

Contents

Preface **xiii**

Acknowledgements **xvii**

1 Introduction **1**

Libraries 1

Librarians 2

Librarianship 3

Social and technological changes influencing libraries and
librarianship 6

Librarians and librarianship today 8

About this book 10

Summary 11

Review questions 12

References 12

Part 1 Libraries and information services: evolution or revolution? **13**

2 The history of libraries **17**

Introduction 17

Users, content and services, from 1876 to the present 18

Social trends and technology, from 1876 to the present day 19

Librarians, from 1876 to the present 20

National libraries, from 1876 to the present 21

Academic libraries, from 1876 to the present 22

Public libraries, from 1876 to the present 22

Summary 23

Review questions 23

References 23

3 Types of library service and library **25**

Introduction 25

Library services	25
Academic libraries	27
Public libraries	29
Special libraries	30
Institutions related to libraries	32
Summary	33
Review questions	33
References	33

4 Library design 35

Introduction	35
General library design considerations	35
Design of particular types of library	36
Library guiding	38
Summary	39
Review questions	39
References	40

5 The future of libraries 41

Introduction	41
Libraries: evolution or revolution?	41
Summary	43
Review questions	43
References	43

Part 2 Library and information resources and services 45

6 Content, storage and delivery 49

Introduction	49
Delivery formats	49
Summary	52
Review questions	52
References	53

7 Library services 55

Introduction	55
Circulation and lending	55
Reference	56
Subject specialities	58
Reading promotion	59
Information and advice	60
Service enhancements for users with special needs	60
Summary	61

Review questions 62

References 62

8 Collection management and collection development 65

Introduction 65

Collection management 65

Weeding 68

Collection development 69

Summary 71

Review questions 71

References 71

9 Preservation and digitization 73

Introduction 73

Preservation 73

Digitization of library resources 74

The challenge of indexing the digital image 80

Some examples of digitization projects 80

Summary 82

Review questions 82

References 82

Further reading on Part 2: Library and information resources and services 82

Part 3 Information organization and access 85

10 Classification 89

Introduction 89

Organizing information: classification 89

Bibliographic classification 90

Classification schemes 91

Types of bibliographic classification scheme 91

Major library classification schemes 93

Classification of electronic resources 100

Social classification or folksonomy 100

Summary 100

Review questions 101

References 101

11 Cataloguing, bibliographic formats and metadata 103

Introduction 103

History of library catalogues 103

Bibliographies 104

Bibliographies vs catalogues	105
Objectives of a library catalogue	105
AACR2	106
The process of cataloguing	106
Bibliographic formats	107
Metadata	109
Summary	111
Review questions	112
References	112

12 Subject indexing and vocabulary control 115

Introduction	115
Subject heading lists	115
Subject indexing	116
Library of Congress Subject Headings	117
Thesauri	117
Relationships between terms in a thesaurus	118
The difference between a subject heading list and a thesaurus	119
Summary	120
Review questions	120
References	121

13 Information retrieval 123

Introduction	123
Components of an information retrieval system	123
Searching for Information	125
Information retrieval models	127
<i>Information retrieval standards and protocols</i>	127
OPACs and information retrieval	128
E-journals and information retrieval	132
Online databases and information retrieval	134
Information retrieval on the web	134
Information retrieval, digital libraries and subject gateways	137
Information retrieval evaluation	137
Summary	139
Review questions	140
References	140

Part 4 Library and information users and society 141

14 The library as social institution 145

Introduction	145
The roles and functions of libraries	146

Summary 152
Review questions 152
References 152

15 Services to library users 155

Introduction 155
Functional divisions of a library 157
Summary 162
Review questions 162
References 163

16 Government legislation and policies 165

Introduction 165
Legal and moral issues for libraries 165
Legislation and libraries 168
Summary 171
Review questions 172
References and further reading 172

Part 5 Library technologies 173

17 Fundamentals of computing and the information age 177

Introduction 177
The roots of information technology 177
The information age 180
Summary 183
Review questions 183
References 183

18 Information technology standards: databases, markup and the internet 185

Introduction 185
Persuasive computing 185
Databases and document management systems 186
Markup languages: from SGML to HTML and XML 188
Networks: the internet 191
Cellular networks 197
Security 200
Summary 203
Review questions 203
References 204

19 Library management systems 205

- Introduction 205
- Library management systems 205
- Summary 212
- Review questions 213
- References 213

20 Digital libraries 215

- Introduction 215
- What is a digital library? 215
- Characteristics of digital libraries 220
- Challenges of digital libraries 223
- Summary 227
- Review questions 227
- References 227

Part 6 Management and marketing in libraries 229

21 The importance of management in librarianship 233

- Introduction 233
- Management and libraries 233
- Library management and Ranganathan's five laws 234
- What makes a good manager? 237
- Summary 238
- Review questions 238
- References 238

22 Core management skills 239

- Introduction 239
- Financial management 239
- Performance measurement 243
- Management of change 246
- Motivation and managing people 247
- Summary 249
- Review questions 250
- References 250

23 Missions, planning, projects and partnerships 251

- Introduction 251
- The strategic planning process 251
- Project and partnership working 256
- Summary 260
- Review questions 261
- References 261

24 Marketing and libraries 263

Introduction 263

The importance of marketing to libraries 263

The four Ps of marketing 263

Understanding the service encounter 265

The marketing plan 268

Market research 269

Library branding and rebranding 270

Summary 271

Review questions 271

References 271

Further reading on management and marketing 272

Part 7 Education and research in librarianship 273

25 Education in librarianship 277

Introduction 277

Education in librarianship: a brief history 277

Nature of librarianship courses 278

Accreditation 279

CPD courses and summer schools in librarianship 280

Professional qualifications 280

Modes of offering 281

Content and specialization 281

Harmonization and co-operation in librarianship education 282

Summary 283

Review questions 283

References 283

26 Research in librarianship 285

Introduction 285

The nature of research in librarianship 285

Research degrees in librarianship 286

Research areas and themes 286

Research methods 288

Data collection techniques 289

Qualitative vs quantitative research 292

Triangulation or mixed methods 293

Research ethics 294

Research opportunities and obstacles 294

Summary 296

Review questions 296

References 296

Epilogue 299

The skills dilemma 299

Librarianship: the past and the future 299

Glossary 301**Resource list 311****Index 317**