed in 1972 by Parliament bringing the Library into operation with effect from 1st July 1973.

Q Die Deutsche Bibliothek is the National Library of what country?

A The German National Library (Deutsche Nationalbibliothek) was created in 1990 by merger of the Deutsche Bibliothek (founded 1947) in Frankfurt am Main and the Deutsche Bücherei (1912) in Leipzig, which until the reunification of Germany had functioned as the national libraries of West and East Germany, respectively. The library is the depository for all books published in Germany and collects German books published abroad, translations of German books, and literature dealing with Germany and Germans.

Q Name the National Library of Italy?

A Biblioteca Nazionale Centrale di Firenze, founded in 1714. It is a public national library in Florence, the largest in Italy and one of most important in Europe, one of the two central libraries of Italy, along with the Biblioteca Nazionale Centrale of Rome.

Q Name the National Library of the United States of America?

A Library of Congress. Established on 24 April 1800 with a total collection of 224 books and 9 maps. Today

Library of Congress is the biggest and largest National Library in the world.

Q How many books and like materials are added to the Library of Congress daily?

A Library of Congress receives approximately ten thousand (10,000) pieces of reading material daily.

Q What words are displayed regarding Islam in the Library of Congress?

A Islam made the world aware about science and gave freedom of thought.

Q What is the largest book in the Library of Congress?

A It is said that the largest book in the Library of Congress is a 5-by-7 foot book featuring color images of Bhutan.

Q What is a copyright law?

A 'The legal right granted to an author, composer, playwright, publisher, or distributor to exclusive publication, production, sale, or distribution of a literary, musical, dramatic, or artistic work'. (American Heritage Dictionary)

Exclusive rights to reproduce, publish, or sell an original work of authorship. It protects from unauthorized copying any published or unpublished work that is fixed in a tangible medium (including a book or manuscript, musical score or recording, script or dramatic production, painting or sculpture, or blueprint or building). It does not protect matters such as an idea, process, or system. (Britannica Concise Encyclopedia). Copyright law states that a copyright stands for between 50 and 100 years from the creator's death if the creator is an individual, and a shorter time if the creator is a corporation. Copyrights can apply to many different products, including literary works, film, audio, drawings and software. While copyright

law is not all-encompassing, other laws (such as patent and trademark laws) may impose additional sanctions.

Q When was Copyright law passed in Pakistan?

A In Pakistan, Copyright law was passed in 1962 known as Copyright Ordinance, 1962. It came into force in 1968 and updated with amendments in 1992. However, electronic publications are not yet covered by the copyright laws. The annual Pakistan National Bibliography is based on copyright receipts, mainly books.

Q What does the acronym WIPO stand for?

A World Intellectual Property Organization (WIPO), specialized agency of the United Nations, with headquarters at Geneva. WIPO became an agency in 1974, but its roots go back to 1883 when the need for international protection of intellectual property prompted the Paris Convention for the Protection of Industrial Property and to 1886 with the Bern Convention for the Protection of Literary and Artistic Works.

Q What do you know about Bern Convention?

International agreement adopted in Bern, Switzerland. in 1886 to protect copyrights on an international basis. It was modified several times throughout the 20th century. Its signatories constitute the Bern Copyright Union. Each member country grants the authors of other member countries the same rights that its laws grant its own nationals (Columbia Encyclopedia).

Q When was copyright law enforced in England?

A In 1707 the parliaments of England and Scotland were united as a result of the Anglo-Scottish Union. The new parliament was able to change the laws in both countries and an important early piece of legislation was the Copyright Act of 1709, also known as the Statute of Anne.

Q When was copyright law passed in the United States of America?

- A On May 31, 1790 President George Washington signed the first US copyright law. It gave protection for 14 years to books written by US citizens. In 1891 the law was extended to cover books by foreign authors as well.
- Q Name the first copyright law of the world?
- A The first country to institute a legal deposit law is considered to be France. In 1537 King Francois I published the "Montpellier Ordinance" which obligated depositing copies of documents written in France, in order to create a national collection. Since then, this law is considered in many countries an efficient tool for preserving and documenting the tradition, roots and written culture of a nation.
- Q Name the second copyright law of the world?
- A 'Statute of Anne' England. It was enacted in 1709 and entered into force on 10 April 1710. It is generally considered to be the second fully-fledged copyright statute. It is named after Anne, Queen of Great Britain, during whose reign it was enacted.
- Q When was copyright law passed in India?
- A Indian copyright act was passed on 4th June, 1957.
- Q Why copyright laws are made?
- A The object of copyright law is to encourage authors, composers, artists and designers to create original works by rewarding them with the exclusive right for a limited period to exploit the work for monetary gain. It protects the writer or creator of the original work from the unauthorized reproduction or exploitation of his materials.
- Q Define academic library?
- A Libraries established in colleges, polytechnics, universities and other educational institutions are called academic libraries.
- Q Why academic libraries are established and who are their main patrons?

A Academic libraries are established to fulfill the academic needs of students, teachers and researchers of the parent institution. Academic library is one created to serve a college or university or other academic institution, and its main group of users are the students, faculty and staff at that institution. An academic library may be closed to outsiders, and usually will devote itself to acquiring material that relates to what is taught at the institution and to subjects in which faculty might do research.

Q What sort of materials is acquired in an academic libraries?

A Collection development in academic libraries is extremely difficult because of narrow budgets and a rapidly expanding universe of information. Since academic libraries are research libraries, therefore, such materials should be acquired that should be able to meet the needs of teachers, students and research scholars. Academic libraries should provide indexing and abstracting services. The collection should include textbooks, bibliographies, subject encyclopedias, literature surveys, progress reviews, selection of newly published works and periodicals, and access to online databases.

Q Define university library?

A 'A library or library system established, administered and funded by a university to meet the information, research and curriculum needs of its students, faculty and staff.' (Dictionary for Library and Information Science)

Q Define school library?

A 'A library in a public or private elementary or secondary school that serves the information needs of its students and the curriculum needs of its teachers and staff usually managed by a school librarian or media specialist'. (Dictionary for Library and Information Science). School library is said to be a social institution, through which the most important, ideas and information are provided and this is the purpose of education indeed.

Q What should be the aims of a school library?

- A To play its part in making educational programmes effective, to fulfill all educational demands of students and to enhance student's keenness on studies.
- Q As a school librarian, what type of library material would you suggest for school library?
- A Books of fairy tales, reports of matches, new achievements, different biographies and new inventions, cartoon CDs, etc.
- Q What is a College Library?
- A Libraries established, maintained, and administered by institutions of higher education to meet the needs of their students and faculty.
- Q Define public library?
- A Public library is a social institution which is based on the concept of democracy, i.e. for the people, by the people and of the people. Librarians' Glossary defines public library as:
- 'A library provided wholly or partly from public funds, and the use of which is not restricted to any class of persons in the community but is freely available to all.'
 - Encyclopedia of Library and Information Science defines that 'Public library is a public institution, supported by taxation, one that it opens its collections, facilities and services, without distinction to all students.'
- Q Define public library in your own words?
- A Public library is an institution, which is run with the monetary co-operation of government, private institutions or any group of the society or any welfare organization and is open for people without any compensation and discrimination on the ground of colour, caste and religious belief.
- Q What kind of material is mostly gathered in a public

library?

