

Ministry of Higher Education and Scientific Research

Northern Technical University

Library and Information Technical Department

Second Stage

Libraries & Information

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UNIT ONE

Parts of the Book

The physical divisions of the book can be grouped as the binding, the preliminary pages , the text and the auxiliary or reference material .

The binding holds the leaves of the book together , protects them, and makes them easy to handle. A binding may be plain or decorated, and it may bear the author`s name and the title. It has two important parts, the spine and the end papers. The spine is the binding edge of the book and carries the brief title, the author`s name, the publisher, and the call number if it is a library book. The end papers are pasted to the covers to make them stronger. They may carry useful information, such as tables, maps, graphs and rules.

Preceding the body of the book are the preliminary pages which include the flyleaves, the half-title page, the frontispiece, the title page, the copyright page, dedication --- etc.

The text is made up of the number chapters and constitutes the main body of the book. Other features are the auxiliary or reference the materials that follow the text and may include an appendix, notes, a glossary, a bibliography, and an index. Not all books have all the parts always follow the order given above. Care, in opening a book when it is new and careful handing of the book at all times, will add to its years of usefulness and the reader`s enjoyment of it. William Osler said once : it is easier to buy books than to read them, and easier to read than to absorb them.^(*)

Glossary

اجزاء الكتاب Physical division --- book : Bodily smaller parts of the book.

حصر Grouped : gathered in.

Plain :(adj) simple with our ornaments.

كعب الكتاب : The part of the book which is sewn. When the book is bound.)Spine (n

Call number :
numbers (رقم التصنيف) رقم الاستدعاء لكتاب (رقم التصنيف) and letters and their combinations applied to the back of a book by means of which it can be arranged on the shelves and found back.

Pasted : fastened by using an adhesive

Preceding : Come before

Absorb (v) : take or suck in

تجليد Binding : covering of a book

النص The text : the wording of any thing written or printed

مادة (ثقافية) Auxiliary :

An addition of مادة (ثقافية) مرجعية Reference material :
where to find specific information, e. g. document, author. Etc.

جداول Tables : collection of data

مخططات Graphs : diagrams

صفحة العنوان الداخلي Half – title page :

Page at the front of a book giving its title, the author`s name --- etc.

صفحة حقوق الطبع Copyright page : right of reproduction page

ملحق Appendix : and addition subjoined to a book

Comprehension Exercises

Answer the following Questions :

1. How many physical division can a book have ?
 - There are four divisions of the book.
2. What are the physical divisions of a book ?
 - The physical divisions of the book can be grouped as the binding, the preliminary pages, the text and the auxiliary or reference material.
3. What is the use of the book binding ?
 - The binding holds the leaves of the book together, protects them, and makes them easy to handle a binding may be plain or decorated, and it may bear the author's name and the title.
4. Mention the two parts of the binding ?
 - The spine and the end papers.
5. What is normally written on the spine ?
 - The spine is the binding edge of the book and carries the brief title, the author's name, the publisher and the call number if it is a library book.
6. What information may the end papers carry ?
 - They may carry useful information, such as tables, maps, graphs and rules.
7. What precedes the body of the book ?
 - Preceding the body of the book are the preliminary pages.
8. What do preliminary pages include ?

- The preliminary pages which include the flyleaves, the half-title page, the front is piece, the title page, the copyright page, dedication.

9. What makes up the text of the book ?

- The text is made up of the numbered chapters and constitutes the main body of the book.

10. What do auxiliary or reference materials include ?

- The auxiliary or reference materials that follow the text and may include an appendix, notes, a glossary, a bibliography, and an index.

11. Do all books follow the same order for the divisions above?

- No

12. Do all books have the same physical divisions ?

- No , they don't

ملخص Unit one

Q/ **the physical division** :of the book can be grouped as :

1.the binding 2.the preliminary pages 3.the text 4.the auxiliary / the reference material

Q/ what is the use of the book binding ?

1.it holds the leaves of the book together .

2.it protects the leaves .

3.it makes them easy to handle .

4.it may bear the authors name and the title .

Q/ the binding has two parts ?

1.the spine . 2.the end papers .

The spine :is the binding edge of the book . it carries?

1.the brief title 2. authors name 3. publishers 3. call number

the end papers :pasted to the covers to make them stronger .

Q/ the end papers carry ?

1.tables 2.maps 3.graphs 4.rules and included.

Q/ **the preliminary page** :

1.the flyleaves 2.the half _ title page 3.the frontispiece 4.the title page 5.the copyright page 6.dedication

Q/ **the text** :is the body of the book and is made up of the chapters numbered.

