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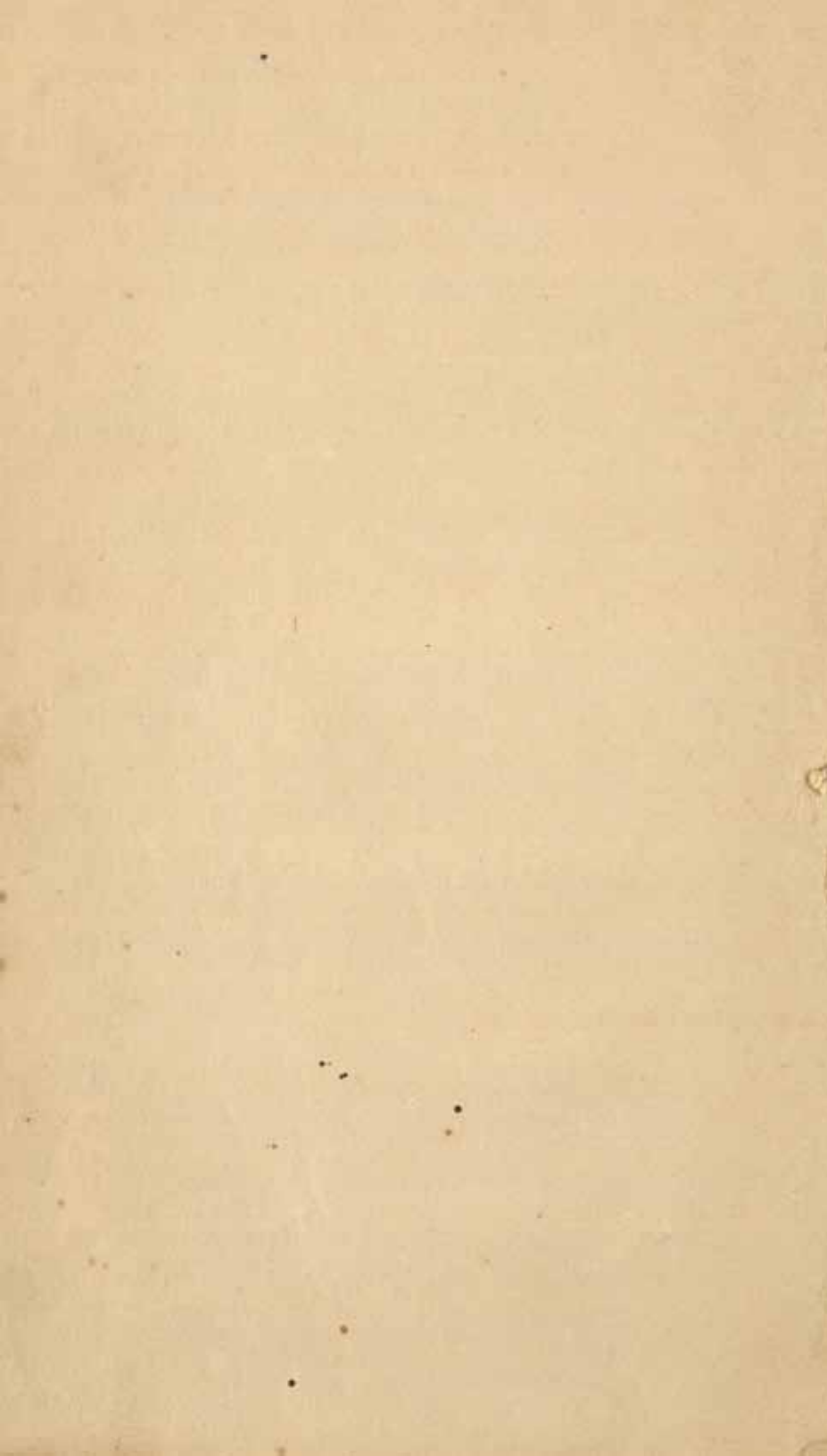
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# BOOK SELECTION AND SYSTEMATIC BIBLIOGRAPHY

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By

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DEDICATED TO THE MEMORY OF  
BENOY KUMAR CHATTERJEE

*Who Symbolized*  
"Living with Books"  
With Real Professional Passion

PRESENTED TO THE MEMBERS OF  
THE HOUSE OF COMMONS

BY  
THE SECRETARY OF STATE  
FOR THE COLONIES  
AND  
THE WEST INDIES

## Dr. NIHAR RANJAN RAY

BAGISVARI PROFESSOR OF INDIAN ART ★ HEAD OF THE DEPARTMENT OF ANCIENT INDIAN HISTORY AND CULTURE ★ DEAN OF THE FACULTIES OF ARTS AND OF FINE ARTS & MUSIC ★ VICE-PRESIDENT OF THE UNIVERSITY COLLEGE OF ARTS, UNIVERSITY OF CALCUTTA

★

MEMBER OF PARLIAMENT, INDIA

April 4, 1960.

I am happy to introduce this little book on Book-Selection and Systematic Bibliography by Sri A. K. Mukherjee, to our growing number of students of Librarianship in our Universities and professional associations. For the last few years the number of libraries of various types and forms has been steadily increasing in our country and there has been a growing demand of books on various aspects of library organisation and administration—books planned and organised and written in the context of our own problems and situations. It is gratifying that attempts are slowly being made to meet this demand, in England as well as in our regional languages. Sri Mukherjee's book seeks to offer an outline of the topics, dealt with, but the outline seems to be clear and precise and the slant given to the Indian content will, I am sure, be appreciated by those who would use this book as a tool of their profession.

*Nihar Ranjan Ray*



## THE BUREAU OF THE ARMY

THE BUREAU OF THE ARMY is the central authority for the management of the Army. It is the only office in the Army which is responsible for the management of the Army as a whole. It is the only office in the Army which is responsible for the management of the Army as a whole.

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## PREFACE

The subjects dealt with in this book are perhaps the most neglected ones in library science, taking into view the courses of study approved for students of librarianship in the various Universities and professional institutions running such courses. Even where they are taught, they are relegated to the secondary status. It is, however, inconceivable that the so-called librarian would lack in the essential knowledge about books, their demand, their value of contents, the methods of procuring them and of the various types of tools which describe them. A knowledge of books and of bibliographical technique are essential prerequisites of a professional librarian. At the risk of inviting criticism I have linked up Book-Selection with Systematic Bibliography. Although these two subjects have been separately dealt with, it has been amply demonstrated that their interests overlap in their practical application. Librarian is to provide for the reading materials required by his readers to meet their intellectual and recreational demand, he is also to provide the discerning reader and scholar with tools which describe the available literature which are systematically organized in the form of bibliographies. The book-trade bibliographies, the national bibliographies and the subject bibliographies are as much important as book-selection tools as they are in the field of study and research, for the reader's guidance.

Drury's "Book Selection", Haines' "Living with Books" and McColvin's "Theory of Book Selection for Public Libraries" still remain the fountain-heads from which generations of librarian have drawn heavily for their knowledge in the theory and principles of book selection. Similarly, for the study of systematic or enumerative bibliography, where entries of individual books are assembled into useful and logical arrangements for reference and study, Besterman's "Begining of Systematic bibliography", the latter portion of Isaide's "Student's Manual of Bibliography", Collison's

## PREFACE

"Bibliographies: Subject and National" and Spargo's "Bibliographical manual" are perhaps the best available sources. This book does not claim to emulate their eminence, rather it admits of re-iterating or re-emphasising most of what they have contributed towards the subjects, infusing something new, though well-known, on the basis of recent experiences. It is common knowledge that considerable difficulties are encountered by librarians in course of their fundamental task of building up a balanced book-stock for their libraries and to maintain a steady inflow of current reading materials, to overcome which, they would not only need a theoretical background of the concepts and of the guides and tools, but they must also have a clear conception of the book-trade organisation, so that, the sources of supply are sure, prompt and economic. An attempt has been made in this book to offer some information about the latter aspect also. Very seldom the study of bibliography strays beyond the historical and critical aspects of the subject. Systematic or reference bibliography is neglected in most cases. When readers want to know more of a subject or an author, or seek advice for organized and planned reading or when some research programmes are taken in hand by the users of a library, only then the librarian's resources are put to very hard test. Unless he is endowed with an adequate knowledge of bibliographical apparatus, which is a very comprehensive term covering all types of bibliographies and the technique of their preparation, he may fail to render the required help. Something, although not in much details, of this topic has been dealt with in the latter part of the book.

Although primarily meant for the students in Library science, this book is expected to be of some help to librarians also and I would feel much rewarded if it serves that purpose.

My sincere thanks are due to Dr. Nihar Ranjan Ray, who has written the introduction to the book and to The World Press (Private) Ltd., who have published it. Books with limited appeal are taken up only by enterprising publishers and more often than not, scripts in our subject field are politely refused. Among others who helped me in

## PREFACE

bringing out this book I am glad to mention the names of my assistants Sm. Manju Banerji, Sri Prabir Roy Chowdhury and Sri Kanti Bhusan Roy, who have helped me in various ways. I am also grateful to my friends Sri Amal Sarkar and Sri Kanti Roy Chowdhury for giving me valuable suggestions.

AJIT KUMAR MUKHERJEE

Dated Calcutta,  
the 19th May, 1960



The first of the year was a very  
 successful one, and the business  
 was very good. The second of the  
 year was also very good, and the  
 business was very good. The third  
 of the year was also very good, and  
 the business was very good.

The fourth of the year was also  
 very good, and the business was  
 very good.

The fifth of the year was also  
 very good, and the business was  
 very good.

The sixth of the year was also  
 very good, and the business was  
 very good.

PART ONE

BOOK SELECTION

PART ONE  
BOOK OF LUTHER

BOOK SELECTION  
AND  
SYSTEMATIC BIBLIOGRAPHY



STANDARD LIBRARY  
AND  
BOOK COLLECTION

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## I. BOOK SELECTION PRINCIPLES

### Objective and Definition

"As children learning to read, we step with indifference into the world of books" (Haines). This indifference can be turned into love, provided the librarian wants to combat it by creating in the mind of the readers a perennial desire to know and use books. The simple process of reading has the desired effect of raising the reader's standard, of increasing his intelligence and knowledge and of sharpening his finer instincts to appreciate beauty, pleasure and ideals. From the librarian's point of view therefore, the books have a deep significance, as they form the basis of library service and Book Selection becomes his primary task and fundamental function. It means selecting and choosing books for the library, but it is not so simple as that. It is neither a clerical job, nor an amateur's job; it is the work of the professional librarian. He knows that a library is rated by the nature of its book-stock. However well-organised the library may be, however efficient may be its administration, the value of the library, which is reflected by the nature of its stock, suffers enormously if the stock shows a poor collection based on indifferent and inefficient book selection. Book selection further assumes a greater significance in view of the fact that, library can play an important part in the general educational level of its readers. Like schools and other academic bodies, the library creates, conserves and communicates knowledge, but it can make a greater and more lasting impact, because its influence can be applied to the whole lifetime of the people, it aims to serve. The content of the library service is kept alive by the contact of readers and books, who are considered as the positive and negative poles. It does not merely mean the provision of books, but, it implies that the right book should be brought to the reader, thus emphasising again, intelligent book



selection. For the purpose, the best definition would still be, "To supply the right book to the right reader at the right time", as given by Drury. The objective as such, becomes fascinating, involving almost an expert knowledge of the readers' needs and of books that would sufficiently satisfy such needs. It becomes an important though difficult task for the librarian, because he has also to see that the readers' needs are satisfied in terms of the highest book values. Very often it happens that the reader is unable to discern the valuable from the worthless with regard to the reading materials, which makes it imperative for the librarian to maintain a desirable standard in book selection that, he can cater for the varying needs and interests of readers with good results. An efficient book selection make a library of valuable books, a living source of culture.

Librarianship is perhaps the only calling, with a mission of service towards the people, absolutely devoid of any bias or bigotry. Its aim being to provide for their intellectual demands at all levels, the primary functional pre-requisite is Book-Selection, which helps to build up a well-balanced stock of reading materials. This therefore requires to be pursued with proper zeal, a function which is antecedent to Book Ordering, Accessioning, Classification, Cataloguing, etc., necessary for the acquisition and preparation of the books for readers' use.

