

ORGANIZATION OF LIBRARY MATERIAL: CONCEPT, NEED AND PURPOSE

L. No.	Title of the Lesson	Skills	Activity
9	Organization Of Library Material: Concept, Need and Purpose	ICT skill, Communication, Knowledge, Capability and Competence, Marketing, Organisation and Collection Development	Use of computers and related technologies, Collection and arrangement of library materials

Summary

It is important to organize library materials for easier location of the same thus saving the time of the users in locating documents. Subject access in the case of certain subject material also becomes easy and the place looks tidy.

A library or information organisation can group together resources that are relevant to an information need. Which makes it easier to find the right resources from a starting point.

Library materials are organized based on an accepted scheme of classifying and cataloguing of library materials. A well-organized library collection provides easy access and retrieval of materials.

In this lesson, we will begin by categorizing the library material. You will then learn the need and purpose of organizing library material. For retrieval of material, it is necessary to organize various categories of library material. The steps of organizing these materials will also be enumerated.

Principal Points

- Users rely on libraries which provide information in support of teaching, learning, research and knowledge dissemination, which is a fundamental basis for the existence of libraries.
- The purpose of organizing the materials in the library is to make it easier for the librarian and the users to find the desired information.
- In order to be effective, libraries have to acquire suitable material needed by their users. For this reason, it is essential that the librarians should be aware of various types and forms of library materials.
- Library materials are available in various forms like the print and the non-print material.
- The print material includes the books, periodicals, newspapers and reference books.
- The non-print material includes the audio-visual materials and electronic materials.
- Other material required by special libraries are: standards, patents, pamphlets, reports, dissertations and theses, and maps and charts, etc.
- Electronic resources, referred to as e-resources, have added value to the libraries for offering better services to the users. For example, an e-book is an electronic book, which can be read digitally on the computer screen or on devices called e-book readers.
- The above-mentioned library materials have to be acquired, processed and made available for use by the library users. To serve the needs of the users, records have to be maintained for all the material.

The steps in organizing library material are necessary to access, acquire, process and to maintain the collection.



Build your Understanding

Various benefits of organising library materials are:

1. Allows fast retrieval of information material - when you arrange information materials, a user can easily retrieve them.
2. Saves a user's time - due to fast retrieval of these resources it saves users time.
3. Easy to guide users on where certain information materials are located.
4. Enhances neatness of the library - when a library is orderly organized it makes it look neat and beautiful.

What's



1. Most people have a popular notion that libraries are simple a collection of books / documents. But it is important to realize that libraries are about information, not about what contains information.
2. It is a fact that in future, lots of information will be available in digitized formats or may be accessed online. But in our country, library will always be the physical location for users who cannot afford tools of literacy, like books, journals, Internet, etc. – can access them for free.



1. Organizing the information in the library is absolutely important. Basically, the purpose is for easy access and retrieval of information. Could you imagine, if a library has a collection of more than 50,000 books and other materials and they were not being arranged properly? That would be very difficult. How can a library be a help for all the researchers finding information if that is the case?

2. Organising the information in the library has five major purposes, derived from the Fives Laws of Library and Information Science -
 - a. Organised information will be used easily
 - b. To enable every reader find his or her information
 - c. This enables all the information find its users
 - d. To save the time of the user
 - e. Organising the information helps the development the library

If you don't organise information how can you find anything? You might as well dump everything on the floor in a big heap and then search through the pile rather like the proverbial needle in a haystack.

Extend your Horizon

1. Visit the website of the library of an R & D organization. Identify the categories of print and electronic material available there. List out the various categories of material.
2. Go to a large public library in your city. From the library staff, learn the chief steps in organizing the library's material.

Evaluate Yourself

1. List the various categories of printed material available in university libraries.
2. Distinguish between print and non-print materials.
3. What are the specialised materials collected by libraries of scientific and technological organisations ?
4. Elucidate the various steps in organising the library material.