

Stock Processing and Maintenance

Produced by
Bedfordshire Schools Library Service
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BEDFORD BOROUGH COUNCIL

Central
Bedfordshire

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INTRODUCTION

This booklet provides practical advice to anyone involved in the day to day running of a school library. It contains guidance on how to classify your stock and all aspects of book processing, care and maintenance. It contains a variety of useful ideas and practical suggestions and is part of the support provided by the Schools Library Service.

Further help can be obtained from:

Schools Library Service
Riverside Annexe
Borough Hall
Cauldwell Street
Bedford
MK42 9AP

CLASSIFYING YOUR LIBRARY BOOKS

In order for children and teachers to locate resources on any subject, they need to know where to look. The school library should hold both the central non-fiction and fiction collections, which should be arranged separately. Although it's easy enough to separate fiction from non-fiction this decision is not arbitrary. Local decisions to put some fiction in the non-fiction and vice versa because it is felt that the books would work better there, is perfectly acceptable.

Fiction stock

Any fiction books kept in the library can be shelved in a number of ways.

- * straight alphabetical sequence by author's surname
- * divided by ability/format first then alphabetical sequence by author's surname
- * divided by ability/format only
- * divided by subject, eg adventure/ghosts/humour

All of the above are quite legitimate but the last one particularly would be quite time consuming and ultimately rather random.

Alphabetical sequencing is a rather sophisticated skill which is confounded when it isn't too clear who the author is. It is recommended that fiction is spine labelled with the initial letter of the author's surname. This device also aids shelving.

Non-Fiction stock

Bedfordshire Schools Library Service recommends that schools use the Dewey Decimal System of classification. This is an international system and most public and school libraries in the U.K use it.

To keep the classification numbers as simple as possible three figure Dewey plus colour coding is recommended in lower schools extending to three decimal places (without colours) in middle school and four decimal places in upper school. The colour coding is a parallel system to the numbers and does not work very efficiently alone.

Classification numbers

Working from an abridged edition of Dewey subjects are broken down into ten broad areas.

000	General Knowledge
100	Philosophy
200	Religions
300	People and Places
400	Words and Language
500	Maths, Science, Nature
600	How Things Work
700	Arts and Sport
800	Poetry, Plays (Literature)
900	Geography and History

Within each block of 100, subjects are broken down again so that specific numbers mean specific subjects.

eg	599	=	animals
	612	=	body
	032	=	encyclopaedias
	133	=	ghosts
	220	=	Bible
	423	=	dictionaries
	726	=	churches
	821	=	poetry
	910	=	explorers

As use of the decimal point is too complex for most KS 1 & 2 pupils some numbers may be seen to become overloaded:

eg	574	=	nature
	942	=	England - history
			- geography

This is unavoidable and should not cause any anxiety.

The Subject Index produced by the Schools Library Service is an alphabetical list of subjects with the appropriate Dewey numbers. If a book contains more than one subject, eg Light and Sound, the lowest Dewey number is used, ie Light – 535, Sound - 534 therefore the book is classified at 534.

At the back of the index is a list of Famous People and their appropriate Dewey numbers.

SUBJECT INDEX

The key to the non-fiction classification is the subject index. It is the most important part of the retrieval system as far as the user is concerned and is the first step in the search for an item of resource material. In its simplest form the Subject Index directs the searcher to the relevant numbers in the Classified System but it can be further developed to serve as a learning tool with the potential to assist and guide children (and teachers) to conduct enquiries in depth.

