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## Maintenance Section of a School Library

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### ABSTRACT

*A school library is a central location for all type of information available. Library consists of number of sections. For providing efficient and effective functioning of library and proper services to the users, it is essential to maintain the library collections. That work is done by maintenance section of library. Objective of my paper is to understand that how maintenance section maintains the collections of a school library.*

### INTRODUCTION :

A school library is where all the members of the library have access to a variety of resources. It provides a range of learning opportunities and opportunities for the social, cultural and educational growth of the students. It is possible when a proper service of library is provided to the users consistently. For giving effective results consistently, we require maintenance section in a school library. Every section of a library has different job and responsibilities. Maintenance section is responsible for

maintaining the collections of a library. In this way maintenance section provide support to other sections of a library. Numbers of sections in a school library vary school to school.

### Maintenance Section of School Library :

Library is trinity of documents, user and personnel. Documents are first and foremost thing of a library or we can say library is a collection of documents. Main work of a library is to disseminate information so it is mandatory to maintain the collections of a library. For this purpose maintenance section is provided in a library. Numbers of sections in a school library vary from school to school. Maintenance section is one of the sections of a school library. Every school library requires maintenance of collections of its library. So availability of maintenance work is must, type of school does not matter. According to Dictionary definition-

“Maintenance is the process of preserving a condition or situation or the state of being

preserved.” Besides maintaining collection, maintenance section plays an important role in success of other sections too. Like best processing is useless if documents are not available at its proper space. Maintenance section take care of documents in the library and make them available to users at right place and in good condition. We can divide the collections in three broad categories.

- 1) Books
- 2) Periodicals
- 3) Non-print material.

For a school library while studying functions of a maintenance section we confine our study only to books of a school library.

## **Functions of Maintenance Section :**

### **1. Stacking and Shelving :**

Library is a collection of documents that are circulated between users and personnels. So the first things is to think about arrangements of books. As the books are available in different sizes and shapes, so all these require some specific space and specific type of stacking. Stacking means what type of stacks issues for different kind of books. Usually library follows two types of access system.

-- Open access system.

-- Closed access system.

In closed access system there is no need for any specific type of stacks. But in open access system users are allowed to take the books of their own interest. In school library open access system is followed. There are number of stacking methods for fulfilling the requirements and making the access to books simple and easy.

*Some stacking methods are following :*

- (a) Fixed shelves with double rows : These stacks have fixed shelves and books can be arranged in double row. Books in the back row can be accessed by swinging the books in the front row. This arrangement increases the capacity but delay the access to back row.
- (b) Hinged stack : with the help of hinges at side two shelves are joined together so that one shelf can be opened as a door to access the rear shelf. One shelf is fixed.
- (c) Rolling Stacks : These are metal stack units mounted on wearing wheels. Individual uses are easy to pull out.

(d) Compact storage : It consists of unit of three stacks, the centre row of fixed double-

sided stacks at each side. This enhance the capacity.

(e) Multi-tier stacks : It consists of stacks from floor to the roof and has become popular in large libraries but there should be provision for both horizontal and vertical expansion.

(f) Bracket stacks : Bracket stacks tabular columns into which the shelf brackets are supported of a heavy shelf case and the shelves are easily adjusted at equal intervals.

**Shelving** : Shelving means to provide the appropriate shelves to the documents of library. Shelving is very important as it plays role in providing the required documents to the users. While shelving there are some factors that have to be considered like

-- Size and shapes of documents.

-- Types of documents : books, periodical, thesis etc.

-- Category of users : Children, adult etc.

Good shelf management act as a tool for measuring performance. Without accurate shelving of collections of library effective operations of users are impossible. Shelving according to requirement is necessary to find the required item without any inconvenience.

Some shelving methods are following :

(a) Broken order Arrangement : This is possible when library deviates from arranging the entire collection based on chosen classification scheme. It means arrangements of books are not strictly in classified sequence. Reference books etc. are shelved separately.

(b) Classified order arrangement : This is most popular method of shelving. In this arrangement all the books are arranged according to classification schedule. Most of the libraries in the world use the Dewey Decimal system. Other types of material are to be stored separately in the library.

(c) Arrangement based on accession number : Books can be arranged according to their accession number. But it is applicable in libraries with small collection.

(d) Arrangement based on special sequence : Books on the same subject are broken into three categories – oversized, undersized and normal. They are placed in separate

sequences in separate places. But drawback is books on the same subject get separated.

(e) Alphabetical by Author/Title : This is very simple arrangement. It is easier way to maintain small collection alphabetically either by author by title.

**Role of Guide :** Guide should be placed at different-different places in the library for the convenience of users. Guide are very helpful but these should be able to give the overall view of arrangement of books in the stacks. Number of guides can be used in the library for the convenience of users. Some types are following :

(a) General Guide : It must be put at the entrance of the stack.

(b) Tier guide : In case of more than one tier stack, a tier guide should be at each tier.

(c) Bay guide : Bay guide should be put for each bay in the stack room.

(d) Gangway guide : Each gangway should be provided a gangway guide.

(e) Shelf guide : Each shelf should be provided a shelf guide.

**Role of Shelf List :** Shelf list consists of cards of standard size 7.5 x 12.5 cm. A library can also use the catalogue cards without lines or duplicate copy of main entry catalogue card of the book. Shelf list is used in the library to maintain the correct sequence on the shelves. It also indicate immediately the position of any book on the shelf. It is very important record and it should be safe and updated.

