

Why Have a Church Library

Paul wrote to Timothy, "When you come, bring the cloak that I left with Carpus at Troas, also the books, and above all, the parchments." 2 Timothy 4:13. Paul had need of books: how much more the growing Christian of today needs the stimulus of books for reference, for Bible study, for inspiration in Christian living!

Spurgeon wrote of Paul, "He was inspired, and yet he wants books! He has been preaching for thirty years, and yet he wants books! He has seen the Lord, and yet he wants books! He has a wider experience than most men do, and yet he wants books! He had been caught up into the very heaven, and had heard things that it was not lawful for a man to utter, and yet he wants books! He had written the major part of the New Testament, and yet he wants books!" (Barton: 100 Great Texts and Their Treatment, p. 111.)

The church library is a teaching tool, important to study for the individual, the class, and the congregation. The library supports the mission of the church as well as the growth of individual members' faith. The Christian, in his study of the Bible, needs the information, discoveries, examples and distilled ideas found in books.

By studying the congregation's teaching, mission, and goals to ascertain what purpose(s) a church library would address, a broadly written statement should be composed highlighting values that a church library could provide. This would depend upon the focus of the local congregation.

The formal, and informal, leaders of a congregation must approve of the need for a library so they will provide the support for it, individually and collectively. After gaining official approval from the governing group, ask for a place in the next year's budget as well as funds now for beginning costs. Suggest specific books and resource materials that individuals might be interested in purchasing as honorariums or memorials.

The Library's Function

A well-selected collection of books, periodicals, Internet resources, and other materials may be used to aid in the congregation's mission.

I. Educational growth needs of the congregation.

- A. Make available appropriate study materials.
- B. Stimulate integrated lesson preparations.
- C. Provide books on how to teach.
- D. Provide information on mission areas as well as major service areas of this congregation. i.e.
 - 1. visitations
 - 2. food
 - 3. pantry
 - 4. shelter
 - 5. divorce recovery
 - 6. youth projects and involvements
 - 7. family abuse

II. Stimulate and encourage reading by members.

- A. Provide books, study helps, inspirational materials, Internet resources, and CD Roms.
- B. Supplement religious books and magazines of the home.
- C. Provide related materials for reading enrichment.

III. Books for children's reading.

- A. Provide value-based reading materials for children and young people.
- B. Provide materials for the children's teachers to use in class preparation as well as in age-level understanding.

IV. Resource materials for public presentation.

- A. Give devotional ideas.
- B. Assist preachers and teachers in their study.

V. A wide variety and format of resources.

- A. A variety of books and other materials arranged and catalogued so that they may be easily found.
- B. Provide vertical file and picture file materials.
- C. Catalog and coordinate media materials, including Internet resources.

VI. Archives of congregational historic materials.

- A. Collect, sort, assemble and preserve documents.
- B. Give access to these materials.

"Study to show thyself approved unto God, a workman that need not to be ashamed, rightly dividing the word of truth," 1 Timothy 2:15.

The Library Personnel

I. Library Committee

The library committee may be volunteers who are interested in this part of the teaching program of the church. The maintenance of a library affords an unlimited ministry of service opportunities. In many congregations the elders appoint a library committee to coordinate the activities of the library; often, a member librarian is available to head the committee.

The committee could:

- A. Write the librarian's job description.
- B. Recruit staff to help in this ministry of service.
- C. Develop long-range plans and policies on budgeting, selection, and usage.

II. Librarian's Job Description

- A. Serves as a member of the Library Committee
- B. Develops a "how to" manual to maintain consistency in procedures.
- C. Provides staff training by mentoring and workshops.

- D. Provides the best in materials and resources for collection development.
- E. Organizes and administers the library to provide a satisfactory level of service.
- F. Publicizes resources and services.
- G. Provides an attractive atmosphere.

III. Library Staff Qualifications

- A. Willing to serve.
 - B. Able to give time.
 - C. Likes people.
 - D. Willing to take occasional special training.
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- Organize the library collection.
 - a. Maintain cataloging devices.
 - b. Provide circulation routines by checking books in and out and maintaining records.
 - c. Shelve books and see that they are in proper order on the shelves.
 - d. Order and process books.
 - e. Do routine mending (no extensive repairs.)
 - f. Publicize the resources of the library i.e. book talks, bibliographies, church bulletin, class visits.
 - Cooperate with teachers by recommending materials and securing needed resources.
 - Become familiar with contents of materials in order to guide users in their choice of reading.

Location and Equipment

I. Location

- A. The library should be located near high traffic areas as a convenience as well as a reminder to members of its availability.
- B. The library should have set hours for accessibility.
- C. The library should be inviting.

II. Equipment

- A. Shelving for books. One running foot of shelf space will be required for each 12-15 books. Magazine titles are more easily read if the shelf is slanted.
- B. Book supports.
- C. Table and chairs. This might include two or three lounge chairs. Handicapped table(s) may be required depending upon the members of the congregation.
- D. Card catalog unit. Cabinets are available in two-tray and four-tray as well as larger ones. Each tray holds approximately 1,200 cards, which provides space for about 400 titles.
- E. Computer and software for computerized cataloging programs
- F. Filing cabinet. A legal size will better accommodate vertical file materials.
- G. Bulletin boards for library wall and perhaps a portable display unit.
- H. Personal computer with online hook up and printing capabilities.
- I. Media equipment; scanners
- J. Projectors and readers for nonbook materials which may be a part of the library's collection.
- K. If nonbook materials are not intershelved, a housing of cabinets or files may need to be provided.

The Collection

Quality in a library collection is much more important than quantity. One dozen good basic reference titles are preferable to a hundred poor choices.

I. Books to add to the library

- A. Basic materials for Bible study. The church library fills a unique place and does not need to rival the public library.
- B. Books whose content and condition make them worthwhile and useable. A quality collection involves selection.
- C. Do NOT add books that are:
 - beyond repair.
 - too brittle to stand use.
 - out of date.
 - inappropriate.
 - very small, hard-to-read type.
 - heavily marked with ink or markers.

II. Book selection sources

- A. See the [Appendix](#) for a bibliography of recommended religious reference books.
- B. Recommendations from library committee as well as ministers, church leaders, teachers and individual members.
- C. Reviews in religious publications.
- D. Catalogs from publishers.
- E. Visits to bookstores and/or lectureships and other church meetings.
- F. Standard lists for church libraries, for ministers' libraries.
- G. Personal reading.

III. Gifts

- A. Accept books with the written, signed agreement that only usable titles will be added to the collection.
- B. Worn and outdated books take time and money to process. They clutter the shelves and obscure good materials.
- C. Asking for book donations will bring good books but also many undesirable ones. Write a statement to give to donors about the ways that the library might use the materials:

1. Add to the collection, as a new title.

2. Add as a duplicate of a popular title.
3. Trade for other titles.
4. Sell in book sales.

D. Memorial gifts for books.

1. provide for lasting memorials that are beneficial to the library and its patrons.
2. Purchase needed titles.
3. Control duplication.

