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Procedures Manual - A City Hall Library

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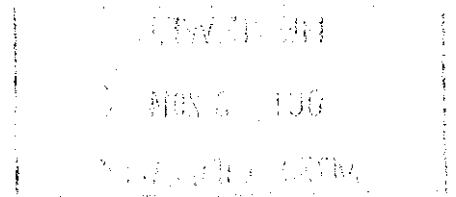
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PROCEDURES MANUAL
A CITY HALL LIBRARY

By
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Librarian

MUNICIPAL TECHNICAL ADVISORY SERVICE
THE UNIVERSITY OF TENNESSEE
KNOXVILLE, TENNESSEE

September, 1969



This manual was prepared in the hope that it would be of some assistance in establishing a library for city hall personnel so that they may have access to material of importance in their respective fields. The material presented here has been streamlined from library procedures to make it as simple as possible so that the library may be operated, if necessary, by untrained personnel with the assistance of those with specialized knowledge in their fields. It is hoped that the library, once it is functioning, will prove most valuable in aiding the personnel to perform their various duties most effectively.

EFS

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MATERIAL INSERTED

Forms in Envelope

Gaylord Library Supplies Catalog

Cel-U-Dex Catalog

EQUIPMENT

Certain equipment is standard for the care of materials. Those who work with this equipment have found some to be more useful than others. The following suggestions are based on what we have found to be best and most available.

Filing Cabinets

Use legal size cabinets for they give the best space and can take a great deal of odd size material.

Shelves

There may be sufficient shelving for your needs already in existence. These shelves should hold the boxed magazines, hard-backed books or those too thick to take up drawer room, the over-sized materials and the catalog files.

Files

Card catalog -- metal or wooden files may be used depending on size of library. These may be ordered from library supply catalog. Gaylord makes a card tray which is inexpensive and yet heavy enough to stand up to hard wear. Order three, one for the magazine check cards, the circulating file and the order file and two for your subject heading cards.

Magazine Boxes

Order from library supply house.

SUPPLIES

Supplies for the Filing Cabinets

1. Folders
Use legal size folders which can take the roll labels so that the subject heading may be typed on this label and pasted on the folder. Use a good quality as these get rough treatment.
2. Roll Labels
We use the Eureka Roll Labels which come 250 in a box. Any label of this type is equally good.
3. Subject Dividers
Gaylord makes what is called Metal Tab Pressboard Guides. These come in three cuts so that they can easily be seen when the drawer is opened. It is wise to use the alphabetical division and then break each letter with the subject headings under that. They come in sets of 25 and to start with four such sets would probably be sufficient.

Supplies for Catalog File

1. Cards
Use the standard 3x5 light weight card which should be sufficient for the use it will get in your catalog file. Order the white cards from Gaylord and some of another color for the indexing of magazine articles.
2. Tab Guides
Gaylord makes a good Tilted Tab Guide which is easy to see in the catalog and which comes with blank labels on which the subject headings and the letters can be typed.

Supplies for Ordering

1. Postal Ordering Cards
Have printed up some postal cards with the name of the Library at the top. Request the price of the material before ordering since it is not always given in the publications from which you order. This request for the price can be incorporated in the order card.
2. Order Record Cards
Gaylord has an order card which can be used for your records in the order file and also for your circulation record before discarding.

Supplies for Magazines

1. Magazine Check Cards

There is an already prepared card which can be ordered from Gaylord for checking in the magazines. It comes in a daily form and a monthly form and both of these will be needed if you take any magazines which come more frequently than each month. Weeklies, bi-weeklies, dailies can use the daily card. Monthlies, bi-monthlies and quarterlies can use the monthly card as can most of those with irregular printing schedules.

2. Form Letters for Overdue Magazines

It is wise to have a form letter which can be used to request those magazines which have not come during the publication scheduled time. It is not necessary to have them printed. The form can be typed each time it is needed.

Supplies for Routing Materials

1. Routing Slips

These should be made up to suit your needs, listing on them the names of all those in City Hall who will see the magazines and materials. Leave room on these slips so that notes from the library user to the library may be written here. Notes of material to be indexed from magazines will also be noted on these route slips. Printing them is inexpensive and the easiest way to handle the routing slip.

2. Charge Slips

When charging material to the library user, it is sufficient to make a record on one of the white 3x5 cards. Some sort of a charge slip should be attached to the material lent. This can be as informal as necessary or can be a printed slip. It is wiser to staple them on than to use a clip.