- A Since public library serves the local community and is open to public without any discrimination, therefore, expectation from a public library is that a user of every age should be able to find a document of his/her interest. Also the public library should acquire material which is in accordance with academic ability of people of the community. The collection should include books on all subjects, pamphlets, periodical publications and visual and audiovisual materials etc.
- Q What is the main purpose of a public library?
- A To provide children, youngsters, men and women with equal educational, teaching, recreational and informational opportunities and occasions.
- Q Name the largest public library of Pakistan?
- A Punjab Public Library Lahore established in 1884 still holds the position of being as the largest public library of the country.
- Q Name the biggest public library in the world?
- A The New York Public Library (NYPL). It was formed by the consolidation of the Tilden Trust and the Astor and Lenox libraries on May 23, 1895. It is the third largest public library in North America and is one of the United States' most significant research libraries. It is simultaneously one of the largest public library systems in the United States and one of the largest research library systems in the world. It is a privately managed, nonprofit corporation with a public mission, operating with both private and public financing.
- Q When and where was the first All-India Public Libraries Conference held and what were its important recommendations?
- A This conference was held at Madras, India on 14-15 November, 1919. It recommended the establishment of library schools in all the universities of India.
- Q Define special library?

library?

- A** Since public library serves the local community and is open to public without any discrimination, therefore, expectation from a public library is that a user of every age should be able to find a document of his/her interest. Also the public library should acquire material which is in accordance with academic ability of people of the community. The collection should include books on all subjects, pamphlets, periodical publications and visual and audiovisual materials etc.
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- Q** Define special library?

- A 'A library established and funded by a commercial firm, private association, government agency, nonprofit organization, or special interest group to meet the information needs of its employees, members, or staff in accordance with the interests of its host organization's mission and goals. (Dictionary for Library and Information Science). Special libraries include law libraries, news libraries, government libraries, corporate libraries, museum libraries, and medical libraries. They are not usually open to the public for use.
- Q What sort of collection is kept in special libraries?
- A Special libraries are established to support the mission of their sponsoring organization and their collections and services are more targeted and specific to the needs of their clientele.
- Q What kind of functions does a special library perform?
- To analyze developmental research, new publications, individual and collective activities, to organize demanded written and oral information, to gather publications and information inside and outside the library and to provide this information to anyone who needs it.
- Q Define mobile library?
- A A vehicle devised, equipped and operated to provide a service comparable to a part-time branch library (Librarian's Glossary)
- Q What is the purpose of mobile library?
- A Bookmobile or mobile library libraries are often developed to provide library services to villages and city suburbs without library buildings. They also provide services to those who have difficulty accessing libraries.

**LIBRARY
CLASSIFICATION/KNOWLEDGE
MANAGEMENT**

Q Define classification?

- A**
- "The arrangement of things in logical order according to their degrees of likeness, especially the assignment of books to their proper places in a scheme of book classification ("Librarian's Glossary").
 - "Library classification is the arrangement of books on shelves or descriptions of them, in the manner, which is most useful to those who read" (Sayers).

Q Explain library classification in simple words?

A Collections in the libraries are arranged by subject according to some accepted system and such system is called classification. Library classification is the process where we deal with the systematic arrangements of library materials, such as books, periodicals, hand written and engraved materials, phonograph records, microfilm, etc. Library classification groups library collection together according to their similarities to enable easy access to a user's needed material without loss of time.

Q Where does the word classification come from?

A The word of classification comes from Latin word "classis"

Q What is the purpose/need of library classification?

A To identify a book or a bit of information from a huge store of knowledge, a professional needs to find out and make available the right book (information) of the right reader (seeker) at the right moment is done with the help of library classification. The main purpose of library classification is to organize library materials and information in the library so that the users can use the sources effectively. Library classification makes each document readily available to the users.

Some key points are

- Library classification provides an exact location for an item on the shelves immediately.
- It brings related items together in a helpful sequence from general to specific.
- Correct placement of documents on shelf after retrieval.
- It helps in withdrawal of any document from the stock of the library.
- Leads the patron to the items required directly or indirectly on the shelves either for browsing or via catalogue.

Q Explain ordinary classification?

A In ordinary classification, we deal with arrangement of ideas and objects in a systematic order.

Q Define literary warrant in classification?

A

- "The quantity of expressed and embodied knowledge in any given field, waiting to be organized" (Librarian's Glossary).
- 'Justification for the development of a class or the explicit inclusion of a topic in the schedules, tables or Relative Index, based on the existence of a body of literature on the topic' (OCLC).
- In simple words, use of existing literature as a guide to the construction of classification schemes is called literary Warrant.

Q Who proposed the concept of literary warrant in classification?

A E. Wyndham Hulme (1859-1954) proposed the concept of literary warrant as the basis of book classification and the definition of subject classes, wherein classes and names of classes would be derived from existing literature rather

than a preconceived philosophical order of sciences. This form of classification differs from a purely philosophical approach in that it is based on the books as entities. Library of Congress Classification system is based on literary warrant.

Q What is meant by hierarchy in classification?

A Hierarchy is an arrangement of items (objects, names, values, categories, etc.) in which the items are represented as being "above," "below," or "at the same level as" one another. A hierarchy can link entities either directly or indirectly, and either vertically/horizontally. When we use the term hierarchy in library classification, it means the arrangement of a classification system from general to specific is called hierarchy. For example, Economics (main subject) --- Labour Economics --- Labour force and market --- Conditions of employees --- Workers of specific groups --- Women Workers, etc.

Q What are the Five Predicables in Classification?

A The five predicables are words which show what qualities may be predicted or affirmed of terms in classification. They are :-

- **Genus:** a group, which is capable of division into two or more groups called species.
- **Species:** are groups into which the genus may be divided.
- **Difference:** this is the feature by which we divide the genus into species. it is some quality added to the genus that differentiates the part from the whole.
- **Property:** it is some common quality possessed by any group, but which is not essential to the definition or recognition of that group.
- **Accident:** is a property, the possession of which is quite accidental and which does not affect other qualities.

Q What are the main types of classification systems?

A There are three main types of classification systems. They are :-

- Enumerative
- Hierarchical
- Faceted

Q Explain enumerative classification?

A Enumerative classification produces an alphabetical list of subject headings, assigns ready made class numbers to each heading in alphabetical order. Enumerative classification is based on the concepts of universe of knowledge, which is divided in successively narrow and more specific subjects. This classification system attempts to assign headings for every subject and alphabetically enumerates them.

Q Explain hierarchical classification?

A This classification system uses a more philosophical approach based on the inherent organization of the subject being classified and established, logical rules for dividing topics into classes, divisions and subdivisions. In short, this type of classification divides subjects hierarchically, from most general to most specific.

Q Explain faceted/analytico-synthetic classification?

A It is a classification system where it breaks down each subject into its concepts and then combines the relevant units and concepts to describe the subject matter of the information package in hand. Notation of this classification scheme has the ability to cover the

entire complex topics and significant aspects of the item. This classification system does not provide ready made class numbers to the headings as does enumerative classification system.

Q What is call number?

A A set of letters, numerals or other symbols used by a library to identify a specific copy of work. The call number represents the shelf location of the item in the library's collections. It is referred to as the call number because it can be used to request or call for a particular item. Example: Dictionary of Library Science: Call Number 020.3 DIC.

Q Explain broad classification?

A Broad classification means that the work has been placed in broad class abridging the notation logically. Broad classification groups work under the main divisions and subdivisions of the scheme.