IV. A basic reference collection

- A. Bible in various versions
- B. Concordances
- C. Bible dictionaries
- D. Bible atlases
- E. Bible commentaries
- F. Church history
- G. Bible history
- H. Christian living
- I. Biography
- J. Dictionaries
- K. Encyclopedias.
- L. CD Roms
- M. Internet sources

V. Hard cover books are practical for a library because they stand heavy use. However, paperback books are less expensive, which makes the budget go further. Paperbacks usually need reinforcement to withstand a number of circulations.

VI. Order request forms

- A. List each book considered for ordering on a 3x5 slip of paper for convenience in alphabetizing and handling. Each should contain available order information. See Figure I.

- B. From these slips, select the titles to be ordered. The basic information included in the order will also be used later in cataloging.
- C. Check each slip against the library catalog so that there will be no unintended duplication.

Purchasing Books and Supplies

I. Budget

- A. Funds are usually designated by the elders or ministry leaders and may be supplemented by gifts. The amount of the budget should be understood, and the library should stay within its budget.
- B. The librarian should prepare a written library budget for the elders' approval.
- C. Purchases are usually cleared through a designated person, perhaps the educational director or the church treasurer.

II. Orders

- A. Orders should be made on church letterhead or on an official form, which may be mailed or faxed.
- B. Internet also provides quick, easy ordering.
- C. Full order information should be given when available. This includes number of copies, author, title, publisher, date, and price.
- D. A copy of the order should be returned and a file set up of all orders sent.

III. Invoices

- A. Invoices should be checked promptly and sent for payment.
- B. Unpack books and check with the invoice, putting a check mark by the left margin as each book is unpacked. Note price, source, and date of receipt on order slip.

IV. Supplies

- A. Loose-leaf accession book and sheets
- B. Catalog cards and alphabetic guide cards
- C. Self-sticking labels [A foil-backed cold seal label sticks very well.] Print the call number and place on spine of book in a consistent position, about 1" from bottom of spine
- D. Book cards, book pockets, and date due slips
- E. Library paste
- F. Pressure sensitive mending tissue
- G. Library ownership stamp
- H. Book supports
- I. One-wipe dust cloths

V. How many supplies are needed?

- A. Take inventory of available supplies
- B. Estimate 5 catalog cards per book.
- C. Make a list of needs and costs.
- D. Shop for the best buys.
- E. Try not to order more than you can reasonably store.

VI. Suggested library supply houses

- A. Brodart Supplies, 888-820-4377, <http://www.shopbrodart.com>
- B. Demco P.O. Box 7488, Madison, Wisconsin 53707. 800-356-1200. <http://www.demco.com>
- C. Gaylord Bros., P. O. Box 4901, Syracuse, NY 13321-4901
1-800-448-6160. <http://www.gaylord.com/>
- D. Highsmith Inc., W5527, Highway 106, P.O. Box 800, Ft. Atkinson, WI
53538-0800, 1-800-558-2210 <http://www.highsmith.com> email:
service@highsmith.com
- E. University Products, 517 Main Street, P. O. Box 101, Holyoke, MA
01041-0101, 1-800-628-1912 <http://www.universityproducts.com> email:
info@universityproducts.com

Checklist of Procedures for Books

The following outline of procedures indicates a suggested order to follow and indicate page numbers for the operations involved.

- A. Unpack books and check the invoice.
- B. Pull order slip and note source, date received, and cost of book.
- C. Open and collate books. This is done by placing the back of the book on a flat surface, separating a few pages at a time at the front and back of the book, pressing gently but firmly along the stitching, and repeating until the center of the book is reached.
 - 1. "Check carefully to see that all pages are bound in the right order and that no pages are missing."
 - 2. If an imperfect book is found, indicate this on the invoice and lay the book aside to return for replacement or credit.
- D.
- E. Sign and date invoice, sending the original for payment.
- F. Accession the book and stamp with ownership stamp.
- G. Determine the classification number. Place it on the title page and on the order slip, which is your copy for cataloging.
- H. Select subject headings and add to order slip.
- I. Print book pocket and book card.
- J. If bookplate is used, paste it in the center of the inside front cover. Select a bookplate which has room to type memorials.

- K. Put the call number on spine of the book.
- L. Shelf the book placing it even with the edge of the shelf, and in order, first by number and then by author, as:
 - M. Print catalog cards, including a shelf list card.
 - N. File cards in the card catalog.

- O. File the shelf list card in the shelf list file, which is arranged by classification number, in the same order as the books appear on the shelf.
- P. Shelve book or other material according to its classification number.

The Accession Book

I. Purpose

- A. The accession book provides a chronological listing of books added to the collection. With pertinent information about each, it provides an accurate record, which is easily interpreted by new personnel.
- B. Data on total holdings is available at a glance for the insurance record, as well as the number and price of books added in a given period.
- C. It provides each book with an identifying number and provides space to note loss or other disposition of book.
- D. Computer program can supply same information in a one-step approach.

II. Use

- A. Numbered loose-leaf sheets and notebooks are available from library supply houses. Use separate pages and numbering for each type of material--books, tapes, etc.
- B. Information found in the accession book includes date added, author, brief title, publisher, copyright date, and price or gift information.
- C. No number is used twice. If a book is lost, notation should be made in the remarks column.
- D. In the book, the accession number and the ownership stamp are put on:
 - 1. The title page, just above the publisher's name
 - 2. On two key pages, such as pages 10 and 50. Ownership stamp on outside edges of book aids in identifying library books.
- E.
- F. The accession number also appears on the book card, the book pocket, and on the shelf list card.

Classification of Books

The classification and cataloging of books, with various entries and the intermingling of subject matter, is technical. However, church library arrangements may be kept simple and can be achieved by following a few basic rules.

I. Sources of Bibliographic Information

A. Title Page

1. Title
2. Author
3. Publisher

B. Back of title page - verso

1. Copyright date
2. ISBN (International Standard Book Number)
3. Cataloging in Publication Data - CIP, supplied by Library of Congress
 - a. Authoritative form of author's name
 - b. Title and subtitle
 - c. Publisher
 - d. Library of Congress Control Number - LCCN
 - e. LC assigned subject

II. Methods of classification

- A. Recommended procedure is to give each book a number according to the Dewey Decimal classification system. This arrangement uses numbers to indicate subjects, thereby putting like books together on the shelves and providing an easy method of location and retrieval.

- B. Libraries grow at a faster pace than expected, and it is practical to begin with a recognized classification system.