Booklet Format

To encourage children's use, booklet editions (produced by Schools Library Service, if required) can be duplicated so that there is a copy for each classroom to support library use during lesson time. (*See example - page 5*)

Booklet Format: (Lower schools)

SUBJECT	COLOUR	NUMBER
A		
Abbeys	Pale Blue	726
Adoption	Orange	306
Aeroplanes	Brown	387
Africa	Dark Blue	960
Air	Yellow	533
Airports	Brown	387
Ancient Egyptians	Dark Blue/Dark Pink	932
Ancient Greece	Dark Blue/Dark Pink	938
Ancient History	Dark Blue Dark Pink	930
Animals	Green/Cream	599
Archaeology	Dark Blue/ Dark Pink	930
Arms and Armour	Orange	355
Art	Pale Blue	759
Astronomy	Yellow	520
Athletics	Pale Blue	796
Atlases	Black	912
B		
Babies	Orange	306
Ballet	Pale Blue	792
Bangladesh	Dark Blue	954
Bicycles	Brown	388
Birds	Green/Cream	598
Blindness	Orange	362
Body	Cream	612
Books	Grey	002
Boxes	Cream/Dark Pink	688
Bricks	Cream/Dark Pink	691
Bridges	Brown	388
Britain	Dark Blue	942
Buildings	Cream/Dark Pink	690
Bulldozers	Red/Cream	621
C		
Canals	Brown	386
Car Racing	Pale Blue	796
Cars	Brown	388
Castles	Pale Blue	728
Chemistry	Yellow	540
China	Dark Blue	951
Churches	Pale Blue	726

PROCESSING YOUR LIBRARY BOOKS

Spine labels

Once the classification numbers have been allocated to your books, type the numbers onto sticky labels. (Typing gives a more uniform look than hand written labels).

Ensure all labels are stuck at the same height from the bottom of the spine, using the width of a book card or a piece of card 4.5 cm (1 $\frac{3}{4}$ ") wide to measure the gap from the bottom of the book to the bottom of the label (See *example - page 11*). For thin books stick the label in the left hand corner of the front of the book cover. Keep at same height from bottom of book as the rest of the labels. Use an acetate cover (Kentabs or similar) to protect the spine label.

Colour coding

In Lower schools the addition of colour coding helps children to locate resources, especially those who cannot read yet or whose reading skills are limited. Middle schools do not use colour coding.

Up to 20 colours are used: singly and in combination, to express classification numbers. The colours appear in three places with the numbers.

- * on the spine of each book
- * on library guiding
- * in the subject index

You may need to use one or two colours: check the appropriate colour coding chart. (*Pages 7-10*)

Single colours are stuck immediately below the spine label and then covered with a Kentab.

Where two colours are needed ensure that the first colour mentioned (eg Green/Cream) is stuck on first. Cut the second colour label in half lengthwise and stick on the bottom half of the first colour. This makes a label the size of a single colour. (*See example - page 11*)

Always stick colour coding labels around the spine, whatever the width of the book, and ensure that the top of the colour coding meets the bottom of the numbered spine label. This ensures that all colours are kept at the same height.

Please note that silver (if used) does not come on reels and must be cut to size.

LIBRARY COLOUR CODING - CHART 1

(Preferred Scheme)

DEWEY NUMBER	COLOUR	SUBJECT
000 - 099	GREY	General Knowledge, Encyclopaedias
100 - 199	GREY/PURPLE	Philosophy, Feelings, Ghosts
200 - 299	PURPLE	World Religions, Bible Stories
300 - 379	ORANGE	Family Life, People who help us, Schools
380 - 389	BROWN	Transport, Post
390 - 399	ORANGE/BROWN	Customs, Festivals
400 - 499	PALE PINK	Dictionaries
500 - 559	YELLOW	Science, Heat, Light, Colours, Time, Maths
560 - 569	GREEN/DARK BLUE	Dinosaurs, Prehistoric Life
570 - 579	GREEN	Nature
580 - 589	GREEN/RED	Trees, Plants and Flowers
590 - 599	GREEN/CREAM	Wildlife, Reptiles, Insects, Amphibians, Mammals, Minibeasts, Animals
600 - 609	RED	Inventions
610 - 619	CREAM	Body, Senses, Medicine
620 - 629	RED/CREAM	Technology, Machines
630 - 639	DARK PINK	Farming, Farm Animals, Pets
640 - 699	CREAM/DARK PINK	Food, Industry
700 - 799	PALE BLUE	Architecture, Houses and Homes, Art and Craft, Entertainment, Music, Sport
800 - 899	PALE PINK	Poetry, Plays
900 - 919	BLACK	Exploration, Maps
920 - 929	BLACK/ PALE PINK	Heraldry, Flags
930 - 939	DARK BLUE/DARK PINK	Ancient History
940 - 999	DARK BLUE	Countries of the World, History/ Geography