Q Explain close classification?

A Close classification means that the content of a work is specified by notation to the fullest extent possible. When classifier classifies a work as specifically as possible, using all available subdivisions in the scheme, is called close/narrow classification.

Q Define notation?

A A system of numbers, letters or other symbols use to represent the main and subordinate divisions of a classification scheme. Notation is a coding device to facilitate arrangement of items in a classification system. Wynar says 'A notation translates the meaning of a specific class, division, or sub-division into a shorthand symbol or code to be used as a shelf or file address and a convenient reference to the arrangement and identification of the parts of the system. It must be simple, brief and flexible. It may be composed of letters, numerals, arbitrary signs, or a mixture of these.'

Q What are the various types of notation?

A Basically, there are two types of notation. They are

- Pure notation
- Mixed notation.

Q Explain pure notation?

A Pure notation uses one kind of symbol such as the Arabic numerals or Roman alphabets. For example DDC uses pure notation, e.g. Arabic numerals. Pure notation of numbers is the simplest but gives much longer symbols for individual subjects than does a notation of letters.

Q What is a mixed notation?

A When a notation uses two or more kinds of symbols, it is called mixed notation. Mixed notation uses numerals and letters in combination as symbols, e.g. Library of Congress Classification system.

Q Describe the functions of notation?

A Notation plays an important role in organizing the library materials. Therefore, the main function of any notation is the preservation of the desired order. Notation performs the following functions :-

- To mechanize the order of headings in a scheme of classification.
- To serve as shorthand sign for easy arrangement of documents on shelves and also for entries in respect of them in catalogues and indexes.
- To provide easily memorized links between the catalogue and storage position of documents in the arrangement of library materials.

Q What are the qualities of a good notation?

A Without notation, the practical application of any classification scheme is impossible. Each notation has

its own merits and demerits. A good notation, however, must have the following qualities:-

- It must be simple (a notation should be easy to read, write and remember)
- It must be brief (a brief notation is better than a longer one as it is acceptable to users)
- It must be flexible/hospitable ((a hospitable notation is one that allows the inclusion of any new subject in its correct place without dislocating of the existing numbers)

Q What is meant by cutter numbers?

A A combination of letters and numbers used to distinguish items with the same classification number in order to maintain the alphabetical order (by author, title, etc.) of items on the shelves.

Q Explain discontinued number?

A A classification number from the previous edition of the classification scheme and which is no longer in use.

Q What is subject classification?

A Subject classification is a method of describing library resources by their subjects.

Q Who invented book classification system?

A Melvil Dewey devised this classification system where books of similar subjects are grouped together and classified by numbers.

Q What is a main class in classification system?

A The principal division of a scheme of classification is called main class. It usually means the fundamental disciplines and their major sub-disciplines such as Physics, Chemistry, and Literature, etc. Main class groups documents for users not as pure divisions of knowledge.

Q Differentiate between natural classification and artificial

classification?

A A natural classification is one that shows the inherent properties of the things classified whereas an artificial classification is one in which the arrangement depends upon some arbitrarily chosen characteristic or accident of the things classified and has no direct relation to their inherent properties. For example when we classify books in libraries according to their subject matter, it is called natural classification because it shows that how one book is necessary part of the other. But classifying books by their size, appearance, binding, or the materials of which they are made will be artificial classification as this method ignores the subject matter here.

Q What is the difference between knowledge classification and book/bibliographical classification?

A Bibliographical classification is an adaptation of a knowledge classification. According to Margaret Mann, classification "is the arranging of things according to likeness and unlikeness. It is the sorting and grouping of things, but, in addition, classification of books is a knowledge classification with adjustments made necessary by the physical form of books"

Library classification divides the recorded knowledge by discipline, then by subject and then by form which knowledge classification doesn't possess. The main difference between knowledge classification and bibliographic classification is that bibliographic classifications such as, LC, DDC and UDC, etc. are indexing systems designed to deal with knowledge recorded in documents. They are usually able to express just not knowledge but the form in which that knowledge is recorded and the language in which it is presented. Knowledge classification lacks generalia class, notation, index, standard subdivisions and form class which are prerequisite for book classification.

Q What is meant by hospitality in notation/ classification?

- A The ability of any classification scheme to accept and accommodate all complex and new coming topics and subjects.
- Q What does BSO stand for?
- A Broad System of Ordering, a classification developed for a proposed worldwide information network covering the whole field of knowledge.
- Q Explain expansive classification?
- A A system of classifying books and other materials that gives successive development possibilities from very broad to very close subdivision.
- Q Name some standard systems of library classification in use?
- A Some famous Library Classification Systems are :-
- Dewey Decimal Classification (DDC)
 - Library of Congress Classification (LC)
 - Bliss Bibliographic Classification (BBC)
 - Colon Classification (CC)
 - Cutter Expansive Classification (CEC)
 - Universal Decimal Classification (UDC)
- Q What does DDC stand for?
- A DDC stands for Dewey Decimal Classification.
- Q When was DDC developed and who devised it?
- A Melvil Dewey developed this system. He started working on the scheme in 1873 and published it in 1876 in shape of booklet bearing merely 44 pages.
- Q Under what title the DDC first time published?
- A 'A Classification and Subject Index for Cataloguing and Arranging the Books and Pamphlets of a Library'
- Q Why and how Melvil Dewey thought to develop his own classification system?

- A Before Dewey, there was no proper classification system except fixed location system. Books were arranged and numbered according to their size, colors ignoring their mutual subject relationship. Dewey studied different classification system of the time but was unsatisfied. Therefore, he thought to develop his own classification system keeping in view the requirements of his country, its literature, religion, etc.
- Q DDC is based on what classification system?
- A Melvil Dewey was influenced by Baconian and Harris classification and got help from these classification schemes. DDC brought a revolution in book classification and other classification schemes greatly influenced by DDC.
- Q How DDC divides the recorded knowledge?
- A DDC regards the whole knowledge as unity that is to be divided into nine main classes 1-9 and works too general for inclusion any of these, forms the tenth class called generalia class. The ten main classes are each further subdivided into ten divisions, and each division into ten sections, giving ten main classes, 100 divisions and 1000 sections.(Details at annexure A)
- Q What kind of notation does DDC use?
- A Notation is the address of the document on shelf as the address of a house on the street. DDC uses pure notation consisting of Arabic Numerals. For example, 0,1,2,3, etc.
- Q What is the use of Standard Subdivisions in DDC?
- A We know that books are written on different subjects in different form. Standard subdivisions represent the internal or external form of the document. Standards subdivisions represent the physical format of any document such as encyclopedias, dictionaries, periodicals, etc. Some standards represent modes of treatment of subject such as history, philosophy and

theory, etc. They are never used alone but can be added to the base numbers from schedule. Standard subdivisions cannot be used if there is so like class already exist in schedule. In DDC Table 1 is reserved for standard subdivisions.

Q When was Melvil Dewey born?

A He was born on 10th December 1851 and died on 26th December 1931

Q Explain Relative Index in DDC?

A The relative index so called because it relates subjects to discipline. Relative index contains an entry for every significant term given in the schedules and tables and are arranged word by word. A subject may have different aspects. This has been indicated in DDC's relative index in orderly manner. All such different concepts are scattered throughout the schedules under different main classes but these have been brought together in the relative index systematically under a specific term.