Miscellaneous Supplies

1. Stamps

It is wise to have a possession stamp made up with the name of the library which is placed on each piece of material to prove its ownership. This can simple say (Name of City) CITY HALL LIBRARY. Also order a date stamp which is changed daily and used on each piece of material. A stamp with SHELF on it can be made inexpensively and used on each piece of material other than magazines which is too large in shape to go into the vertical file and so is placed on the shelf.

MATERIALS

And Their Acquisition-

The City Manager's Office and other offices in City Hall receive many pieces of material which are useful to file against future need. Much of this material comes unsolicited. Some of it is requested but not paid for and some of it carries a charge price.

There is also unsolicited material which goes over the desks of the City Manager and his Assistant which is of no permanent value.

It is first necessary to decide what material is to be kept and what material is to be discarded after glancing at it. This decision is important and the librarian must decide what is to be kept in the library.

In order to keep materials up to date and add that which is essential to the library, it would be wise to have at least one buying list which the librarian will look over and from which orders will be placed. For this one list in the field of city administration, the following is suggested:

Recent Publications on Governmental Problems. Joint Reference Library, 1313 East 60th Street, Chicago, Illinois 60637. Publication weekly, Price \$10 per Year.

MATERIALS

And Their Retirement-

It is equally important to remove from the Library files such materials as are no longer useful. As anyone who has had anything to do with any type of library knows, without this retirement of useless materials, there can soon be an overflow and space becomes a problem.

In following this process, it may be well to check with personnel in the various fields and ask their suggestions on discarding.

It is well to try to weed out the collection once a year.

METHODOLOGY

Books and Pamphlets-

Let us take a piece of material and trace it through its life in the City Hall Library.

1. The City Manager requests a piece of material and this request is passed to the Librarian.
2. The order postal card is written and sent out.
3. The file order card is made out and filed alphabetically.
4. When the material arrives, the file order card is attached to the material.
(Note: If the material came unsolicited and is handed to the Library by a Department Head, we start with it here in the order methodology.)
5. The material is stamped with the date and the possession stamp and then goes to the Librarian to subject head.
6. The initials of the person requesting the material or the fact that it came unsolicited with the price or the fact that it was free are now written along the inside edge of the page after the title page. This is of assistance in weeding the collection and also for reordering.
7. The Librarian uses the subject index in classifying. Where these are new subjects which have not yet been used in the catalog file or new cross references, they are checked to show that they are now in use.
8. The subject heading is written on the piece of material.
9. The catalog cards are typed.
10. A circulating slip is placed on the material and it is routed to those who would be interested in seeing it. The names of those not needing to see it are crossed off the listing and, as each person sees it, he crosses off his name and it is sent on to the next person on the routing slip.

11. The order card, or the card made up when the material comes in unsolicited, is marked with the subject heading assigned, the date of arrival and the price if any. This is then placed in a section of the file marked circulating which is filed alphabetically.
12. When the material comes back from circulation, the Librarian removes the order card from the circulating file and destroys it. *in order to file's received file*
13. The catalog cards are filed as soon after making them as possible.
14. The material is now filed in the vertical file or placed on the shelf. If it is a new subject heading a new file folder must be made for it. If it is placed upon the shelf a subject head will have to be typed on the label and glued to the spine of the book so that it can be shelved alphabetically by subject heading.
15. If the material to be filed is too large in either girth or shape to fit into the vertical file it must be placed on the shelf. This material is then stamped SHELF; the catalog cards are stamped SHELF in the upper right corner of the cards and the material is shelved alphabetically. For those too large in shape, an oversized shelf is set up and the word oversized is added to the shelf stamp and to the shelf marking on the catalog card. They are then filed alphabetically by subject also but in a different filing on the shelves.
16. When the material is needed again it is removed from the shelf or the file and a charge slip is placed on it. A charge card is made and filed in the charge file alphabetically and the material is given to the person who has requested it. *we do not allow any of our material to circulate, xerox instead*
17. If the material is no longer useful and is to be discarded, the card or cards are removed from the catalog file and thrown away also. If this is the last thing with this subject heading, the check must be removed from the subject heading list.

METHODOLOGY

Magazines

Magazines are ordered on a yearly basis. In spite of the fact that some publishers offer a reduction in cost for a two year subscription, it is wiser for budget purposes to order only for the current year. Also, the magazine may suddenly become useless to anyone in City Hall and then the money spent for the extra year would have been wasted. Some magazines are free but must also be ordered.

The publication schedule of magazines varies. Some come weekly, some bi-weekly, some monthly, some quarterly and many of the smaller ones are highly irregular in their issuance.