Librarian as the book-selector performs a function which is comparable with that of the manager of a departmental store, who selects and stores goods, which will sell, basing his selection of articles on proper or expert evaluation of the needs and demands of his clientele. The success of such selection is indicated by a good sale. The librarian as book-selector similarly selects books, on the basis of the demands of his readers. His success is reflected in the proper use of the books. Like the manager of the store, he again aims at a balanced and attractive stock, which he achieves by strengthening the stock in well-used sections and reducing in the lesser used ones. The manager of the departmental store would never like to block his capital resources in unwanted goods neither would the librarian like to do so.

resources to be withered away on books of doubtful popularity and usefulness. The essential and fundamental prerequisites therefore for both of them would be the expert knowledge of the needs and demands of the community they serve, one catering for the material needs, the other for the intellectual needs of the people. The analogy is also true from another point of view. The manager knows what articles to buy and where to buy them from—the book-selector is similarly equipped with the knowledge of books, publishers and book-sellers. Proceeding one step further, we find that, the store manager has not only acquired efficiency in assessing the utility of the different categories of materials stocked by him, he has also the professional knack of judging and discriminating between different brands of the same article produced by different manufacturers at different costs. His knowledge at production level, however elementary, helps him further to judge more efficiently what to buy. Proficiency in book selection depends likewise to some extent, on basic knowledge of textual and physical characteristics of books, so that, the librarian can discriminate in choice of editions and material accessory to the text, such as, illustrations, maps, charts, notes, bibliographies, appendices, indexes, etc. His background knowledge of the forms and contents of books and their intrinsic worth, is supplemented by his knowledge of the physical book. Before selection, he would always weigh as to the quality of the paper, nature of the print, convenience of size and durability of binding, etc.

#### **Factors Involved in Book Selection**

The foregoing analogy makes it clear that, the main factors involved in book selection are, Books, the Public and Resources. To organise a proper selection method, one may recall the basic principle of book selection, "to provide the right book to the right reader at the right time". So that, not merely the knowledge of books would be the sufficient basis, nor would the evaluation of the readers' demand be the determining factor, the factor of timeliness also exerts its due influence. The collection must be kept



up to date, as old literature is replaced by new and demands on new disciplines shift emphasis from older ones.

### BOOKS

With regard to the first factor—the Books, Drury says that, "the ability to evaluate books in all departments of knowledge is a valuable part of the selector's equipment". The implication is that, enthusiasm for books, wide reading and enjoyment of books are not sufficient qualifications. One should be a critical judge of books, so that, he can decide with discrimination which books are best for the use of the library. The special significance of books as the basis of library service is thereby recognised. So the background knowledge of kinds and qualities of books needs to be fortified by an extensive knowledge of bibliographical guides and tools and constant use of them. Endowed with such wide academic and professional knowledge, and familiar with all types of bibliographical aids, the librarian does not find much difficulty in selecting books "that will tend towards the development and enrichment of life". He engages himself in the fascinating task of selecting both the foundation books, as well as the new publications brought out. The basis of his selection, however, is positive and not negative, which means that, every book so selected, should be capable of serving readers, either for their recreation or for knowledge and information or for moral and intellectual upliftment.

Mentally he categorizes books as follows :

- (1) *Books of inspiration*—relating to religion, philosophy, poetry, fine drama and fine fiction.
- (2) *Books of information*—relating to biography, history, travel, science, useful arts, sociology, and
- (3) *Books of recreation*—as fiction, drama, humour, essays and light reading in various fields.

The standards which he applies generally for critical appraisal in these categories being—creative power, vitality and depth and beauty in expression, as well as knowledge,

all these being equally true, although in varying degrees for the entire field of literature.

### THE PUBLIC

The "public" here is identified in the readers or the clientele of the library and the librarian's main problem relates to visualizing their reading needs and demands and adjusting his selections to meet them. It is imperative therefore for the librarian to consider the interest of the community he aims to serve, as well as the interest of the individuals who form the public, which means that, he must have sufficient acquaintance with library's clientele. But how he is to discover the needs of the community? Unless he possesses sufficient knowledge of the interests, activities, institutions and other aspects of the community life, there is likely to be some lacunae in the service rendered. Activities and interests in the rural community would differ considerably from those of the urban and again, interests in a highly developed academic centre may differ from that of an industrial city. The reading needs or demands would therefore vary in relation to the distinctive components of the respective communities. This understanding is important, to cultivate which, he has to be familiar with the racial elements in the population he serves and with the normal educational agencies in the community. The local newspapers also would act as a connecting link between the readers and the library.

Librarian's next consideration would be the individuals who form component parts of the public. Studies of their reading habits provide valuable help in book-selection. He should therefore take into account their reading tastes and capacities, their needs and habits, even at the cost of considerable trouble and patience. As a matter of fact, both within the library and outside it, constant contact should be maintained with the readers and acquaintances with them, also should be enlarged, to obtain a clear conception of the strongest tastes for reading materials. Only on this basis an intelligent and adequate book selection is possible. It is best-seller like Haines has said that, "To a majority of the pu"



is an agreeable occupation, which bears little relation to the serious business of life and is indulged in accordance to well-defined personal tastes". Study of the reading habits has therefore been taking shape as an organic process in professional librarianship. This is being done in some places by issuing questionnaires and analysing the answers statistically to find out the tastes and trends. In addition to the direct contact with readers inside the library, another method of judging their reading tastes and habits would be to interpret the circulation and reference records. Only by such comprehensive surveys and analysis of records would the librarian arrive at the exact position of the demand from his clientele. His business would then be to meet this demand by adequate supply.

#### RESOURCES

The most formidable power to reckon with, in the practice of book selection, is the library book fund. It ultimately controls the entire operation. You call it the resources, you call it the book budget, you are very much conscious about it and your initiative is conditioned by its stark reality. In a sense, the limited budget is the chief bogey of librarians. The problems of selection in this context are simple in large libraries with larger book funds, in small libraries with slender resources the problems are many. In the former the standard works are already purchased, the demand potential is very expansive, the process of selection there does not therefore require close scrutiny or restriction. The book budget differs from library to library, the amount varying according to individual conditions; but it maintains the same characteristics in every library, it is never adequate enough to meet the entire need and demands of the readers. Librarians have therefore to be very watchful and exercise strict economy to make both ends meet, to coordinate the supply with the demand. They are constantly kept busy in weighing and judging the relative value of different demands and individual books. The larger the appraisal budget the greater is the caution required in selection and depth of items and the delights of choosing a book.

vaporates in the librarian's anxiety and frustration. If you do not have to worry at all about the funds, the function of book-selection becomes a delightful ritual. In small libraries with meagre means the librarian as book-selector is perpetually in difficulties as he is always anxious to keep expenditure down to a reasonable level, without cutting out important items.

The term resources, however, as used in this connection, covers also the existing resources of the library and is not confined merely to the new acquisitions made out of the annual book grant. So when we consider resources as a comprehensive entity, we actually comprehend in it, the books the library has, the books that it can borrow from other libraries, and the books it can purchase with the financial resources available. The knowledge to utilize such resources to the fullest possible extent, enables the librarian to add only the supplemental material to the existing book stock, to avoid unnecessary duplication, to represent new subject fields and to conserve the book budget for exploring other possibilities.

### The Demand Theory: Principles

While planning service in a public library and of provision of books therefor, one must always consider supply in relation to demand. It was McColvin (L.R.) who advanced this Demand and Supply Theory in Book Selection. He says that, "Books in themselves are nothing." They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely book selection is related to demand, the greater is the resultant and possible service". According to him again, "Demand for books should be differentiated according to its Volume, Value and Variety". There would be great variations with regard to volume of the demand, such as, strong demand and weak demand; one should also realize the variations in the value of demand, the strongest demand often representing the weakest value; and a valuable demand may have no volume. A sensational best-seller like



Vladimir Nabokov's "Lolita" may have more demand than a solid, thoughtful, and a good book like Martin Luther King's "Stride towards freedom", although their respective book-values would be usually assessed in the reverse ratio. Lastly, varieties of interests, habits and tastes would lead to varieties of demand. All these three factors must be considered, related and adjusted to make provision of books a useful process. An analytical approach as enunciated in this principle is therefore necessary in book selection.

"Value" has been defined as "the force tending to the development of mind, the enrichment of experience and the promotion of understanding and sympathy". The desire or need for books arises, because they provide intellectual, spiritual, aesthetic or recreative stimulus. Justification of provision of any book is therefore dependent on one or more of the aforesaid factors. For evaluation of demand we require a common basis or standard, by which to judge. The standard should be *the book's use to humanity*.

While applying this basis or standard of evaluation, we must not choose or discriminate between various categories, as there should not be any limitation of legitimate demands. Fostering of one demand to the serious neglect or omission of another, would defeat the purpose of book selection. The right course would be to comprehend in its selection all categories or types of demand from all library readers, whether expressed or potential.

"Variety" of demand again is not merely confined to treatment of a subject, such as, popular, scientific or ordinary treatment. It relates also to the material which has been adapted to different classes of users and different degrees of needs. Different people would like different methods of treatment of the same subject, or topic to suit their own tastes and requirements, and at the sametime, consideration must also be given to the readers' capacity of reception and assimilation. There would be advanced type of readers, as well as the ordinary type and the provision of material should conform to the intelligence and education of various categories of readers. Variety of demand arises both from

the complexity of human nature and discrepancies in the intellectual and educational attainments.

"Volume" of demand is generally assessed by the extent of the use that is made of the existing library service. If, however, only the records of service already provided is taken into account, leaving out the demand which could not be met with the existing resources, a big segment of the demand will remain unaccounted for. Demand is always larger than any library can meet. Expressed and unexpressed demands which may not have been provided or assessed, should also be reckoned with. It is true also that the volume of demand does not alone provide proper guidance to book selection. The aspect of value should be jointly considered to arrive at the true index.

Analysis of the various records of library use is necessary in this respect and the procedure enumerated by Helen Haines can be profitably employed for the purpose:

- (a) Statistics of circulation in adult non-fiction classes should be compared yearly with the number of books bought in the same classes.
- (b) Analysis will dictate what classes have been over-emphasised or neglected.
- (c) "Value" in fiction demand may be gauged by similar comparison of circulation and supply of different groups, such as, classics and fine fiction, good standard fiction, detective fiction, etc.
- (d) "Volume of reserves" made for individual books should be checked against supply and supply increased according to a definite policy based on demand and value.
- (e) Readers' requests should be studied for indication of variety.
- (f) Systematic inspection of library shelves, noting frequency of circulation by examining the date slips in the books, is a useful means of gauging demand in small subject groups.



### Policy of Books Provision and Its Problems

The corporate requirements in books of a community is expressed in a public library, which is the source of supply to meet their demands. The provision of new books as such, must have a direct bearing on the range and proportion of the library collection. It is futile to prefer a fixed ratio of classes of books to be provided, as it tends to make the collection rigid and leads to inadequate representation on new topics or new emphasis on older ones. Flexibility must be maintained to develop the library, although a balanced ratio fixed after due consideration of the shifting of interest, may be maintained. Overemphasis and neglect should be avoided as far as possible. Although it is an axiomatic truth that, "the needs of the library are fundamentally the needs of its readers", in the interest of the library itself, considerable care should be taken to enrich the library qualitatively. A balanced and attractive stock is important in every library.

The liberal concept of book provision enunciates that, any book required to meet the readers' needs, including the lightest of fiction should be made available, unless it is repugnant to the community as a whole. The main function is therefore to provide books with regard to the readers' choice. But is it possible to buy popular books to saturation point? Will the librarian restraint himself with regard to his other important function, of educating the public to the required standard? He may not act as arbiter of public taste, but it must be remembered also that, nobody is born with a taste, but taste is created or cultivated. With a little bit of tact and understanding, a librarian can create in an indifferent and casual reader, a healthy hunger for knowledge; he can likewise convert the avid protagonist of comic literature to turn to a nobler and higher type of literature, without admitting to censorship. Light fiction has a wide reading public, reasons for that being many and varied. But this type of literature has a big effect on the readers inner and social life. It cannot be denied, however, that there is a need to guide the readers to fiction of a more mature nature. Value of a novel, a major imaginative work, can

be accurately determined by assessment of its four aspects, the characters, style, setting and plot.)