Q What are the merits of DDC?

A One of the DDC's main features is its simplicity. DDC uses pure notation, a mnemonics system and a hierarchical decimal place system. It is generally easier to use for most users. DDC is more flexible because of greater use of facets (via auxiliary tables.)

Q What are the demerits of DDC?

A DDC's decimal system means that it is less hospitable to the addition of new subjects, as opposed to Library of Congress Classification. DDC lacks mostly in subjects relating to Afro-Asian countries and accommodates more subject pertaining to Anglo-American countries. Secondly, DDC notations can be

very much longer compared to the equivalent class in other classification systems. Another disadvantage of DDC is that it has less ability to incorporate changes and additions of new branches of knowledge.

Q What is the basic plan of DDC?

A It is a hierarchical classification scheme, which proceeds from general to specific.

Q In DDC, what type of library materials does general works class accommodate?

A A general works class accommodates items so broad in scope that no one class can be chosen. For example encyclopedias, dictionaries because these items are broad in scope and not related to any particular subject.

Q DDC is a popular book classification system, what are the reasons?

A Among the universally accepted book classification schemes, the Dewey Decimal Classification system is the most practical and simpler one. This scheme is presently used in more than 80 percent libraries throughout the globe and has been translated into 33 languages of the world approximately. The reasons for its world wide popularity are its universality and hospitality for new subjects, a simple and expandable notation, good mnemonic features, a permanent machinery for its revision and updating, availability in full and abridged editions and relative index.

Q How many editions of DDC have been published so far?

A The DDC is published in full and abridged in print, electronic versions and web environment. The latest 4 volume print edition of DDC is Edition 23rd, was published in July, 2010.

Q What is meant by web Dewey?

A The online version of DDC is called Web Dewey. The first web based DDC scheme was published on June 15, 2003. Web Dewey means the database of Dewey decimal classification on www (World Wide Web). Like print versions of DDC, Web Dewey is also found in both full and abridged versions.

Q When was E-DDC first time published?

A DDC was first time published in electronic form in 1993 and then the 21st edition of the DDC and Dewey for Windows were published first time in print and electronic formats simultaneously in 1996. E-DDC is user friendly having the facility searching by keywords, phrase and class number. It also provides LC Subject Headings associated with a class number along with a sample cataloguing record.

Q Who owns all copyrights of the DDC?

A DDC is published by Forest Press and Online Computer Library Center (OCLC) Ohio, own all copyrights of DDC. OCLC maintains the classification system of DDC and publishes new editions of the system. The editorial staff responsible for its updates.

Q What is meant by mnemonics?

A Mnemonics (aids to memory) means that certain subjects are represented by the same notation wherever they appear in the schedules and this practice aids to our memory.

Q What are memory aids in DDC?

- A**
- Areas Table
 - Languages Table
 - Standard Subdivisions etc.

Q When was DDC first time introduced in the Indian sub-continent?

A Asa Don Dickinson, an American Librarian and a student of Melvil Dewey from New York, who on invitation of the Punjab University, reached Lahore, in 1915 and started a certificate course in library science. He was the first person who introduced DDC first time in this part of the world.

Q What do you know about Shafi's Expansion in DDC?

A Due to limited space for Islam and oriental literature in DDC, Muhammad Shafi made some expansion in DDC for oriental and Islamic literature, which is known as Shafi's Expansion.

Q Name some prominent Pakistani librarians who made expansions in DDC?

A Few individuals have tried their best to expand the DDC to fulfill the local requirements. The are :-

- Muhammad Shafi
- Mahmud-ul-Hasan
- Usman Danish
- Ghani-ul-Akram Sabzwari
- Shaikh Ibrahim

The above personalities proposed expansions in DDC and relocated some numbers relating to Pakistan, Islam, Urdu, Arabic, and Persian literatures/ languages.

Q What does the acronym LCC stand for?

A Library of Congress Classification.

Q When was LCC developed and who devised it?

A It was devised in 1900. It is essentially enumerative. Unlike the Dewey Decimal Classification, this scheme was based on the existing collection of a few million books and incorporated the best features of existing systems with individual subject schemes or schedules devised by subject specialists. All members of the staff Library of Congress took part in its creation. However,

Dr. Herbert Putnam, the then Librarian of Library of Congress on the advice of Charles Ammi Cutter floated the idea to devise a new classification system for the library.

Q When was the LCC first time published?

A Each class in the scheme was separately published from 1902 onwards. Z and E – F classes were the first ones published in the year 1901.

Q LCC is influenced by which classification system?

A It was influenced by Cutter Expansive Classification and DDC, and was designed for the use by the Library of Congress. The new system replaced a fixed location system developed by Thomas Jefferson.

Q Into how many parts does the LCC divide the whole knowledge?

A The system divides the whole disciplines of knowledge into twenty-one basic classes, each identified by a single letter of the alphabet. Most of these alphabetical classes are further divided into more specific subclasses, identified by two-letter, or occasionally three-letter, combinations.

Q What kind of notation does LCC use?

A The Library of Congress Classification uses mixed notation consisting of Roman letters and Indo-Arabic numerals. Main classes are represented by a single capital letter and double, triple letters stand for subclasses.

Q Explain the main features of LCC's notation?

A

- Notational system of LCC is not hierarchical. It means that the notation does not reflect the hierarchical relationship among the subjects.
- Secondly, the notational system of LCC is more hospitable than other classification systems in use.
- It is highly US-centric because of the nature of

the system as we know that the system was developed based mainly on the idea of literacy warrant. Classes were added (by individual experts in each area) only when needed for works owned by the Library of Congress.

- LCC lacks the kinds of mnemonics found in other classification systems.

Q What do you know about the indexes of Library of Congress Classification?

A There is no general index to this classification system. With few exceptions, each schedule has its own index and the general index is yet to be produced. However, a Combined Indexes to the Library of Congress Classification Schedules, compiled by Nancy B. Olson, was published independently in 1975.

Q LCC is revised after how many years?

A Unlike DDC, revision of LCC takes place continuously and numbers are added or changed when such needs arise. The Library's Cataloguing Policy and Support Office maintain and develops the system, posting weekly list of updates on its Web site.

Q Define bibliographic classification?

A Bibliographic classification may be defined as a set of organizing principles by which information is arranged, usually according to its subject matter. Bibliographical classification groups 'things' together by seeking out similarities or likenesses within them.

Q What does the acronym BBC stand for?

A Bliss Bibliographic Classification (BBC). It was developed by Henry Evelyn Bliss, an American national.

Q When was BBC first time published?

A Condensed version in 1935 and full edition during 1940-1953.

- Q** Into how many classes does BBC divide the recorded knowledge?
- A** Bibliographic Classification divides the whole knowledge into twenty main classes.
- Q** In what part of the world Bibliographic Classification was adopted widely?
- A** Although Henry Evelyn Bliss was an American national, however, his classification system did not receive much attention in the United States. The BBC became popular in Britain where a Bliss Classification Association was formed that maintains the updating responsibility of the system.
- Q** What kind of notation does BBC use?
- A** It uses simple notation using Arabic numerals for Generalia classes while main classes are represented by single capital letters.
- Q** What does the acronym CC stand for?
- A** Colon Classification (CC) is a system of library classification developed in 1930 by the famous Indian Librarian S. R. Ranganathan from Tamil Nadu, India. It was the first ever faceted classification.
- Q** When was the first edition of Colon Classification published?
- A** The first edition of Colon Classification was published in 1933.
- Q** How many main classes are there in CC?
- A** The Colon Classification system has almost 42 main classes, labeled with one or two letters of the alphabet. A few are labeled with number or Greek letters.
- Q** What is the notation of Colon Classification System?
- A** Notation of Colon Classification is mixed, complex and too lengthy. It uses Arabic numerals, Greek letters, capital and lowercase letters, brackets and punctuations etc.

