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# 4

## MAINTENANCE OF PERIODICALS

### INTRODUCTION

In our Previous lessons we were discussing about classification and cataloguing of book, now we will discuss in this lesson about periodicals. Periodicals are a very important category of documents in libraries especially in a university or a research library, as they contain latest and current information.

The work related to periodicals is separated from the rest of the library work .Effective service involving periodicals can be provided only by separating them from the rest of the library's collection.

In this lesson we will be discussing in detail the role of periodical division, display, arrangement and binding aspects of periodicals in a library.



### OBJECTIVES

After completing this lesson, you will be able to:

- explain the use of periodicals in libraries;
- describe the work involved in this division;
- illustrate the various ways to display periodicals;
- carry out the shelf maintenance and shelving of periodicals;
- perform preservation activities related to periodical;
- plan the binding work of periodicals ;
- prepare periodical volumes for binding and
- describe the security issues of periodicals .



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## 4.1 USE OF PERIODICALS

After Computer and Internet the most current published information is found in periodicals. Periodicals usually are first to publish research results in any discipline that are made available to the scholars and specialised users. This is due to the reason that books may take a very long to be prepared, but the periodicals contain the latest information. That is the reason that presently, majority of users in any kind of library, i.e., a public, special or an academic library have more dependence on the information contained in the periodicals rather than on the books. This is due to the fact that the knowledge contained in the periodicals is more up-to-date and current. Users are always in need of current and timely information and this need is best satisfied by the periodicals literature.

Another aspect related to the periodicals literature is that its issues are continuous and this is something users wait for all the time. A user regularly reading a particular title, always waits for the next issue anxiously. Researchers use periodicals as primary and secondary sources for their research. Periodicals, therefore, demand careful attention of the librarian who should always give priority to this type of library materials.

## 4.2 PERIODICALS DIVISION

Many large libraries, especially university and research libraries, maintain a separate periodicals division. The periodicals division is the place where needed information can be found in journals magazines, newspapers and other serial literature. Usually, open shelf system is adopted in this section. Readers have access to a wide range of magazines, newspapers and topics of relevant interest. Bound periodicals and back issues are arranged alphabetically by title in most of the libraries. Current issues are properly displayed on the display racks.

### Work with Periodicals

The work concerning periodicals is separated from the rest of the work related to other documents in the library. This is due to the fact that presently majority of the library budget is spent on the subscription of periodicals. Also the present day researchers depend more on the literature contained in the periodicals rather than in the books. Therefore, the maintenance of periodicals requires greater skills on the part of library staff. Work related to periodicals calls for attentiveness and full devotion. The work in the periodicals division can be divided into different stages:

- a) Receiving, recording and stamping the received issues of the periodicals.
- b) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- c) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.
- d) Maintaining all the relevant record related to periodicals.
- e) Maintaining the periodicals display rooms by placing only the latest issues on

the display racks and sending or keeping away the previous issues in proper places.

- f) Shelf maintenance and shelving of bound and current periodicals
- g) Collecting and collating different issues of periodicals for binding.
- h) Carrying out preservation activities related to periodicals
- i) Weeding, withdrawal, and disposition of periodicals

Of the various aspects of the periodicals work listed above, the stage mentioned at steps a, c, d, and i fall under the scope duties of the technical personnel attached to the periodicals department. Whereas the steps at b), e), f) g) and h) completely relate to the maintenance work of the periodicals.

### Access to the Periodical Collection

Collections in the periodical division are for use only inside the library. Photocopying of articles from latest issues of periodicals may be requested by users. However, back issues and bound volumes can be borrowed for home use upon request and approval by the library-in-charge depending on the policy of the library.



### INTEXET QUESTION 4.1

#### 1. State True or False

- a) Work of periodicals receiving and stamping relate to maintenance section of library.
- b) Displaying of periodicals in reading room for use belongs to technical processing.
- c) Collecting and collating different issues of periodicals for binding pertains to maintenance work of periodicals .

### 4.3 DISPLAY

The periodicals division supports the teaching and research mission of the university or college or research libraries by providing public assistance, access, storage, maintenance and management of periodical collection. For this, libraries usually display periodicals for the benefit of their users. By actually seeing the displayed periodicals, users can be attracted towards them, thereby resulting in greater use of this category of library materials. Methods of display of periodicals are determined by a number of factors which include:

- Type of periodicals acquired
- Floor space available
- Layout of the library
- Type of users coming to the library



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Many libraries have a separate reading room where periodicals are housed and displayed, whereas in some others a general reading room accommodates all the reading material. For displaying periodicals, usually periodical display racks are used. These display racks are of three kinds:

- a) Step type
- b) Pigeon hole type
- c) Inclined type

Let us learn some details of each of the periodical display racks.