LIBRARY COLOUR CODING - CHART 2

(Single Colour - for smaller libraries)

DEWEY NUMBER	COLOUR	SUBJECT
001 - 099	GREY	Encyclopaedias, General Knowledge
100 - 199	DARK PINK	Feelings, Ghosts
200 - 299	PURPLE	Religions
300 - 399	ORANGE	Families, Schools, Transport, Post
400 - 499	PALE PINK	Language, Dictionaries
500 - 519	YELLOW	Science, Maths
520 - 559	BROWN	Heat, Colour, Time, Physical Geography
560 - 599	GREEN	Dinosaurs, Nature, Trees, Plants, Flowers, Animals, Insects
600 - 619	CREAM	Inventions, Body, Senses, Medicine
620 - 699	RED	Technology, Farming, Pets, Food, Industry
700 - 799	PALE BLUE	Architecture, Houses and Homes, Art and Craft, Entertainment, Music, Sport
800 - 899	PALE PINK	Literature, Poetry, Plays
900 - 929	BLACK	Exploration, Heraldry, Flags
930 - 999	DARK BLUE	Ancient History, Countries of the World

LIBRARY COLOUR CODING - CHART 3

(For larger libraries)

DEWEY NUMBER	COLOUR	SUBJECT
004	GREY	Computers
032	GREY	Encyclopedias
152	GREY/PURPLE	Feelings
200-299	PURPLE	Religions
220-225	PURPLE	Bible Stories
306	ORANGE	Families
371	ORANGE	Schools
385-388	BROWN	Transport
394	ORANGE/BROWN	Festivals
423	PALE PINK	Dictionaries
510-529	YELLOW	Maths, Space
531	YELLOW/DARK BLUE	Forces
534	YELLOW/DARK BLUE	Sound
535	YELLOW/DARK BLUE	Light
537	YELLOW/DARK BLUE	Electricity
551	YELLOW/ORANGE	Earth, Volcanoes, Weather
553	YELLOW/ORANGE	Water
567	GREEN/DARK BLUE	Dinosaurs
574	GREEN	Habitats
581	GREEN/RED	Plants
591-599	GREEN/CREAM	Animals
612	CREAM	Human Body
613	CREAM	Health and Safety
630	DARK PINK	Farming
636	DARK PINK	Farm Animals
636	DARK PINK	Pets
641	CREAM/DARK PINK	Cookery
641	CREAM/DARK PINK	Food
643	CREAM/DARK PINK	Houses and Homes
700-749	PALE BLUE	Art
750-779	PALE BLUE/RED	Painting, Painters, Prints
780-789	PALE BLUE/RED	Music and Composers
790	PALE BLUE/BLACK	Toys
796-799	PALE BLUE/BLACK	Sport
821	PALE PINK	Poetry
912	BLACK	Atlases
912	BLACK	Maps and Mapping
932	DARK BLUE/DARK PINK	Ancient Egyptians
937	DARK BLUE/DARK PINK	Romans
938	DARK BLUE/DARK PINK	Ancient Greeks
940	DARK BLUE	World Wars
942	DARK BLUE	Tudors
942	DARK BLUE	Victorians
948	DARK BLUE	Vikings
940-999	DARK BLUE	Countries of the World
940-999	DARK BLUE	Geography of the World
940-999	DARK BLUE	History of the World