Q Who authored the Five Laws of Library Science?

A The Five Laws of Library Science is a book written by S.R. Ranganathan, an Indian librarian and library educator. His five laws clearly define what a library is and what it should be doing. The Five Laws are

- Books are for use
- Every reader his/her book
- Every book its reader
- Save the time of the reader
- Library is a growing organism

Q When was S.R. Ranganathan born?

A S.R Ranganathan, who devised Colon Classification, the first ever faceted classification, was born in 1872.

Q What does UDC stand for?

A Universal Decimal Classification, a system of library classification developed by the Belgian bibliographers Paul Otlet and Henri la Fontaine.

Q UDC based is on what classification scheme?

A UDC is based on Dewey Decimal Classification, DDC 5th edition.

Q When was UDC first time published?

A It was first time published (in French) between 1905-1907, by the Institut Internationale de Bibliographie.

Q Explain the characteristics of UDC?

A UDC is the most detailed and specific of the general enumerative classification systems with pronounced facilities for synthesis.

Q What is the notational system of UDC?

A UDC classification uses Hindi-Arabic numerals and is based on the decimal scheme. It has a pure base, linear right-handed and decimal fractional notation.

- Q** Into how many Classes does UDC divide the whole knowledge?
- A** Since the UDC is based on Dewey Decimal Classification system, therefore like DDC, the UDC divides the whole recorded knowledge into 10 main classes.
- Q** UDC has been translated into how many Languages?
- A** It is believed that UDC has been published in more than 23 languages of the world and is used in special libraries. The major languages into which it has been translated include German, Spanish, English and Japanese.
- Q** How is UDC updated?
- A** The maintenance of UDC has been a major problem since long. There is no organizational support for its updating and maintenance. One of the main criticisms on the UDC is that the scheme is out of date. New knowledge is continually developing and existing knowledge is being redefined which causes problems for large schemes such as the UDC. FID was responsible for the maintenance of this scheme was dissolved in 2002 and the Danish UDC organization was reorganized in 1992 and dissolved in 1999.
- Q** What does the acronym CEC stand for?
- A** Cutter's Expansive Classification, developed by Charles Ammi Cutter and first time published in 1891
- Q** What kind of notation does CEC use?
- A** Mixed notation having a combination of Roman letters and Arabic numerals and is similar to the Library of Congress Classification System.
- Q** Name the person who authored Dictionary Card Catalogue and Decimal Tables?
- A** Charles Ammi Cutter, is more famous for his Rules of Innovative Dictionary Card Catalogue and Decimal Tables.
- Q** Library of Congress Classification is influenced by what Classification system?

- A Cutter's Expansive Classification served as a basis for Library of Congress Classification system that is why LCC has adopted some basic features of Cutter's Expansive Classification.
- Q Cutter's Expansive Classification is used in what part of the world?
- A According to the latest survey, only a dozen small and special libraries in the United States and Canada use this system.
- Q Why is Cutter Expansive Classification not so popular?
- A It is because Cutter died before it was completed without making any provision for the kind of development necessary to meet the expansion in the boundaries of knowledge.
- Q Who is the author of Brown's Subject Classification?
- A James Duff Brown. This classification system was first published in 1906.
- Q How many main classes does Subject Classification system have?
- A Subject Classification system divides the recorded knowledge into eleven main classes.
- Q What kind of notation does it have?
- A It has a simple and mixed notational system using capital letters and Arabic numerals. Main classes are shown by single capital letters.
- Q Define knowledge?
- A 'Information that has been comprehended and evaluated in the light of experience and incorporated into the knower's intellectual understanding of the subject' (Dictionary for Library and Information Science)
- Q What is knowledge management?
- A Knowledge management (KM): an imprecise term

very similar to information management. The main difference is the sharing (mapping) of information and experience of many individuals towards the betterment of an organization, rather than information remaining with different individuals working separately towards the same goal.

Q What information management is?

A Information Management (IM): an imprecise term that deals with the generation, collection, organization, storage, retrieval, and dissemination of recorded knowledge towards the better working of an organization. Information can be from internal and external sources and in any format.

Q Into how many types knowledge is divided?

A Knowledge is classified into three types:-

- Explicit knowledge;
- Tacit knowledge
- Cultural knowledge

Q Explain explicit knowledge?

A It is formal and easy to communicate to others. It is the knowledge of rationality. That is policies, rules, specifications and formulae. It is also known as declarative knowledge.

Q What is tacit knowledge?

A It is complex form of knowledge. It has two dimensions namely technical and cognitive. This is personal knowledge, which is in human mind and difficult to formalize and also difficult to communicate.

Q Describe cultural knowledge?

A Knowledge which includes assumptions and beliefs. It is used to understand, describe and explain the reality as well as conventions. It is also useful to form the framework among organizational members, recognize the new information and evaluate alternative

interpretations and actions.

DDC SUMMARIES OF 22ND EDITION

(Annex-A)

First Summary

The Ten Main Classes

000 Computer science, information & general works

100 Philosophy & psychology

200 Religion

300 Social sciences

400 Language

500 Science

600 Technology

700 Arts & recreation

800 Literature

900 History & geography

Second Summary

The Hundred Divisions

000 Computer science, knowledge & systems

010 Bibliographies

020 Library & information sciences

030 Encyclopedias & books of facts

040 [Unassigned]

050 Magazines, journals & serials

060 Associations, organizations & museums

070 News media, journalism & publishing

080 Quotations

- 090 Manuscripts & rare books
- 100 Philosophy
- 110 Metaphysics
- 120 Epistemology
- 130 Parapsychology & occultism
- 140 Philosophical schools of thought
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, medieval & eastern philosophy
- 190 Modern western philosophy
- 200 Religion
- 210 Philosophy & theory of religion
- 220 The Bible
- 230 Christianity & Christian theology
- 240 Christian practice & observance
- 250 Christian pastoral practice & religious orders
- 260 Christian organization, social work & worship
- 270 History of Christianity
- 280 Christian denominations
- 290 Other religions
- 300 Social sciences, sociology & anthropology
- 310 Statistics
- 320 Political science
- 330 Economics
- 340 Law
- 350 Public administration & military science
- 360 Social problems & social services
- 370 Education
- 380 Commerce, communications & transportation
- 390 Customs, etiquette & folklore
- 400 Language
- 410 Linguistics
- 420 English & Old English languages
- 430 German & related languages
- 440 French & related languages
- 450 Italian, Romanian & related languages
- 460 Spanish & Portuguese languages
- 470 Latin & Italic languages

