



e-Proceedings of the International Conference on
Reshaping Librarianship
Innovations and Transformations
(ICRLIT - 2019)
16th & 17th August, 2019

Editors

Dr. R. Sarangapani

Dr. V. Rajendran

Dr. M. Uma

Associate Editors

Dr. M. Uma

Dr. A. Sockalingam

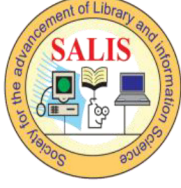
Dr. K. Indumathi

Organized by

ARIGNAR ANNA CENTRAL LIBRARY

BHARATHIAR UNIVERSITY

Coimbatore – 641 046, Tamil Nadu, India



e-Proceedings of the International Conference on
Reshaping Librarianship :
Innovations and Transformations
(ICRLIT – 2019)

16th & 17th August 2019

Editors

Dr. R. Sarangapani
Dr. V. Rajendran
Dr. K. Karunai Ragavan

Associate Editors

Dr. M. Uma
Dr. A. Sokkalingam
Dr. K. Indumathi

Organized by

ARIGNAR ANNA CENTRAL LIBRARY
BHARATHIAR UNIVERSITY
Coimbatore – 641 046, Tamil Nadu, India

e-Proceedings of the International Conference Reshaping Librarianship: Innovations and Transformations

Editors

Dr. R. Sarangapani

Dr. V. Rajendran

Dr. K. Karunai Ragavan

Associate Editors

Dr. M. Uma

Dr. A. Sokkalingam

Dr. K. Indumathi

Copyright 2019 Bharathiar University

Published by the Arignar Anna Central Library
Bharathiar University
Coimbatore – 641046

Price Rs. 1250.00

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying and recording otherwise, without prior permission of the publisher.

Note: Neither the Editorial Board nor the publisher is responsible for the originality of information and opinion expressed by the authors in this volume.

e-Proceedings from the camera-ready copy provided by the Editors.



978-93-5361-879-7

Printers:

Sree Kumaran Computers

SDE Building, Bharathiar University

Coimbatore – 641 046

+91-98941 49413

E-mail : sreekumarancomputers@gmail.com

Theme – 4: Case Studies of Resources and Services

1. Utilization of Assess E-Services in the Thoothukudi Government Medical College Students: A Study
Lakshmipriya, Vinitha, K.(Dr.) and Dr. A. Thirumagal, A.(Dr.) 249
2. Use of Library Sources and Searching Habits of Faculty Serving in the Degree College Libraries of Raichur District, Karnataka
Suresh Saranappa and Sarangapani, R. (Dr.) 253
3. Reforming of Public Libraries System in Tamil Nadu
Senthil Kumar, T. 259
4. Analysis of Importance and Purpose of Using Electronic Resources on Selected Engineering Colleges in Coimbatore District
Ganesan, S. and Thirunavukkarasu, N. 264
5. Users Perception on Digital Library Resources and Services: A Case Study of Bangalore University
Nirmala, C. 273
6. A Study on Processing of Library Materials in School Libraries in Sri Lanka
Senevirathna, R.A.P.S. and Jayasekara, P.K. 281
7. Use Pattern of Digital Library Services Among Graduates of Engineering Around Tirunelveli District– A Case Study
Ramasubramanian, C., Vinitha,K.(Dr.) and Thirumagal, A.(Dr.) 286
8. Usage of Public Library Sources: A Study with Reference to Visually Impaired Users.
Ally Sornam,S.(Dr.) Sri Nidhi,R., and Annie Christy, A. 301
9. Usage of Library e-Resources among the Members of Firebird Institute of Research in Management Library, Coimbatore: Merits and Demerits of E-Resources : A Study
Pratheepa, A K. (Dr.) 309
10. User Perception of Library Resources and Services in Public Libraries with Special Reference to Namakkal District: A Survey
Sundareswaran, N. and Kavitha, E.S. (Dr.) 318
11. Awareness and Use of Open Access Journals: A Case Study of Faculty Members and Research Scholars in the Universities of Kerala
Antoo, K. D. and Cherian K George. 326
12. The Resources and Services of Public Libraries : A Study on Ernakulam Public Library
Matty, P C. 330

A Study on Processing of Library Materials in School Libraries in Sri Lanka

Senevirathna, R.A.P.S and Jayasekara, P.K.