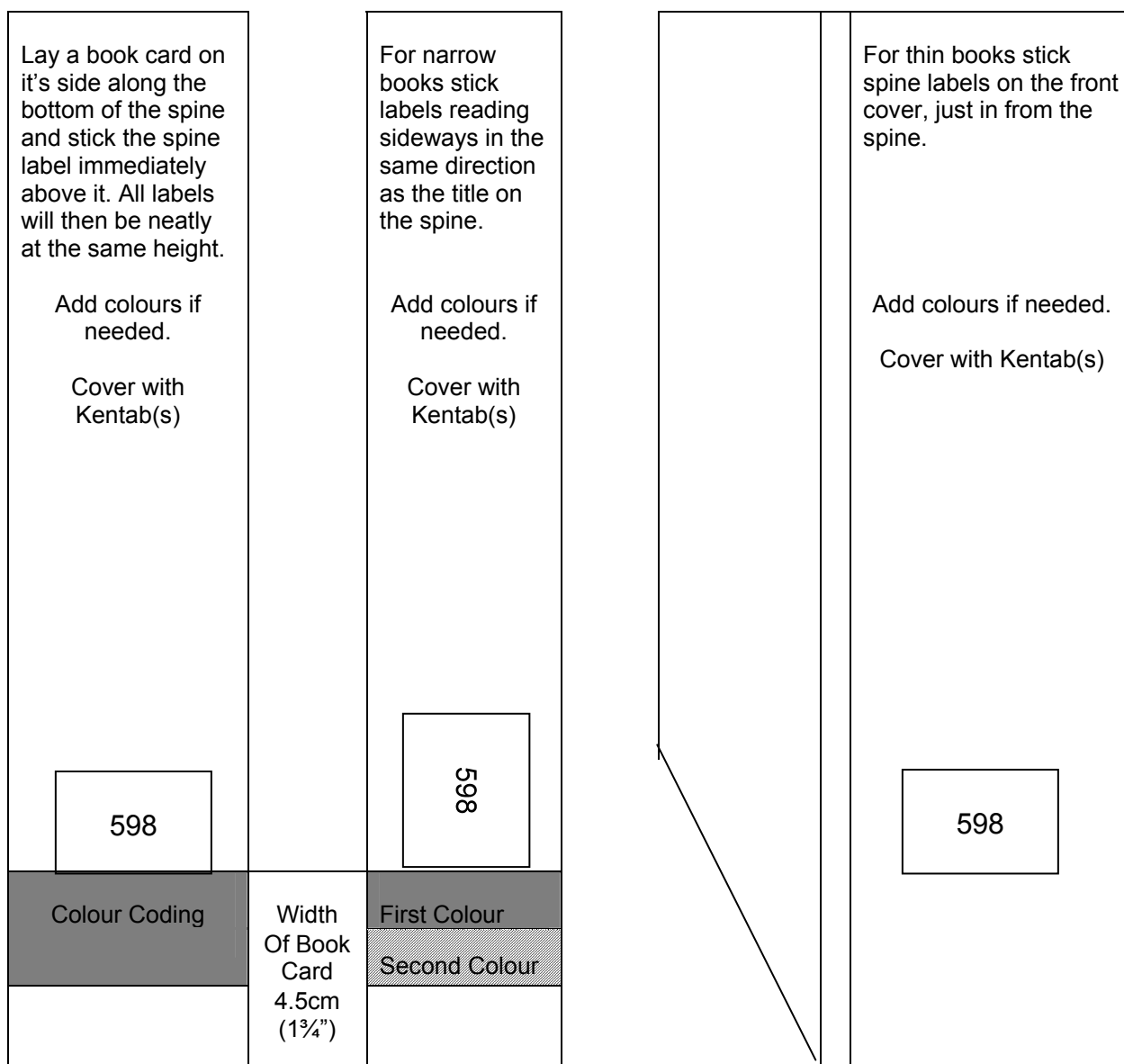
LIBRARY COLOUR CODING - CHART 4

(Using Gold and Silver which are reflective and difficult to identify in poorly lit surroundings)