Q/ **the reference / auxiliary materials**: follow the text and may include :

1.the appendix 2.notes 3.glossary 4.bibliography 5.an index

UNIT TOW

Title Page

The title is a page at the front of the book which contains the edition (if other 's name 'full title and usually gives the author .place and date of publication'publisher'than the first)

The title page is an important key which the publisher gives us to the book the cataloger must describe it to the library user in such away as to give as clear a description of the book as possible Describing the title page requires more than the .ability to copy what he finds printed on the title page

The art of the cataloger comes into play when he is selecting words to be retained in a title which is too long to be used in titles differ in length from one or two words to .a catalog literally hundreds and the cataloger must choose what is Those things .important and reject the redundant elements are important in the title which in any way explain the subject the limits of time or period .the point of view of the author covered and the type of reader for whom the book has been .written

The subtitle is the secondary or explanatory title following the main title It has great importance to the reader because it frequently explains the purpose of the book or shows its

publishers sometimes change the title of a book to .limits
advance its sale or to adapt it better to certain markets and a
This .cataloger must be careful to discover such change
change occurs more frequent in fiction when a new reprint is
issued and some readers will ask for the book under one title
while some will remember the other therefore the cataloger
must list both and show the reader that the two titles refer to
Changed titles often appear in revised and .one and same text
abridged edition in which case the book is usually considered
as a new work It must however be linked up with the original
and following editions for the sake of showing the reader
.that it is still the same book

Glossary

طبعة Edition:(n)form in which a book is published

ينشط يبدء بالعمل Comes into play:Becomes active

حرفيا Literally :(adv)strictly

فائض Redundant :(adj) not needed

توضيحي Explanatory: (adj) serving to explain

يزيد مبيعاته To advance its sale : to raise the sale of the book

يكيف Adapt: (v)make suitable for a new situation

رواية Fiction : (n)an imaginary story or romance

Revised : (adj)Carefully read through in order to correct
مراجع and improve

مختصرة Abridged: (adj) made shorter by using fewer words

مربوط Linked up: Joined

لأجل For the sake of : for the purpose of

Comprehension Exercises

Answer the following questions:

1- What part of the book is the title page?

.-The title is a page at the front of the book

2- What does the title page contain ?

- contains the full title and usually gives the authors name

.edition

3- What must the cataloger do about the title page ?

-The art of the cataloger comes in to plan when he is selecting words to be retained in a title which is too long be used in a

.catalog

4- What dose description of the title page require?

- describing the title page requires more what the finds

.printed on the title page

5- Do title have the same length?

.don't have ←-No

6- How long can titles be ?

-Titles diffed in length from one or tow words to literally

.hundreds

7- what is a subtitle?

-The subtitle is the secondary or explanatory title following
.the main title

8- why is a subtitle important?

-Because it frequently explains the purpose of the book or
.shows its limits

9- Why do publishers change the title sometimes ?

-publishers sometimes change the title of a book to advance
.its sale or adapt it better to certain markets

10- With which book is change of title more frequent?

.-The change occurs more frequent in fiction

11- When do changed titles often appear?

.- changed titles often appear in revised and abridge edition

12-Why must the changed title linked up with the original
one?

-Be linked up with the original and following editions for the
sake of showing the reader that it is the same book.

ملخصات

1-the title page is an important key at the front of the why?،book

It contains the following :-

.1-the full title

.2-the author's name

.3-edition

.place and date of publication،-the publisher ξ

*The art of the cataloger is the following :-

.1-selecting the important words to be kept in a too long title

2-choosing important words and rejecting the redundant.

.3-choosing important words that do the following

.a-explain the subject of the book

.b-show the view point (ideas)of the author

.c-show the limit of time covered

.d-show the type of readers the book written for

2-the subtitle page is the secondary /explanatory title

.following the main title

why ?،*It is important to the reader

Because

.1-it explains the purpose of the book

.2-It shows its limit

why?,*publishers sometimes change the of the book

.1-to advance its sales

.2-to adapt it to certain markets

UNIT THREE

The Preliminary Pages

IF you take a book in your hands and flick through its pages you will find some pages preceding the body of the book. These pages are called Preliminary Pages Each Page has its title in the book business, for example : The two leaves which come first and last in the book are blank and we call them the flyleaves. Then comes the title Page, the first important printed page in the book ; it includes the title , the subtitle , the author's name, the name of the editor, or illustrator, if there is one , and name of the person who wrote the introduction, if other than the author. Then comes the edition, if it is other than the first and imprint, which includes the place of publication, the publisher and the date of publication. The back (verso) of the title page gives the date of the copyright and the names of the copyright owners.

The author might dedicate his book to somebody and this dedication comes in the dedication page which follows the title page. To show for whom the book is intended, or to acknowledge indebtedness' for assistance and service and to explain any special features in a book, there is a preface page.