Senior Assistant Librarian, Main Library, University of Ruhuna, Matara.

Abstract

The School library is acting as the information center in a school which helps staff and students of the school in teaching and learning process. The effective and efficient services in the library affect by the processing of library materials. Hence, this study is focused on identification of the physical book processing activities in school libraries in Sri Lanka. The sample of this study consisted of randomly selected 50 school libraries in Akuressa Education Zone, Matara, Sri Lanka. Data was collected using a paper based questionnaire. According to the results of this study, the situations of physical book processing in school libraries are not satisfactory.

Keywords: *Book Processing, School Library, Sri Lanka, Teacher librarian*

Introduction

A school library is an information center that helps both school teachers and students to achieve their academic goals and to make teaching and learning process easy. The IFLA School Library Guidelines states that the primary responsibility of a school library is to provide all types of information resources and services to all members of the school community, to develop their knowledge, skills and attitudes (IFLA School Libraries Section Standing Committee, 2015).

The properly organized information sources in the library are the key to effective library management. Hence, book processing is an important library management activity. Book processing is an activity used to convert a regular information source into a library material. Book processing includes every activity from acquiring an item to the library to shelving that item; like classification, cataloging and physical book processing.

The physical book processing will help to distinguish the particular item from other library materials, to make library well organized and systematic and to save time and effort of library staff and users. There are several steps in physical book processing; stamping labels, attaching day labels, book pockets (Ranganathan, 1994), tattle tape and RFID tags (S. C. Yu, 2007). After book processing, users can burrow library items.

The previous research conducted by Jayasekara & Senevirathna (2017), illustrated that majority of teacher librarians have to teach in the classes while covering the duties as teacher librarians. Moreover, a study based on availability of catalogues in school libraries identified the non-availability of very large majority of school libraries (Jayasekara, Senevirathna, & Karunaratne, 2018). Hence, these results indicate that there are some challenges faced by school librarians. They have to struggle with time allocation for library related work to improve the services. Processing of library material is a very time consuming work. As a result, of their busy schedules teacher librarians may not have enough time for processing of library materials. Hence, this study is focused in the processing of library materials in Sri Lankan school libraries.

Objective

This study is focused on identification of the physical book processing activities in school libraries in Sri Lanka.

Literature Review

Processing of library material is a crucial factor that directly affects the efficient and effective library services and proper library management. “Physical processing is the means by which Library materials are prepared for their specific location in the collections, or are taken out of the collections. This process also includes alterations in previous processing for relocation from one area to another” (University of Arizona, 2016). During physical processing, item receives seals, stickers and tags (Kumar, 1998), which indicate that item belongs to a particular library, and which makes circulation process easy.

With the evolution of technology libraries around the world faced so many changes. Introduction of electronic tags like tattle tapes and RFID (S.-C. Yu, 2008) to libraries is one significant change. RFID technology is one of the most beneficial technologies for libraries. It helps to reduce the labor cost, improve automation process, and easy tracking of materials (Mehrjerdi, 2011). However, more than half of the school libraries in Akuressa Education zone do not have a separate building as the library (Jayasekara & Senevirathna, 2017a). Hence, availability of electronic tags in school libraries is questionable.

Methodology

The population of this study consisted of school libraries in Akuressa Education Zone, Matara, Sri Lanka. Among them, 50 school libraries were selected as the sample using simple random sampling. Data were collected using a questionnaire post to school librarians in selected libraries. The response rate for the questionnaire was 72%.

Result and Discussion

Demographic profile

The figure 1 shows the respondents school composition. The majority of respondents were from Maha vidyala (18) followed by Kanishta vidyala (11) and primary schools (5).

