



SHELVING AND STACKING IN THE LIBRARY: A STUDY

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ABSTRACT

Shelving and stacking play a phenomenal role in any type of library in the world. Mainly for new colleges, universities, and organizations. They must know the proper guidelines and principles to set up the new library. The beginning period of the library is very essential; it needs proper shelving techniques and stack selection for the library, which depends upon the library categories. Any library in the world can give better services to users in print format only through proper arrangements and good shelving techniques. This research paper deals with various shelving techniques and stack arrangement types in the library.

Keywords: Shelving, Stacking, Shelf, Arrangement, Maintenance.

1. INTRODUCTION

According to S.R. Ranganathan's fourth law in library science "save the time of the user". It means, if the user utilizes the library for information gathering and their research related works at the time of book search in stacks, it's easily accessible and easy to find out without wasting their time. In that part, shelving and effective stacking techniques play a vital role. Arrangement of books in neat and proper classification methods like DDC, titles, author, etc.

Mostly DDC classification is followed by the majority of libraries. Stacking also plays an essential role in the library. Picking up the correct stack type arrangement for the library is equally important as shelving. The stack should be medium-sized and accessible to all users in the library. "Book shelving is an art," which means it's none other than maintaining the book racks in a clean and arranged manner to be easily accessed by the users.

2. OBJECTIVES OF THE STUDY

- To know about the shelving techniques.
- To know about the stacking principles.
- To know about the stacking systems.
- To learn about the shelf arrangement
- To know about the maintenance of the racks.

3. SHELVING AND ARRANGEMENT

The shelf arrangement plays an essential role in any library in the world. Classifying the books in an appropriate order is helpful for user's accessibility. A variety of collections must be kept in the library.

- Reference books, encyclopedias, biographies, directories, etc., do not mingle with textbooks.
- Rare and costly books are placed in separate sections with a lock system.
- Dissertations/theses are placed in separate sections in the library.
- Undergraduate and postgraduate books are placed in separate sections.
- Oversized books are placed in separate sections and arranged in a proper manner.
- At last, non-book materials are kept in a separate section.
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4. TYPES OF SHELF ARRANGEMENTS

4.1 ALPHABATETICAL AND ACCESSION NUMBER

This type of shelf arrangement is not used in most libraries because the identification of the materials is difficult for the user. Only small libraries adopt this type of arrangement.

4.2 CLASSIFIED SHELF ARRANGEMENT

This type of arrangement is followed by most libraries. In this arrangement, materials are arranged by call number on the shelves in the rack.

4.3 BLOCK SHELF ARRANGEMENT

This arrangement is mostly used in nonfiction-related studies.

4.4 PARALLEL SHELF ARRANGEMENT

All subject books are kept in one place, but it causes a high capacity of space for the least number of printed materials in the library.

4.5 RIBBON SHELF ARRANGEMENT

In this arrangement, fiction is kept in between the non-fiction materials.

5. SHELF MAINTAINING TIPS

Shelf maintenance tasks include sweeping and dusting, preserving book tags, and shelving newly processed books. The following tasks are performed when books are returned from the circulation section: shelving, restoring order, identifying damaged books, sending them for binding, and assisting readers who need help locating a book.

The staff of the maintenance section needs the following items to maintain the shelves: tables for sorting books, book trolleys for moving books from one location to another, book ends or supports to keep the books upright, stools for convenient book replacement, and ladders for the upper shelves to keep them clean.

6. STACKING PRINCIPLES

- Efficient use of space with the least amount of waste.
- Accessible with ease
- use of various furniture and stacking techniques to maximize space

- A healthy environment with enough ventilation, clean air, temperature management, and humidity control.
- Both appropriate artificial and natural light
- Provision for the library's potential future growth
- A person of average height should be able to access the volumes on the book shelves.
- The shelves ought to be equally appealing, useful, and robust.

7. STACKING SYSTEMS

According to the statement of S.R. Ranganathan, "Library is a growing organism" in the laws of library science (5th), each library has an allotted yearly budget for the development process. The stacking must be expandable and built with a futuristic view. Every library should have sufficient stacking capacity. Give sufficient stack space and easy access to users.

So, many stacking systems are there, which are listed below.

- ❖ Fixed shelves with double rows
- ❖ Hinged stacks
- ❖ Multitier stacks
- ❖ Tower stacks
- ❖ Compact storage
- ❖ Conventional shelving stacks.

8. CONCLUSION

Shelving of books and stacking is the key factor to safeguarding the time of the users; better shelving and stacking techniques show the particular library in a unique manner. A librarian must be aware of choosing the correct classification and stack method in the library. Improve the space for adding more collections in the future. This definitely makes sense among the users and creates attraction between them. Periodically maintained and arranged shelves are much easier for users to access without wasting their time.

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