DEWEY NUMBER	COLOUR	SUBJECT
000 - 099	GREY	General Knowledge, Encyclopaedia, Computers
100 - 199	GREY/PURPLE	Ghosts
200 - 299	PURPLE	Religion
300 - 379	ORANGE	Social Studies
380 - 389	BROWN	Transport
390 - 399	ORANGE/BROWN	Customs and Festivals, Costume
400 - 499	PALE PINK	Dictionaries
500 - 559	YELLOW	Maths, Science
560 - 569	GREEN/DARK BLUE	Dinosaurs, Fossils
570 - 579	GREEN	Nature (General)
580 - 589	GREEN/RED	Trees, Plants and Flowers
590 - 599	GREEN/GOLD	Animals
600 - 609	RED	Inventions
610 - 619	RED/GOLD	Body, Senses and Medicine
620 - 629	RED/DARK BLUE	Technology
630 - 639	SILVER	Farming, Farm Animals, Pets
640 - 699	RED/SILVER	Food and Industry
700 - 799	PALE BLUE	Architecture, Houses and Homes, Art and Craft, Entertainment, Music, Sport
800 - 899	PALE PINK	Poetry and Plays
900 - 919	BLACK	Explorers
920 - 929	BLACK/PALE PINK	Heraldry, Flags
930 - 939	DARK BLUE/SILVER	Ancient History
940 - 999	DARK BLUE	History/ Geography

TYPING SPINE LABELS (with optional Colour Coding)

SPINE LABELS: These show the class number of each book. Colour codes give extra visual help. Always stick spine labels and colour codes at a consistent height for neatness. Cover with Kentabs or similar.



Book cards

Books cards can be used when schools use a manual issuing system. The system demands that each book has a book card, which is removed and placed in a reader's pocket and filed in an issue tray in child or class order. Date labels can be purchased for schools wishing to record issue dates in each book and can incorporate a pocket to hold the book card. Alternatively separate book pockets can be stuck inside the book.

A book card should give details of the book: class number, author, title. (See below).

Book Card

Goes inside a Book Pocket, or Label Pocket, and a Reader's Ticket. Keep details well spaced but near enough to the top to be visible.

CLASS NUMBER - Top right

AUTHOR - Surname and initials. If no author use first word of title followed by dots

TITLE - Brief title

598
BURNIE, D
Birds

GUIDING

Guiding should be kept simple and clear to ensure the library is easily accessible and used effectively.

It should include:

1. Directions to the library within the school.
2. A plan of the library.
3. Wallcharts showing subjects and colour coding. These must correspond with the shelf labels.
4. General signs on the bays.



FICTION A - C

5. Shelf labels. These indicate broad groups of subjects showing colours and class numbers, corresponding to the wall charts.



Human Body 612

6. "How to find...." chart. A simply worded, large chart which leads the reader from:
 - a) the Subject Index to
 - b) the subject colour/or number on the shelf to
 - c) the book or books needed
7. "How to take a book out...." chart. A large, simply worded explanation of how the issue system works.

STOCK MAINTENANCE

To preserve and help to ensure a longer life for stock, cleaning and mending needs to be done on a continuous basis. It is much better and more cost effective to mend a book in the early stages of damage than to wait until it is falling apart and where new books are concerned, prevention is better than cure.

Cleaning

Ideally this should be done as books are returned and before they are put back onto the shelves. They can usually be wiped clean using a cloth and a weak solution of water and washing up liquid in a spray bottle. Stubborn marks may need the help of a sponge pan scrubber.