III. Dewey Decimal System

- A. This system calls for all books to fall in one of ten general subject categories.
 - B. 000 General
 - C. 400 Language
 - D. 700 Fine Arts
 - E. 100 Philosophy
 - F. 500 Science
 - G. 800 Literature
 - H. 200 Religion
 - I. 600 Applied Arts
 - J. 900 History
 - K. 300 Sociology

- L. Each of these classes is subdivided first by tens decreasing to decimal points, keeping like books together on the shelves, as:
 - M. 200 Religion--General Works
 - N. 227 Epistles
 - O. 210 Religion--Natural Theology
 - P. 230 Christian beliefs, Doctrinal
 - Q. 213 Creation
 - R. 240 Devotional
 - S. 214 Suffering
 - T. 250 Minister and his work
 - U. 215 Religion & Science
 - V. 252 Sermons
 - W. 220 Bible
 - X. 260 The Church
 - Y. 220.2 Concordances
 - Z. 264 Public Worship

- AA. 220.3 Bible Dictionaries
- BB. 266 Missions
- CC. 220.7 Commentaries on whole Bible
- DD. 268 Religious Education
- EE. 221 Old Testament
- FF. 270 Church history
- GG. 222.4 Samuel
- HH. 280 Denominations
- II. 225 New Testament
- JJ. 290 Other religions
- KK. 226.6 Acts of Apostles
- LL. 296 Judaism

MM. A book can have only one classification number, which determines that book's place on the shelf--even though it has material on several subjects. It can, however, have more than one subject card to aid users in finding material.

NN. A very brief basic list of classification numbers applicable to church libraries is given in the [Organizational Aids](#) section, Classification. However, if many books are to be processed, [Dewey Decimal Classification and Relative Index](#), abridged edition, should be purchased. It is published by OCLC Forest Press.

IV. Definitions and procedures

A. The call number of each book is composed of the classification number and author letter or letters. The call number for Young's [Analytical Concordance](#), then might be
220.2 (Dewey number for a Bible concordance)
YO (First two letters of Young's name)

B. Many books will have the same classification number and will arrange by author within the number.

- C. Instead of numbers, use the symbol "F" for fiction; "B" for biography; and "P" for picture books:
- D. The symbol "J" over the call number will distinguish children's books from adult ones. These should shelve separately, preferably on counter height shelves, nearer a child's eye level.
- E. A reference book is identified as one used for reference and not meant to be read through, like dictionaries and encyclopedias. No book cards are used for these, as they remain in the library. "REF" placed above the call number distinguishes the reference books from those which circulate.
- F. Before assigning a class number, skim the book to be sure of its content. Titles are often misleading. Tables of contents and chapter headings are good clues.
- G. If two subjects are discussed, use the number for the one about which more is given; or the first one; or assign a general number, which will include both subjects.
- H. Individual biography may be classified "B" or 921. However, instead of author letters, letters for the subject are used. This keeps biographies of the same person together on the shelf. A biography of David Lipscomb might be

V. Placing the Call Number

- A. On the title page and on the spine of the book.
- B. On the book pocket and the book card.
- C. In the upper left-hand corner of catalog and shelf list cards.
- D. Writing the class number in pencil by the accession number in the accession book will double check completion and accuracy of work.

Cataloging the Book

I. The card catalog

- A. The card catalog is the file for public use. It is an alphabetical file of books listed by author, title, and subject.
- B. Cards which give the author, title, publisher, date, paging, and call number will make the book known to the users.
- C. The card catalog will look better if cards are done consistently, using the same spacing and form for each card.

II. Card forms

- A. On each 3x5-order slip, add information needed for printing a complete set of catalog cards. Libraries use a unit card (all basically alike for each book) and type in titles and subjects.
- B. The main entry is the author card. Use the name as given on the title page. If the library has other books by the same author, check the catalog to see if the same form is used for the author's name.
- C. If the book has two authors, the first one is used.
- D. Usually four or more cards are provided for each title. One card files under the author's name, one files for the title of the book, and one or more for the major subject or subjects. One card is made for the shelf list.
- E. The shelf list is exactly like the author card except it includes purchasing and cataloging information. The latter are called tracings. The shelf list is a separate file and is arranged in the same order as the books on the shelves.

III. Subject headings

- A. Many people come to the library looking for a particular subject rather than for a specific book.
- B. Use the same wording for subject headings for books on the same subject. A uniform system often involves arbitrary decisions - INFANT BAPTISM or BAPTISM, INFANT, but not both.
- C. Assign subject headings and write catalog information at the same time class numbers are assigned.
- D. Use headings familiar to library users, and make cross references to guide users to the subjects used.

- E. Names of people may be used as subjects, too.
- F. Cross references direct the user from one subject heading to another. There are two kinds--See and See also. Figure 7.
- G. Be uniform with subject forms. Usually one or two are sufficient. Consider what people will be seeking.
- H. Sears' List of Subject Headings by Anzovin should be purchased if there are many books to be cataloged. The Bibliography in the [Appendix](#) is only a beginning list. Order information for the Anzovin book can also be found in the [Appendix](#). Mark subjects used.
- I. Tracings on the shelf list card are necessary so that all cards may be removed from the catalog if the book is discarded.

IV. Suggestions for typing catalog cards

- A. Begin call number on 3rd typewriter line from top edge of card, and 2nd space from left edge of card.
- B. Begin author's name 4th line from top edge of card (one line below call number) and 8 spaces from left edge of card.
- C. Begin title and subject headings on 3rd line from top and at 2nd indention. (12 spaces from left edge of card.)
- D. If title or subject heading requires more than one line, begin second line 16 spaces from left edge of card.
- E. Capitalize proper names, derivations of proper names, names of organized bodies, the first word of the title, and the first word of the sentence.
- F. Computer programs will take care of the spacing.

V. Filing rules

- A. Filing is alphabetical but the interspersing of various types of entries calls for a few ground rules.
- B. In brief, the rule is "nothing before something." The space between words is nothing, and arrangement follows word for word.
- C. When the same word is used for different headings, file cards in order by:
1. Person; 2. Place; 3. Subject; 4. Title.

- D. Abbreviations are filed as if spelled in full, and elisions as if one word.
- E. Arrange proper names beginning with M', Mc, St as if Mac, Saint.
- F. Disregard articles: a, an, the, as first word but consider them in other instances.
- G. In works by and about an author, file first the author as main entry followed by author as secondary entry, and third, works about an author, arranged secondarily by author of book.
- H. Cross references follow subject entries when in one heading.
- I. Arrange an initial before a word beginning with the same letter. AA comes before Aaron.
- J. Arrange numbers as if spelled out.

Book Cards and Pockets

I. Print

- A. The call number, the accession number, the author, and the title are printed on the book card.
- B. Print the call number and accession number at the top of the book pocket if a long book pocket is used. If a short one is used, this information may be printed on the pocket or penciled in at the top of the book page. See Figure 8.
- C. If library supply pockets are not available, one may cut a slanting piece from durable paper. See Figure 9.

