

INFS 326: COLLECTION DEVELOPMENT

Lecture 7 – Processing of Library Materials

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Lecture Overview

- Materials acquired by the library are not readily accessible to users; until they have undergone proper processing.
- The processing is important to ensure easy retrieval and stock taking among other benefits.
- This session explains the various phases that a newly acquired material goes through in order to get it ready for users.



Lecture Outline

The key topic to be covered in this session is:

- Topic One: The Stages in the Processing of Library Materials

Reading List

Johnson, P. (2014). Fundamentals of collection development and management. American Library Association.

Saharan, M. S. (2013). *Acquisition And Collection Development In Library Science*. New Delhi (India): Random Publications.



Processing of Materials in the Library

When the materials arrive in the library, they go through the following processes:

- Checking the materials with the invoice and order
- Cataloguing and classification
- Lettering
- Labelling
- Jacketing
- Final checking
- Shelving

Checking the materials with the invoice and order (1).

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- This is done on receipt of each consignment of books in the library.
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- A **property stamp** of the library is now placed on the materials to ensure that they are not taken out of the library illegally.

Checking the materials with the invoice and order (2).

- The books are then recorded in the accession register and given accession numbers. Information provided in this register includes;
 - Author
 - Price
 - Title
 - Publisher
 - date of publication and acquisition.

Cataloguing and classification

- Every library uses some form of classification for its materials.
- This is to facilitate the arrangements of books by subject on the shelves as a means of finding books.
- This task is performed by qualified staff and the class number is entered on the catalogue cards to facilitate tracing of books.

Lettering

- This is the process of writing the classification number on the spine of the books.
- It is usually done with broad pens and coloured ink or printed on papers which is then placed on the spine of the book.

Labelling

- This is the process of pasting printed labels into the books.
- These labels include date due slips, book cards and book pockets.
- The number of labels used for a book may depend on the type of library and also the type of book.

Jacketing

- In some public libraries, new books especially paperbacks are given plastic jackets in order to ensure that they last longer in the library.
- Jacketing may sometimes pose problems for the lettering of the books. Some suitable means must be found to fix the labels outside the plastic cover.

Final checking

- When the above processes are completed, they should all be checked by a senior library assistant or the head of technical service department.

Shelving

- All library materials have their “relations”.
- The shelving is therefore done according to the classification which should relate to other materials in the library.

To sum it up. . .

- The stages of book preparation or processing may differ from one library to library.
- Bear in mind that electronic collections observe quite a different processing in practice; though very similar in principle.

Activity 7.1

- A. Outline the various stages in the processing of a library materials.
- B. In what ways do you think any three (3) of the stages you have identified in **A** can be improved in a community library near you.

References

Johnson, P. (2014). Fundamentals of collection development and management. American Library Association.