- 480 Classical & modern Greek languages
- 490 Other languages
- 500 Science
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Earth sciences & geology
- 560 Fossils & prehistoric life
- 570 Life sciences; biology
- 580 Plants (Botany)
- 590 Animals (Zoology)
- 600 Technology
- 610 Medicine & health
- 620 Engineering
- 630 Agriculture
- 640 Home & family management
- 650 Management & public relations
- 660 Chemical engineering
- 670 Manufacturing
- 680 Manufacture for specific uses
- 690 Building & construction
- 700 Arts
- 710 Landscaping & area planning
- 720 Architecture
- 730 Sculpture, ceramics & metalwork
- 740 Drawing & decorative arts
- 750 Painting
- 760 Graphic arts
- 770 Photography & computer art
- 780 Music
- 790 Sports, games & entertainment
- 800 Literature, rhetoric & criticism
- 810 American literature in English
- 820 English & Old English literatures
- 830 German & related literatures
- 840 French & related literatures
- 850 Italian, Romanian & related literatures
- 860 Spanish & Portuguese literatures

- 870 Latin & Italic literatures
- 880 Classical & modern Greek literatures
- 890 Other literatures
- 900 History
- 910 Geography & travel
- 920 Biography & genealogy
- 930 History of ancient world (to ca. 499)
- 940 History of Europe
- 950 History of Asia
- 960 History of Africa
- 970 History of North America
- 980 History of South America
- 990 History of other areas

**CATALOGUING:
THEORY & PRACTICE**

Q Describe the historical development of library catalogue?

A History of library catalogue is very extensive and can be traced back to the libraries of antiquity. In the 7th century B.C., important libraries in Mesopotamia had author and title catalogues that were posted on walls for user convenience. Callimachus, scholar and chief librarian of the Alexandrian Library in the 3rd century B.C. compiled a huge catalogue of the works contained there, called the Pinakes. This work later became the foundation for the analytical analysis of Greek literature. Catalogues have changed dramatically over the centuries, having appeared in many forms, from clay tablets, papyrus scrolls, printed books and cards, microform, to the online versions that are prevalent today. In 1595 Nomenclator of Leiden University Library and in 1674, Thomas Hyde's catalogs for the Bodleian Library were appeared. The first card catalogs appeared in the nineteenth century, enabling much more flexibility, and towards the end of the twentieth century the OPAC was developed

Q What do you know about Pinakes?

A Pinakes was the first library catalog, a catalog of books and scrolls. The library catalog was a set of indexes used at the Library of Alexandria in Alexandria, Egypt, starting in the third century BCE. Only a few fragments of it have survived, which give an approximation of the organization of the whole.

Q Describe the historical development of Cataloguing Codes?

A Different cataloguing codes have been developed from time to time. Their detail is as under:-

- The first major English-language cataloguing code was that developed by Sir Anthony Panizzi for the British Museum catalogue. Panizzi's 91 rules were approved by the British Museum in

1839, and published in 1841

- C.C.Jewet "On the Construction of Catalogues of Libraries," published in 1852.
- C.A.Cutter "Rules for a Printed Dictionary Catalogue," published in 1876.
- Library Association London "Cataloguing Rules," 1883.
- Library of Congress "Supplementary Rules on Cataloguing," 1905.
- Library Association and A. L. A. "Cataloguing Rules," Author and Title, 1908.
- S. R.Ranganathan, "Classified Catalogue Code," 1934.
- British Museum "Rules for Compiling the Catalogues of Printed Books," in 1936.
- S.R. Ranganathan,. "Dictionary Catalogue Code," 1945.
- A.L. A. "Cataloguing Rules for Author, Title
- Entries," 1949.
- Library of Congress "Rules for Descriptive Cataloguing in the Library of Congress," 1949.
- A.L.A."Anglo-American Cataloguing Rules," 1967.
- A.L.A. "Anglo-American Cataloguing Rules (AACR2) 2nd ed. 1978.
- L.A. "Anglo-American Cataloguing Rules (AACR2) 2nd ed. Revised Edition, 1988.
- The 1998 Revision of AACR2R incorporated the 1993-amendments, and revisions published in book and CDROM format and approved.
- Amendments packages were published in 1999 and 2001. The 2001 amendments included a complete revision of chapter 9 (renamed: Electronic Resources).
- The 2002 Revision of AACR2 incorporated the 1999 and 2001 amendments, and changes approved in 2001, including complete revisions

of chapter 3 (Cartographic Materials) and chapter 12 (renamed: Continuing Resources)

- The revision of chapter 12 arose from a recommendation of the International Conference on the Principles and Future Development of AACR, and IFLA-led efforts to harmonize ISBD (CR), ISSN practice, and AACR2.
- In 2002 AACR was published only in loose-leaf format. (<http://www.rda-isc.org/history.html>)
- RDA (Resource Description and Access, 2010) is the new cataloging code that has been designed to replace the Anglo-American Cataloguing Rules. It is being practiced nowadays in different libraries in America for implementation.

Q What is the purpose of cataloguing rules?

- A**
- To provide consistency between entries.
 - To provide consistency between libraries.
 - To reduce time involved in cataloguing.
 - To provide ease of use for library users using more than one library.
 - To ensure that the purposes of the catalogue are achieved (Cutter)

Q Why is the Paris Principles important in the history of Cataloguing Codes?

- A** IFLA held a meeting of cataloguing experts in Paris in 1961 that resulted in the famous "Paris Principles," as we know them today. These principles formed the foundation of nearly all of the major cataloguing codes now used worldwide. This was a big step towards global uniformity of cataloguing practices, which still remains a worthy goal for IFLA.

Q Define cataloguing?

- A** "Strictly, the process of making entries for a catalogue, it may also cover all the processes involved in preparing books for the shelves, or simply the preparation of entries for the catalogue." (Librarian's Glossary)

Q What is a library catalogue?

A Library catalogue is a list arranged by alphabet, by number or by subject of a particular collection of library materials so as to facilitate the use of that collection list of library materials contained in a collection of a library or a group of libraries and arranged according to some definite plan. In the past, this would have been a large collection of drawers with cards called a card catalog. Each card contained the information needed to identify what the library owned and where it was located. Today, most libraries have moved to an online catalog, where the bibliographic records are entered into a computer database, which can be searched to find desired information.

Q What is the purpose of cataloguing in libraries?

A The purpose of cataloguing is to prepare record of the holdings of any particular library to find out any particular document of which author, title and subject are known and to show:-

- What the library has (collocating objective)
- by a given author
- on a given subject
- in a given kind of literature
- To assist in the choice of a book (evaluating objective)
- as to its edition (bibliographically)
- as to its character(literary or topical .

The above mentioned goals of cataloguing were mentioned by Charles Ammi Cutter in his Rules for a Printed Dictionary Catalog in 1876 and can still be recognized. However, the latest attempt to describe a library catalog's goals and functions was made in 1998 with Functional Requirements for Bibliographic Records (FRBR) which defines four user tasks: find,

identify, select, and obtain.

Q What is a master catalogue?

A A catalogue in which every main entry is master card forming the official complete and up-to-date record of catalogued stock and providing essential information for the cataloguers who maintain it.

Q Is it necessary to maintain card catalogue in Pakistani libraries even today?

A Library users were traditionally acquainted with card catalogue for generations, but it has been effectively replaced by the Online Public Access Catalogue (OPAC) in modern era. However, if we see this matter in Pakistani perspective, then we should maintain physical card catalogue in parallel to OPAC as we are currently facing acute shortage of electricity, illiteracy and poor computer literacy.

Q What is centralized cataloguing?

A Cataloguing, by one library or cataloguing office within a system of libraries, of all books acquired by all those libraries so that the results of such cataloguing are used by the individual libraries.