II. Paste

- A. Paste the book pocket on the inside back cover of the book, even with the bottom of the page.
- B. The date due slip is tipped in on the opposite page.

III. Place

The call number, consisting of the classification number and the author letters, must be placed on the spine of the book for ease in shelving and locating the book.

The Vertical File

Pamphlets and Clippings. The vertical file houses pictures, pamphlets, brochures, newsletters, clippings of church activities including meetings, weddings, and funerals as well as other ephemeral materials that do not file on the shelf but which are important sources of information.

I. Supplies and Equipment

- A. Legal size filing cabinet.
- B. Manila folders or large envelopes and alphabetic guides.

II. Subject headings

- A. Develop a list from use. Be consistent in using the same terms, and avoid using synonyms.
- B. The card catalog can be helpful in suggesting words and cross references.
- C. A superseded copy of Reader's Guide (ask your nearest library for one) is helpful, especially for current topics, or an online library catalog may also provide this information.
- D. Anzovin. Sears' List of Subject Headings, gives subjects and also suggested classification numbers. See the Bibliography in the [Appendix](#) for order information.

III. Preparing the material

- A. Indicate date and source on each clipping, if possible, leave this information attached when clipping.
- B. Stamp with ownership stamp.
- C. On each piece, write VF and subject.

- D. If clipping material is of permanent value, consider photocopying.
- E. Label folder with subject. File alphabetically.
- F. If desired, VF subjects may be placed in the card catalog. See Figure 11.

IV. Circulating file materials

- A. Use temporary charge slip. Figure 14
- B. Indicate subject and number of items taken.
- C. Large envelopes are useful for circulating file materials.

Recordings, DISCS, CASSETTES, VIDEOCASSETTES, CDs

Recordings are a library resource, and their use will be expedited if they are cataloged and made available as books are. A union catalog of all resource materials is recommended. A union catalog interfiles cards for different materials.

IV. Accession each item

V. Classification

- A. Assign Dewey number according to content, or use accession number.
- B. Add PTC or other symbol above the Dewey number to indicate media.
 - VCR - videocassette recording
 - CD - compact disc (music)
 - CDR - CD-ROM (software)
 - DISC - LP music or spoken word recording
 - PTC or CPSS - phonotape cassette

VI. Catalog

- A. Use the following form:

- B. Print cards and file in card catalog.
- C. Print shelf list card, adding accession number, price, date, and source. File in shelf list file.
- D. Print checkout card and attach with rubber band.
- E. Type pressure sensitive labels for cassette and box. Use size approximately 4" x 3". Place ownership stamp on label on reverse side.
- F. If PTC has an accompanying manual.
 - 1. Note this on the catalog card
 - 2. Assign the manual the same call number
 - 3. Stamp it with ownership stamp
 - 4. File or shelve it adjacent to cassette.

Video-tape Recordings

VII. Accession each videocassette

VIII. Classification

- A. Assign Dewey number according to content or use accession number as a shelving and location device.
- B. Add the symbol VTR above the Dewey number.

IX. Catalog card

- A. Call number
- B. Author
- C. Title
- D. Publisher
- E. Time
- F. Color

G. Size

Notice the following example:

X. Print cards

A. File cards

B. Label each videocassette

Motion Pictures

I. Accession each reel in the accession book

II. Classification

A. Assign a Dewey number according to content, or use accession number.

B. Add the symbol MP above the Dewey number.

III. Catalog

A. Include call number, title, producer, date, timing, color, speed, and series.

B. Use the following form:

C. Print catalog cards and file them in the card catalog.

D. Print shelf list card, adding accession number, price, source, and date.

E. Print checkout card and file.

F. Write call number and accession number on the container top, using label if needed.

G. Stamp with ownership stamp.

H. File with other films.

Circulating Material for Home Use

I. Library hours

- A. The library will be more frequently used before and after regular church services.
- B. It is better to be open a shorter time than to leave the library unattended.

II. Supplies needed for circulation desk

- A. Charging tray (or box) and set of alphabetic guides.
- B. Band dater and stamp pad.

III. Suggested circulation rules

- A. Books are ordinarily kept for two weeks and renewed for the same period. Some nonprint items might need to be restricted to two-day use.
- B. Teachers using books as part of their lesson preparation are entitled to longer checkout periods.
- C. Fines are not charged, but everyone should feel responsible for returning materials on time so that others may use them. Overdue reminders should be mailed at stated intervals.
- D. Reference books should be kept to a bare minimum so that maximum use may be gained from circulating the books.

IV. How to check out a book or other item

- A. Have patron sign card with name and address. Stamp date due slip and book card with date due. Some church libraries have all books due on Sunday.
- B. File card. Cards file alphabetically by author, or they may be filed by call number or date due.
- C. When material is returned, draw a line with a black Magic marker through name [to protect the privacy of the borrowers], replace card in book, and replace book on the shelf.

V. Circulation record

- A. Keep a record of number of items checked out; a total marked on a calendar is sufficient. It may be helpful to keep separate totals by type of materials.
- B. Sample circulation record card:

Periodicals

I. Magazine subscriptions

- A. Magazines bring current and pertinent information; subscriptions may be placed for certain titles.
- B. Make a card for each title received regularly. Use a 3x5 card or purchase printed ones. See Figure 15.
 - 1. On the card mark date of arrival of each issue.
 - 2. Mark each magazine with library ownership stamp.
 - 3. Place on current magazine shelf.

II. Circulation of magazines

- A. Current issues are kept in the library; however, there may be some demand for back issues to circulate, especially for teachers who may want them for their classes.
- B. To circulate magazines, use a temporary charge slip (Figure 14) giving title and date of issue OR
 - 1. Make book cards for each title and file them alphabetically.
 - 2. When an issue is checked out, take title card from file, have borrower sign it, and indicate date of issue. Stamp with date due and file in the circulation file.
 - 3. When the magazine is returned, pull the card from the circulation file; mark through the name; put the magazine on the shelf and refile the title card in its place.

III. Restoration Serials Index

- A. An index for most religious publications and lectureships associated with the churches of Christ.
- B. May be purchased in a print copy by writing RSI, ACU Box 29208, Abilene, TX 79699
- C. Available without charge online at <http://nun.acu.edu/rsi/index.php>.

Care of Library Materials

I. Binding

- A. Periodical volumes, which the library wishes to keep, may be sent to a commercial bindery for binding. Only complete volumes and those which will be of permanent value, should be bound. Consider binding those that are indexed in Restoration Serials Index.
- B. Books sent for rebinding should have worthwhile content and should have all pages intact. The paper should not be brittle.
- C. Each bound periodical volume should be accessioned and stamped. It may then be cataloged and classified as other books. Another way of handling all bound periodicals is to arrange alphabetically by title on the periodical shelves.
- D. 205 is a general classification number for religious periodicals.
- E. As library hours are limited, it is helpful for bound periodicals to circulate--this will require cards, pockets, and date due slips.