A knowledge of the nature of a classic would be necessary to form the basis for determining near-classics and fiction should be selected from this cultural standpoint.

We face similar problem with regard to books dealing with sexual matters. Can they be banished from libraries without disregarding important trends in modern literatures? There is definitely a need to keep informative books in the library, including authoritative works on sexual life. They need not be kept on open shelves, but they should be accessible to readers without much ceremony, which is often humiliating and deterrent. Knowledge is what affords clue to the hidden aspects of life, where ignorance is blunder and not bliss. Every librarian has to face such problems, and his strong commonsense buttressed with knowledge of books, men and matters would always help him in such situations. He may have to reject some books for cogent reason, but he should be wary of censorship of reading material, especially for political, religious or moral reasons.

(Duplication is another headache. Inaccuracies in book-seller's announcements and imperfections in the library's catalogue and order files are mainly responsible for unintentional duplication. Popular titles may be duplicated, but there ought to be a limit to it. It has been noticed that one expensive and comprehensive book gives better result than many cheap ones, covering more or less the same ground. It may prove a wise policy to have a narrower range of titles, but more copies of each.

There is again the "Best-Seller" pressure. This cult of best-seller exercises an evil influence on library book selection, as it encourages individuals to think alike and prevents genuine scholarly works from being published. (The demand for 'best-sellers' is so great in libraries that it becomes wellnigh impossible to build up and maintain a balanced stock. A book cannot be always good because it is much sold and read; one should remember this while considering a 'best-seller' and should not be influenced by the selling success.



While planning for the provision of books in a public library, the librarian must not fail to pay due attention to the children's book. It is a serious responsibility to cater to the reading needs of childhood or adolescence, which are such impressionable years. What would actually comprise the juvenile literature? Will only the books written especially for children be considered as such? Must we not also provide them with such adult books, which children choose by instinct? A happy policy would be to supply varieties of reading materials which they can understand and enjoy, which feed their imagination, improve their sense of language and increase the vocabulary. Even reference books should not be considered as difficult for children.

In the public libraries people read generally for recreation. It is not very easy to evaluate or define such recreative reading. Of course, certain subjects or topics or certain types of literature have the potentiality of recreative value, such as, Fiction, Poetry, Description and Travel, Games and Sports, etc. These are in demand not for any conscious aim of the reader to pursue them purposefully, but simply for passing time pleasantly. On the other hand, there are subjects, like Steam Engine, Religion, Mathematical Economics, Dialectic Materialism, etc., which are either too technical or too abstruse to contain the recreative potential. But such deductions may not be absolutely true. Human nature being what it is, every subject may provide recreation to some. What is recreation to one, may prove to be very hard work for another. Instances have been known of personalities who required an hour's pursuit of intricate mathematical problems to induce sleep. If a man studies Plato or Einstein not as organised reading with purpose, but for simple intellectual drilling and as a change and rest from day to day work or avocation, to him Plato or Einstein is recreative. It would appear therefore that, the recreative element is not inherent in the subject itself, it develops according to the use made of the subject. What one reads for pure love of change from daily humdrum of life, whatever literature gives him pleasure for leisure-time occupation, we may call it recreative reading. There is

considerable truth in what McColvin says in this regard, "Recreation is, of all man's occupations, that which gives most scope for personal choice. So far as values are concerned, it does not matter to us what pastime a man adopts, so long as it gives him the recreation he desires. The recreation of one man might be penance to another".

✓ The foregoing discussion of the problems of book provision for a public library may help to streamline the accepted principles of book selection so that, the librarian may not find it difficult to adopt a more enlightened policy towards the provision of books on a higher intellectual level. It would be a mistake to under-estimate the cultural standard of the readers, as it has been observed that really good books often circulate surprisingly well. ✓ Adequate book selection adds strength to the library's book stock, but the full impact is provided by the subject strength. So, care should be taken to avoid under representation or scattered representation of subject groups. While providing material on a topic which may be termed as controversial, it would be the librarian's duty to be impartial in providing sound literature on both sides of the question. Incomplete information often breeds intolerance. He should always try to select the best and in this, such aids as bibliographies on standard works, reliable publishers' lists and reviews and the advice of professional experts in specialized subject fields should be invoked, the real object being to give the library a character.

### **Book Selection in Other Types of Libraries**

Because of the limited field of interest, book selection in "Special Libraries" is much easier than in the public libraries. Emphasis there being on a particular subject and those on the fringe, the librarian acquires greater knowledge of it. Moreover, he has experts to guide him in selection. Limitation of subject interest, reduces the number of books to choose from. It pays the librarian in special libraries to have adequate knowledge of the interest of the parent organisation and of the authors and research workers in the particular subject field, as well as of the publishers and



book-sellers in the specialized field. All these taken together smooth out the various angularities otherwise prevalent in book selection. Periodicals form the largest part of material in such libraries, most of which aim at subject specialization in this type of material also. If, however, this is done on an agreed basis between the special libraries in proximity with each other, much unnecessary duplication can be avoided, except where it is necessary for speed of access. The reviews in specialized journals which are mostly evaluative and critical, provide more specific aids to book selection. There is, however, very little guidance possible in selection of reports of research and technical investigations, as they are very much un-organized.

In the "University and College libraries" the aim of book selection is to mirror the academic work of the institutions. Usually the librarian receives lists from faculties and staff or receives suggestions for purchase from them. The days of the clerk-librarian are happily gone for ever and these academic bodies for higher studies and research, now-a-days employ librarians with high academic and professional qualifications, with equivalent professional status. The work of book selection is therefore easily entrusted to him. There is, however, very close co-operation between the librarian and the teachers in the matter of book selection, the latter often functioning in advisory capacity. As they know the needs of the majority of the readers, who are students and research workers, the co-operation yields happy result. Text books and standard works often need duplication, especially in poor countries like ours, where the students can scarcely afford to buy costly books.

Adequate provision for parallel and follow up studies, as well as for reference works has to be made. The research workers should also be provided with first line material as far as possible, in their subject fields. Considering the overall needs of the students, teachers and the research workers, the book-fund is allocated to subject departments and provision is also made for general works, i.e. reference works, cultural subjects, special collections etc., which the departments very often refuse to include in their own lists. When

the suggestions for purchase are received from the faculties, the librarian must edit these suggestions.

Leading educationists contend that, the modern educational system has produced technicians and specialists without any background of cultural studies in the broad sense of the term. A knowledge of the cultural tradition and of history is considered necessary to fit in such people in the changed social and civic set up of a country. Some universities therefore have made provision for study on humanities for science students, which has not infringed their freedom. The librarian has to provide books to meet this contingency as well, although it may not be considered wise or possible for him to attempt to direct readers' choice of books in this context, without incurring some sort of censorship.

#### **Best Reading for the Largest Number at the Least Cost: Principles**

The fancy for list of "best books" is as old as printing itself. Librarians, bibliographers and others are very much concerned about such lists, especially the former, when they are confronted with the problem of selecting books. Limitation of book fund has made such selection (i.e. Best Books) imperative. In advising an adjustment of the demand and supply factors, with the available resources in books and in funds, Melville Dewey gave the librarians the famous motto "The best reading for the largest number at the least cost". The three clauses in this sentence of great import are the three pillars on which the edifice of the book-selection principle rests. A mere sympathetic knowledge of the readers' needs would not be sufficient, unless the library service provides the best reading matter as far as practicable, at the same time making minimum demands on the slender resources of the library. This is the briefest possible explanation of the motto.

Let us take the first clause first—"The Best Reading". The word 'best' is a purely relative term, being the superlative degree of the word 'good'. Now what is 'good reading'? Good books are obviously those that have provided the greatest number of readers the maximum of



pleasure. The choice of such books, however, has been influenced throughout the ages, by individual personality and there have been instances when an acknowledged masterpiece has been unable to arouse interest in persons who love reading. Yet it is an acknowledged fact that, there have been books, and quite a good number of them, which have stood the test of time and have been recognized as classic or masterpieces, having provided, knowledge, inspiration and pleasure to generations of people.

Specifying a number of books as 'best books' may be useless, because it may mean only books that are best to the selector's knowledge or choice. Although it is possible to make a list of 'best books' in the abstract sense, will any individual item in the list serve different interests and purposes? The Bible and the Ramayana are the best in the field of literature and religion, but can they be considered as best for the study of science? They were never intended to be like that. Francis Drury has therefore stated that, "what we may term as 'best', may be the best in its own field, the best that will be read, the best of which good use will be made, the best that will answer a certain demand". Opinions may differ while categorizing certain book or books as best, but experienced librarians, familiar with books in all fields of knowledge, with the extent of the use that is made of them and with the capacity of such books to meet the readers' demands and interests, may judiciously appraise such books. They look for certain essential qualities to judge them, and these qualities are truth, clarity, good taste and literary merit. Application of these tests would eliminate books of ephemeral standards and only those with permanent value would be preserved for future use. The following general policies have been advocated by Drury, for choosing best books :

- (1) Erect suitable standards for judging all books and strive to accommodate them.
- (2) Apply criteria intelligently and evaluate content for inherent worth.
- (3) Aim at getting the best on any subject, but do

not hesitate to take a mediocre book that will be read in preference to a superior one.

- (4) Duplicate the best rather than acquire the many.
- (5) Stock the classics and the standard works, ever and always in attractive editions.
- (6) Select for positive use. A book should not be simply good, but good for something. It must do service.
- (7) Develop the local history collection; its items will be sought for in the library.
- (8) Be broad-minded; avoid without censoring the ethically dubious; refrain from bias—personal, literary, economic, political or religious; select with tolerance and without prejudice.
- (9) Do not be intolerant of fiction if it measures up to standard, it has educational as well as recreational value and is now the dominant form of creative art.
- (10) Buy volumes that are suitable for the library purpose in format as well as in contents, being attractive and durable in binding, paper and printing.
- (11) Know publishers, their output and specialities; know authors, their works and their ranking; know costs and values; in short know books.

The second clause—"For the Largest Number" refers to the clientele of the library and their demand, expressed and anticipated. The main objective of library service may not be fulfilled unless attempt is made to serve as many readers as possible. The limitation in this respect is influenced only by limitation of resources. Drury has again set forth the following general policies involving selection of books for the largest number :

- (1) Study open-mindedly the community served <sup>better</sup> its library, endeavouring to analyse its des  
diagnose its ailments, provide for its wants total

satisfy its needs. Know people as well as books, extending personal acquaintance widely as possible, and interpret demands means of contacts, records and surveys.

- (2) Lay out a programme of selection which will satisfy the demand from the community and yet will tend to develop its intelligence and increase the sum of its systematic knowledge.
- (3) Apply the Golden Rule in selecting books for readers. If a book has helped you, it should help someone else; if a book has not hurt you, why assume it will poison your neighbor? If you want a book "at once", other readers will also.
- (4) Provide for both actual and potential users. Satisfy the former's general and specific demands as far as possible; anticipate somewhat the demands which might or should come from the latter.
- (5) Survey for recognized groups, reflecting every class, trade, employment or recreation which develops a natural interest.
- (6) Discard or refrain from adding books (other than the classics and standard) for which there is no actual or anticipated demand.
- (7) Restrain the unduly aggressive and recognize the inarticulate patrons. Some demand that their every desire shall be satisfied and persist in recommending their hobbies; the unobtrusive also have rights.
- (8) Be willing to buy, as far as funds will permit, the works asked for by specialists and community leaders.
- (9) Do not strive for completeness in sets, series, or subjects, unless convinced that it is necessary for real usefulness.



Policies enumerated above, are nothing but practical suggestions. Much of these have already been discussed, but much new grounds have again been covered. The range of readers of a public library for whom the books are to be provided, the behaviour patterns of the readers and the librarian himself as reader and the anticipation of demand are some of the important things to be reckoned with. Not only the study of the community to be served, but also of cross-sections of it, has been advocated.