Q What does the acronym MARC mean?

A A term used for catalogue records that can be stored in and retrieved from a computer. MARC is the acronym for Machine-Readable Cataloging. It defines a data format that emerged from a Library of Congress-led initiative that began nearly fifty years ago. It provides the mechanism by which computers exchange, use, and interprets bibliographic information, and its data elements make up the foundation of most library catalogs used today. MARC became USMARC in the 1980s and MARC 21 in the late 1990s. (<http://www.loc.gov/marc/faq.html#definition>)

In general sense, MARC is an acronym for Machine Readable Cataloging. This is a computerized method

of recording the information needed in a cataloging record: the descriptive cataloging, subject headings and other access points, and classification numbers and other call number information. Creating these computer readable cataloging records means that computer programs can be designed to search for and display specified pieces of the information stored in a cataloging record.

Q How does MARC 21 differ from USMARC and CAN/MARC format?

A MARC 21 is not a new format. After having discussions and making minor changes to both formats that accommodated USMARC and CANADIAN MARC users' specific needs, the USMARC and CAN/MARC formats were "harmonized" into MARC 21 in 1997.

Q How much library Catalogue is important to locate library materials?

A Library catalogue is an important and essential tool in a library. It is like a key to the resources of the library. Use of library resources greatly depends on the quality of a library catalogue.

Q What does a cataloguer do?

A A librarian is primarily responsible for preparing bibliographic records to represent the items acquired by the library including bibliographic description, subject analysis and classification.

Q What is OPAC?

A An Online Public Access Catalogue (often abbreviated as OPAC or simply Library Catalog) is an online database of materials held by a library or group of libraries. Users search a library catalog principally to locate books and other material physically available at a library.

- Q** What does the acronym PAC stand for?
- A** The Public Access Catalog that displays the holdings for a library or group of libraries within a library. Also known as OPAC.
- Q** What does the acronym ISBD stand for?
- A** International Standard Bibliographic Description (ISBD). A set of standard for descriptive cataloguing that facilitates the exchange of bibliographic records throughout worldwide libraries and information community. It also gives guidance to publishers on what elements should be present in published works (e.g., author, title, and publisher.) ISBD was developed by the International Federation of Library Associations and Institutions (IFLA) in 1971 and has been incorporated into the Anglo-American Cataloguing Rules, 2nd edition (AACR2R). ISBD helps to identify a publication's title, imprint, pagination, size, and so on, in a standard way. ISBD attempts to cover a range of bibliographic activities and includes elements common to one or more (ISBD(G) 1992). National bibliographic agencies create records for publications issued in each country, using ISBD as a guide. ISBD is used to describe complete or perfect copies of material (ISBD for Older Monographic Publications, 2004). ISBD standard ISBD (G) serves as a guide for describing all types of library materials. Other standards are ISBD (CM) for cartographic materials, ISBD (PM) for printed music, ISBD(S) for serials etc.
- Q** How is the use of ISBD important for publishers?
- A** ISBD is very important to publishers because it helps users to identify basic information easily. To library users, especially researchers, preliminary information is very important. The use of ISBD in published books helps to identify that basic

information. When the ISBD standard is not used, there may be a long search for information that should have taken only a few minutes (ISBD for Older Monographic Publications, 2004).

- Q Explain the term 'Holdings' in respect of library material?
- A Some library material arrives in more than one piece. Holdings are a listing of all of the pieces for an item. Most of the time, when you see a holdings record, you will be looking at a periodical. The holdings record will tell us exactly which years and volumes of a periodical the library owns. There are also records for multi-volume books that include holding.
- Q What is meant by authoring?
- A A term for the process of writing a document. "Authoring" seems to have come into use in order to emphasize that document production involved more than just writing.
- Q What is called chief source of information in cataloguing?
- A The source of bibliographic data to be given preference as the source from which a bibliographic description (or portion thereof) is prepared.
- Q What type of organization is called corporate body?
- A An organization or group of persons that is identified by a particular name and that acts, or may act, as an entity. Typical examples of corporate bodies are associations, institutions, business firms, nonprofit enterprises, governments, government agencies, religious bodies, local churches, and conferences.
- Q Who is a joint author?
- A A person who collaborates with one or more other persons to produce a work in relation to which the

collaborators perform the same function.

Q Who is an editor?

A Editing is the process of selecting and preparing language, images, sound, video, or film through processes of correction, condensation, organization, and other modifications in various media. A person who edits is called editor.

Q What is meant by added entry?

A An access point in catalogue or bibliography that is other than the main entry and assigned to bibliographic records to provide additional access points. Added entries are made in the form of subject headings, series headings, titles, etc.

Q What is called anonymous work?

A Such work where author's name doesn't appear anywhere in the book is called anonymous work or a work of unknown authorship.

Q Explain main entry?

A The complete catalogue record of an item, presented in the form by which to entity is to be uniformly identified and cited. The main entry may include the tracing(s).

Q What is meant by mixed responsibility in cataloguing?

A A work of mixed responsibility is one in which different persons or bodies contribute to its intellectual or artistic contents by performing different kinds of activities (e.g., adapting or illustrating a work written by another person)

Q Explain 'other Title information' in respect of cataloguing?

A A title borne by an item other than the title proper or parallel or series title(s); also any phrase appearing in conjunction with the title proper etc.,

indicative of the character, contents, etc., of the item, of the motives for, or occasion of, its production or publication.

Q Who is called personal author?

A The person chiefly responsible for the creating of the intellectual or artistic content of a work.

Q Explain predominant name?

A The name or form of name of a person or corporate body that appears most frequently (a) in the person's works or works issued by the corporate body, or (b) in reference sources, in the order of preference.

Q What is a shared responsibility?

A Collaboration between two or more persons or bodies performing the same kind of activity in the creation of the content of an item. The contribution of each may form a separate and distinct part of the item, or the contribution of each may not be separable from that of the other(s).

Q Explain USMARC?

A The USMARC formats are standards for the representation and communication of bibliographic and related information in machine-readable form. It is a set of codes and content designators defined for encoding a particular type of machine-readable record. USMARC formats are defined for the following types of data: bibliographic, holdings and authority.

Q What is UNIMARC

UNIMARC is a library standard to facilitate the international exchange of bibliographic data in machine-readable form between national bibliographic agencies. It may also be used as a model for the development of

new machine-readable bibliographic formats. It is maintained by the Permanent UNIMARC Committee of IFLA organization.

Q Define title?

A A word, phrase, character, or group or characters, normally appearing in an item, that names the item or the work contained in it.

Q What do you know about bar code?

A (1) A code representing characters by sets of parallel bars of varying thickness and separation that are read optically by a scanner. Each patron card and item owned by a library contains a unique bar code.

(2) A visual code representing alpha-numeric symbols arranged in a series of a vertical parallel lines or bars, representing data. It is read by a barcode scanner as digital signal for entry in a computer database.

(3) Barcodes serve as a computerized accession number - a unique identifier that links a specific book, journal issue, compact disc, etc., to the item record that describes it.

Q What is bar-coding?

A Barcoding is the process by which a barcode label is attached to an item in the library's collection.

Q What are the various methods of Barcoding the library collection?

- A
- Smart Barcodes: Barcode number is pre-assigned to a particular item record. The library software prints this barcode together with call number and/title of the item. Library staff find that specific item on shelf and put the barcode label on it.
 - Dump Barcodes: Barcode number on the barcode label is not related to any item until that number is manually entered into the

item record by the library staff. This is usually done by scanning in the number using a barcode reader.