The methodology of handling magazines is as follows:

1. Set up a magazine card file, filling in the magazine check cards with the frequency, where ordered or published, the price or the fact that it is free. File these alphabetically by magazine title.
2. When each issue of the magazine comes in, check it in under the appropriate month or date with the date of arrival in pencil.
3. Staple on it a route slip and mark off the names of those who will not be interested in seeing it. Each person after he has finished with the magazine will then mark through his name and it will continue circulating.
4. Before routing, date and possession stamp each magazine.
5. Ask each person seeing the magazine to mark on the routing slip those articles which he would like to have indexed so that he may find them easily when he needs them again.
6. When the magazine is finished circulating, check it in on the magazine check card. This means erasing the date of arrival of the issue and placing a check in the space instead. In this manner it is easy to tell at a glance if all issues of the magazine have arrived and are filed on the shelves.
7. Check the routing slip and see if there is anything to index marked on it before removing it from the magazine.

8. If there is nothing to index, place the magazine on the shelf with the others of the months before arranged chronologically so that it will be easy to find the month you need quickly.
9. If there is something to index, use a subject heading list that is used for the vertical file material and give the article a subject heading.
10. Write this subject heading on the top of the article.
11. Mark on the front of the magazine that there is an article indexed with its page number.
12. Make up the magazine article catalog card on the colored 3x5 card.
13. File this card in the catalog file.
14. Ask each person in his subject field how long he wishes as a retention period for each magazine. Note this on the magazine check card. Usually magazines are held from one to five years depending upon their use and the space available.
15. Set up a time each year when the magazines to be discarded are checked through. At this time cut out the articles from the magazines which have been indexed and process them as if they were new material, making catalog cards and placing them in the vertical file.
16. When the magazines for the year are discarded, this is noted on the magazine check card so that all that remains on the card is the live collection which is being held.
17. The colored card for each article indexed is withdrawn from the catalog file and discarded after the article is cataloged.
18. Sometimes issues of magazines do not arrive. It is easy to tell this from the magazine check card. When this occurs a letter must be written to the publisher asking for the missing issue.

SUBJECT HEADINGS

The National League of Cities has a subject heading list that may be of help in starting a subject heading list.

When a subject heading is used for the first time and assigned to a piece of material that heading should be checked in the list itself. If a cross reference is used it, too, should be checked on the cross reference list the first time it occurs. The subject heading will then appear in the catalog file and the cross reference will be made up and added to the catalog file. This means that there is a master list to refer to so that always, in subject heading, one may know what subject heads and cross references have been used before.

If additional subject headings are required for which the NLC classification had not accounted, they may be written in where they belong on the listing and checked as used. Care must be taken, however, not to use just another word for the same thing or there will be duplication in headings and files on the same subject will be in two sections of the vertical file.

It is wise with this type of subject heading to be as specific as possible and if necessary broaden it with another subject heading. It is not necessary to abide by one subject heading for each piece of material. The main one is assigned and added subject headings are used as they are needed. The tracing on the back of the author card will allow for finding the cards when the material is retired.

Subject heading is the most difficult thing which the Librarian will have to do. It requires clear thinking and accuracy as well as knowledge of the subject. It is wise in case there is any misunderstanding about the subject to be headed, to talk to the Department Head in charge of that phase of city government and have him explain how and why he will use this piece of material. No Librarian can be an expert in every field but the expert will expect to find the material easily and sometimes only his knowledge can classify it correctly.

Be sure to be consistent in subject heading. Always think from the small, tight and specific to the broad. It is too easy to overlap subjects where they are closely related or to duplicate subjects by not sticking to the same word or phrase. Subject head for the day during that part of it when you are the most on top of the world and always take time and care or the material will be processed correctly but lost through sloppy subject heading.

CATALOG CARD STYLE

It will be sufficient to do the cards the easiest way possible and for the simple purpose of making a record which can be used in the search of materials. We will use no cards except the author and the subject card and there will be no continuations, volumes, analytics or any other thing that might be confusing.

The first thing that the Librarian must do is to determine the author of the material. With hard backed books this is rather a simple procedure but with vertical file material it is a good bit more difficult. Sometimes it is from the Bureau of a University, sometimes from a City Hall Office, sometimes from a state or a municipality and sometimes it is written by an individual.

Before determining the form in which you will use the author, check back in your catalog file and see if you have had it before and how you used it. Perhaps you used it under the bureau, perhaps under the university, perhaps under the city or again under the office of the city. Again consistency is of vital importance and it will take a search to determine how to set up the author.

When you have done this, underline the author's name on the publication so that when you have to go back to the catalog file for any reason including withdrawal you know at once how you set up the name.

Next determine the title. This is fairly simple. The one rule to follow is to use the title on the title page if there is one and not the title which is used on the outside cover. Again, this is consistency.

Now underline the title on the piece of material so that you will be sure that you are talking about the same pamphlet that the catalog card is referring to.