The other leave is the table of contents which is a list of the chapters of the book with page numeric ; it may be so detailed that it serves as an outline of the book , and some

books contain a list of illustrative material , maps or tables.
The other page , may be pages , before the body of the book
is the introduction which describes the general subject matter
and plan of the book. (*)

Glossary

Flick through : Quick light blow with a tip of a fin يتصفح

Preceding : Coming before تسبق

Blank : (adj) with nothing written Subtitle :
(n) Secondary title بيضاء غير مكتوبة
Editor : One who
conducts a newspaper, a magazine ... etc محور

illustrator : a person who supplies a book
with pictures for explanation. رسام توضيحات
imprint : (n) The name of the publisher, place of publication,
and data, printed in a book usually at the foot of the title page
توريقات

Dedicate : (v) write (or print) a person's name at the
beginning of a book show. يهدي الى (يكرس عملاً
ويعدده كاهداء في مقدمة الكتاب)

Acknowledge indebtedness' : Express thanks for عرفان وامتنان

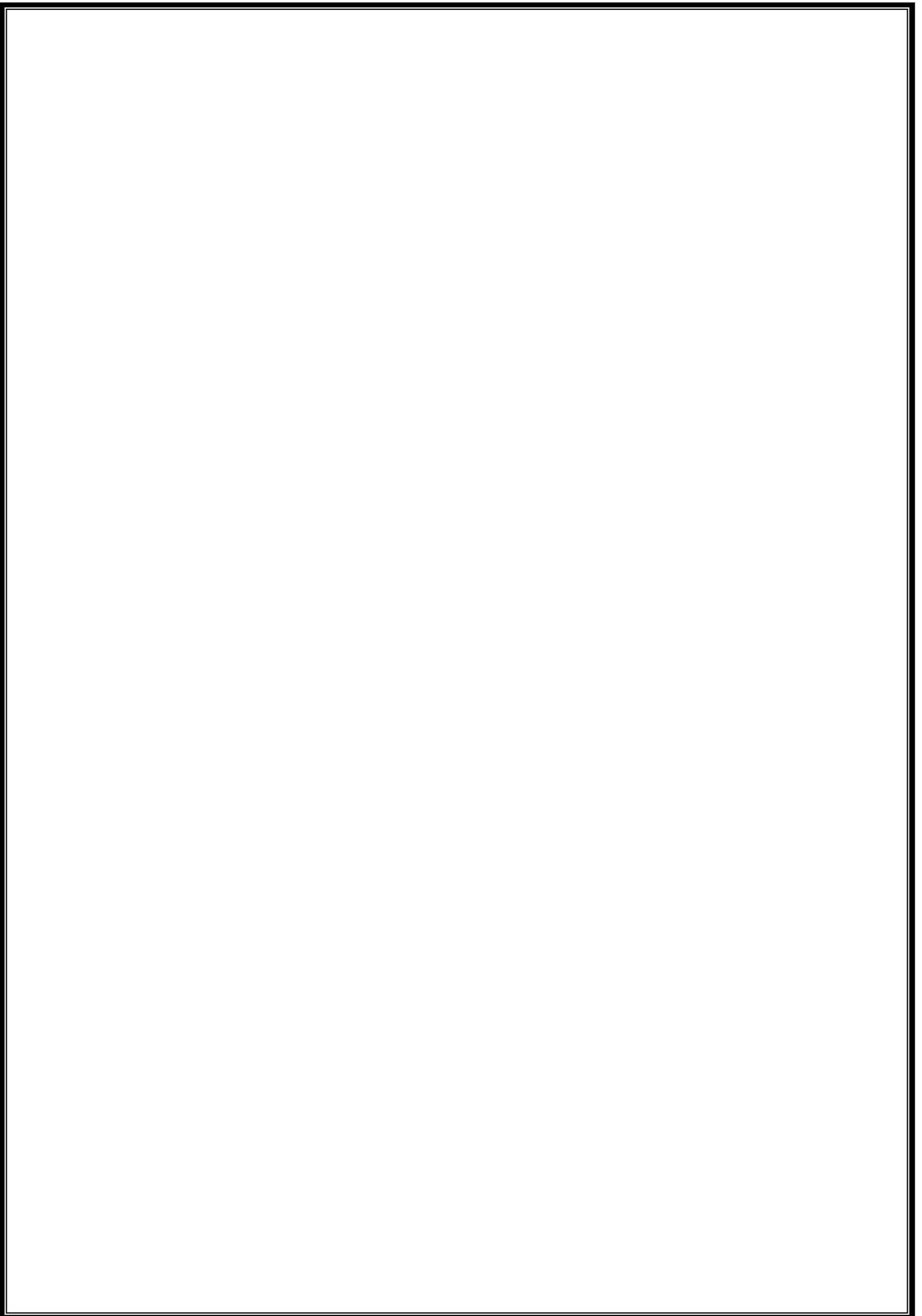
An outline of the book : The chief fact, Points etc. of the book
preliminary pages : oddments, subsidiaries. الصفحات التمهيديّة

flyleaves : the pages between the cover
and the frontispiece of a book صفحات بيضاء توضع في بداية ونهاية
الكتاب

Preface : foreword توطئة . صفحة التقديم

indebtedness : owing thanks to امتنان special

features: special characteristics سمات خاصة



Comprehension Exercises

The Preliminary pages

I. Answer the following questions :

1. What are preliminary pages ?

_Are the pages which preceding the body of the book.

2. What does each preliminary page have in the book business?

_Each page has its title in the book business.

3. What are flyleaves ?

_Flyleaves are the book papers which come at the first and last in the book.

4. What is normally written on flyleaves?

_The fly leaves are blank.

