TECHNIQUES OF KEEPING BOOKS AND MATERIALS IN THE LIBRARY

Library is a place where sources of information selected by experts are organized properly. The reading material is charged and discharged defined community. The collection of library can include books, manuscripts, magazines, periodicals, videos, audios, DVDs and various other formats. Such material is used for knowledge as well as research work. Library is also used for leisure reading. The material to be read by the users should be properly organized according to order to make the material accessible. Annually, libraries receive new books and the collection is organized according to a set pattern. But if the material of library is not properly kept, it will be a sheer wastage of money and time. Proper organization of books demands the techniques to keep the material of library in use. There are two main systems of keeping books and materials in the library

(1) Open access system
(2) Close access system

There are different types of sources available in the library like books, periodicals, dictionaries, audio-visual materials, yearbooks surveys, handbooks etc. All these sources are placed in different sections of library accordingly. Earlier all these reading materials were kep under lock in the almirahs. Now the number of books in the libraries has increased, so it's not possible to keep everything under lock Libraries are not mere store-houses but are performing multifarious functions of information storage, retrieval and its supply to the user Libraries of today are becoming fully functional and operational serve their readers quickly to their entire satisfaction. Now the reading materials are kept in open book racks. Only the reference collection and rare books are kept under lock in the almirahs.

CLOSE ACCESS SYSTEM

This is the oldest method for keeping the books in the library. In this system, the books are kept under locks i the almirahs and the user is slave to catalogue and the library attendant. The user is not allowed to see and take the books of his interest. In this system, the books are kept under

locks in the almirahs. To take the books from the library, the user gives a slip to library attendant where the user has to write the title, author, publisher, call No. of the book The library attendant brings out the book and hand it over to the user Sometime the book requested by the user is not available in the library he is again asked to consult the catalogue for an alternative book. S this process indirectly discourages the users. Experience shows that only very few users can express their book requirements specifically.

In a close access system, the catalogue is the only means to search out a book. It is also seen that some users are not interested to use catalogue for searching the books. They want to access the books from the almirahs. Most of the users are not able to select the books from the catalogue. They make themselves satisfy after consulting the books contents. The schedule of library staff is very busy. They can hard find time for the users in searching books. It took maximum time and discourages the users. Shutters, locks etc were hurdles between books and users. Much time and energy of the person was wasted in finding out books of his requirement from library which had books in closed almirahs. Then, even classified arrangement and well panned library could not help the user.

In small libraries, where there is less staff and less number of books, this system is very effective. Because without wasting time and energy of the users and the staff members, books can be easily issued to the users.

In school libraries, the students busy in attending classes. They can visit library in recess or library period. So using close access system, students can visit in the library after the period and give a slip of requested book to the library attendant. In their free time, students can get the books issued.

Merits

1. No chances of misplacement: The chances of misplacement of book can be reduced because books are taken out and kept by library attendant only. So there is no fear of misplacement of the books.

2. Useful for small libraries: This system is very effective for small libraries where collection of books, number of users, library staff is less.

3. No fear of theft: It reduces the chances of theft and damage of books. It is the duty of library staff member to search the books for users and bring it outside. In this way, it may be possible to reduce the chances of theft and damage of books.

4. Useful for primary school: Primary school students don't know how to use catalogue card. So library staff helps the user in finding books for them. So it's good for primary school students.

Demerits

1. Not implemented in big libraries: It is used in libraries that have less collection of books. In Libraries having huge collection, this system cannot be implemented. So this system cannot be applicable in college or university libraries. It can be operated in small libraries only.

2. Waste time of user and staff: In close access system, users have to write detail information of the book like author, title, publisher, call no. etc. and give it to the library staff member. The staff member takes out the book for the users. It takes a lot of time of user as well as staff

3. Books not used properly: As user is dependent on staff and cannot explore books themselves so books are not used properly. It doesn't satisfy 1st law Books are for use".

4.User can't express book requirement: Some users can't express their book requirement. So they cannot get the right book as per their requirement. So it doesn't satisfy 2 law "Every reader his/her book".

5. Third law is not achieved: In this system, the users have no option to select the book. So few books that might be useful remain untouched. It doesn't satisfy 3 law "Every book its reader".

OPEN ACCESS SYSTEM

It is another system of keeping books and other reading materials in the library. It is totally opposite to close access system. "By open access system is meant the opportunity to see and examine the books with as much freedom as in one's own private library. The users are permitted to wander anywhere and everywhere in the stacks to choose their book."

In open access, books are kept on open shelves. This makes it possible for a user to approach books directly and handle these personally without any barrier. This system enables the user to decide what he should read and has not necessarily to be dependent on the catalogue and staff members. He will have better chances of choosing a right book than by merely consulting the catalogue. It leads to greater use of books and it will increase the chance for every user to get his book.

This system gives full liberty to the user to browse amongst books without any barrier. They can take any book from stacks to the counter for study in the reading hall or get it issued for home use. It is not denying the fact, that there is a great risk for loss of books due to misplacement and theft of books but it has still more gains. Therefore, open access system is implemented without any hesitation in modern libraries. As the number of users increased, the open access system can be used so that users can directly access the books from the shelves. Hence, this open access system tends to save the time of librarian and dealing staff members and therefore become productive in nature.

Precautions of the Theft Activities from the Library

1. Personal bags not allowed in the library: Bags, personal books of students and their belongings are not allowed in the library. These should be deposited at the property counter. While going out of the library the property so deposited must be taken back.

2. Book proof window: Libraries have windows for fresh air and to purify the environment. But some naughty students steal library books by throwing them outside the library. So windows in library should be book proof.

3. One door for entry and exit: There should be one door for entry and exit. Books should be checked before leaving the library by security guard to avoid theft in library.

4 CCTV (Closed Circuit Television): The security of books d other materials providing information in a library is quite essential. CCTV should be installed at in library to avoid theft of books. The CCTV cameras are used for surveillance in libraries to safe guard its possession of books and information.

Merits

1. No need to depend on library staff: The user is not pendent on library staff. They can access the book of their interest. There is no restriction of any kind.

2. Time saving: It saves time and energy of library staff as well as user both. In close access, library staff searches the book for ser that waste time of user as well as of staff.

3. Extra work: The library staff can do other work in extra time as staff is not required for searching books for users.

4. Proper use of books: In this system, the users have an option select the book after reading the contents of the book. He finds some other books related to the topic.

5. Library work can be completed by less staff member: In his system, less staff is required as user independently to access library books.

6. Famous method: This system is widely accepted in big libraries like college and universities.

7. Develop self-study habit: Users can directly access books and develop self-study habits.

Demerits

1. More chances of theft and damage: In open access system, dances of book theft and damage are more. Some users even tear the Pages of the book.

2. Fear of replacement of books: There are more chances of misplacement of books. The books in more demand are misplaced by the users. So books are to be properly replaced at their proper place.

3. More Requirements of dusting and shelving: In this system, there is a need to maintain the books regularly. Extra man power is required for daily shelving and dusting and keeping the books in proper place.

4. Necessity of security guard: There is need to appoint Security guard to avoid theft in library. He has to check user's books before leaving the library.