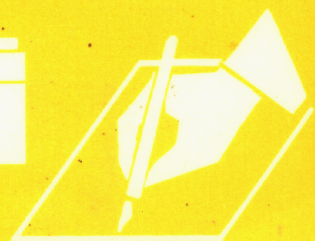
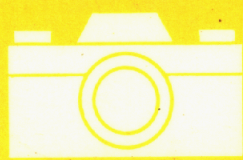


BIBLIOTHEQUE DU CERIST

# THE BASICS OF LIBRARIANSHIP

Colin Harrison & Rosemary Oates



# THE BASICS OF LIBRARIANSHIP

BIBLIOTHEQUE DU CERIST

1 152993 018 01



BIBLIOTHEQUE DU CERIST

424

# THE BASICS OF LIBRARIANSHIP

**Colin Harrison**

Head of Library Services  
Chelmer Institute of Higher Education

**Rosemary Oates**

Lecturer in the Applied Social Sciences Department  
Chelmer Institute of Higher Education



The Library Association  
London

© The Library Association 1980. Published by Library Publishing Association Limited, 7 Ridgmount Street, London WC1E 7AE and printed and bound in Great Britain by Billings and Sons Limited, Guildford.

All rights reserved. No part of this publication may be photocopied, recorded or otherwise reproduced, stored in a retrieval system or transmitted in any form or by any electronic or mechanical means without the prior permission of the copyright owner.

First published 1980

Second impression with corrections 1981

British Library Cataloguing in Publication Data

Harrison, Colin

The basics of librarianship.

1. Library science

I. Title II. Oates, Rosemary III. Library Association

020 Z665

ISBN 0 85365 523 5



## Contents

Authors' note	6
1 The functions of different types of library	7
2 Organization, management and training of staff	15
3 Acquisition of basic library materials	37
4 Classification and cataloguing	47
5 Basic library routines	89
6 Information sources	111
7 Services to library users	143
8 Library co-operation	163
9 Understanding the purposes, uses and production of library publications	169
10 Care of library materials	175
Index	211

## Authors' Note

Throughout this book we shall talk about library 'materials'. This form of shorthand is designed to save repeating a long list of items that modern libraries buy or make to enable them to provide their service. The list includes major items such as books, periodicals, records, tapes (sound and video), films, filmloops and strips, pictures, slides and computer services.

Libraries also provide equipment upon which the user can access the information contained in the various materials. Therefore, printer, record-player, slide viewer, cassette recorder, etc., will find their place in many libraries, in some to be lent out to the user, in others for use within the library only. All of these things, hardware and software, we put together as 'library materials'.