5. Which is the first important printed page in the book ?

_The title page.

6. What does the edition page normally include?

_Place of publication the publisher and the date of publication.

7. Which page includes the copyright owners ?

_The book of the title page.

8. Where does the dedication page occur in the book ?

_it follows the title page.

9. What is the preface page ?

_it's used to show for whom the book is intended or to acknowledge indebtedness for assistance and service and to explain any features in the book.

10. On what page is the outline of the book given ?

_The table of contents.

11. Which page holds the introduction of the book ?

_The pages which preceding the body of the book.

12. What do you normally read in the introduction of a book ?

_The general subject matter and plan of the book.

ملخص الوحدة الثالثة

The preliminary

Preliminary pages :are pages preceding the body of the book (the text).

The contain:

1. flyleaves pages :coming first and last in the book and are blank.

The contain:

a. title .

b. subtitle .

c. author's name .

d.name of editor(illustrator).

e. person who wrote the introduction.

f. the edition including publisher place and year of publication.

g. the back of the title page (verso)gives.

1-the copyright owner.

2-Dedication page : it follows the title page and shows to whom the book is dedicated.

3-preface page : it shows to whom the book is intended or a acknowledged.

4-The table of content page : is a list of the chapters of the book with page number.

- It is an outline of the book.
- It is a list of maps and tables.

5-The introduction page : a page before the body of the book which describes the subject matter (the plan) of the book.

Until Four

Cards Catalogs (Catalogues)

In order to provide access to the holdings of a library, an index or list of materials in the collection must be maintained. In libraries the principal index or list of available materials is called a catalog.

A catalog is a list – arranged by alphabet, by number, or by subject- of books, maps, sound recordings, microforms, or materials in any other medium that make a collection. It's prime

Purpose is to record, describe of preparing a catalogue, or of preparing bibliographic records that will become entries in a catalogue.

The catalog is a key to the library collection. The user might have a certain title in his mind or a certain author or he might be looking for books in certain field, and these needs are well cared

for by good library author/title and subject catalogs.

Cards catalogs should be flexible up-to-date. A library's collection is changing and since the catalog is a record of what is available in that library, entries should be added or removed as books are added or removed from the collection. The card catalog is flexible since cards can be easily added to or removed whenever so that all entries can be quickly and easily

found. Compact economically prepared and maintained catalogs are welcome. It should not only take up the least possible space, but it should also be easily removable for consultation and study. (*)

Glossary مفردات :

فهرس Catalog :

اتاحة Access : (n) means of reaching using or approaching
اقتراب

كشاف Index : (n) list of references, subjects...etc.

يجب ان يحفظ Must be maintained : must be kept up .

اساسي Principal : (adj) highest in order of importance .

المصغرات Microforms :

الغرض الاساس Prime purpose : chief intention .

المدائل Entries : (n)

يبحث عن Looking for : try to find .

مرن Flexible : (adj) .

حديث Up – to – date : (adj) .

مكتنز Compact : (adj) .

استشارة Consultation : (n) going to for information.

تمارين Exercise:

1. How can we provide an access to the holdings of library?

An index or list of materials in the collection must be maintained.

2. What is a catalogue?

A catalog is a list of index of the available materials library in the collection of library or key to the library collection.

3. What is the principal index of materials in libraries called?

In libraries the principal index or list of available materials.

4. In what ways can a catalogue be arranged?

Can arranged by alphabet, by number, or by subject – of books.

5. What is the prime purpose of a cataloging?

It's prime purpose is to record, describe, and index the holding of a specific collection.

6. What is cataloging?

Cataloging is the process of preparing a catalogue, or of preparing bibliographic records that will become entries in a catalogue.

7. What must the library user have in mind before using the catalogs?

The user might have a certain title in his mind.

8. Why must card catalogs be flexible and up – to – date?

A library's collection is changing and since.

9. Why economically prepared catalogues welcome?

Compact economically prepared and maintained catalogs are welcome.

10. How can a card catalogue be flexible?

The card catalog is flexible since cards can be easily added

Until Four : cards catalogs

Abstract

(ملخص)

A catalog is a list of index of the available materials library in the collection of library or key to the library collection..

It's arranged according to the alphabet of the :

1. Author's name.
2. Title.
3. Number of classification.
4. Subject.

The purpose of the catalog are:

1. To describe the holding's.
2. To record the holding's.
3. To index the holding.
4. To provide access to the holding's.

