Technical Processing for the Management of the Library Collection at Tribhuvan University Central Library (TUCL)

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Tribhuvan University Central Library (TUCL) Technical Section has been managing its collection by using standard international tools for reading resources. As the library collection technical work was started and continued by the professional librarians it has still maintained its standards. Librarians, educationists from other countries, who visited the library, have noted the remarks appreciating the maintenance as well as the administration, organization and management of the library. The British Book Development Council in 1969 has noted it as one of the best libraries in Asia.

While working in the Technical Section problems have to be faced by the staff. In this case to resolve the problems Technical Section has maintained a manual in which decisions are recorded to be followed.

Authors, Titles, Subject indexes are maintained in the public catalogue cards which are the main retrieving information tools for library use. Call Numbers provided in the left corner of the cards are the location for the users to find their required documents. On the top of the Call Number prefixes are given to the collection to which collection the materials belong like "N" for Nepal Collection, "UN" for United Nations Depository,"R" for Reference Collection, "SC" Singha Collection, "D" for Dissertation,"AS" for American Studies,"CS" for Close Stack,"NC" and Nepal collection for loan. Those prefixes guide the users as where they have to proceed to find their necessary documents.

There are language symbols for languages i.e."H" for Hindi language,"S" for Sanskrit language,"NE" for Newari
language, "M" for Maithili language. Subject number are proceeded by the language symbol i.e. N895.511, Ne895.512, so on.

**Classification**

In the beginning the library used Colon Classification for assigning classification notation to the documents. However, since 1962, the library has been using Dewey Decimal Classification (DDC) 16th edition for the organization of books. The later editions are being used for new subjects, which are not found in DDC 16th edition. This policy is followed to bring uniformity in assigning classification notation.

**Anglo American Cataloguing Rules (AACR 1)**

For cataloguing purpose the library follows Anglo American Cataloguing Rules (1967). The main catalogue consists of Author, Title, Subject, Series; and Analytical entry cards for all entries are filed alphabetically in one sequence as in the dictionary entry. In each entry author, title, place of publication, volume, collation, special illustration ISBN no., series, subject indexes and notes if required are given.

**Library of Congress Subject Heading**

Library of Congress Subject Heading (LCSH) second edition has been used for subject indexing since the inception. The subjects, which are not available in the LCSH subject headings, are used by creating separate subject authority file for those particular terms. Later editions of LCSH are being used when they are published. Now in 2004, 2061 VS, we are using the twenty-fourth edition.

**C. A. Cutter's Three Figure Alphabetical Order Table**

The C.A. Three Figure Alphabetic Order Table (C.A. is for cutter) is used for author number for the English language books. Initials consisting of one or more letters of the surname are retained for the authors and the rest appropriate numbers are extracted from the table and added to the title initials in the end. If the library has the books of the same author initials, to make the difference call number from one book to other books, the second or the third initials of the word has to be extracted to be used under combination.

For the Nepali textbooks authors' surnames are used from the Author Table for Indian Names as used for English language books. Library uses new author surname if, in the given schedule, the required surname for the author is not available. The added author surname is recorded in the original author table.

**Cataloguing Process**

Under the task of classification and cataloguing of books, master card
preparation is carried out by the professional librarians. Final book cataloguing card checking is carried out by the chief librarian and the deputy librarian to maintain the uniformity, consistency, and quality. Books along with the checked master card are typed by the typists. Normally four cards (author, title, subject and shelf list) are prepared for each book. If the title contains more subjects, subject cards have to be developed accordingly. Card checking, tallying cards with book cards, book labels, due date slips etc. are carefully completed by the assistant administrators. After checking cards, those are sent for filing in the public cataloguing card cabinet. Similarly, books are also sent to the various collections i.e. General, Nepal, Text book, Reference, United Nations Depository by pasting necessary information book tags, labels and pockets.

In normal course it takes two weeks for a book to get circulated after procurement. However, some important books would have to be proceeded urgently. After processing, few important books are displayed for two or three weeks. Separate catalogue have been maintained for the sections like Nepal Collection, United Nations and Textbook for the readers' convenience.