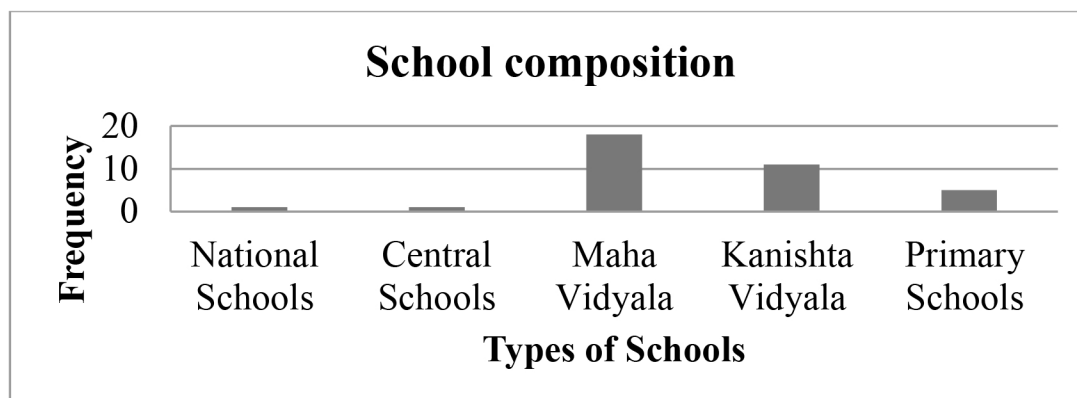


Figure 1. Respondents school composition

Figure 2 majority of (16) responded schools have 100-500 number of students. There were nine schools with less than 100 students and eight schools have 500-1000 students.

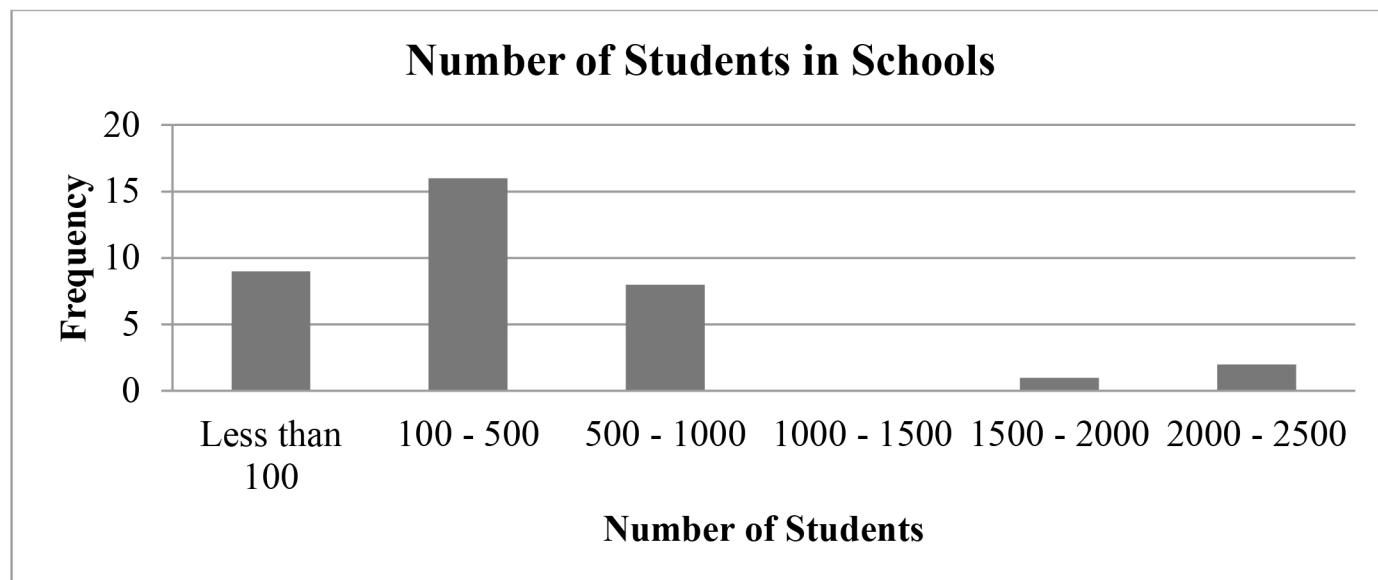


Figure 2. Number of students in responded schools

Availability of library materials

The Table 1 illustrates the number of books available in responded school libraries. Twelve out of 36 school libraries have 1001-2000 books available in their school libraries. There were nine school libraries with 3001-4000 books. There were only two school libraries with more than 10000 books.

Table 1 Number of books available in responded libraries.

Number of books	Number of Libraries
Less than 1000	3
1001 – 2000	12
2001 – 3000	5
3001 – 4000	9
4001 – 5000	1
5001 – 6000	3
6001 – 7000	1
More than 10000	2

Book processing

There are several methods include in physical book processing; sealing, labeling, attachment of security martials. This study is focused on identification of the physical book processing methods used by the school libraries. The table 2 shows the situation of physical book processing of school libraries.