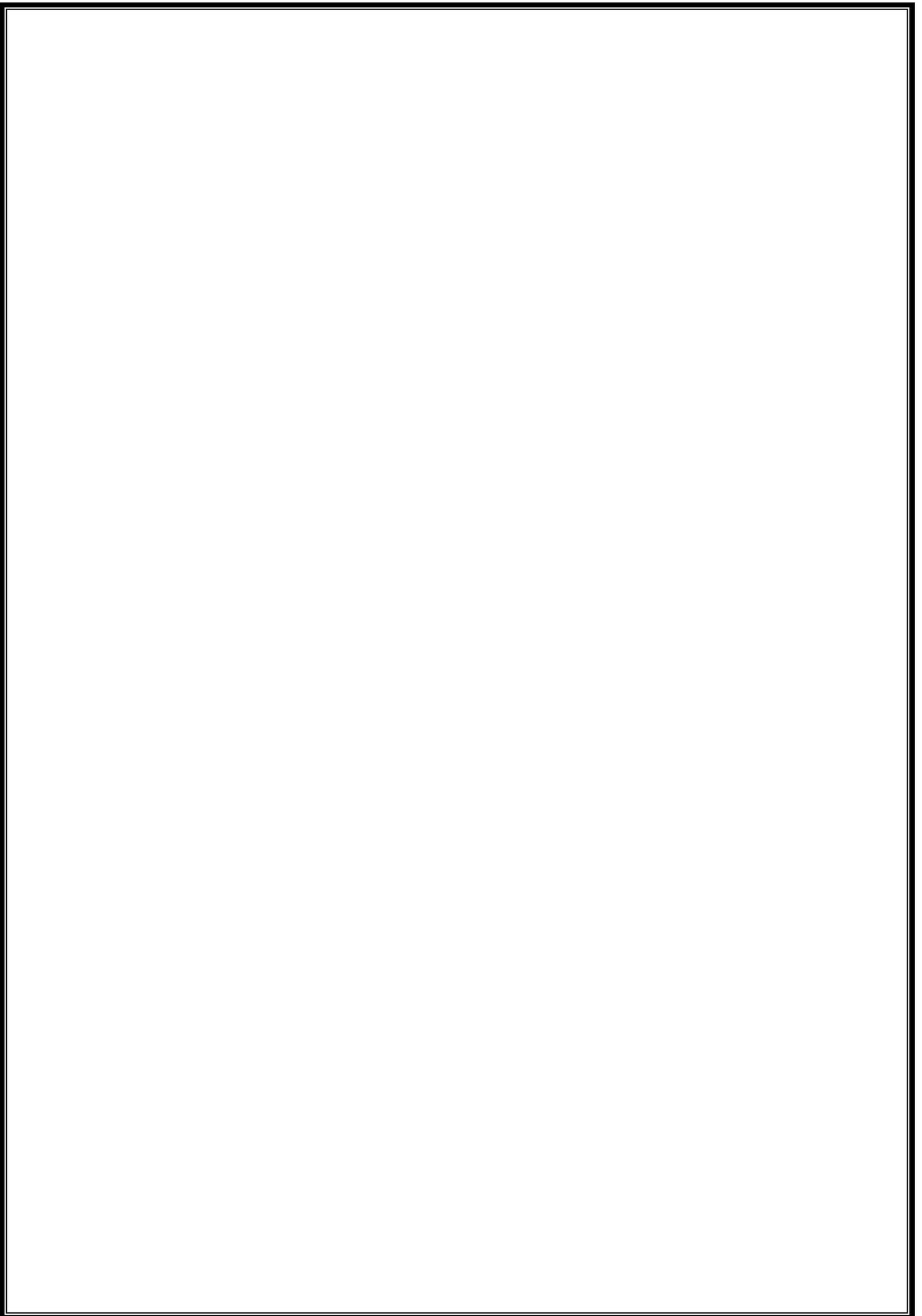
Cataloging : is the process of preparing a catalog or bibliographic record to become the entries in the catalog.

Card catalog are arranged by :

1. The title.
2. The author's name.
3. The subject.

Card catalogs should be always update and flexible, how

1. Entries are added and removed.
2. Card catalogs should be arranged so neatly to be quickly found.



Unit Six

Filing Rule

In 1876 C.A. Cutter, the famous American librarian, put his rules for arranging catalog cards. The many variations to be found in present – day library practice have grown out of differences in the interpretation and in the expansion of the cutter rules, and also in part, out of a need felt in many libraries for a simplification of the cutter classed arrangements.

Cards arrangement can be done in accordance with English alphabet in case of foreign publication and Arabic alphabet for Arabic publications some libraries follow letter by – letter procedure, in which strict alphabet arrangement is carried out regardless of any other consideration. For example if we want to arrange the following letter – by – letter they are arranged :

- Newark
- New Hampshire
- New thought
- New York

By word – by – word arrangement words are considered the component, and alphabet is followed within each word. For example, if word by word arrangement is applied to the fore mentioned entries they are :

- New Hampshire
- New thought
- New York
- Newark

The size of catalog, the character of the collection, and the nature of the user will influence the choice of alternative, but the main thing is that consistency must be maintained.(*)

Abstract : (المخلص)

Cards arrangement could be done in accordance with :

1. English alphabet in case of foreign publication.
2. Arabic alphabet for Arabic publication.

The arrangement procedures are as follows :-

1. Some libraries follow letter – by – letter procedures where strict alphabet arrangement is carried out. For example :-
Newark
New Hampshire
New thought
New York .
2. Other libraries follow word by word arrangement procedure/ style in which words re consider each word.

What influences the choice of the arrangement procedures are ?