We now come to the last clause—"At the Least Cost" which presumes that the book budget of the library is never adequate enough to meet the entire demand of the readers, and therefore it requires to be stretched as far as possible, so that acquisition of books may be as many as possible. Discount, special sales at concessional rates, books acquired by gift and exchange, etc. release money for further purchases. Some sort of rationalisation of bookseller-library relation can also be effected by net-book agreement, whereby the bookseller or publisher would charge the library the net published price only. This is possible only for big libraries to force an agreement on this line, if they decide on one or more standing vendors for all their purchases. (What is to be bought must be bought carefully, with an eye on strict economy. Sometimes the librarian may have to rush an order to get one or few urgently wanted items in violation of normal rules of procurement, so that, he may meet some immediate demand, maintaining timeliness. Fundamental postulates of library service demand this. But these are exceptions rather than rules.

Drury has again propounded certain general policies involved in selection of books at the least cost, and these are mentioned below :

- (1) Husband resources\* through co-operation, local, regional and national.
- (2) Buy no book without first asking whether its purchase is depriving the library of a better book in as great or greater demand.
- (3) Keep within the budget, knowing the total

amount available and maintaining a just but not rigid proportion among the allotments.

- (4) Adhere to the subjects to which the library is committed or which it has assumed as specialities, taking on no new sponsorships or special collections unless the implications of maintenance and growth are completely understood.

Library's own resources are definitely capable of indirect expansion through the operation of inter-library co-operation. Knowledge of good books is diffused through organized librarianship and the means of access to books is enlarged through an evergrowing multiplicity and diversity of libraries. When the question of sponsoring new subjects or of acquiring some special collection arises, the librarian should ascertain the full implications of such new assignments, before acceptance. Such proposals may be tempting, but do they admit of conformity with the existing demand and supply or of financial stability in respect of maintenance and future growth? Much caution is advised in such adventurous acquisition policy.

Analysis of the clauses of the famous motto as made in the preceding pages, provides the librarians with enough guidance as to how to behave when engaged in the serious task of selecting and providing reading matters for their readers. The general policies would be of much assistance in guiding action in this regard)

### **Expected or Anticipated Use**

We have so far based selection of books on demand, which has been properly analysed in respect of its value, volume and variety, to accommodate or adjust the supply of books to such demand. There is however, another aspect of selection problem typified by such questions as, would the books selected on the basis of demand be used, and if so, who would use them and under what conditions? This poses for us the second problem, that of expected or anticipated use. Book selection therefore, is further modified in relation to the expected use, by three variable factors.



(1) the type of reader, (2) the type of book and (3) the type of library. It is necessary to adapt selection to anticipated use also.

### TYPE OF READER

While considering the type of reader one must give proper emphasis on the reader's purpose. A library is used by its clientele for various reasons. It may just be for casual reading or for study or for serious reading and research involving variously, light fiction, good literature, and non-fiction, etc. It may also be for satisfying personal matters or interest or for some quick information. So the readers would divide themselves automatically into separate interest groups. The librarian has always in his mind a composite picture of the patrons of his library, who may be called the 'general reader'; and the study of the reading habits and interests of such readers, carried out systematically, would satisfy him about the use of the books. But there would be in addition certain well-defined groups in the library, such as, students, teachers, study groups of various kinds, professional and industrial workers, etc., who should be borne in mind in calculating expected use of books. Thirdly, there would be the individual readers with individual needs and interests who should also be catered to. Book selection therefore has to be adapted to the use expected to be made by all these categories of readers. The library service itself, aiming at providing to the right reader the right book at the right time has found it convenient to provide special amenities to readers by way of separate provision of circulation, reading, reference, periodicals and special-collection rooms, etc. While selecting books all these readers and services must be taken into consideration so that, the newly acquired books may satisfy or meet the expected demand and their use is assured as anticipated.

### TYPE OF BOOK

Selection is further modified by the form or type of the reading material. There are books in the general sense, the classic, the good, the bad, the true, the false, the faith in fairy



reading, etc. There are again the reference books, govt. publications and documents, the serial publications, newspapers and periodicals, juvenile literature, books in foreign languages, books for the blind, prints and pictures and the music rolls. These are usually kept in the libraries in separate groups according to their forms, both for convenience and for emphasis on form. We may consider them for selection purposes in the following order:—Reference Books, Government Documents, Periodicals and Newspapers, Children's Books, Foreign Language Books, Books for the Blind, and lastly, Special Groups, such as, Arts and Music, Industry and Technology, Business and Finance, etc.

*Reference Book's* main use is for reference purpose and not for continuous reading and they consist of dictionary, encyclopaedias, yearbooks, directories, manuals and handbooks, maps and atlases, bibliographies, indexes, etc. Reference work, however, not being limited to the use of these types of books only, its connotation has been enlarged to include also any and every other book which is a likely source of reference. In libraries these are usually segregated and precluded from being issued on loan. This may have justification so far as the conventional types of reference works are concerned, but for books which are also used for general studies such restriction may prove irksome. As a solution of the problem duplicate copies of the latter should be provided, which may circulate.

*Govt. publications* are usually received free or they are very inexpensive. There is the danger of their being selected indiscriminately. It would be proper therefore to test their value for information and reference, before being selected. Govt. documents consisting of reports and bulletins on natural history, agriculture, banking and finance, history, education, etc. and the statistical and year book or directory types of publications are useful for reference and research purposes. The current legislative manual and the parliamentary debates are also useful reference tools. In large library such publications constitute a part of useful in

Specialized Collection

in relation to the

reading

material which is provided in almost all libraries. To them, tests of current interest, intrinsic worth and permanent value may be applied for adequate selection. To represent the major interests of the community, selection ought to be made from a wide range of periodical titles. Special interest may be represented after those of general interest have been provided. Mounting subscription cost often necessitates curtailing the number of titles and some caution would be necessary here, as otherwise, extensively used periodicals may be inadvertently sacrificed for those less used.

Newspapers pose a much more serious problem if their files have got to be kept. Every reader would expect the local newspapers, at least the leading ones and it may be necessary to keep the files for a short time, if not preserved. Proper tests for the newspapers would be selection and presentation of news, comments on current affairs and editorials generally, notices and advertisements, good reportorial writeups, sports news, impartial news service with local or national emphasis, feature articles of popular or topical interest, weekly magazine supplements with literary flavour, etc. It is advisable to have newspapers affiliated to different political parties, as well as the independent ones. Important newspapers of foreign countries and of other states in the same country may also be provided. Availability of funds, however, is an important factor in finally and satisfactorily solving the problem.

#### CHILDREN'S BOOKS

This has already been discussed in one previous section in connection with the provision of books for children's department in a public library. Only one point needs mention here, i.e. proper attention to the physical form of children's books is an imperative necessity. Everything meant for children should be secured in good print and with attractive illustrations and cover-jackets. Popular adult titles should be rendered in juvenile editions in the same manner. Fortunately careful attention is now being given to the publication of a better type of juvenile literature, covering new grounds. No one disputes the faith in fairy



tales, but even the child's world is expanding into new horizons.

### *Foreign Language Books*

Every library and every type of it would require some stock in foreign language books. There are several reasons for that. There are foreign language classes and their students, there are foreigners who would desire literature in their own language, there would be good books in sciences and technology and occasionally in humanities also written in foreign languages with no English translations available and last but not the least the books in the classical languages, Greek, Latin, etc. A library has to keep a representative stock in this type of books also.

### *Books for the Blind*

Knowledge has not been denied even to the blind. The Braille system, which is a combination of raised dots, provides books for the blind with embossed type. Four grades of Braille are available, starting from grade I which has no abbreviations or contractions and gradually increasing the contracted forms as it is upgraded. For those who have lost their sight late in life, the Moon type has been invented and there may be demand for books embossed in Moon also. Some big libraries in the U.K., America and the Continent provide books for the blind. In our country, the Central Ministry of Education takes the responsibility of providing such books, supply such items to the schools for the Blind and to individual blind scholars. Its high cost and larger storage space requirements keep it beyond the scope of ordinary libraries. An average title consists of at least 4 bulky volumes. "David Copperfield" runs to eleven such volumes. An international loan system for such books through the UNESCO is possible and libraries desiring service to their blind readers may utilize such agencies.

Of the *Special Groups* arts and music form a common type of collections, provided in special departments of public libraries. Specialized collections in the subject fields are now-a-days the concern of the Special Libraries, mostly. I

addition to the books and folios in the art department, the collection consists of prints, including photographs, lantern slides, etc. The pictures are not merely confined to art subjects; history, travel, geography, natural history and other subjects are also represented visually. Selection in this group is determined mainly by anticipated demand and high cost of art books, illustrations and prints naturally limits the scope of choice. A music collection likewise includes not only books about music, but also scores and sheet music, as well as rolls and records.

#### TYPE OF LIBRARY

Book selection is further influenced by the type of libraries. The aims and objects would differ with difference in their types, although the purpose of all libraries would be the same, i.e., to serve its readers. For our purpose, libraries may be differentiated into the following distinct types :

- (1) *Public Libraries* including State Central Library where it forms the apex of the set up,
- (2) *National or Copyright Libraries*,
- (3) *Academic Libraries* including the School, College, and University Libraries,
- (4) *State Libraries* including Secretariat and Departmental Libraries,
- (5) *Special and Research Libraries*, and
- (6) *Institutional Libraries*.

✓ The principles of book selection and policies of book provision for *Public libraries* have been discussed in details in the previous chapter. The problems arising in course of implementation of these principles and policies have also been discussed. The nature and composition of the clientele of a public library demand selection and provision of books and other reading materials with a popular bias. This is equally true in respect of the large, medium or small libraries of this type. The number of readers and volumes in stock, do not make any difference. In one respect only



there is some difference relative to the size of such a library. Limitations of fund, space and local condition enforce an intensive form of selection in case of small and medium sized public libraries, whereas the larger ones in this group are more favourably placed in this respect. The former has to pick and choose and deprive itself of many selectable items, while in the latter majority of books published, select themselves.

✓ The *National or Copyright libraries* are the repository of the national and international literature and function more as the museum of world's literary output than as public libraries. They are, however, open to public, but the main emphasis is on the utilization of its resources for purpose of serious study and research. They are at the same time the source of the National Bibliography. The question of selection with regard to the national literature is almost absent, everything published in the country, pouring into its acquisition department. Scores of publications of other countries are received in exchange or as free gift and adequate funds are also forthcoming for purchase of selected items. ✓

Of the *Academic libraries*, selection is geared to the subjects of study in the school and college libraries, and in the university libraries there is the additional element of research. ✓ Selection principles and problems in this type of libraries have also been discussed in the previous pages. ✓ The stock relates mainly to the disciplines in which teaching and research is in progress and it consists of text-books, standard books, books for parallel study and reference books both of the conventional types and those on subject fields. Fiction and light reading are out of bound here, excepting of course those which have earned a place in the history of literature. ✓

✓ The *State libraries*, including the secretariat and departmental libraries of the government, usually limit their selection to the statutes, laws, reports and codes of the Central and State govts., as well as of other governments—publications which are generally required for executive, judicial and legislative functions. Books and treatises on the subjects,



necessary for the departments in relation to their executive and legislative works are also kept. A finance department library would naturally stock materials relevant to their subject and similarly the other departments also according to the affiliations. These libraries mostly have limited number of readers or users, such as officers and other staff of departments of the state, ministers, legislators and members of the judiciary, etc. ✓

✓ So far as the *Special and Research libraries* are concerned, mention has already been made of the scope of selection and of the procedure generally. In some of them, especially in the industry, business and trade, books may form a minor part of the material. Sometimes, a clipping, an article, a pamphlet or a sheet of statistical data may constitute the material required. These have got to be secured on short notice and the demand satisfied immediately. The librarian here should be equally alert as very quick service is required and it is better if he is able to anticipate such demand and select and secure the materials, in advance. ✓

We now come to the last group, the *Institutional libraries*. The hospital, reformatory, prison, asylum for juvenile delinquents, etc. may have libraries, where some special care is needed to select books, which are likely to do some good to such people who are anything but normal. They may be the product of social disorganization, but the benefit of reading cannot be denied to them or rather, something must be done to provide for their moral and social healing. A return as a useful and responsible citizen is a possibility. Libraries in such institutions may prove to be an inexhaustible source of happiness to the unfortunate people who are practically shut off from the rest of the world. A new orientation in the principles would be necessary for selection of books in such libraries. In the hospitals and sanatoriums, a soothing literary feeding may speed up convalescence. In the prisons and reformatories the sense of guilt and frustration may be removed from the mind of their inmates, by providing suitable reading material, and creating reading habit. Book selection

cases therefore should be made from a new angle, care being taken to select only those items which will appeal to them. Nothing should be taken which may create unhappiness in their mind.