Q What is world-cat.? Explain?

A A union catalog which itemizes the collections of more than 10,000 libraries which participate in the OCLC global cooperative. It is built and maintained collectively by the participating libraries from more than ninety countries. Created in 1971, it contains more than 90 million different records pointing to over 1.2 billion physical and digital assets in more than 360 languages, as of November 2007. It is the world's largest bibliographic database. World Cat serves as the foundation for many other fee-based OCLC services (such as resource sharing and collection management).

Q What is the difference between a catalogue and bibliography?

A Bibliography is a systematically arranged list of documents which is not limited to a particular collection whereas a library catalogue is a list of documents in the holding of a particular library or a group of libraries.

Q What are the various types of library catalogue?

A Main types of library catalogue are:

- Author catalogue: It consists of author entries arranged alphabetically. This type of catalogue is said to be the most important and the oldest type of catalogue.
- Subject Catalogue: It consists of subject headings arranged alphabetically. This type of catalogue gives subject approach of any document in the library.
- Title Catalogue: This catalogue consists of entries for books and other library materials under their titles and alphabetically arranged.
- Dictionary Catalogue: A dictionary catalogue

consists of all entries such as author, title, subjects, series, etc. and arranged alphabetically together in one general alphabet. It is called dictionary catalogue because it is easily usable as a dictionary.

Classified Catalogue: A catalogue in which the entries are arranged according to some classification scheme.

Q What are the physical forms of library catalogue?

- A**
- **Sheaf Form:** This type of catalogue is prepared on paper slips.
 - **Book Form:** In this form of catalogue entries are printed in page form and bound.
 - **Card Form:** This form of library catalogue is the most popular form and is being used throughout the world. Entry is made on a separate standard 3 x 5 card and generally arranged alphabetically.
 - **OPAC:** Online public access catalogue. A database composed of bibliographic records describing the books and other material owned by a library system and accessible via public terminal.

Q What is a 'public catalogue' in term of library?

- A** Public catalogue is generally used by general readers in libraries. This type of catalogue exists nowadays both in shape of cards and computerized one. With the arrival of the Internet, most libraries have made their OPAC accessible from a server to users all over the world.

Q Who maintains 'official catalogue' in libraries?

- A** Official catalogue is generally maintained by library staff.

Q Where was the first known catalogue of the world found?

- A** The first known catalogue was found engraved on the walls of the Library of Edfu in Egypt.

Q When was the first systematic and proper catalogue developed?

A In the seventeenth century.

Q What is meant by physical examination of library materials in terms of cataloguing?

A It is a bibliographical study of books for the purpose of describing them in the catalogue. All bibliographical details including the name of the author, the title, edition, the name of the publishing house, the place & the year of publication, number of pages and the price, etc.

Q What basic elements a cataloguer should keep in mind during the physical examination of a book?

A The basic elements are:

- Author
- Title
- Sub title
- Alternative title
- Edition
- Place of publication
- Publisher
- Year of publication
- Number of pages
- Series
- ISBN, etc.

Q What is a sub title?

A Sub title is an explanatory title that explains the main title/title proper and is very important for the readers.

Q Explain running title?

A Running title is very important in cataloguing. It is a title or abbreviated title repeated at the head or foot of each page throughout the whole book. When a

book lacks the main title, cataloguer may use the running title for cataloguing.

Q Define series?

A A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered. 2. Each of two or more volumes within a series or serial (e.g., notes and queries, 1st series, 2nd series, etc.).

Q What is a caption title?

A A title given at the beginning of the first page of a book.

Q What title is called spine title?

A The title which appears on the spine of a book, which is often shorter than the title printed on the title page.

Q What is meant by supplied title?

A Title which has been provided by the cataloguer if the book has no proper title on the chief source of information.

Q What is a half title?

A Title appearing on the leaf preceding the title page is called half title.

Q What tile is called collective title?

A It is a title proper given to a book containing several works.

Q What does changed title mean?

A A title which differs from the original title. It is used in a later edition or a reprint of a book.

Q Define edition?

A When all copies are produced from essentially the same type image and issued by the same entity, it is called edition

Q Explain revised edition?

A When changes and corrections in the original text of previous edition of any book are made to make it up to date, it is called revised edition.

Q What is expurgated edition?

A Expurgate means to remove erroneous, vulgar, obscene, or otherwise objectionable material from (a book, for example) before publication or edition in which some objectionable parts in the original text are removed.

Q What edition is called compact edition?

A An edition in which the physical size of a long work is reduced, usually by altering the format without changing the content.

Q Reprint of a book can not be considered as edition? explain?

A Reprint generally is a reproduction of an earlier edition without making any changes in the contents and is not considered as new edition.

Q What is a library edition?

A An edition of a book prepared for library use, especially with a library binding.

Q Explain abridged edition?

A Shortened or condensed (but not summarized) version of a written work which preserves the overall meaning, structure, and style of the original version but omits the less important passages of text such as illustrations, notes and appendices.

Q Describe pirated edition?

A An unauthorized edition printed and sold without payment of royalties.

Q What is meant by imprint in cataloguing?

A Imprint is an important part of catalogue entry. It is generally found at the foot of the title page and contains information such as the place of publication, name of publisher, year of publication, etc.

Q Explain the purpose of writing preface to a book?

A A preliminary statement or essay introducing a book that explains its scope, intention, or background and is usually written by the author.

(<http://www.thefreedictionary.com>)

Q What is an offprint?

A A copy of an article published in a periodical, specially reprinted for the author's use, but retaining the numbering of the issue from which it was taken.(Harrod's Glossary). Also separate printing of an individual article or chapter from a book or periodical, with or without its own title page, and with or without the type reimposed.

Q What is the purpose of writing 'introduction' to a literary work?

A Introduction of any book/ literary work gives information about its subject and explains it in detail.

Q What is the difference between introduction and preface?

A Preface is written by the author himself whereas introduction of a book is written by a person other than the author.

Q What do you understand by 'collation' in cataloguing?

A It is a part of catalogue entry containing information of pages, illustrations, size, volumes, plates and maps, etc. This information collectively form the part

in catalogue entry, which is called collation.

Q Explain pseudonymous works?

A A work is said to be pseudonymous when the writer has concealed his identity under a false name, which appear in the book as the name of the author.

Q If the place of publication is unknown, what element should be used in doing cataloguing?

A Sine loco [s.l.] (Latin) Without place, i.e., without the name of the place of publication. If place of publication of a document is not known then (s.l.) is used for the same.

Q When the name of publisher is not known what should a cataloguer do?

A Sine nomine [s.n.] (Latin) without name, i.e., without the name of the publisher. If the publisher is unknown, we use (s.n.) for this purpose.

Q If an inaccuracy or a misspelled word appears in the item, what are the rules to make correction?

A AACR2 allows to follow such an inaccuracy either by

- [sic] or by the correction within square brackets:
- The world [sic] of television
- The world [world] of television

Q What does the abbreviation et al. stand for?

A An abbreviation of the Latin phrase et alii, meaning "and other people" used in bibliographic citations after the first of more than three collaborators, instead of listing all the names.

Q What is called recto?

A The right-hand page of an open book or manuscript usually bearing an odd page numbers.

Q Define verso?