II. Discarding books

- A. Discard books which are worn and obsolete.
- B. Mark the shelf list card and the accession book with date discarded and indicate disposition--lost in circulation, lost and paid, etc.
- C. If the library has no other copy of the book, its cards should be removed from the catalog.
- D. The discarded book should be marked: Discarded (date).

III. Inventory

- A. By checking each shelf list card with the book on the shelf (the card in the circulation file or the record in the computer), it can be determined if any books are missing.
- B. Clip the shelf list card of those missing. If the book is still missing in a second inventory, withdraw it from the library.

IV. Mending

- A. Only simple mending should be attempted.
- B. Plastic adhesive such as Gaylord's Magic Mend makes the book mending easy.
- C. The following can be done with plastic adhesive and mending tape (not regular Scotch tape.)

When one cover is torn loose

- Brush plastic adhesive on back of contents, inside of cover, and on edge.

When the cover is loose

- Bend the covers back and brush adhesive between the back and the cover. Work from both ends.

When the back is torn

- Brush adhesive on torn section and the exposed part of contents. Press firmly together.

For torn pages

- Place waxed paper under torn page. Apply thin coat of adhesive on edge of tear.
OR: cut piece of mending tape from dispenser and apply.

For loose pages

- "Tip in." Apply a narrow strip of adhesive on back edge of paper with side of brush. Open book and insert page, pushing it well into the back.

When cover and pages are torn loose

- Apply adhesive and fit page back into place, working from outside edge so that pages are even and hinge is replaced.

Preservation of Library Materials

- I. Preservation is a set of actions taken to prevent, stop, or retard deterioration of library materials. Many low-cost ways of preserving library materials are easy and inexpensive but must be practiced to help.**
- A. Use clean hands to touch library materials.
 - B. No food or drink in the public access of the library because of the damage caused by spills and the danger of attracting harmful insects.
 - C. To prevent damage to the book, remove paperclips, slips of papers, straight pins, staples, rubber bands, newsprint, post-it notes, pressed flowers and other foreign objects from books.
 - D. Place materials needing repair in the mending area immediately.
 - E. Do not use scotch, duct, masking or similar kinds of tape when repairing books.
 - F. Load books properly on the book truck. Use a bookend to hold books steady.
 - G. Shelf oversize books spine down.
 - H. Use a step-stool to see higher shelves.
 - I. Be aware of environmental conditions such as high heat and/or humidity, or low air flow which will produce mold and mildew in the paper materials. Do not allow sunlight to damage library items.
 - J. Do not do anything in preservation procedures that cannot be undone!

The Handling and Shelving of Books

- II. Shelf a book so that it stands vertically and upright, supported by books and/or book ends. Books shelved too loosely become permanently bent or splayed.**
- III. Overcrowding of materials make it hard to remove a single item from shelf and damage the book bindings.**
- IV. If a volume is too tall to shelve vertically, shelve it on its spine or flat, no more than 3 deep.**
- V. Slide 2 adjacent books back in order to grasp a book for removal. Do not pull the top of the spine because of the headcap damage.**

Promoting Library Use

Emphasis has grown in the library world from the idea of a building--to books--to information retrieval. Organization of materials is not an end in itself.

- I. **Library hours should be definite so people will know when the books are accessible.**

- II. **The library, whether a room or a storeroom converted, should be well arranged and inviting.**

- III. **The library committee should be enthusiastic and helpful, as well as knowledgeable, about available materials. People are needed to "sell" the uses of a library, not to protect it.**

- IV. **Notices in the church bulletin about new books and hours are helpful. Features, such as a suggested title for reading each week, might be utilized, as well as frequent brief reviews. Main lobby exhibits of new and/or popular materials.**

- V. **A bulletin board serves the dual purpose of contributing to the library's appearance and advertising its wares.**
 - A. An attractive bulletin board or computer banner need not be complicated. Feature a simple arrangement with a caption and book jackets.
 - B. Scriptures may serve as captions:
"The word...is a lamp unto my path," Psalms 119:105
"Wisdom...is more precious than rubies." Proverbs 3:15
"Study to show thyself approved..." I Timothy 2:15

 - C. Some suggested captions:
Signpost to better Bible knowledge
Read, study, and meditate
Resolved: to read more

Stop - Look - Learn
You CAN take them with you
Make time worthwhile - Read
Books are treasures
Make your reading grow
Memo: Take along books
Slated for reading
Headlines for September
Hand Picked
Springtime is Reading Time

Classification of Religious Books (Dewey classification with some variation)

000 General Works
234.3 Redemption
004 Computers
234.5 Repentance
005.43 Programs for computers
234.7 Justification
030 General Encyclopedia
234.8 Sanctification and holiness
050 General Periodicals
234.9 Predestination and free will
100 Philosophy, Psychology
235 Spiritual beings
170 Virtue
235.2 Saints
177.3 Slander, flattery, truthfulness, lying
235.3 Angels
178 Abstinence, gluttony, greediness, temperance
235.4 Devil
178.1 Alcoholism
236 Eschatology - Death, resurrection and judgement
178.8 Narcotics

236.1 Death
179.2 Treatment of children
236.2 Future life
200 Religion
236.3 Millennium
200.16 Religion, bibliography
237 Future life
200.92 Individual biography
237.4 Heaven
201 Philosophy of religion
237.7 Hell
202 Handbooks, Outlines
238 Creeds
203 Dictionaries, Encyclopedias
239 Apologetics and polemics
204 Religion - addresses, essays, lectures
241 Moral theology and devotional theology
205 Religious periodicals
241.4 Christian virtues
205.016 Religious periodical index
241.5 Codes of Conduct
207 Religion - Study and teaching
241.52 Ten Commandments
209 Religions - History
241.6 Specific moral issues
210 Natural theology
241.6424 Illness and Death
211 Concepts of God
241.66 Sex (Theology)
212 Nature of God
242.2 Prayers - daily (Devotional calendars)
213 Creation, Evolution; Religion and science; Good and Evil
242.4 Prayers - for consolation in time of trouble and bereavement
220 Bible. General Works
242.8 Collection of prayers
220.07 How to study the Bible