Table 2 Physical book processing of school libraries

Book processing measures	Yes	No
Do you maintain accession register?	34	2
Do you put seal in books (Date seal, institutional seal)?	32	4
Do you attach book pockets to books?	6	30
Do you attach date labels to books?	6	30
Do you attach book spines to books?	16	20
Do you attach any electronic security tags to books?	0	36

According to the data obtained, 34 out of 36 school libraries are maintaining accession register to enter the bibliographic information of data in the library (Table 2). Only two libraries do not have accession register.

Sealing of books is another measure of physical book processing. Libraries are generally using date seal, institutional seal and seals with user guides. As shown in table 2, the large majority of school libraries (32 out of 36) are using seal in their library materials.

When consider about the attachment of book pockets and attachment of date labels, both book processing measures received same responses from school libraries. The majority of school libraries (30 out of 36) are not attaching book pockets or date labels to their books.

The spine label of the book is consisted of the class number of that given to that specific book. When consider about our sample, only 20 school libraries are attaching book spines and 16 school libraries do not attach book spines. None of the considered school libraries is using electronic security tags to secure their library materials.

Conclusion

As revealed by the study majority of respondents were from Maha Vidyalaya and Kanishta Vidyalaya with students less than 1000. The most of considered school libraries are small libraries with books less than 2000.

According to the results of this study, the situation of physical book processing in school libraries is not satisfactory. The majority of school libraries are only maintaining accession register

and practicing sealing of books. Nearly half of the school libraries are not attaching spine labels to their library materials. Attachment of book pockets and date labels are very poor.

Physical book processing is one of the essential parts of library management. These measures are very helpful in the effective and efficient management of libraries. Physical book processing requires enough labor, funding and knowledge. Most of school libraries lack trained staff and staff specifically allocated for library management. Furthermore, lack of resources and findings adversely affect the physical book processing of school libraries.

The school libraries are managing under Ministry of Education. For most of schools, it is the only funding agency. Hence government of Sri Lanka and Ministry of Education has a major role to play to enhance the performance of school libraries by providing skilled staff, resources and relevant information to the school libraries.

Reference:

1. IFLA School Libraries Section Standing Committee. (2015). *IFLA School Library Guidelines*.
2. Jayasekara, P. K., & Senevirathna, R. A. P. S. (2017). Availability of infrastructure facilities in school libraries in Sri Lanka. *Proceedings of the UGC Sponsored International Conference on Knowledge Resources and Library Technologies*. India: Department of Library and Information Sciences. Bharathidasan University.
3. Jayasekara, P. K., & Senevirathna, R. A. P. S. (2017b). Nature of duties of teacher librarians in government school libraries. *Proceedings of 10th Annual Research Conference*, 187. The Royal Asiatic Society of Sri Lanka.
4. Jayasekara, P. K., Senevirathna, R. A. P. S., & Karunaratne, A. (2018). Availability of library catalogues in school libraries. *Proceedings of National Library Research Symposium 2018*. Colombo: National Library and Documentation Services Board.
5. Kumar, K. (1998). *Library manual* (4th Rev.). Bangalore: Vikas Publishing House Pvt Ltd.
6. Mehrjerdi, Y. Z. (2011). RFID : the big player in the libraries of the future. *The Electronic Library*, 29(1), 36–51. <https://doi.org/10.1108/02640471111111424>
7. Ranganathan, S. R. (1994). *Library manual: For library authorities, librarians and library workers* (2nd ed.). Bangalore: Sarada Ranganathan Endowment for Library Science.
8. University of Arizona. (2016). Physical Processing. Retrieved July 1, 2019, from Cataloging/Processing Procedures website: <http://www.law2.arizona.edu/Library/ProcedureManual/Catalog/processing.html>
9. Yu, S.-C. (2008). Implementation of an innovative RFID application in libraries. *Library Hi Tech*, 26(3), 398–410. <https://doi.org/10.1108/07378830810903328>
10. Yu, S. C. (2007). RFID implementation and benefits in libraries. *Electronic Library*, 25(1), 54–64. <https://doi.org/10.1108/02640470710729119>