Mending

Check for:

1. Typing – Lost books cards (if used) and illegible spine labels which need replacing.
2. Jackets – Loose covers should be covered in clear plastic to keep the book clean and looking new. Any which look particularly worn or torn should be replaced.
3. Mending
 - Damaged spines – these are reinforced with Vistafoil or Taki-bak (clear sticky-backed plastic).
 - Torn pages – NEVER USE SELLOTAPE – tears should be mended with 'Ghost' or 'Magic' tape.
 - Loose pages – reinforce with 'Ghost' tape
 - Battered corners – reinforce with Vistafoil

Points to remember when deciding whether to mend a book

- 1 Age – discard non-fiction if more than 10 years old unless it is a subject where there is little alternative stock.
- 2 Extent of damage – how much time does it need spending on it? It may cost more in time and materials than the cost of replacing the book.
- 3 What will it look like once repaired?
- 4 Physical condition – old fashioned appearance, well thumbed pages and bent corners add up to an unattractive book.
- 5 Non-fiction without a contents or index page needs careful scrutiny.

Prevention is better than cure

A lot of damage to books can be eliminated or at least delayed if they are reinforced when they are new. Commercially produced plastic jackets can be purchased for paperback books or alternatively the covers can be completely covered in Vistafoil. The spines of hardback books can be reinforced with a strip of Vistafoil to help prevent the spine coming away when the book is taken from the shelves.

A little time spent at this stage of the book's life can save a lot of time and money later on.

Never put a damaged book back on the library shelf, it will only compound the problem.

Weeding stock

All library materials should be regularly reviewed. Information becomes outdated, books get battered, reading tastes change, the curriculum changes and areas of stock do become abandoned.

Stock needs to be regularly reviewed from the point of view of its nature and amount. It is important that the stock should meet the demands of the curriculum, including considerations of special needs, the concerns of multicultural education and recreational subjects. It needs to be up to date and appropriate for varying abilities in order to encourage a positive view of the library as an exciting source of ideas and information. A decision will also need to be taken on what constitutes 'stock'; this may embrace audio-visual materials including computers and software.

Individual schools need to decide how often is 'regular'. A rolling programme idea of:

- fiction in the even years
- non-fiction in the odd years
- a selection of stock before each major school holiday
- a blitz on the whole stock every two or three years

Stock checks not only weed out unwanted items but also highlight gaps where heavy use indicates a special need. Identifying these gaps is good ammunition when bidding for bookfund.

GUIDE TO LIBRARY STATIONERY AND EQUIPMENT SUPPLIERS 2009

If you are buying stationery and/or equipment for you library, check the prices from a number of sources. Details are correct at time of publication.

Stationery

- Gresswell, FREEPOST, ANG 0802, Hoddesdon, Herts EN11 0BR
Tel: 01992 454511, www.gresswell.com
- Hertfordshire County Supplies, Mount Pleasant Lane, Hatfield, Herts. AL9 5NR
Tel: 01707 281800 , www.hertsdirect.org/cscs
- Kent Book Company Ltd. 109 Hall Road, Aylesford, Kent. ME20 7RE
Tel: 01622 717827, www.kent-books.co.uk
- LFC, FREEPOST, ANG 9675, PO Box 188, Hoddesdon, EN11 0BR
Tel: 01992 454545 (customer service) , www.LFCcatalogue.co.uk

Colour Coding

Available from Herts Suppliers.

Classroom Reading System - Code No 680 095

Shelving and Furniture

(Metal or Wood)

- Demco Interiors, Phoenix House, 54 Denington Road, Wellingborough NN8 2QH
Tel 01933 445300/442764
- LS Associates, 106 Clarendon Road, Luton LU2 7PJ
Tel: 01582 618252
- Peters – The Kit Shop. Peters Bookselling Services, 120 Bromsgrove Street, Birmingham B5 6RJ
Tel: 0121 6666646, www.peters-books.co.uk

(Wood)

- Ian Jewson Woodwork Services, (JWS) Unit 11, Heron Business Park, Whitefield Ave, Sundon Park, Luton, LU3 3BB
Tel: 01582 560760/848484

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