245 Hymnology (Hymns without music, History and criticism)
220.076 Bible - Quizzes
246 Art in Christianity
220.1 Origin and authenticity, Inspiration, authority
247 Church furnishings
220.2 Bible concordances; Topical dictionaries
248 Personal religion and Christian life
220.3 Bible dictionaries and encyclopedias
248.2 Religious experience
220.4 Original texts and early versions
248.24 Conversion
220.5 Modern versions and translations
248.3 Worship
220.6 Interpretation and criticism
248.4 Christian life and practice
220.7 Bible Commentaries - sets
248.5 Witness bearing (Christianity)
220.8 Special subjects, as medicine and religion
248.6 Stewardship, Christian
220.817 Bible - Ethics
248.8 Christian life for specific groups
220.83 Family - Biblical teaching
248.82 Children
220.852 Biblical calendars
248.83 Young adults
220.9 Biblical geography and history
248.832 Young men
220.91 Bible - Geography
248.833 Young women
220.92 Biographies of Biblical characters
248.834 College students
220.93 Biblical archaeology
248.84 Adults
220.95 History based on the Bible, including Bible stories retold
248.842 Men
221 Old Testament (specific parts 222-224)

248.843 Women
221.4 Dead Sea Scrolls & other early texts
248.85 Aged
222 Historical books
248.86 Ill, bereaved and handicapped
222.1 Pentateuch, Torah
248.88 Occupational classes
222.11 Genesis
249 Christian worship in family life
222.12 Exodus
250 Pastoral theology
222.13 Leviticus
251 Homiletics, Preaching
222.14 Numbers
251.01 Preparation
222.15 Deuteronomy
251.02 Sermon outlines
222.16 Decalog, Ten Commandments
251.03 Delivery
222.2 Joshua
251.07 Radio and television
222.3 Judges and Ruth
251.08 Homiletical illustrations
222.32 Judges
252 Texts of Sermons
222.35 Ruth
252.1 Funeral sermons
222.4 Samuel
252.53 Children's sermons
222.43 1 Samuel
253 Minister's life and duties
222.44 2 Samuel
253.2 Life and person, qualifications
222.5 Kings
253.22 Minister's wife
222.53 1 Kings

253.5 Counseling
222.54 2 Kings
253.7 Visitation (Evangelistic methods)
222.6 Chronicles
253.75 In prison
222.63 1 Chronicles
254 Church administration
222.64 2 Chronicles
254.2 Urban churches
222.7 Ezra
254.24 Rural churches
222.8 Nehemiah
254.3 Use of radio and television work
222.9 Esther
254.4 Public relations and publicity
223 Poetic Books
254.5 Membership - growth
223.1 Job
254.7 Buildings and equipment
223.2 Psalms
254.8 Finance (budget, income, etc.)
223.5 Psalms in Worship
255 Religious congregations and order
223.6 Commentaries on Psalms
259 Activities of the local church
223.7 Proverbs
260 Church and its work
223.8 Ecclesiastes
260.8 Religion and sociology
223.9 Song of Solomon
260.83 Church and social problems
224 Prophetic books
260.87 War and religion
224.1 Isaiah
261 The church, general works
224.2 Jeremiah

261.058 Church directories
224.3 Lamentations
261.09 Church-history, restoration movement
224.4 Ezekiel
262 Church government
224.5 Daniel
262.1 Church leadership
224.6 Hosea
262.12 Elders
224.7 Joel
263 Days and times of religious observance
224.8 Amos
263.3 Sunday
224.9 Other minor prophets
264 Public worship
224.91 Obadiah
264.1 Prayers
224.92 Jonah
264.2 Church music
224.93 Micah
264.3 Communion sacrament
224.94 Nahum
264.7 Prayer meeting
224.95 Habakkuk
265 Sacraments
224.96 Zephaniah
265.1 Baptism
224.97 Haggai
265.5 Marriage service
224.98 Zechariah
265.85 Funeral service
224.99 Malachi
266 Missions
225 New Testament (specific part 226-228)
266.01 Missions - theory
225.48 Bible NT Greek

266.016 Bibliography
225.92 Bible NT Biography
266.069 Missionaries
226 Gospels and Acts
266.07 Missions - study and teaching
226.1 Harmonies of the Gospels
266.09 Missions - history
226.2 Matthew
266.092 Biography
226.3 Mark
267 International Christian movements
226.4 Luke
268 Religious education
226.5 John
268.09 Christian education - history
226.6 Acts of the Apostles
268.1 Administration
226.7 Miracles
268.146 Sunday Schools
226.8 Parables
268.2 Building and equipment
226.9 Sermon on the Mount
268.3 Teacher training
226.93 Beatitudes
268.4 Organization (Teaching departments and divisions)
226.96 Lord's prayer
268.43 Specific departments
227 Epistles
268.432 Religious education - children
227.1 Romans
268.433 Religious education - youth
227.2 1 Corinthians (and both 1 & 2 Cor.)
268.434 Religious education - adults
227.3 2 Corinthians
268.6 Methods of teaching
227.4 Galatians

268.61 Special methods, textbooks
227.5 Ephesians
268.635 Audiovisual methods
227.6 Philippians
269 Spiritual renewal
227.7 Colossians
269.1 Personal work
227.8 Other Pauline epistles
269.2 Evangelistic work
227.81 1 Thessalonians (and both 1 & 2 Thess.)
270 Church history
227.82 2 Thessalonians
270.1 Apostolic period to 235
227.83 1 Timothy (and both 1 & 2 Tim.)
270.2 Period of ecumenical councils 325-789
227.84 2 Timothy
270.6 Reformation
227.85 Titus
270.7 Church history 17th & 18th century
227.86 Philemon
270.8 Modern church, 1789-
227.87 Hebrews
272 Persecutions martyrs
227.9 Catholic epistles
274 History of Christian church in Europe
227.91 James
275 Asia - church history
227.92 1 Peter (and both 1 & 2 Peter)
276 Africa - church history
227.93 2 Peter
277 North America - church history
227.94 Epistles of John and 1 John
278 South America - church history
227.95 2 John
280 Christian churches and sects
227.96 3 John

281 Primitive churches
227.97 Jude
282 Roman Catholic Church
228 Revelation (Apocalypse)
285 Presbyterian, American reformed, congregational churches
229 Apocrypha and pseudepigrapha
286 Baptist churches
230 Doctrinal theology
286.7 Adventist bodies
230.66 Churches of Christ - doctrinal and controversial works
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288 Unitarian churches
231.1 God the Father
289 Other Christian sects
231.2 God the Son
290 Other religions and comparative non-Christian religions
231.3 God the Holy Spirit
291 Comparative religion
231.4 Attributes
291.23 Death
231.5 Divine providence
296 Judaism
231.6 Love (Theology)
297 Islam and religions originating in it
231.8 Suffering (Biblical teaching)
301.415 Adultery
232 Jesus Christ, Christology
301.4284 Divorce
232.1 Jesus Christ, Incarnation/virgin birth (Messiahship)
305.235 Young adults
232.3 Atonement (Christ as redeemer)
306.8 Marriage and family
232.5 Jesus Christ - Resurrection
362.76 Child abuse
232.6 Coming of Christ