1. The size of catalogs .
2. The character of the collection.
3. The nature of the user.
4. The consistency.

Glossary : (مفردات)

- Variations : (n) degrees of difference اختلافات – تباين
- Library practice : library performance ممارسات المكتبة
- Have grown out of : have as a source نمت من
- Interpretation : (n) explanation تفسير . تأويل
- In part : in some degrees جزئيا . في جانب منها
- Letter – by – letter : an alphabetical arrangement of letters الترتيب حسب ورود الحروف
- Strict : (adj) precisely limited صارم
- Carried out : completed ; fulfilled نفذ
- Regardless of : paying no attention to دون الالتفات الى
- Alternative : (n) choice between two things بديل
- Consistency : (n) the state of always being the same ثبات
- Word – by – word الترتيب حسب الكلمات و داخل الكلمة الواحدة هجائيا
- Simplification : making easy تبسيط
- In accordance with : in agreement with حسب
- Maintain : keep up يحفظ

Exercises (التمارين) :

1. Who is C.A. Cutter ?

C.A. cutter he is the famous American library.

2. What did C.A. Cutter ?

He puts his rules for arrangement catalog cards.

3. Have cutter rules been expanded ?

Yes, they has been expanded.

4. Why do we have many variation in rules in present – day library practice ?

The many variation to be found in present – day library practice have grown out of differences in the interpretation and in the expansion of the cutter rules.

5. Why have the cutter classed arrangements been simplified ?

Cutter rules has been simplified, because the differences in the interpretation

Expansion, and of a need felt in many libraries.

6. Which alphabet is use in cards arrangement for Arabic publication ?

Arabic alphabet is used in Arabic publication arrangement.

7. Do all libraries follow the letter – by – letter procedure ?

No, some libraries follow letter – by – letter procedure.

8. What component is considered in word – by – word arrangement ?

Words are considered the – component.

9. What influences the choice of alternative arrangement ?

The size of catalog , the character of the collection the nature of the user will influence the choice of alternative arrangement.

10. What must be maintained in any arrangement chosen ?

Consistency must be maintained.

UNIT SEVEN

National Libraries

Whereas public libraries serve the whole of the local community and academic libraries are established for the use of lecturers and students, national libraries are provided to serve the interests of the nation as a whole. This does not mean that all citizens have right to use national libraries. These must restrict access to their collections to those persons who cannot conveniently obtain elsewhere the literature they require.

National libraries are entitled to receive, under the deposit law by which publishers should deposit a copy of new publication, free of charge, at least one copy of every publication printed in their countries, which they have the duty to make available for consultation in the national library and to conserve for posterity. Some national libraries receive a number of copies of every publication, one or more of which are available for loan or international exchange purposes, thus reducing the cost of purchase of foreign publications.

National libraries should acquire and preserve many foreign publications but could not, and should not, aim at complete

comprehensiveness .They have , however , a duty to ensure ,as far as possible ,that many foreign publications are purchased and preserved as part of a national co-operative scheme centered in a national library.

They should ensure that complete national bibliographies are published , based on material deposited with them .They should arrange for the publication of comprehensive catalogues listing all their national and foreign holdings, so that the existence of these can be made known to the large category of users.

Glossary

| | |
|---------------------------|-----------------|
| Local community | المجتمع المحلي |
| To serve the interests of | تخدم مصالح |
| Conveniently | بيسر |
| Entitled | مخولة |
| Posterity | الاجيال القادمة |
| Loan | اعارة |
| Preserve | يحفظ |
| A national co-operative | مشروع تعاوني |

Deposited اودع

Whereas بينما

Established تقام

Restrict يقيّد-يحدّد

Free of charge مجاناً. دون دفع كلفة

Make available يتيح

International exchange التبادل الدولي (المطبوعات)

Category of users قومي/فئات المستخدمين (القراء)

Comprehension Exercises

1-Which community do public libraries serve?

Public libraries serve the local community.

2-What is the purpose of academic libraries?

The academic libraries are established for the of lee layers students

3-Why are national libraries established?

National libraries are established to serve the interests of the nation as a whole.

4-Do all citizens have a right to use national libraries?

No ,they do not

5-What are national libraries entitled to receive ,free of charge?

National libraries are entitled to receive a copy of new publication free of charge.

6-Why do some libraries receive a number of copies of every publication?

Some libraries receive a number of copies of every publication which they make available for consultation, and to keep a copy for posterity.

7-What should national libraries ensure as regards foreign publications?

National libraries should acquire and preserve many foreign publications.

8-What should national libraries do about national bibliographies?

They should ensure that complete national bibliographies are published.

9-Could national libraries aim at complete comprehensiveness?

No they could not.

10-Why should national libraries arrange for the publication of comprehensive catalogues?

National libraries should arrange for the publication of comprehensive catalogues listing all their national and foreign holdings.

المخلص

*Types of Libraries:-

There are many types of libraries-several of which are the following:-

1-National libraries.

2-Academic libraries.

3-public libraries.

*public libraries serve the whole of the local community.

