PURPOSE

The purpose of this policy is to establish guidelines and procedures for the technical processing of library materials at the University of Kalba (UKB) Library. This policy aims to ensure accurate, consistent, and efficient record keeping of library resources.

The resources in a library are procured to facilitate the teaching-learning process and to satisfy the needs of the users of a library. The documents must be processed and organized to not only make them available to the readers but to ensure an easy access too. In other words, we can say that before shelving all the documents in the library stack and making them available for circulation in the library, they need to be physically prepared.

DEFINITIONS

- **Technical Processing:** The library material in all formats - books, periodicals, videos, microfilms, sound recordings, CD- ROMs, etc. - have to be physically processed before they are 'shelf-ready'. This may entail, adding spine labels, due-date slips, circulation cards and pockets, bar codes and security strips, ownership markings, protective cases and covers and/or reinforcements. Physical processing makes the material ready for circulation and prolongs its shelf life.

- **Cataloging:** The process of creating bibliographic records for library materials.

- **Classification:** The process of assigning call numbers or subject headings to library materials to organize them by topic or format.

- **Library of Congress Classification (LCC):** A classification system used by the Library of Congress to organize library materials.

- **Accession Register (Softcopy):** The chief record of the books added to a library. Books are numbered incrementally as they are added to the stock and entered in the register.

- **Barcode:** A machine-readable code in the form of numbers and a pattern of parallel lines of varying widths, printed on library books and used especially for security and stock control.

- **Book Number:** The combination of alphabets or alphabets and numbers, used to indicate an individual work in the library. The book number may consist of several parts: an indicator for the author (i.e., author's last name); an indicator for the title (when an author has published more than one work in the same subject area); the date of publication (i.e., 2024); a copy number if there is more than one copy of this particular work in the collection (i.e., copy 2).

- **Call Number:** This is the location or address of an item on the library shelves. The call number is made up of the notation (the number indicating the subject of the book) and the book number (indicating the author and information about that particular copy). There should be a unique call number for each item in a library collection. This can be done through the use of indicators for the title, date and copy number in the book

number. In short, it consists of the class number, book number and collection number of a book. Notation: The number, or the alphabet and number combination, developed using the information given in a classification system (i.e., the schedules and tables of the LC).

- **Physical Processing:** The library materials in all formats have to be physically processed before they are "shelf-ready" Physical processing makes the material ready for circulation and prolongs their shelf life.

- **RFID:** Radio Frequency Identification System

POLICY STATEMENT

Technical Processing: The preparation of documents for use in the library is called technical processing; and is done by the technical staff of the library. In technical processing, the following steps are followed:

1. Accessioning (i.e., Record maintenance)
2. Classification of documents
3. Assigning Call Number
4. Cataloguing
5. Physical Processing
   o Inspection (checking)
   o Stamping property mark and labelling for circulation
   o Labelling: Barcode Label, Spine Label & Lamination, Due Date Slip and RFID tags

1. **Accessioning:** Each document in the library should be uniquely distinguished from every other document. Recording the details of a document in the register (commonly known as Accession Register) is called accessioning. The accession register is an essential and permanent record of a library.

2. **Classification of documents:** The main purpose of library classification is to facilitate the use of reading material. Library classification confirms the exact location of a document in the library, and it also helps to arrange documents in the most convenient order. At UKB we will follow the library of congress (LC) classification system.

3. **Call Number:** The class number of a document is an ordinal number representing the position of a class in a scheme of classification used in a library and also represents the subject matter of the document. The purpose of classification is to bring related items together in a helpful sequence from the general to the specific. The structure of Call number as below,
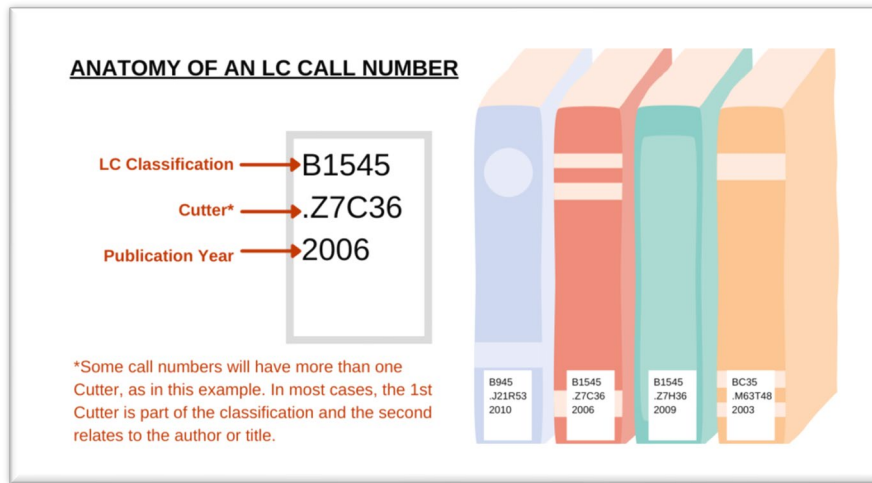
4. **Cataloguing:** A library catalogue is defined as, 'A list of books, maps, stamps, sound recordings or any reading materials that constitute a library collection. Its main purpose is to record, describe and index the holdings of any library collection.' Cataloguing is the process of preparing a catalogue, or preparing the bibliographic records, which reflect the various details of a library item.

5. **Physical Processing:**
   o **Inspection:** The documents received from the suppliers should be examined for any physical defects such as damaged covers or folded pages. If the purchased document is found damaged, it may be returned to the supplier. But it can be returned only if it has not been processed by the library. These are usually replaced by the suppliers promptly.
   o **Stamping**: Stamping is one of the identification marks of the UKB library. It is done to stop theft and ensure that lost documents are returned to the library. The UKB library stamps are usually put at the following places in a book with the correct manner,
      ▪ On the title page/back of the title page
      ▪ At the top/bottom of the confidential page chosen by the library.
      ▪ and at the last page of the book
   o **Labelling:** Labelling is the process in which the following labels are pasted on the procured documents as per the UKB library standards:
      ▪ Barcode Label
      ▪ Spine Label & Lamination
      ▪ Due Date Slip
      ▪ RFID tags

   All the labels should be placed in the book with the correct and professional manner to maintain the quality.

RESPONSIBILITIES

• All the Library sections staff are responsible for implementing and maintaining this

policy.
- This is shared responsibility; all the section staff must catalogue minimum 25 books in a day.
- The Director of Library is responsible for providing the necessary resources, training, and support to ensure effective cataloging practices.

SCOPE

This policy applies to the Director of library, and all section staff to handle all library materials, including print, electronic, and multimedia resources, and covers cataloging and classification practices.