362.8293 Wife abuse
232.7 Judgment of Christ
364 Crime
232.8 Diety, Humanity of Christ
364.36 Juvenile delinquents
232.9 Life of Christ - includes teaching
390 Customs and folklore
232.91 Mary
423 English language dictionaries
232.92 Infancy of Jesus
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232.93 Joseph and family
581 Botany
232.94 John the Baptist
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232.95 Public life of Jesus, includes baptism, temptation, calling of the apostles
600 Technology
232.954 Teachings
612.67 Aging
232.955 Miracles
621.38 Computer software
232.956 Transfiguration
641.5 Cookbooks
232.957 Last Supper
649 Child rearing and home care of sick and infirm
232.958 Last Words
700 The arts
232.96 Passion and death
726 Church architecture
232.962 Trial, Condemnation
782.27 Hymns
232.963 Crucifixion and death
790 Games and sports
232.964 Burial
793 Indoor games and amusements
232.97 Resurrection, appearances, ascension

800 Literature
233 Humankind
808.5 Public speaking
233.1 Creation and fall of man
809.93 Bible as literature
233.2 Sins
811 Poetry
233.4 Accountability
814 Essays, letters
233.5 Spirit, Soul, Spiritual life
900 History and geography
234 Salvation and Grace
915.69 Palestine - description and travel
234.1 Grace
930 Ancient History
234.2 Faith
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Electronic Programs

I. Cataloging

A. Librarian's helper

1. Easy-to-use, stand-alone, menu-driven computer program.
2. Produces AACR2 standard cards for print and non-print items.
3. Produces labels for spine, book pocket, and circulation.
4. Data storage
 - a. Saves materials records.
 - b. Allows changes to be made.
 - c. Prints acquisition reports.
 - d. Allows transfer of ASCII data on disk to online catalog and database programs.
5. Hardware requirements.
 - a. Uses any IBM compatible computer.
 - b. Dot matrix printer with tractor feed is recommended for card stock.
 - c. More information
 1. <http://www.scarecrowpress.com/>
 2. 1-800-544-3570 between 9 and 4 Pacific time.
 3. Price: \$150.

B. Library Master

1. Bibliographic and textual database manager.
2. Creates perfectly formatted library catalogs in any style.
 - a. Serials Lists
 - b. Acquisitions lists
 - c. Book spine labels
 - d. Pocket labels

3. Hardware requirements.

- a. 32-bit windows version for Windows 95, 98, NT and 2000 as well as a DOS version.
- b. Supports most printers including laser.

4. Program features

- a. Wide variety of fields in variable lengths, up to 65,000 characters.
- b. Data compression.
- c. Easy-to-change database.
- d. Command menus.
- e. Multilingual support for western European languages.
- f. Pop-up tables.
- g. Global search and replace.
- h. Finds duplicate records in database.
- i. Ignores letter cases.
- j. Search combination of fields using "and," "or," or "not" operators.
- k. Saves search strategies.
- l. Sorts multiple fields, including by Dewey Decimal Numbers.
- m. Networking

- 1. Gives multiple-user power, allowing all users to edit and search the database at the same time.
- 2. Automatic record locking to insure database security.
- 3. Options allow read-only databases.

5. More information available

- a. 1-800-763-8542 to order free demonstration copy.
- b. <http://www.balboa-software.com> to download demonstration copy.
- c. LibMast@listserv.appstate.edu

d. Price:

1. one computer: \$249.95
2. Network: \$749.95

II. CD Software available including full-text Bibles, handbooks, dictionaries, encyclopedias, guides, concordances, atlases, and Greek.

- A. Abingdon Software packages. <http://www.abingdon.org>
Maybe ordered through Cokesbury at 1-800-672-1789.
- B. Athenaeum Light. <http://www.zdnet.com>
Runs on windows or Mac platform
- C. Ages Software. <http://www.ageslibrary.com> 1-800-297-4307.
- D. Autoillustrator. Autoill@aol.com 1-970-330-1925.
- E. Baker Digital Library. <http://www.bakerbooks.com> 1-616-676-9185
- F. BIBLESOFT. <http://www.biblesoft.com> 1-206-824-0547
- G. Logo Research Systems. <http://www.logos.com> 1-800-875-6467
- H. Kirkbride. <http://www.WORDsearchBible.com> 1-800-888-9898
- I. Parsons Technology <http://www.parsonstech.com> or <http://www.quickverse.com> 1-800-644-6344
- J. Shareware.com <http://www.shareware.com>
 1. BookCat 98 --\$60 by mail, \$39 by downloading.
 2. Book Librarian
- K. SmartTracker. <http://www.shareware.com> - May download an evaluation copy but to use it, you must remit \$28.

III. Internet Sites

- A. Sites available include Bible Studies, Missions, Christian Bookstore, Publications, Churches, Schools, Dictionaries, Thesaurus, Bibliographies, Restoration Movement sites, Research tools, Discussion groups.
- B. A few Web addresses:

1. Abilene Christian University
 - a. Library, <http://www.acu.edu/library/>
 - b. Center for Restoration Studies <http://www.bible.acu.edu/crs>
 - c. Milliken Special Collections <http://www.acu.edu/academics/library/cfm/index.html>
 - d. Restoration Serials Index <http://www.restorationserialsindex.org>

2. Restoration Movement Sites
 - a. <http://www.mun.ca/rels/restmov/texts/>
 - b. <http://www.ag.uiuc.edu/~mcmillan/Restlit/rlindx.html>

3. Merriam-Webster OnLine-Dictionary-Tesaurus - <http://www.m-w.com/>

4. Britannica.com - <http://www.britannica.com/>

A Select Bibliography of Reference Works for Biblical Studies by Craig Churchill ACU Theological Librarian

Translations: Guides and Multi-Translations

220.52 *Eight Translation New Testament*. Wheaton, IL: Tyndale, 1987.

220.52 Lewis, Jack P. *The English Bible, from KJV to NIV: a History and Evaluation*. 2nd ed. Grand Rapids, MI: Baker, 1991.

225.52 *The Contemporary Parallel New Testament*. New York: Oxford University Press, 1997.

225.52 Kohlenberger, John R. III, ed. *The Precise Parallel New Testament: Greek text, King James Version, Rheims New Testament, Amplified Bible, New International Version, New Revised Standard Version, New American Bible, New American Standard Bible*. New York: Oxford University Press, 1995.

Concordances

220.5208 Goodrick, Edward and John R. Kohlenberger III. *The NIV Exhaustive Concordance*. Grand Rapids, MI: Zondervan, 1990.

220.520433 Kohlenberger, John R. III. *The NRSV Concordance Unabridged: Including the Apocryphal-Deuterocanonical Books*. Grand Rapids, MI: Zondervan, 1991.

220.2 Strong, James. *Strong's Exhaustive Concordance of the Bible*. Nashville: Abingdon, 1980.

Theological Dictionaries for Non-Greek Reading Students

225.3 Brown, Colin, ed. *The New International Dictionary of New Testament Theology*, 4 vols. Grand Rapids, MI: Zondervan, 1975-1986.