### Library Resources and its Influence on Book Selection

We have discussed in some details the question of demand, on which book selection is primarily based, and the evaluation of demand with regard to its value, volume and variety. We also know that, selection is further conditioned by anticipated use, in which case the readers, books and libraries in their various types play their respective roles. We have now to consider another factor, very potent, which also governs the principle and practice of book selection. It is the resources of the library which we have to think of. The resources as such, comprise the existing book stock of the library, the resources in money, the resources in personnel and the resources which could be marshalled or pooled by way of inter-library co-operation, local, regional, national, and inter-national.

The present stock position needs constant checking while classics and standards are to be selected. Library's main stock as well as the special collections and in some cases also the gift collections, maintained separately under conditions of gift, should be checked and verified before a title in these categories is selected. The shelf-list which is the library's inventory and the catalogue which is the index to all processed publications in the library, must be thoroughly checked to avoid unnecessary duplication. The stock held up in the acquisitions, technical and processing sections should be similarly taken into account. A costly book duplicated as a result of glossing over these checks would be a costly mistake indeed. The additional benefit that accrues to the assistant engaged in such work is the familiarity that he gains about the books in library's stock.

The money resources of libraries, as emphasized many times, is never sufficient or adequate and it also varies considerably. The proportion of book grant out of the total budget is also variable, ranging from 25% to 50%.



of it. The nature of its insufficiency makes it imperative for the librarian, who is for all purposes identified with the book-selector, to possess a clear idea of the position of the book fund at any moment required. This presupposes proper maintenance of book purchase account and an effective liaison between the book purchase section and the accounts section of the library.

For all practical purposes, the entire book grant should be allocated equitably and not necessarily equally, for books, periodicals, necessary duplications and replacements and for binding. Allocations should be reasonable and flexible. The book allocation needs further branching off into different subject fields in proportion to demand. There is the further need of augmenting the stock of reference books and those in the cultural field, which may not come within the purview of subjects or classes.)

Although book selection is mainly the librarian's prerogative, it should be done by team work of the senior staff. It is necessary therefore to have an adequate personnel who would be able to help him in this regard. In the academic libraries, especially in the Universities and Colleges, suggestions originate from the professors and teachers, but the librarians there should not be relegated to functioning simply as a post-office, issuing orders for book purchase only. However much the faculties may be competent to select books for themselves, it is the librarian and not they, who has the advantage of consulting the various book trade bibliographies, book-reviewing journals, and other tools. He also feels the pulse of demand more accurately than the members of the teaching staff. He knows more of the gaps in the subject representation and of necessities for judicious duplication. A better procedure therefore, for such libraries, would be to obtain expert advice from the teachers whenever required and work in close co-operation with them, providing them with necessary bibliographical tools for their advice. That would streamline the selection. If the senior staff of a library can be encouraged to cultivate acquaintance with books in the different subject fields, their experiences and knowledge can be profitably utilized in selection of

current books. They should also be encouraged to check the reviews and bibliographies, to bring to the librarian's notice anything coming up currently. The pre-order checking to avoid unnecessary duplication should also be left to them. It is thus possible to organize a book selection staff, especially in big libraries, headed by the Accessions librarian; the main objective being to get the book selection work done through a properly staffed centralized organization. Only in this way the talents of the senior staff can be put to profitable use. Every qualified library assistant has a book sense and individual subject interest, which supplements those of the librarian. A dynamic policy in book selection tends to lend character to the library, by making it notable for books. But not even the best libraries in the world are self-sufficient. The bigger the library, the larger its clientele and the demand consequently is heavier in volume and multiple in variety. Co-operation with outside book resources is therefore an imperative necessity, especially for the small and medium sized libraries. Parallel libraries might be running in the same locality. It would be to the interest of them all, to attempt at stock specialization and establish a system of inter-library co-operation and co-ordination to pool their entire resources. Barring the oft-needed books and other reading materials, a system can develop by which only those items better adapted to use in respective libraries can be purchased and those needed for occasional use can be secured by inter-library loan. Some such arrangement to meet the occasional demand would release a substantial book-fund to be utilized to purchase books on regular demand. Co-operation is essential in view of the demands on space and money and for provision of an enhanced aggregate of efficient service. Organizing the preparation and use of a Union Catalogue of books and union list of periodicals has immense possibilities in this context.



## 2. BOOK SELECTION TOOLS

### Reviews

Having understood the principles and theories of book selection in all its aspects and from all angles, the librarian's next step is to apply such theories in practice. He should be posted therefore with all the latest information in book publishing so that as much of it is before him to make a discriminatory selection. The part played by the book trade or publishers in bringing their current and forthcoming output before the discerning eyes of the book selector is an important step in this connection. Publisher's objective is to promote the sale of his books and as a publicity method he produces seasonal catalogues, stock lists, prospectus and very significantly the leaflets with a written description of the book's contents. The latter method goes by the term 'blurb' in publishers' circle. The description attempts at making a book sound attractive, summing up the contents concisely, emphasizing the good points and obviously glossing over the bad ones. The publisher wants to draw as many purchasers as possible and it is very natural that to him all his geese are swans. The book selector, however, is not so much influenced by this publicity attempt of effectively announcing new titles as the lay reader is influenced. It only adds to the librarian's information of new titles, a potential source for his selection. It may at the same time induce the general reader to request mediocre books, which is likely to exert an unwelcome influence on book selection. The librarian should be wary of this fact and should learn not to lean hard on publisher's handout, which is designed mainly to attract public attention, although it cannot be denied that, blurb-writing has almost become an art and much of it is truthful summing up.

It is humanly impossible to read and evaluate each book published and therefore the librarian takes recourse to

regularly scanning the book reviews which are the most effective aids available to him, although it must be admitted that reading reviews is not a substitute for reading books. Reviews are, however, acknowledged to be one of the most important factors in bringing new books to his attention and his broad acquaintance with the review journals and his discriminating use of such reviews are essential in book selection. A huge number of books reach the offices of newspapers, book-reviewing journals, and those in the special fields with review columns, of which only a fraction can be dealt with promptly and consequently there is the danger of delay in doing justice to all books received for the purpose. Moreover, as it often happens, books of real merit may be overlooked. Reviews appear in the columns of newspapers, mostly in Saturday or Sunday issues, in the columns of weekly, monthly and quarterly periodicals, as well as in special periodicals devoted entirely to book-reviewing. Some journals in the special subject fields also have book-reviewing sections. This wide range of reviews may be expected to cover much of the newly published material. Reviews found in newspaper columns are rather variable in standard, mostly laudatory and seldom evaluative or critical, on the otherhand we find the best in book reviews in some periodicals exclusively devoted to literary criticism. This does not mean, however, that every newspaper review is unreliable. The literary section of some newspapers often contain intelligent reviews. For quickness in bringing out reviews the weekly reviewing journals and the newspapers have a definite advantage over the monthlies and quarterlies. Authors and publishers seek this advantage first and wait for further reviews of their works in less frequent journals, particularly in those of special interest, where only authorities and experts in the subject fields record their opinion. It is easy to get oneself lost in the maze of reviews, both reliable and unreliable, but that does not detract anything from the value of reviews in general as a perennial source for selection of current literature. Haines has said appropriately that, "The great mass of reviews may be superficial, contradictory and stultified in



judgement, yet there emerges from the mass of current criticism a certain consensus of opinion concerning the literature of the day and a certain indication of its trends, tendencies and qualities, that must be known and heeded in book selection".

The same author also categorizes reviews into following three types :

- (1) The long, critical and descriptive review of the work of a single writer, as featured in the anniversary numbers of "Saturday Review of Literature". These are usually the highest type of literary criticism.
- (2) The second group is the common type 'Notice', which may be of any length and any quality; may be an efficient appraisal or an indifferent one. It is more numerous than the former type and commonly used as guidance in book selection.
- (3) The third type is the omnibus review of a number of books grouped together, according to the broadest possible subject bias. This is the usual feature in the newspaper reviews and also in some of the review columns of journals. The drawback of such a review is that, it is often sketchy and does not give some books the serious consideration that they deserve. The librarian should know of all these so that, he may select the reviews on which to depend for quick appraisal of books without going through them. Book selection being a continuous process he has to consult the reviews regularly and with a professional passion. He can distinguish between a dependable review and another not so useful. The qualities ascribed to good book-reviewing are that, it must have good literary form, the treatment must be authoritative, it should make judicious comparison with other books in the same field,



it should be comprehensive in the sense that it covers most of the points necessary in testing book values and lastly, its judgement must be unbiased. These are the fundamental concepts of book reviewing, which is capable of attaining a high literary form, contributing considerably to the knowledge not only of the books taken into account but also of parallel ones wellknown or less known in the same field. The high standard to which this art can reach, can be associated historically with such renowned literary figures as Hazlitt, Macaulay, Arnold, Morley and others. This is equally true in the field of sciences.

### Book Reviewing Tools

Reviews of current literature naturally come to the forefront as book selection aid. The best and most useful among them have been described below in an alphabetical order under three groups, (I) the Exclusive Book Reviewing Journals, (II) Newspaper Reviews and (III) General and Specialized Journals with Book Reviewing Columns.

#### I. Exclusive Book Reviewing Journals:

- (1) ASLIB BOOK LIST. Monthly recommendations of recently published scientific and technical books. London, ASLIB.
- ✓(2) BPR; American Book Publishing Record....as catalogued by Library of Congress and annotated by Publishers' Weekly (m) Vol. I, No. 1 — : 1960—. New York, Bowker. It is arranged by subject according to Dewey Decimal Classification and Indexed by Author and by Title.
- \* (3) BOOK LIST. A guide to current books (Fortnightly). Apart from dealing about 100 titles in each issue, it contains information about

pamphlets and other inexpensive materials. Chicago, Amer. Lib. Assn.

- (4) **BOOK REVIEW DIGEST.** Monthly. About 80 selected review periodicals are indexed and abstracted in it. New York, H. W. Wilson.
- (5) **BOOKS ABROAD.** An international literary quarterly. It is devoted to the review of foreign literature. Where current book selection requires some provision for foreign literature this is an indispensable aid. Usually, it contains several short studies of literature and writers, followed by brief reviews.
- (6) **BOOKS FROM THE U.S.A.** Bi-monthly. Contains news of current books and U.S. book publishing. New York, Bowker.
- (7) **BOOKS TO COME.** Bowker's Advance Book Reporting Service. Classified by Subject and Author—Title Index. It is a preview of new books published six times a year. New York, Bowker.
- (8) **BRITISH BOOK NEWS.** Monthly. A guide to books published in the Commonwealth and empire. This guide to book selection has a feature article followed by reviews of recommended books on all subjects. London, British Council.
- (9) **CURRENT LITERATURE.** Monthly. London, Whitaker.
- (10) **INTERNATIONAL P.E.N.** Quarterly. Bulletin of selected books. Issued in association with UNESCO. London, P.E.N.
- (11) **NEW YORK HERALD TRIBUNE BOOK REVIEW.** Weekly. New York, N.Y.H.T.
- (12) **NEW YORK TIMES BOOK REVIEW.** Weekly. It is the oldest reviewing periodical in America. New York, N.Y.T.