Records Maintained in the Technical Section

- Creation of Security files
- The modification made in classification scheme, subject heading used
- Author formats
- See and see also reference

Compilation of Subject Indexes

This library has the largest collection of subject indexes of the documents catalogued. At present (2004) approximately 6,00,000 document are available. Under those subjects users can retrieve the information of the document from the main card. One main card is prepared for each document. The main card includes subject index at the tracing of the main card. For example:

TUCL Database

Realizing the importance of providing users the service from electronic resource beside printed materials library started Nepal Collection automation project in 1992 with the financial cooperation from IDRC, New Delhi. By the project eight thousand English language books and five thousand other devanagari script documents were computerized creating bibliographic database of those documents. The project work was completed in 1995. After the completion of the project programs too, library continued the work. At present the bibliographic database has reached over thirty seven thousand and those databases
can be retrieved from our website www.tucl.org.np by the global users. Data entry was created with the cooperation and training by the experts from BAIF, Pune. The design of the final worksheet for data input has been prepared by the member from CDS/ISIS society and some other experts for which senior librarians of TUCL have been professionally responsible. CDS/ISIS library software developed by UNESCO which is used for the data storage and retrieval. The data INPUT worksheet is based on Common Communication Format (CCF), UNESCO, and IDRC manual. Subjects or keywords are assigned by using Macro, UNESCO, Spine CAB, etc. Local descriptors are assigned for the subjects, which are not available in the above-mentioned thesaurus. For example:

Now to retrieve the pieces of information available in the library, users can use both catalogue cards and also the bibliographic databases known as TUCL database. But as records provided in the bibliographic data are incomplete the users have to use the catalogue card physically visiting the library if they want to browse manually in the public catalogue cards.

Library is planning to create the bibliographic database of the whole library resource through Retrospective Conversion (RECON) system. When it is achieved the library will be fully automated and those records can be browsed from TUCL database and also from our website. Besides, TUCL master data library has following other databases:

1. ISBN database (TUCL is the national agency for assigning International Standard Book Number (ISBN) to books published in Nepal)
2. Tribhuvan University Archive database (Rare and important documents on the establishment and development of Tribhuvan University are preserved)
3. Membership database record of library members enrolled from 1959 onwards
4. Audio-Visual (Database record of microfilms, audio and video cassettes, CD-ROM etc.)
5. Serial database (English and Nepali)
6. Management Index (data base of the articles published from Nepal since 1995 onwards)

Publication of the Technical Section

TUCL has compiled following technical tools under the "Nepal Collection Automation Project (1992-1995) financed by IDRC, Canada.

1. Technical Tools
   a. Area Table for Nepal
   b. Author Table Index
   c. List of Subject Index in English
   d. List of Subject Index in Nepali
Other Publications
1. Annual reports, 1992-2002
2. Research on Nepal, a bibliography of Ph. D. theses
3. Nepalese National Bibliography

Future Plans
Our Technical Section has the following plans and programs:
1. Updating the knowledge and skill of the staff in cataloguing, classification, and database creation to raise the standard of the technical work.
2. Exploring the library-integrated software for storage and retrieval of the bibliographic database.
3. Compilation of the Thesaurus used in the TUCL database
4. Establishment of network with the Central Departments of the Tribhuvan University
5. Retrospective Conversion (RECON) of the old records existed in the catalogue form

(The plan for implementation is available for use and the library is looking for the financial support to carry out the programme)

Conclusion
TUCL has the largest collection of useful and valuable documents in Nepal. Special documents are preserved by means of "close access" in various collections like Nepal Collection (rare, manuscripts, dissertations, archival materials, TU publications, publications on Nepal, Nepali literature etc.), United Nations Depository, Singha Collection etc. for the use by the researchers. Those sources of information available in the library documents have been handled and disseminated by the technical section through proper technical process like cataloguing and data base management which also has maintained its standards. The section is always looking for its improvement in the technical knowledge and skill. It is also providing technical suggestions to the individuals and institutions, which have been requesting us for support in the organization and management of their collection. We hope to keep and improvise our above mentioned standards to provide better library service to the library users.

Library is "A company of the wisest and Wittiest men that could be picked out of all civil countries, in a thousand years, have set in best order the results of their learning and wisdom."

- R.W. Emerson

Society and Slitude : Books