

# Assignment

## School Library and Information Services

- Topic - 1. Five laws of library science  
and their implication
2. Cataloging - Meaning, Objective  
and Importance

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# Five Laws of Library Science

The five laws of library science was a theory proposed by S.R. Ranganathan. The proposal detailed the principles of operating a library system. Many librarians world wide accept them as the foundations of their philosophy.

## Ranganathan's five laws of library science

1. Books are for use
2. Every reader his/her book
3. Every book its reader
4. Save the time of the reader
5. The library is a growing organism

### Books are for Use

It is imperative to ensure library patrons use the materials we select and purchase for them. Libraries are not just about storing books, they are about people having access to books. This is something Ranganathan made clear in his own discussion of the first law.

His talks and writings emphasize the preservation of information and knowledge to be

as important as access to information and knowledge. Undoubtedly, both preservation and access are important, and the availability of digital technologies that Dr. Ranganathan could only have dreamt of have a vital role to play in preservation and access.

Librarianship is now blessed to have the opportunity of making knowledge available through digitization, but digitization can best be justified by focusing on the priorities laid down in the first law. The first law is also forward-thinking in its emphasis on the library's location. Increasingly we are seeing libraries sited, or even relocated, in more accessible locations in order to increase custom. There is debate among library professionals on the issue of merging of public libraries with other services, such as sports centers, or moving the library to main thoroughfares rather than outlying parts of the community.

## Every Reader his/her book

The second law "every reader his or her book," means that we all have diverse interests and that there is a book out there to satisfy each of us. The core need is to fight for the right of users to information of all kinds the consistent battle against censorship and inequality of access that has governed civilization since its inception. Our duty is to help users find the information they require and ensure any blocks in the way are not blocks we have created. Barring access to knowledge is totally against the philosophy of Dr. Ranganathan's law. In fact, the second law provides roots to the freedom to access information and knowledge in the forms of writings of all kinds and to be informed on topics that others may wish to suppress. The second law remind us to be impartial in our dealings with users. The implication of the second law reminds us to be impartial in our dealings with users. The implication of second law in marketing the library is to meet user needs satisfactorily by collecting and interpreting information

information, understanding the needs of users, and matching the needs with its resources. The library collection should be a mix of old and rare material as well as of the latest material reflecting advances in various fields.

### Every Book its Reader

The third law; every book its reader advocates easy access to materials, and one way to do so is by putting people together with what they require. Putting books into the hands of people who do not necessarily know what they need is also at the heart of the third law. We could interpret reader development as being part of the third law, since we promote books to users they may not be known to them and that may offer opportunities for enrichment that other titles do not. Reference work has been identified within the law and continues to be the case in the virtual library. Libraries and information centres are launching virtual enquiry services through their websites. The implication of third law in marketing the library is

performing activities that take library products and services to the users, publicizing the value and benefits, promotional campaigns, advocacy, public relations, facilities, & services. It should direct its efforts to attracting new users to the library and reach out to its existing users by providing library services at their doorstep. It should give its users personal touch and develop a feeling of belonging in the library.

### Save the Time of the Reader

The fourth law is: Time is important to every person. Time management is a key to success in life. Libraries must have the objectives of saving the time of reader. The entire journey of librarianship is about devising, designing and developing methods, systems of organisation and dissemination of information to provide the best service to their readers in most efficient, accurate and effective manner and thus saving the reader's time.

For example, we create catalogues, bibliographies, indexes, and abstracts to save the time of readers. Saving the time of the reader also relates to how we actually organise information. Acceptance and adoption of ICT has used to save thousands of hours of the reader's time when compared to manual systems.

Noorzi very rightly opines that considering the time of the user as a vital notion, and that all five laws of library science are transferable and applicable to the web.

Increasingly, saving the time of the user becomes navigating with them through the web and creating high quality and accurate guides to information in this challenging domain. The implication of the fourth law in marketing library is its focus on the user benefits and preferences.

### The Library is a Growing Organism

The fifth law states that libraries will continue to grow in the future. Perhaps we can look at digital information and conclude that the growth is not as pressing from the point of view of physical space, although

this remains something that libraries struggle with. Even in the digital world, the analogue continues to be important. Book publishing remains healthy, and indeed a much less expensive endeavor than it was in 1931. Libraries will continue to struggle with space problems. This is reflected in the statistics of information generation and the acquisition of information resources of libraries of any type.

Even the presence of e-resources does not stop the acquisition of new print material, and the pace at which they grow has not changed. One can also see the library as a growing organism in terms of staff and skills. As the library grows in services, the skills necessary to deliver these new services will also grow. Perhaps we could argue that both libraries and the profession of librarianship are growing organisms.



# Meaning of Catalogue

The term "Catalogue" has been formed from a Greek ~~was~~ phrase "KATALOGOS", KATA means 'according to' or 'by' and LOGOS means 'word' or 'order' or 'reason'.

The term Catalogue may be regarded as a:

1. Work in which contents are arranged in a reasonable way.

2. Work which is done on a set plan; and work whose contents are arranged in a systematic way.

## Definition of Catalogue

Library Catalogue is a list of reading material available in a library. The list contains entries of books, arranged according to some definite plan or order. It is confined to the contents of a particular library or collection.

It may be described as a record and finding list, which identifies traces and locates a book in a library.

Catalogue is a "list of library materials contained in a collection, a library, or group of libraries, arranged according to some definite plan."

"A library catalogue is a list of documents in a library, or in a collection forming a portion of it."

### Basic Objectives of library Catalogue

1. To enable a person to find a book of which
  - The Author
  - The Title
  - The Subject
2. To show what the library has
  - By a given author
  - On a given subject
  - In a given kind of literature
3. To assist in the choice of book
  - As to its edition
  - As to its character

## Purposes of Cataloging Rules

1. To provide consistency within a single library.
2. To provide consistency between libraries
3. To reduce time involved in cataloging
4. To provide ease of use for library users using more than one library.
5. To ensure that the purposes of the Catalog are achieved
6. To serve as a guide to the collection of materials acquired for the library.
7. It also serves users as a retrieval tool.
8. These materials are utilized by users for study, reference and research.
9. It is necessary that a library prepares and provides a public record of all the materials irrespective of their physical - forms acquired / accessed by it in order to give the readers an idea of the entire collection possessed by it.
10. Main purpose of catalogue is to aid readers in making use of the collection of the library by providing author, subject, title etc.