### **Preservation and Conservation :**

Preservation and conservation both the terms are used for protection. Conservation leads to sustainable use of resources while preservation leads to maintain the present state of resources. Conservation aim is to reduce the wear and tear. Preservation want to keep things as it is.

**Physical conservation** : Books can be damaged by human error or by natural causes. Books should be mended repaired and bound.

**Chemical conservation** : Advanced procedures of chemical treatment should be adopted. Fumigation chamber is being used to destroy the eggs and larvae of insects and termites. Encapsulation is one of the method of preservation.

**Digitisation** : Preserving the documents by scanning and archiving of old, rare documents of the library.

**(a) Binding** : Binding enhances the durability of books and makes the documents easy to handle and use. Binding increases the life of documents. For doing binding libraries have their own binderies or have to get their documents bound outside or by professional binders. There are various kinds of Binding. Each type of binding requires specific type of material. Binding should be according to the requirement and type of documents.

Binding is one of good way to

conserve the documents of library for further use. There

are various kinds of binding :

- (i) Full leather binding.
- (ii) Half leather binding.
- (iii) Full cloth binding.
- (iv) Half cloth binding.
- (v) Perfect binding.
- (vi) Plastic binding or cover.

Binding should be non-damaging to the text block and should not shorten its useful life.

The bound volume should open easily and binding should be conservative.

**(b) Mending** : Mending means minor restoration, it does not involve replacement with any new material.

**(c) Repairing** : Partial rehabilitation in which amount of work done less than the minimum amount of money involved.

**(d) Reinforcing** : To provide strength to the structure of a weak volume by adding material is termed as reinforcing.

**(e) Recasing** : To replace the cover of a volume is called recasing.

- (f) **Re-backing** : To attach a new shelf back on a volume without any other binding is called Re-backing.
- (g) **Re-sewing** : The process of making a new cover.
- (h) **Re-covering** : The process of taking out the volume out of its cover, removing the old sewing, sewing a new and replacing it in the same cover.

### **Care and Handling of books on Shelves :**

Physical care is also as important as preservation and conservation. Careless handling can easily transform a new book into a worn out book. Library which is continually expanding, they must left space at the end of every shelf to allow for new insertions in the correct sequence. Storage should be in a stable, cool, clean and non-humid environment.

**Dusting and Cleaning** : Dusting and cleaning work in a library is a whole time job Dust reduces the life of documents. Users also dislike to touch the documents which is full of dust. There is also possibilities of attack of insects. There must

be dusting and cleaning on a regular basis. We can do this job manually or with the help of mechanical devices like vaccum cleaners etc.

**Shelf Rectification** : According to Ranganathan “Shelf rectification is the process of restoring order among the books.”

In an open access system users are allowed to choose the books of their own interest. So there is possibility that users intentionally or unintentionally may misplace the books on shelves and wrongly placed books is as good as lost. So there should be restoration of order and it can be done by systematic reading of books on shelves and shifting the misplaced books to their exact place. This process is called shelf rectification.

### **Stock Verification :**

Complete checking of library’s holding is called stock verification. Stock verification is a time consuming and energy consuming process as well. When the documents of library is large in number then it becomes a hard and tedious job. But it is a systematic checking and it ascertain the number of documents are present in library out of all the stock. It is a type of physical checkup of

documents and assessment of the collection of documents. Main objective of this job is to find out the missing documents in the library stock. It is an essential process because it reveals following facts :

- It clears the physical condition of documents of a library.
- It ascertains whether book is at its place or not.
- It acts as indication of popular books.
- It helps to keep stock control record up to date.

There are three techniques for library stock verification.

- (i) Manual : done by staff.
- (ii) Semi-automated : partial use of computers.
- (iii) Automated : with the help of library management system.

#### **Methods of Stock Verification :**

- (a) Stock verification by Accession number : The accession number of books from shelves are read, check and marked against the accession number given in the accession register.

When all the books in the library and out in circulation are checked, items left unmarked

are listed and a further search for them is done or consider as a list of lost books.

There are two more options :

- Taking duplicate register listing accession numbers.
- Loose sheets listing accession numbers.

(b) Stock verification by numerical counting : In this method all the books on the shelves and out on loan are physically counted and tallied with total number of books as per library's records. This counting reveals the number of books that are lost. But it does not reveal the particulars of books. It gives a rough idea of loss.

(c) Stock Verification by shelf list : In this method shelf list cards are used to verify, so shelf list is a pre-conditioned for this method. Availability of documents are checked against

the cards. Cards of missing books are kept separately. After exhausting the tray of cards,

missing books are verified at all the sequences.

### **Weeding :**

Weeding means removal of books either to discard or to move them to storages. Some of the criteria for weeding are physical condition of documents, unnecessary duplication, outdated editions, poor contents, unsuitable documents etc. Policies regarding weeding vary from library to library. Because every library has unique priorities and problems, policy is a matter of higher authorities of library.

### **Security of Library Material :**

Theft and mutilation of books is a wide spread problem of libraries. Security aspect of library material is also included in maintenance section. The library staff should be careful. Low priced photocopy service for users is one of cheap way to provide security to library material. Installation of electronic security systems is also good way but very library cannot afford it.

### **Conclusion :**

School library is a learning space for students. Sources of information in a library is the collections of the library. For providing consistence services to users it is necessary to maintain the collections that is done by maintenance section. For giving long term services to the users, it is essential to have maintenance section with ability to provide best services to users. and

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