*Academic libraries are established for the use of lecturers and students.

*National libraries though they serve the intercut of the nation as a whole , they are restricted to those persons who cannot obtain the resources (literature) they require(need) elsewhere.

*what are characteristics of the national libraries?

1-National libraries receive at least one copy of every publication printed in their countries under the deposit law.

2-National libraries should acquire and preserve foreign publications they ensure that many foreign publications are purchased cooperative scheme.

3-National libraries ensure that complete national bibliographies are published.

4-they should arrange all their national and foreign holdings for the publication of comprehensive catalog listing.

*what does the deposit law state?

It says that publishers in their countries shall deposit at least a copy of every newly printed publication and free of charge.

*that are the advantages of the deposit law?

a-it ensures one copy of every newly printed publication available for consultation in the national library.

b-it conserves copy for posterity.

c-it ensures one or more copies to be available for loan or international exchange purposes.

UNIT TEN

Academic libraries in Iraq

The ministry of higher education is responsible for the academic libraries . academic libraries are better organized , have larger collection , and are staffed with better qualified and trained personnel . among these is the central library of the university of Bagdad which was established in 1959. It has collection of 642,388 volumes including about 410,000 titles. The library also has large number of periodicals ,(the largest in the country) , theses, maps, phono records, manuscripts, united nations documents, and microforms .the library has the following departments : circulation reference, Arabic and foreign languages cataloging ,acquisitions, exchange, government documents , bibliography , united nations publications, and binding. It has a staff of serenity , three, about thirty of whom are either professional librarians or hare been well trained for the different types of library work . its building is a modern one , but it is crowded with books and people using its collection and facilities . it is a multi-site library

Al-Basra university library (founded in 1965) has a collection of 359,307 volumes , including more than 9,000 bound periodicals in Arabic , English and some other languages . it also has about 600 manuscripts and 223 maps .

The college of arts library (at the university of Baghdad) has 158,618 volumes , more than 40,000 volumes of which are in foreign languages (mostly English). There are also number of manuscripts , microfilms maps and many periodicals and newspapers . it was founded in 1949 and as a result of the amalgamation of other co-related colleges in 1969 , the library has developed in both its collection and services .

The college of science library has about 187,400 volumes , more than 20,000 of them in foreign languages . in addition there are films , microfilms , microfiche , periodicals , and scientific documents .

Al – mustansiriya university library (founded in 1964) had a collection of 280,634 volumes including 135,119 volumes in Arabic and 145,525 in foreign languages , in addition there are about 6000 titles of periodicals and a number of government documents .

The library has a staff of forty and it is open 12 hours a day . it seats 350 students , and with its affiliated colleges serve about 15,000 students . The number of books circulated as November 1982 was 31,118 including 28,775 books used inside the library and 10,343 books used outside the library . the library publishes its own quarterly bulletin Other academic libraries include the college of medicine library with more than 25,000 volumes and the college of economics and administration library with 40,500 volumes .

Characteristics of the academic library ?

- 1-are staffed with better organized.
- 2-have larger collections .
- 3-are better organized .

Examples of academic library ?

The central library of the university of Baghdad established in 1959

Character of the central library of the university of Baghdad

1- Collection

a- It has 642,388 volumes including about 410, titles

b- It has periodicals

c- It has following

- 1- It has periodicals
- 2- The maps

- 3- Phonorecords
- 4- Manuscripts
- 5- United nations documents
- 6- Microforms

3-Organization

1- The library has the following departments

Departments

- 1- Circulation
- 2- Reference
- 3- acquisition
- 4- Arabic and foreignes cataloging
- 5- Exchange
- 6- Government documents
- 7- Bibliography
- 8- United nations publications
- 9- And binding

3-Staffed

- 1- It has its staffed of seventy – three
- 2- Thirty of the more library
 - a- Are either professional librarians
 - b- Well trained
- 4- Binding
 - a- Its modern one
 - b- Its crowded with books and people using its collection and facilities
 - c- Its amulet- site library

unit ten تمارين

1-who is responsible for academic libraries Iraq?

-The ministry of higher education responsible for academic libraries in Iraq

2-name three departments at Baghdad university library ?

Circulation ,exchanging ,binding

3-Which library has the largest collection in the country ?

-The central literary of university of Baghdad has the largest number of periodicals Iraq

4-are academic libraries or worse organized than other libraries ? how

- Academic libraries are better organized than other libraries because they are better organized , have larger collection , and are staffed with better qualified and trained personnel .

Are academic libraries always crowded ?why? -5

-Academic libraries are crowded with books and people using its collection and facilities

Who are the main users of academic libraries

6 -

Lecturer and students and researchers

7-how many university libraries are mentioned

جواب

1-library of university of baghded

2-al basra university library

Al mestonsivia university librarys - 3

- how many college libraries are mentioned in the unit? 8

- the college of arts library 1

2- the college of science library

The college of economies and administration
library 3

Unit eleven

The library of congress

The library of congress is considered the largest library in the world. Its formal founding was in the spring of 1800 with the objective of serving the congress men .the library started with a small collection of books which was destroyed by fire in august 24,1814.