- (13) SATURDAY REVIEW. Weekly. This was known previously as Saturday Review of Literature. A high type of book reviewing periodical, its anniversary numbers being specially important. New York, Sat. Rev. Ass.
- (14) SUBSCRIPTION BOOK BULLETIN. Quarterly. This is the most important selection tool in respect of reference works. Chicago, Amer. Lib. Assn.
- (15) SNYDER CLASSIFIED GUIDE TO AMERICAN BOOKS FOR OVERSEAS MARKETS. A comprehensive reference as a convenient guide to the best American technical and educational books in print. New York, Henry M. Snyder & Co. (Annual).
- (16) TECHNICAL BOOK REVIEW INDEX. Monthly. This is the American counterpart of the ASLIB BOOK LIST. New York, Special Lib. Assn.
- (17) TIMES LITERARY SUPPLEMENT, Weekly. The best known and most widely used book-reviewing periodical throughout the British Commonwealth. London, Times Pub. Co.
- (18) UNITED STATES QUARTERLY BOOK REVIEW. Issued by the Library of Congress. It is limited to bound books of 100 pages or more, published in the U.S., "which are believed to make a contribution to the sum of knowledge and experience". Light fiction, manuals and textbooks are excluded. New York, Rutgers Univ. Pr.

## II. Newspaper Reviews:

- (1) BOSTON EVENING TRANSCRIPT. Boston. It is one of the oldest and firmly established book reviewing medium.
- (2) CHRISTIAN SCIENCE MONITOR. It has excellent non-fiction reviewing.



- (3) **HINDU.** Madras.  
An Indian Newspaper of long standing, it reviews books every Sunday.
- (4) **NATION.** New York.  
It contains very critical, independent and stimulating reviews.
- (5) **NEW STATESMAN & NATION.** London.  
This famous liberal weekly newspaper, has serious, authentic and learned reviews.
- (6) **SPECTATOR.** London.  
The reviews in this British paper have high literary excellence.
- (7) **THE STATESMAN.** Calcutta.  
Its Sunday issue has a book-review supplement which is critical, evaluative and dependable.
- (8) **TIMES OF INDIA.** Bombay.  
This Indian newspaper maintains a good standard in book reviewing.

### III. General and Specialized Journals with Book Reviewing Columns:

All the monthly, bi-monthly and quarterly periodicals mentioned below, under each subject, would be of additional interest to librarians as book selection tools. They have book reviewing sections, selecting only significant books, and providing compact informative notices, which give proper scope for discriminating selection. They cover all aspects of contemporary literature, from the general literary interest to highly specialized field. They have reputation, distinction and authority.

#### Agriculture:

- (1) **Agronomy Journal.** (M).  
Madison, Amer. Soc. of Agron.
- (2) **British Agricultural Bulletin.** (Bi-m).  
London, Br. Council.
- (3) **Indian Journal of Agricultural Science.** (Bi-m).  
Delhi, Manager of Publications.

- (4) Journal of the Association of Official Agricultural Chemists. (Q).  
Washington, Benjamin Franklin Stn.
- (5) Journal of Australian Institute of Agricultural Science. (Q).  
Melbourne.

**Anthropology:**

- (1) American Anthropologist. (Q).  
Andover, Mass., Amer. Anthropol. Assn.
- (2) American Journal of Physical Anthropology. (Q).  
Philadelphia, Amer. Assn. of Phys. Anthropol.
- (3) Man. (M).  
London, Roy. Anthropol. Inst.
- (4) Man in India. (Q).  
Ranchi.
- (5) Oceania. (Q).  
Sydney, Austral. Natl. Res. Coun.

**Archaeology:**

- (1) American Antiquity. (Q).  
Salt Lake City, Univ. of Utah.
- (2) American Journal of Archaeology. (Q).  
Cambridge, Mass., Harvard Univ.
- (3) Antiquaries Journal. (Q).  
London, Oxf. Univ. Pr.
- (4) Antiquity. (Q).  
Berks, England.
- (5) Archaeology. (Q).  
Cambr., Mass., Arch. Inst. of America.

**Art:**

- (1) Art and Craft. (Bi-m).  
London, Evans Pres.
- (2) Art Bulletin. (Q).  
N.Y., College of Art Assn. of Amer.

- (3) Journal of Aesthetics & Art Criticism. (Q).  
Cleveland, Amer. Soc. for Aesthetics.
- (4) Marg. (Q).  
Bombay, Marg Pub.
- (5) Roopa-Lekha. (Semi-Ann.).  
New Delhi, All Ind. Fine Arts & Crafts Sec.

**Botany:**

- (1) Botanical Gazette. (Q).  
Univ. of Chicago Pr.
- (2) Economic Botany. (Q).  
N.Y., Botanical Garden.
- (3) New Phytologist. (3 a yr.).  
London, Cambr. Univ. Pr.

**Chemistry:**

- (1) Analyst. (M).  
Cambr., W. Heffer & Sons.
- (2) Chemist. (M).  
N.Y., Amer. Inst. of Chem.
- (3) Journal of American Chemical Society. (M).  
Washington.
- (4) Journal of Physical Chemistry. (M).  
Washington, Amer. Chem. Soc.
- (5) Journal of Royal Institute of Chemistry. (Bi-m).  
London.

**Economics:**

- ✓(1) American Economic Review (5 a yr.).  
Northwestern Univ., Am. Econ. Assn.
- (2) Econometrica. (Q).  
Univ. of Chicago, Econometric Soc.
- (3) Economic History Review. (3 a yr.).  
London, Cambr. Univ. Pr.



- (4) Economic Journal. (Q).  
London, Royal Econ. Soc.
- (5) Journal of Political Economy (Bi-m).  
Univ. of Chicago Pr.

**Education:**

- (1) Education; devoted to the science, art, philosophy and literature of education. (M).  
Boston, Palmer Co.
- (2) Educational Research Bulletin. (M).  
Ohio State Univ.
- (3) Harvard Educational Review. (4 a yr.).  
Harvard Univ. Pr.

**Engineering:**

- (1) Chemical Engineering. (M).  
N.Y., McGraw-Hill.
- (2) Civil Engineering. (M).  
N.Y., Amer. Soc. of Civil Engg.
- (3) Electrical Engineering. (M).  
N.Y., Amer. Ins. Electr. Engg.
- (4) Engineering. (W).  
London, 36 Bedford St.
- (5) Mechanical Engineering. (M).  
N.Y., Am. Soc. Mech. Eng.

**Geography:**

- (1) Geographical Journal. (M).  
London, Royal Geogr. Soc.
- (2) Geographical Magazine. (M).  
London, Geogr. Mag. Soc.
- (3) Geographical Review. (Q).  
N.Y., Am. Geogr. Soc.

**Geology:**

- (1) American Journal of Science; devoted to the geolo-

gical science and to related fields. (M).  
Yale Univ. Pr.

- (2) Economic Geology & Bulletin of the Society of  
Economic Geologists. (8 a yr.).  
Urbana, Econ. Geol. Pub. Co.
- (3) Geological Magazine. (Bi-m).  
Hertford, Stephen Austin.
- (4) Journal of Geology. (Bi-m).  
Univ. of Chicago Pr.
- (5) Journal of Palaeontology. (Bi-m).  
Tulsa, Oklahoma, Soc. Econ. Palaeont. Minerl.

#### History:

- (1) American Historical Review. (Q).  
Richmond, Macmillan.
- (2) English Historical Review. (Q).  
London, Longmans.
- (3) History To-day. (M).  
London, Bracken House, 10 Cannon St.

#### Law:

- (1) American Journal of International Law. (Q).  
Washington, Amer. Soc. Intl. Law.
- (2) Law Quarterly Review. (Q).  
London, Stevens & Sons.

#### Library Science:

- (1) American Documentation. (Q).  
Washington, Library of Congress.
- (2) Indian Librarian. (Q).  
Jullunder, Punjab, Indian Librarian.
- (3) Journal of Documentation. (Q).  
London, Aslib.
- (4) Library Association Record. (M).  
London, Lib. Assn.

- (5) Library Journal. (S-M).  
N.Y., Bowker.
- (6) Libri. (Q).  
Copenhagen, Ejnar Munksgaard.

**Literary & General:**

- (1) American Literature. (Q).  
Duke Univ. Pr.
- (2) American Mercury. (M).  
N.Y., Amer. Merc. Inc.
- (3) Atlantic Monthly. (M).  
Boston, Atl. Month Co.
- (4) Contemporary Review. (M).  
London, Br. Council.
- (5) Harper's Magazine. (M).  
N.Y., Harper Bros.
- (6) Quarterly Review. (Q).  
London, John Murray.
- (7) World Review. (M).  
London, Houlton Pr.
- (8) Yale Review. (Q).  
Yale Univ. Pr.

**Mathematics:**

- (1) American Mathematical Monthly. (M).  
Menasha, Math. Assn. of Amer.
- (2) Biometrika. (S-A).  
London, Biometrika Office.
- (3) Mathematical Gazette. (5 a yr.).  
London, Bell & Sons.
- (4) Quarterly of Applied Mathematics. (Q).  
Providence, Brown Univ.

**Medical Science:**

- (1) American Journal of Medicine. (M).  
N.Y., Am. Jl. Med. Inc.



- (2) British Journal of Industrial Medicine. (4 a yr.).  
London, Br. Med. Assn.
- (3) Journal of American Medical Association. (W).  
Chicago.
- (4) Lancet. (W).  
London, Lancet Ltd.
- (5) Medical Record. (M).  
N.Y., Wash. Inst. of Med.

#### Natural and Physical Sciences:

- (1) American Scientist. (Q).  
New Haven, Sc. Res. Soc. of Amer.
- (2) ISIS. (Q).  
Camb., Mass., Hist. of Sc. Soc.
- (3) Journal of Scientific and Industrial Research. (M).  
New Delhi, C.S.I.R.
- (4) Nature. (W).  
London, Macmillan.
- (5) Science. (W).  
Washington, Am. Assn. for Adv. of Sc.

#### Philosophy:

- (1) Hibbert Journal. (Q).  
London, George Allen & Unwin.
- (2) Journal of Philosophy. (F.N.).  
N.Y., Jl. of Phils. Inc.
- (3) Mind. (Q).  
Edinburgh, Thomas Nelson & Sons.
- (4) Philosophical Review. (Q).  
Ithaca, Cornell Univ.
- (5) Philosophy East & West. (Q).  
Univ. of Hawaii Pr.

#### Physics:

- (1) American Journal of Physics. (M).  
N.Y., Am. Inst. of Phys.

- (2) British Journal of Applied Physics. (M).  
London, Inst. of Phys.
- (3) Journal of Applied Physics. (M).  
N.Y., Am. Inst. of Phys.
- (4) Physics Today. (M).  
N.Y., Am. Inst. of Phys.
- (5) Proceedings of Physical Society. Section A & B. (M).  
London, Physical Society.

**Political Science:**

- (1) American Political Science Review. (Q).  
Washington, Am. Pol. Sc. Assn.
- (2) Foreign Affairs. (Q).  
N.Y., Coun. on For. Rel.
- (3) International Affairs. (Q).  
London, Roy. Inst. of Intl. Aff.
- (4) Political Quarterly. (Q).  
London, Turnstile Pr.
- (5) World Politics. (Q).  
Princeton, Univ. Pr.

**Psychology:**

- (1) American Journal of Psychology. (Q).  
Univ. of Texas Pr.
- (2) British Journal of Psychology. (4 a yr.).  
London, Camb. Univ. Pr.
- (3) International Journal of Psycho-analysis. (Q).  
London, Bailliere Tindall.
- (4) Journal of Applied Psychology. (Bi-m).  
Washington, Am. Psychl. Assn.
- (5) Journal of Social Psychology. (Q).  
Provincetown, Mass. Joursl. Pr.

**Sociology:**

- (1) American Journal of Sociology. (Bi-m).  
Univ. of Chicago Pr.

- (2) American Sociological Review. (Bi-m).  
N.Y., Univ. Pr.
- (3) British Journal of Sociology. (Q).  
London, Routledge & Kegan Paul.
- (4) Indian Journal of Social Work. (Q).  
Bombay, Tata Inst. of Soc. Sc.
- (5) Sociology and Social Research. (Bi-m).  
Univ. of Southern California.