487.333 Kittel, Gerhard and Gerhard Friedrich, eds. Tran. Geoffrey Bromiley, abridged in one volume, *Theological Dictionary of the New Testament*. Grand Rapids, MI: Eerdmans, 1985.

221.3 Van Gemeren, Willem A., ed. *New International Dictionary of Old Testament Theology and Exegesis*. 5 vols. Grand Rapids, MI: Zondervan, 1997.

Bible Dictionaries and Encyclopedias

220.3 Bromiley, Geoffrey, ed. *The International Standard Bible Encyclopedia*. Full rev. in 4 vols. Grand Rapids, MI: Eerdmans, 1979-1988.

220.3 Freedman, David Noel, ed. *Eerdmans Dictionary of the Bible*. Grand Rapids, MI: Eerdmans, 2000.

220.3 Buttrick, George ed. *The Interpreter's Dictionary of the Bible*, in 4 vols., with supp. vol. by Keith Crim. Abingdon, 1962; 1976.

220.3 Freedman, David Noel, ed. *The Anchor Bible Dictionary*. 6 vols. New York: Doubleday, 1992.

226.03 Green, Joel B. and Scot McKnight, eds. *Dictionary of Jesus and the Gospels*. Downers Grove, IL: InterVarsity, 1992.

227.03 Hawthorne, Gerald F., Ralph P. Martin, and Daniel G. Reid, eds. *Dictionary of Paul and His Letters*. Downers Grove, IL: InterVarsity, 1993.

225.3 Martin, Ralph P. and Peter H. Davids, eds. *Dictionary of the Later New Testament*. Downers Grove, IL: InterVarsity, 1997.

Other Works

203 Cross, F. L., and E. L. Livingstone, eds. *The Oxford Dictionary of the Christian Church*. 3rd ed. New York: Oxford, 1997.

270.1 Ferguson, Everett, ed. *Backgrounds of Early Christianity*. Rev. ed. Grand Rapids, MI: Eerdmans, 1993.

270.103 _____. *Encyclopedia of Early Christianity*. 2nd ed. 2 vols. New York: Garland, 1997.

230.03 Ferguson, Sinclair B., and David Wright, eds. *New Dictionary of Theology*. Downers Grove, IL: InterVarsity, 1988.

220.5 HarperCollins *Bible Pronunciation Guide*.

General Guides to the Literature

220.07 Danker, Frederick. *Multi Purpose Tools for Bible Study*. Rev. ed. Philadelphia: Fortress, 1993.

200.16 Kepple, Robert J. and John Muether. *Reference Works for Theological Research*. 3rd ed. New York: University Press, 1991.

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Glossary

AACR2, Anglo-American Cataloging Rules for description, choice of access points, and forms of heading.

Accession number, a number assigned to each item as it is received in the library.

Acquisitions list, a list of materials added to the library in the sequence in which they are added, usually recorded in a book or ledger.

Archives, a place where public records or historical documents are preserved.

ASCII, American Standard Code to facilitate interchange of data among various types of data processings and data communication equipment.

Author, the person chiefly responsible for the intellectual or artistic content of a work.

Bibliography, a list of writings on a given subject or by a given author.

Book, a published work, usually printed on paper and protected by a cover or the text block and its endsheets, linings, and cover.

Book spine, the space between the cover boards which accommodates the thickness of the text block.

Bookplates, the book owner's identification label that is pasted to the inside front cover of a book.

Call numbers, the numbers and letters used to identify and locate a particular item on the shelf.

Card catalog unit, 3 x 5 cards filed alphabetically of materials listed by author, title, and subject for public use and a shelf list card filed by Dewey Decimal Classification number for the library staff use.

Catalog, a list of books, maps, recordings, coins, or any other medium that composes a collection. It may be in the form of cards, books, or computer programs.

Cataloging, the process of describing an item in the collection, finding a subject and giving a classification number.

CD, compact disc (music)

CD ROM, an acronym for compact disc read-only memory.

CDR, CD ROM (software)

CIP, cataloging in publication provided by the Library of Congress, located on the verso of the book's title page.

Circulation, a library check-out procedure which allows patrons, by signing their names, to remove material from the library for a specified length of time.

Collate, to examine a book to determine whether it is complete and perfect.

Copyright, the exclusive legal right to reproduce, publish, and sell the matter and form of a literary, musical or artistic work.

Classification number, a number based on the Dewey Decimal Classification system.

Collection development, decisions as to which titles fulfill the needs of the users.

Cross reference, a reference made from one entry in a catalog to another.

Dewey Decimal Classification, a classification of library materials to put all knowledge into ten major classes.

Dot matrix printer, a computer printer which prints a pattern of dots in a grid which characters (alphabetic and/or numeric) is formed.

Ephemeral materials, publications which lasts briefly.

Formats, the physical form of an item and the way its component parts relate to one another.

Head, the top of a book as it sits upright.

ISBN, International Standard Book Number, a distinctive and unique number assigned to a book.

Laser printer, uses a light beam to transfer images to paper.

Library, a place in which literary, musical, or reference materials are kept for use but not for sale.

Library committee, volunteers who coordinate the activities of the library.

Main entry, a full catalog entry which gives all of the information necessary for complete identification of a work.

MP, motion picture.

Networking, the exchange of information or services among individuals, groups, or institutions.

Nonbook materials, term used to designate collectively maps, globes, motion pictures, filmstrips, video-recordings, and sound recordings.

Online catalog, screens giving direct access to machine-readable catalog records.

Preservation, the action taken to retard, stop, or prevent deterioration in a proper storage environment, policies for handling and use of library materials, conservative treatment for damaged or deteriorated items, and selective transfer of deteriorated items to an alternative format such as microfilm.

Projectors, an optical instrument for projecting an image upon a surface.

PTC, added above the Dewey number to indicate media.

Reference, a work, as a dictionary or encyclopedia, containing useful facts or information.

Scanners, an optical reading device that can recognize text, drawings, and photographs and convert them into electronic representation of the images.

Serials, a publication issued in successive parts at regular or irregular intervals and intended to continue indefinitely, i.e. magazines, newspapers.

Shelf list, a record of the items in a library with entries arranged in order of items on the shelf.

Subject headings, a word or a group of words indicating a subject.

Text block, the group of sections or leaves that form the book before it receives its cover.

Tracings, the record on the main entry record of all the additional entries under which the work is listed in the catalog.

Tractor-fed printer, a machine through which paper with holes along its edges is fed by sprocket wheels within the device.

VCR, videocassette recording.

Vertical files, materials arranged vertically in filing drawers, usually pamphlets, clippings, and similar materials.

VF, vertical file.

VTR, video-tape recording.