Nowadays the library of congress is open to scholars . And researchers besides congress users. Its collection mounts to more than 80 million pieces on its shelves with 10 pieces arriving every minute. It holds 2million of books, two thirds of which are in foreign languages, in addition to 30million of manuscripts and quarter a million phonograph records and the same of reels of motion pictures and endless cases of maps, photographs, volumes in braille , rolls of microfilm , papri , magnetic tape and every other form of preserved thought.

Information technology is heavily used in the library for in house keeping and information retrieval and MARC records and –CD-ROM are good examples .

If you put together 35 football playing grounds they will give you an idea of the area of the new madison building added recently to the library of congress building which already occupies 43 hectars, and the librarian claims that his library is suffering from shortage in storage capacity .

Glossary

Formal founding :

التأسيس الرسمي

Mounts to :

يصل الى

Phonograph records :

تسجيلات فوتوغرافية

Braille : system of writing and reading for blind people to enable them to read by touch .

المواد الخاصة بفاقدى البصر المكتوبة بلغة برايل

Paper :

البردي

Preserved

محفوظة – مصانة

Scholars :

علماء

Reels :

بكرات

Shortage in storage capacity :

النقص في السعة التخزينية

Answer the following questions :

1. which is the largest library in world ?

- The library of congress is considered the largest library in the world

2. when was the library of the congress formally founded ?

- the library of congress was formally founded in the spring of 1800

3. what was the objective of the library of congress ?

- the objective of the library of congress was serving the congress men

4. when did the fire destroy the library of congress ?

- the library of congress was destroyed by fire in august 24, 1814.

5. who uses the library nowadays ?

- Nowadays the library of congress is open to scholars . And researchers besides congress users

6. how many pieces does its collection amount to ?

- Its collection amounts to more than 80 million pieces on its shelves

7. how many pieces does the library receive every minute?

- 10 pieces arriving every minute

8. how many books does the library hold ?

- It holds 2 million of books

9. how many Phonographs does the library hold ?

- quarter a million phonograph

10. what do the volumes in braille contain ?

- Braille : system of writing and reading for blind people to enable them to read by touch

المخلص

A_ Its collection mounts to more than 80 million pieces
on its shelves.

B_ with 10 pieces arriving every minute .

C_ It holds 2million of books two thirds of which are in
foreign languages .

D_ in addition to 30million of manuscripts and quarter a
million phonograph records and the same of reels of
motion pictures and endless cases of maps, photographs,
volumes in braille , rolls of microfilm , papri , magnetic
tape and every other form of preserved thought.

Unit eleven

Dewey decimal classification

When Melville Dewey, a student library assistant at Amherst college in 1872, decided to organize the contents of the college library, his first step was to develop a classification system. After studying the schemes for classifying knowledge, he decided to group books according to subject matter.

Dewey divided all knowledge into main classes which he subdivided into specific classes and into further subdivision within each class, always proceeding from the general to the specific. The 10 main subjects according to his division are:

- 000 Generalities
- 100 philosophy and Related Disciplines
- 300 social sciences
- 400 Languages
- 500 Pure Sciences
- 600 Technology
- 700 The Arts
- 800 Literature(Belles-Letters)
- 900 General Geography and History

The first step in classifying according to Dewey is to arrange all knowledge into main classes, bringing together into one class the parts which are related and arranging the parts in some logical order usually from the general to the particular. For example 600 is allocated to Technology (Applied sciences), 620 is Engineering and Allied Operations, 629.134 is Aircraft components and General Techniques, and 629.1343537 is for Fan-jetEngines.(*)

Glossary

To develop

Knowledge according to a system

Subdivided

Starting

From general to the specific

Logical order

Allocated to

The chief purpose

Main classes

Allied operations

Components

Definite

Symbols

Aircraft

General techniques

Generalities

Religions

Social sciences

Languages

Pure sciences

Technology

The arts

Literature

General geography and history

Answer the following questions :

1. Who was Dewey ?

Melville Dewey , student library assistant at Amherst college he decided to organize the contents of the college library.

2. Which college library did he decide to organize ?

-he decided to organize the contents of Amherst college library.

3. When did he decide to do that ?

-in 1872

4. How did he group books ?

-he decide to group books according to subject matter .

5. How did he proceed in his subdivision of classes ?

-always proceeding from the general to the specific .

6. How many main classes did he organize?

-10 main subjects according .

7. What subjects go under 300 and 600?

-300 social sciences ,600 Technology (applied sciences)

8. What subject goes under 620 ? Why ? 620 is Engineering ...

summary

1. meivill Dewey :. A student library assistant at Amherst college in 1872ways
2. decided to organize the contents of the college library
3. has first step was to develop a classification system
4. group books: After studying the schemes for classifying
5. always proceeding form the general to the specific
6. subjects go undo 300 and 600, social sciences and 600 Technology
7. for example 600 is allocated to Technology(applied sciences).
8. 620 is engineering and allied operation .