#### a) Step type

Periodicals are displayed stepwise in this kind of rack. Here each step is about 2 inches deep and 6 inches high. The rack is usually 3 to 4 feet long and there are 4 or 5 steps and on each step 4 to 5 periodicals can be displayed. A single sided rack can thus display about 25 periodicals and a double- sided rack can accommodate about 50 journals. Two single sided racks can also be placed back to back, if convenient. Usually, frequently used periodicals are displayed on the racks. One drawback in this type of rack is that there is no room for back issues of periodicals.

#### b) Pigeon hole type

This is the most popular type of display rack in libraries especially in the libraries subscribing to a large number of periodicals. This type of rack has two parts, one being a cupboard in the bottom and other pigeon holes at the top. The usual height and width are 7.5 feet by 6 feet. The depth is about one foot in the pigeon hole area and about 1.5 feet in the lower cupboard portion. The cupboard portion is for storing the back issues of the periodicals and the pigeon holes hold about 36 current periodicals. This type of display rack is very convenient and useful in the library but there is one disadvantage that the periodicals cannot be displayed properly.



#### c) Inclined Type

This type of display rack is considered to be the best type and is an improvement over the earlier pigeon hole type of rack. This is a box type of rack with horizontal shelves, each covered with wooden planks with an inclination to the shelf plank. The shelves can be partitioned into pigeon holes, each hole being provided with a wooden support for the periodicals. Here the inclined plank provides a better way to display



periodicals, with the back issues to be stored in the space behind the inclined plank. Display space for 25 to 30 periodicals can be provided in one rack.



### Activity 4.1

Collect any 10 latest issues of periodicals received by your library or any nearby library and arrange them on periodical display rack.



### INTEXT QUESTION 4.2

#### Fill in the blanks

1. Display of periodicals depend on \_\_\_\_\_ lock space, layout, and \_\_\_\_\_
2. Pigeon hole type of display has a \_\_\_\_\_ periodicals can not be displayed properly.
3. Inclined type display space for \_\_\_\_\_ periodicals can be provided in one rack.
4. A single sided rack can thus display about \_\_\_\_\_ periodicals and a double- sided rack can accommodate about \_\_\_\_\_ journals.

## 4.4 ARRANGEMENT

There are four main ways in which periodicals may be arranged. They can be arranged alphabetically by:

Title:

Language:

Country: or

Subject:

The periodicals can be arranged by different ways on the display racks. The best method of course is the alphabetical arrangement. In many large libraries, the arrangement of periodical is subject-wise as alphabetical arrangement may creates problems. Therefore under broad subject headings, the periodicals are further arranged alphabetically. In small libraries, step type of display racks are very common and if the number of periodicals is quite small, the display can be without any definite arrangement.

The back issues of periodicals are usually arranged alphabetically in the shelves. This helps in finding an individual title easily and without any problem. Again in some libraries, the back issues too may be arranged alphabetically under broad subject headings.

Actually, there is no rule or no set way to arrange the periodical collection. The



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individual libraries can arrange their periodical collection as per the convenience of the users and their usefulness to the users.

The arrangement of the bound issues too varies from library to library. In some cases the bound volumes of the periodicals are classified and placed along with books but in some libraries they are placed with loose issues of back volumes only. The best way to arrange the periodicals is to display alphabetically under broad subject heading all the latest issues (that is all issues of the current year) and to place all back volumes including the bound volumes on the shelves in proper alphabetical sequence



### INTEXT QUESTION 4.3

#### Fill in the blanks

1. The back issues of periodicals are usually arranged \_\_\_\_\_ under \_\_\_\_\_.
2. In small libraries, \_\_\_\_\_ racks are very common and if the number of periodicals is quite small.
3. The best way to arrange the periodicals is to display \_\_\_\_\_ under broad subject heading all the latest issues

### 4.5 BINDING OF PERIODICALS

As already mentioned above, in university and research libraries, periodicals are a significant part of library collection. Binding of periodicals thus, is the best way to preserve the information. Periodicals are of two types – those of ephemeral value and those of permanent value. The retention period of periodicals of ephemeral value varies from library to library. Usually these are retained for a period of one year and then are weeded out and disposed as per library's policy. Periodicals of permanent value are bound in leather with gold lettering and kept in the library for permanent use. The binding of periodicals requires special care and attention. The binding process of periodicals is quite different from that of books and should be taken up separately. Special care is required while sorting out the periodicals and checks should be made for complete volumes or sets. The surplus and duplicate issues should be removed. The time and effort taken in the preparation of periodicals for binding and the making of necessary records can be greatly reduced if a permanent binding record is made of each periodical which need to be regularly bound. This record helps in writing the binding slips and knowing the last volume bound. This will also avoid duplication in the binding of the volumes. Proper care has to be taken while collating the periodical volumes before being sent for binding. Some necessary checks to be made are:

#### Title page

Bind the volume title page at the front of the issues to which it relates.