**Zoology:**

- (1) American Naturalist. (Bi-m).  
Lancaster, Pa., Science Pr.
- (2) Animal Kingdom. (Bi-m).  
N.Y., Zool Soc.
- (3) Journal of Mamalogy. (Q).  
Natl. Hist. Mus., Univ. of Illinois.
- (4) Systematic Zoology. (Q).  
Washington, U.S. Natl. Mus.
- (5) Zoolife. (Q).  
London, Gale & Palden Ltd.

**Bibliographical Aids to Book Selection**

"A necessary part of selection process is the choosing of titles from many valuable aids". Drury has said this in connection with the practical aspect of book selection, which consists not merely of scanning the reviews of current publications appearing in the exclusive book-reviewing periodicals, in the newspapers and in the general, literary and specialized journals, but also of consulting the various professional book selection tools, especially prepared for library and book-trade use. These bibliographical aids are available in every field of literature and to suit every purpose. There are tools which would help one to select from among the millions of books that have been printed in past—the good books for all times. There are others meant for aiding in selection of books for children's use, for the school and college libraries and for small and medium sized public



libraries. There are also special bibliographies as a source of selection on particular subject fields, and the book-trade bibliographies, recording for easy reference all the published materials. These bibliographies provide the biggest and most extensive source from which selections can be made for any type of library, for any group of readers and for books of any period. Selection aids are also available for the special types of materials, such as, periodicals, newspapers, govt. documents, prints, music rolls etc. A knowledge of these aids would stand the librarians in good stead in selecting materials with discrimination and efficiency. They are mentioned below.

### **The Eclectic Bibliographies**

Only selected items are included in these bibliographies, which are systematically arranged usually according to subject, and alphabetically according to authors, thereunder. They are not intended, however, as aids in current book selection. They are meant to be general guides to the best and standard contemporary literature, although some of the items included, may have gone out of print.

#### **A. GENERAL :**

- (1) Sonneschein, W. S.—The Best Books, 3 ed., 6 vols., 1910-35.

A reader's guide to the choice of the best available books in every department of science, art and literature, with the dates of the first and last editions and the price, size and publisher's name (both English and American) of each book. A contribution towards systematic bibliography.

It is something of a classic in the field, recording the greatest books of all times, irrespective of languages, and subjects. The last volume is a detailed index.

- (2) Graham, Bessie—The Bookman's Manual, 6th ed. rev. and enl. by Hester R. Hoffman. New York, Bowker, 1948.

Originally intended for book-sellers, it was found to be very helpful to book selectors, because of its systematic treat-

ment of a carefully selected list of good books. It has detailed chapters on dictionaries, encyclopaedias and other reference books. It gives very useful information about authors, editions and publishers.

- (3) Dickinson, Asa Don.—*The World's Best Books: Homer to Hemingway*. New York, Wilson, 1953.

This is a later publication with same ambition, but much restricted in scope.

#### B. CHILDREN'S & SCHOOL LIBRARIES :

- (4) "Children's catalogue", 7th ed. New York, Wilson Co., 1946.

In this bibliography about 4,000 titles have been recommended for schools and children's section of public libraries. Special mention has been made of books of easy reading and of picture books.

- (5) "Standard Catalogue for High School Libraries", 5th ed., New York, Wilson & Co., 1947.

It lists more than 4,500 selected items, recommending first purchase and other special recommendations.

#### C. PUBLIC LIBRARIES :

- (6) "Standard Catalogue for Public Libraries", New York, Wilson & Co., 1950.

To meet the needs of small and medium sized libraries this bibliography includes 12,300 selected titles, starring 2,500 titles for first purchase.

- (7) "A.L.A. Catalogue" edited by I. M. Cooper, 4 vols., 1926-41. Chicago, Am. Lib. Assn.

The basic list with supplements contain about 17,000 annotated titles, and although some consider it outdated, it still retains its value as an important selection tool.

- (8) "Standard Books". 4 vols. London, Thomas Nelson & Sons, 1910-14.

It has two drawbacks, not being so extensive as Sonneschein and being outdated. But it can also help in absence of other guides as it contains fuller annotations.

### National & Book Trade Bibliographies

National Bibliographies are lists of books, published in a country, recording printed output in a given country, but the Trade Bibliographies may be both national and international in scope, although naturally it has a national bias. The latter are sponsored by book-trade organizations. The two together constitute a perennial source for selection of current literature. They serve an additional purpose, as aid for checking up author, title and other bibliographical data of items suggested with incomplete information. Efficient organization is behind the compilation of each of these and every library worth the name must possess one or more of them, not only for helping in book selection but also for reference purpose.

- (1) British National Bibliography, 1950—  
London, Council of Br. Natl. Bibliogr.

- (2) Indian National Bibliography, 1958—  
Calcutta, National Library.

Their special mention has been made here to emphasize their utility as book selection tools, for all types of libraries.

- (3) English Catalogue of Books, 1801—  
London, Sampson Low.

This is based on the records of "Publishers' Circular".

- (4) Cumulative Book List: a classified list of publications, 1924—This is based on weekly "Book Seller."  
London, Whitaker.

- (5) Cumulative Book Index: a world list of books in English language, 1898—  
New York, Wilson & Co.  
Which changes into the "United States Catalogue" with the last monthly cumulation.

- (6) Books in Print, 1948—  
New York, Bowker.



An author-title-series index to the Publishers' Trade List Annual. Each volume contains an author index and a title index.

- (7) Reference Catalogue of Current Literature, 1874—, 2 vols. Vol. I—Author Index.  
Vol. II—Title Index.  
It is usually published at 4 years' interval.

### Subject Bibliographies

When the selection of current books have got to be made on subject basis, the under-mentioned bibliographies would be very useful. The national bibliographies also can play an important part in this respect, as their arrangement is in classified order and they have the benefit of an alphabetical subject index appended.

- (1) Subject Index to Books in Print, 1957—. N.Y., Bowker.  
This is a recent addition to the book-trade bibliographies offering considerable facilities for book selection on subject basis.
- (2) Hawkins, Reginald Robert—Scientific, Medical, and Technical books, published in the United States of America; a selected list of titles in print, with annotations, brought up to 1956. Washington.

### Selection Aids for Special Materials

#### A. PERIODICALS

- (1) Amer. Lib. Assn.—Periodicals for small and medium sized libraries. 1948, Chicago, Assn.
- (2) Lyle, G. R. & Trumper, V. M. .  
Classified list of Periodicals for the College library. 3rd. ed., rev. & enl., 1948, Boston, Faxon.
- (3) Martin, L. K.  
Magazines for school libraries, rev. ed., 1950, N.Y., Wilson.
- (4) World List of Scientific Periodicals published in

the years 1900—1950. 3rd ed. by W. A. Smith & ors., London, Butterworth, 1952.

- ✓(5) Ulrich's Periodicals Directory: a classified guide to a selected list of periodicals, foreign and domestic. 9th ed. 1959, N.Y., Bowker.

Every library faces the problem of selecting new periodical titles, checking and completing incomplete data regarding some of them, as well as of buying and filling back sets. The problem is more acute because titles of periodicals run into thousands and the budget allocation is usually inelastic. The five tools mentioned above are sufficient to help the librarian in his selection problems. Ulrich is especially important as it is very up-to-date and comprehensive.

For information regarding the availability of back sets of important journals a reference to the publishers would prove helpful. The lists of back volumes of American and foreign journals periodically circulated by such specialized dealers as Walter J. Johnson, Inc., N.Y. or Kraus Periodicals Inc., New York and others, are also useful.

#### B. NEWSPAPERS

- (1) Directory of Newspapers and Periodicals, 1880—. Phil., Ayer.
  - (2) Newspaper Press Directory, 1846—. London, Mitchell.
  - (3) Willing's Press Guide, 1874—. London, Willing.
- All the three aids mentioned above contain information about newspapers and periodicals too.

#### C. REFERENCE BOOKS

- (1) Winchell, Constance, M.  
Guide to Reference Books, 7th ed., and supplements. Based on the 'Guide to Reference Books', 6th ed., by I. G. Mudge. Chicago, A.L.A., 1951.
- (2) Cundiff, Ruby Ethel. Recommended Reference

Books for the high school library. 3rd ed., rev. enl., 1949. Chicago, Wilcox & Follett.

- (3) Minto, John. *Reference Books: a classified and annotated guide to the principal works of reference.* 2v., 1929-31 and suppl.

- (4) Hirshberg, H. S. *Subject Guide to Reference Books.* Chicago, A.L.A., 1942.

- (5) Walford, A. J. (ed.).

*Guide to Reference Materials*, edited by A. J. Walford and L. M. Payne, 1959. London, Library Association.

This is an annotated list of leading reference books and bibliographies with entries for about 3,000 items.

Reference books of the conventional types, being quite distinct from other books, separate bibliographical tools are available, as mentioned above, for information about them. A good collection of reference works adds stature to the library and for proper service in the Reference Dept. dependable reference tools are required to be purchased. As most of them are costly, a discriminating selection is necessary and an aid like Winchell's *Guide to Reference Books*, which is an annotated bibliography, is invaluable in this respect.

#### D. GOVERNMENT DOCUMENTS

Documents and publications of the United Nations and the different countries and states of the world are a part of the special materials which are required to be selected regularly for libraries. Very often they have the government's imprint and sometimes they are sponsored by the governments. As they are not mentioned usually in the book trade bibliographies, not reviewed promptly or regularly, it becomes difficult for the librarian to make any discriminating selection. The *Indian National Bibliography* has fortunately included such publications in a separate sequence, which may at least provide the librarian with the



classified list of the publications of the Central and State Governments. The undermentioned documents, lists and bibliographies are considered to be useful for selecting materials of this type.

- (1) United Nations Documents, 1941-45.  
London & New York, Royal Inst. of Intl. Affrs., 1946.
- (2) United Nations Documents Index. Jan., 1950—  
(Monthly).  
Lake Success, N.Y., U.N.  
This monthly bibliography lists all important publications of the U. N. and its specialized agencies, such as, UNESCO, WHO, ILO, FAO, etc.
- (3) Childs, James Bennett.  
Government document bibliography in the United States and elsewhere. 3rd ed. Washington, Govt. pr. Off., 1942.
- (4) Brown, E.S.  
Manual of Government publications: United States & Foreign. New York, Appleton-Century-Crofts, 1950.
- (5) Consolidated List of Government publications  
(Annual).  
London, H.M.S.O.
- (6) Catalogue of Civil Publications to the Government of India. Delhi, Manager of Pubn. 1948—

#### E. BOOKS FOR THE BLIND

- (1) Lende, Helga. •  
Books about the Blind; a bibliographical guide to literature relating to the blind. New York, Amer. Foundn. for Blind, 1940.
- (2) List of Braille Publications. (Annual).  
Louisville, Ky., Amer. Pr. Hous. for Blind.

- (3) Braille publications not included in the list issued by the Ame. Prt. Hous. New York, Amer. Foundation for the Blind.

Special aids for selection of books for the blind are very few and the above mentioned publications only can supply the information about the embossed books.

#### F. BOOKS FOR HOSPITAL

- (1) Jones, E.K.  
The Hospital Library, Chicago, A.L.A. 1923.
- (2) Doud, Margery.  
500 books for hospital patients. St. Louis Pub. Lib., 1919.

#### G. MAPS

- (1) Claussen, M.P. & Friis, H.R.  
Descriptive Catalogue of Maps. Published by Congress, 1817-1843. Washington, 1941.
- (2) Thiele, Walter.  
Official Map publications; a historical sketch, and a bibliographical handbook of current maps and mapping service in the U.S., Canada, Latin America, France, Great Britain, Germany, and certain other countries. Chicago, Amer. Lib. Assn., 1938.
- (3) Le Gear, Clara Egli (comp.)  
United States Atlases; a list of national state, country, and regional atlases in the Library of Congress. Washington, Govt. pr. Off., 1950.  
For current lists of maps, the catalogues of map publishers, such as, Survey of India Office at Dehradun & Calcutta; British Ordnance Survey; United States Geological Survey, as well as of those specialized firms like Bartholomew, Johnston, & Philip in England and G. F. Cram, Denoyer-Geppert, Rand McNally etc. in America, should be consulted.