Next subject head, one or as many as you wish to give the publication. Write the main or first subject heading on the outside of the material, or, if a book, type it and paste it onto the spine of the book.

Now you are ready to make up your catalog cards. Since we are going to make them as simple as is possible, we will need only to show the subject, the author, the title, the number of pages, the date of the publication, and the publisher. We set our main card, which is the author card up in this form:

The Main Entry which is the Author Card:

The Tennessee Manufacturers Institute
The twenty best businesses in Tennessee. 1964, 12 p.
Filed in EMPLOYMENT

(Front Side)

1. Employment. 2. Tennessee - Employment.

Tracing may be put on bottom of front card

(Back Side)

The tracing on the back of the main or author card merely shows what other cards have been made for the catalog file. Without this tracing it would be impossible to remove the cards when the material was retired from the Bookshelf.

The first subject heading is used on each card of the series in order to show where the material is filed in the vertical file or on the shelf. The second subject heading is used as a place subject. It is especially good in a municipal government library since it puts together in the catalog file all the material from one state, city or county.

The main subject head card which is number 1 of the tracing and the Filed In card is set up in this manner:

EMPLOYMENT (FILE)
The Tennessee Manufacturers Institute
The twenty best businesses in Tennessee. 1964, 12 p.

The additional subject head card is set up as follows:

TENNESSEE - EMPLOYMENT
The Tennessee Manufacturers Institute
The twenty best businesses in Tennessee. 1964, 12 p.
Filed in **EMPLOYMENT**

These three cards would be called a set of catalog cards and are all that is necessary to find the material and where it is filed so that retrieval will be at its easiest.

Sometimes there is no date on the material. Where this is true you so state on the card in the place the date would occur by writing n.d. which means simply no date.

Sometimes there is no paging in the publication or it is not consecutive. In this case you put n.p. where the paging would be on the catalog card. This, of course, stands for no paging.

The see references, which mean merely do not see this word but do see this word, must be added to the catalog in order to lead you from one thing to another in finding material for the library user. They are comparatively simple in set up and will be typed on the same white card as that used for catalog cards. The form is as follows:

| |
|--------------|
| UNEMPLOYMENT |
| SEE |
| EMPLOYMENT |

MAGAZINE INDEXING CARD FORM

In order to make it as simple as possible we will use almost the same form in making up the indexing cards for the magazines. They will be subject headed in the same manner as the books and pamphlets, the subject head written on the article, the author and title noted, the index page written on the front of the magazine and the card made up for the catalog file. The card will be a colored one instead of white.

There will be only one card for each magazine article indexed so there is no need of a tracing. The main subject card only will be used and there will be no author card. This means that when the article is clipped after the magazine is discarded there is only one card to pull from the file before the article is cataloged and placed in the vertical file.

The form of this one card is as follows:

EMPLOYMENT
The twenty best businesses in Tennessee, From The
Manufacturer's Record, January, 1964, p. 163.

FILING

There are several files to take care of even in a special type library operation. All of them should be filed alphabetically and the exceptions are few.

The order card file will file by the author and file alphabetically. If the author is uncertain, file it as closely as possible. Your file will always be small and easy to look through. It may be possible that you will have to do this sometimes for the authors are not always given in listings as they are on the material.

The circulating file consists merely of the order card or a card which is made up at the time the material is given to you for the Library. It, too, files alphabetically under the author. By this time the author is known and the order card is corrected if necessary.

The file for the magazine check cards will file alphabetically by the title of the magazine. All the notations needed for the upkeep, care, routing, and reordering of the magazine will be on this one card and it must be kept up to date and changed whenever the space on the card is used up and another new one is needed.

The main file is the catalog in which are also the magazine index cards which are on the colored card. The magazine cards will be only under the subject heading which is assigned to them. The catalog cards which are the white cards will be a series of cards, at least two for each piece of material. The first will be the author card and the second the subject heading card. If more subject headings are assigned there will be other subject cards but the first subject heading assigned will be the main subject card and the place where the material is filed or shelved.

This catalog file will also file alphabetically. There is only one exception to this rule and that is as follows:

When there is a city and a state of the same name, file first by state and then by city. Add the word CITY to the city card. As:

| | | |
|-----------------|-------|-------------------|
| New York | and | Washington |
| New York (City) | also: | Washington, D. C. |

The tilted tab guides which you have ordered from Gaylord are for use in all of these files. They come with a blank piece of cardboard which is used to type on the alphabet and the subject headings desired so that the catalog file will be evenly divided and easy to use. First divide under the alphabet and then under the subject heading as the file grows. Allow no more than four or five inches of cards to accumulate before dividing again.