**Covers**

All covers should be removed if they do not contain any significant information but retain the front cover of each issue if contents are printed on them.

**Index**

Bind the volume index after the last issue of a bibliographical volume covered by it. When the index and the title page are separable, they should be placed separately, but if both are inseparable, place only the index in its proper place and ignore the title page.

**Advertisement**

If there are full page advertisements in the last pages, remove them.

**Supplements**

If the supplements are in continuous pagination bind them as they are, but if they are separately paged, then put them all together in the end.

**Missing Issues**

If some issues, are missing, try to locate them in the library, issue records or other libraries, etc. If such issues are located in any other library, a photocopy can be obtained and put in place of the missing issue. This practice is, of course, illegal unless the materials are out of copyright. Still, if missing issues, are not to be found, get the volume bound without them as the other available issues might be lost at a later date. If some pages are missing, indicate what pages are missing and bind a stub in their place for later insertion. As periodical binding is usually conducted under contract via vendors for most of the libraries, the above checks are to be carried out carefully.

Pick up any 5 sets of periodicals belonging to previous years and prepare them for sending to the binder.

**INTEXT QUESTION 4.4****Select the correct option**

1. Following is not one of the precaution in binding work of periodical volumes.
  - (a) Binding of volume index
  - (b) Removing advertisements pages
  - (c) Keeping all course even if they do not contain any significant information

**Fill in the blank**

2. While binding if some pages are missing indicate what those pages are bind a \_\_\_\_\_ in their place for \_\_\_\_\_.
3. If there are full pages of \_\_\_\_\_ in the last pages, remove them.

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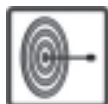
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## 4.6 SECURITY OF PERIODICALS

Libraries are not always safe and secure place. Theft and mutilation of loose issues of periodicals is a wide spread problem and can be damaging to the library collection. The work with periodicals thus also includes the security aspect of periodicals. As periodicals are not bound when received in the library, there are frequent cases of loss of periodicals. The library staff therefore has to be very careful and vigilant in the periodical display room and in the stacks containing back issues of periodicals. The best way to provide security to the periodicals issues is to have a low priced photocopy service for the users in the periodicals reading room. This facility will help the users to immediately get a copy of the article found to be of useful to them and save the library materials from getting lost or torn. The most widespread response to theft and periodical mutilation across the world has been the instillation of electronic security systems. But many of the libraries in India funds cannot afford the same.

### Electronic Journals

The security issue of periodicals can be resolved to a great extent by replacing printed journals with their electronic version. With the increase in the popularity of the internet for disseminating information and research, many periodical publications are making themselves available via the internet in what is known as “electronic journals” or “e-journals”. Some have printed equivalents, some do not. Some are free, others are free with orders of paper copy. Some journals are “full text” (i.e., they provide as much text as the printed equivalent), whereas others provide only sample articles, table of contents, etc.



### WHAT YOU HAVE LEARNT

- Periodical are a type of library material that is placed in prominent position when current and removed when new issues are received.
- Of the various types of library material, periodicals require most efficient, timely and error free maintenance. This is due to their very nature and thought content contained in them.
- In every library subscribing to periodicals, there should be a separate periodicals division. The different routines involved with maintenance of periodicals include:
  - Unwrapping the packets containing periodicals
    - Arranging periodicals alphabetically;
    - Recording;
    - Marking the periodicals with library’s stamp;
    - Checking the records;
    - Displaying the periodicals on display racks;
    - Completing sets;



- Sending for binding; and
- Photo duplication of articles in periodicals on user demand
- The periodicals work is continuous one, as there is always demand for old issues of periodicals by various readers. This type of library material therefore, has to be kept in readiness for the users all the time with efficient staff in attendance.



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### TERMINAL EXERCISE

1. Describe the use of periodicals in a library and give a descriptive account of the work with periodicals.
2. Explain the display work related to periodicals.
3. Discuss the various ways in which periodicals may be arranged.
4. Give a detailed account of the binding process of periodicals in a library.



### ANSWER TO INTEXT QUESTION

#### 4.1

1. (a) FALSE
- (b) FALSE
- (c) TRUE

#### 4.2

1. Type of Periodicals , Type of users
2. Disadvantage
3. 25 to 30
4. 25 and 50

#### 4.3

1. Alphabetically, Broad subject headings
2. Step type of display.
3. Alphabetically

#### 4.4

1. (c)
2. Stub, Later insertion
3. Advertisement



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**TERMS:**

The terms covered in this lesson which require further explanation are given below in an alphabetic order. The learner is required to explain each term.

**Binding slip:**

**Display:**

**E-journal:**

**Rack:**

**Set:**