

# Contents

1	The functions and purposes of libraries, information services and other related organizations	1
2	Organization, management and training of staff	12
3	Acquisition of basic library materials	34
4	Classification	53
5	Cataloguing and indexing: traditional methods	71
6	Cataloguing and indexing: computerized methods	94
7	Basic library routines	110
8	Shelving and storage of library materials	146
9	Information sources	159
10	Library cooperation	191
11	Understanding the purposes, uses and production of library publications and the legal aspects of copyright and public lending	198
12	Information technology in libraries	207