## H. PRINTS: MUSIC: FILMS AND MICROFILMS.

- (1) Frebault, Marcelle.  
The Picture Collection, 4th ed. New York, Wilson, 1929.
- (2) Mc Colvin, L.R. & Reeves, Harold.  
Music Libraries: Their Organisation & contents, 2 vols., 1937-38, London, Grafton.
- (3) Kolodin, Irving.  
New Guide to Recorded Music. Garden city, Doubleday, 1950.
- (4) Falconer, V.M.  
Film strips; a description index and users' guide. New York, McGraw Hill, 1948.
- (5) Educational Film Guide, 1936—(Q)  
New York, Wilson.
- (6) Modern Language Association of America.  
Reproduction of Manuscripts and rare printed books. Short title list 1950.
- (7) Union List of Microfilms; a basic list of holdings in the United States & Canada. Philadelphia, Bibliogr. Centre & Union Library Catalog. Com. on Microphotography and supplements.

**Selection Tools for Indian Publications**

The best selection tool for Indian publications in English and the various regional languages would be the Indian National Bibliography. Undoubtedly, this is the most comprehensive and useful tool for the purpose of selection of Indian publications and it holds the same position in our country as B. N. B. holds in U.K., in this respect. For selection of Government Documents and publications of the Central and States Governments, the second part of the Indian National Bibliography is the best available source. In addition to its quarterly issues, the first cumulated volume for the year 1958 has been published. A few others, suitable for the purpose, are mentioned below :



## A. BOOK-TRADE JOURNALS

- (1) Publishers Monthly. (M).  
The Indian Book Trade Journal, 1951—, Calcutta.
- (2) Pustak Jagat. (M). Patna.
- (3) Hindi Pracharak. (M). Banaras.
- (4) Catalogues of Chowkhamba Sanskrit series, Banaras,  
Chowkhamba Sanskrit series office.
- (5) Grantha Jagat. (M). Journal of Bengal Booksellers'  
Association.

## B. BIBLIOGRAPHIES

- (1) Date, Sanker Ganesh. (Comp.)  
Marathi Grantha Suchi (1800-1939), Poona,  
Grantha Suchi-Karyalaya, 1943. 2 vols.
- (2) Hindi Grantha Suchi, 1953—, Patna, Govt. of Bihar,  
Education Dept.
- (3) Desh. (W). The Annual List of Bengali Publi-  
cations.
- (4) Bibliography of Scientific Publications of South  
and South-East Asia. New Delhi, UNESCO.
- (5) Social Sciences publications; a bibliography, of  
works published in India. New Delhi, UNESCO,  
SASCO.
- (6) Alexandrowicz, C.H. (ed.)  
A bibliography of Indian Law.  
Madras, O. U. P., 1958.
- (7) Sinha, Mangalnath (Comp.)  
Hindi me uccatar Sahitya, ed. by  
Rajbali Pandey, Banaras, Nagripracharini Sabha,  
1957.
- (8) Prachalit Marathi Pustakachi Yadi.  
Poona, Navin Kitabkhana, 1958.
- (9) Havanur, Srinivasa.  
Kanneda Sahitya Darsana.  
Dharwar, Paraga, 1957.

- (10) IMPEX Catalogue: A reference Catalogue of Indian Books in English language giving full details about books in print in India regarding author, title, publisher, price, etc. 1960. New Delhi, Indian Book Export & Import Co.

### C. REVIEWS

- (1) Visva Bharati Quarterly, Bolpur, (Review section).
- (2) Modern Review, Calcutta. (Monthly review section).
- (3) Hindusthan Review, Patna. (Monthly review section).
- (4) India Quarterly, New Delhi. (Notices in their feature "Indian Books of the quarter").
- (5) Times of India, Bombay. (Sunday Book-Review Section).
- (6) The Statesman, Calcutta. (Sunday Book-Review Section).
- (7) Hindu, Madras. (Sunday Book-Review Section).
- (8) Hindusthan Times, New Delhi. (Sunday Book-Review Section).
- (9) Chaturanga (Q) Calcutta. (Bengali publication's evaluative review).
- (10) Visva Bharati Patrika, Quarterly, Bolpur, (Review Section, mainly of Bengali publications).
- (11) Malavada, Sangappa.  
Pustaka Prapancha  
Dharwar, Jay Prakasana, 1956. (Kannada).
- (12) Accuta Variyar, Pulakkat.  
Madhuparkkam. Trichur, Sahitya Pracharaka,  
1958. (Malayalam).
- (13) Balakrishna Pilla, A.  
Sanketika Granthanirupanannal. Trichur, Mangalodyam, 1957. (Malayalam).
- (14) Subramanyam, K. N.  
Pati ttirukkirkala Pututtamil ilakkiyanulkal.

Madras, Amuda Nilayam Private Ltd., 1957  
(Tamil).

#### D. FOR SPECIAL MATERIAL

- (1) Guide to Selected News papers and periodicals in India, New Delhi. Manager of Publications, 1958.
- (2) NIFOR Guide: A guide to Indian periodicals. Poona, National Infn. Serv., 1955-56.
- (3) Annual Report of the Registrar of Newspapers for India. 1957.

Selection tools in various fields of literature, both retrospective and current, compiled and published in India, are very few, as compared with the vast amount of such aids, mentioned in the preceeding pages, which are published mainly from the English speaking countries. The Indian National Bibliography, however, is an achievement in the field of systematic bibliography with an undisputed pride of place as a book-selection aid, so far as Indian publications are concerned.

It is perhaps needless to emphasise that, no library can do without some of these tools and no book selection, in the context of the theories and principles propounded, is possible, without taking recourse to some of these aids. One should therefore understand the theories and principles of book selection and acquire a knowledge about the book selection tools and their uses and at the sametime cultivate practical sagacity. Somebody, not a wiseacre, has already stated that, "Commonsense is always the best tool in Book Selection".



### 3. BOOK SELECTION IN PRACTICE: METHODS AND ORGANIZATION FOR PURCHASE

Although the librarian has definitely a responsibility in the matter of book selection, this function is better performed by team work of the senior staff of the library. A single human brain cannot be expected to grasp or appraise the entire field of literature. With his trusted colleagues the librarian can form a formidable team, who may have the ability to compare and contrast books of identical character, for an effective selection. In an academic institution he needs the co-operation of the faculty, or else the collection is apt to become weak in spots. The faculty constitutes of specialists in their various fields and the library needs their valuable suggestions for purchase. As a prerequisite, book selection demands a living background of book familiarity, supplemented by sound critical judgement and discriminating literary taste. Haines has summarised these in a significant expression—"those who select books for library service can develop proficiency and vitalize their work, by themselves "living with books". Obviously there is no substitute for the familiarity with the book itself. Another way of increasing proficiency in book-selection is by the constant use of book selection tools—reviews, bibliographies, guides etc.

It should be a year-round practice, notes being made throughout, of titles that are needed, and book-purchase should be spread over all the weeks in the year.

In the matter of organization and actual practice a very pertinent question may crop up. Is book-selection a responsibility of the librarian? Although we have started on its affirmative assumption, we find that, historically, it is the responsibility of the Library committee. In the latter case it may turn out to be unbalanced or unrealistic, as very seldom the committee looks at this function objectively from the point of view of the readers to be served and very

often committee's selections are guided by their own bias, prejudices and needs. A very competent authority has described the Library committee's responsibility in this matter as 'pseudo-responsibility'. Is it possible for the committee to acquire detailed knowledge of readers' demands? Is it possible for them to keep in touch with the book-world—the books, publishers, agents and sellers or have they time to scrutinise the coverage of the books selected, in relation to their respective subjects? It would be too much to expect them to appraise the physical aspect of books—authority of editions, physical worthiness—ephemeral or durable, etc. In fact, the librarian with his team of trained assistants carry the entire responsibility, although he is relieved of all 'de jure' responsibility, the latter resting with committee. The best arrangement would be to decentralize the responsibility of the committee in this matter and leave it entirely to the librarian, who would invoke the help of specialists in various subject fields whenever necessary. This would eliminate obvious drawbacks and bottlenecks.

### **Knowledge of Book Trade:**

Simultaneously with his familiarity with books, the book selector should know something about their publishers and sellers. To know the publishers and their specialities, if any, is to store in the background of one's mind an effective equipment for quick appraisal of books. Majority of publications brought out by such firm as, Macmillan, Oxford University Press, Allen & Unwin, Heineman, Columbia University Press, McGraw-Hill, John Wiley and a score of others can be selected blindfold. But quality being nobody's monopoly in this age of competition, there would be a large number of other publishers also, who issue books of high standard.

Book-publishing as a specialised calling started in the first quarter of the eighteenth century, and prior to that, book-sellers were mostly printers as well and not just the publishers in the highly organised form as we know of at present. Conforming to the general trend of all organised



trades, the publishing business has also been seen to centralise in certain places of every country, such as London in U. K., New York in U. S. A., Moscow in U. S. S. R., Paris in France, etc. This does not mean, however, that all the best publishers are to be found in these places only. Plenty of good ones are found to be operating from Oxford, Cambridge, Edinburgh, Boston, Philadelphia and other cities. Moreover on a liberal estimate there would be over 1000 well-known publishing houses spread over the principal book centres of the world. Our task of knowing the publishers against such a wide backdrop looks really formidable. Even then, it is worth the trouble to know that, Longmans and John Murray are the pioneers in the field of publishers in the U. K., and that of many other reputed firms in that country, the following possess a record of publishing textbooks, reference books, standard works and classics of enduring value: Allen & Unwin, Butterworth, Cambridge University Press, Faber & Faber, Gollancz (Victor), Harrap (George G), Heinemann (Wm.), Hodder & Stoughton, Hutchinson & Co., Macmillan & Co., Oliver & Boyd, Oxford University Press, Pitman & Sons, Routledge & Kegan Paul, etc. etc. This is just naming a few of them. Similarly, to name a few selected outstanding publishers in the U. S. A., mention may be made of—Academic Press, Appleton-Century-Crofts, Bowker (R.R.), Columbia University Press, Doubleday & Co., Harper & Bros., Harvard University Press, McGraw-Hill Book Co., Prentice-Hall, Reinhold Publishing, Van Nostrand (D) & Co., Wiley (John) & Sons, Wilson & Co., Yale University Press, etc. etc. It is also interesting to learn about the specialization of certain publishers in the subject fields, as mentioned below:

- (i) *Bibliography & Reference*—Bowker (R.R.), Cassell & Co., Whitaker & Co., Wilson & Co., etc.
- (ii) *Medical Science*—Academic Books, Baillier Tindall, C. V. Mosby, Charles C. Thomas, John Hopkins Press, Lea & Feibiger, Oliver & Boyd, W. B. Saunders, Williams & Wilkins, Year Book Publishers, etc.



- (iii) *Engineering & Technology*—Bailey Bros., British Standard Institution, John Wiley, McGraw-Hill, Pitman, Prentice-Hall, Reinhold, Ronald Press, etc.
- (iv) *Psychology*—Appleton-Century-Crofts, Grune & Stratton, Harper & Bros., Houghton Mifflin, Robert Brunner, etc.
- (v) *Law*—Bobbs-Merrill, Butterworth, Ocean Publications, Sweet & Maxwell, etc.
- (vi) *Art*—A. Tiranti, A. Zwemmer, Andre Deutsch, Arthur Probsthain, Batsford, George Wittenborn, Grove Press, Henry Pordes, L. C. Page, Arts Press, Pantheon Book, Phaidon Pr., Thames & Hudson, Thomas Yoseloff, etc.
- (vii) *Sociology*—Free Press, Macmillan, Oxford University Press, Prentice-Hall, Routledge & Kegan Paul, etc.

Such specialization is also noticeable in Map and Music publishing. Generally, the well-known publishing houses mentioned before, both under country groups and subject groups, undertake the publishing of good books, irrespective of subjects. Frequently, the matter of specialization is one of emphasis only, and a publisher issuing works for the general trade may have a strong bias for text-books, juvenile literature, sports books, etc. Some firms founded for more or less special purposes may broaden their scope, like the University Press—Oxford, Cambridge, Columbia, Harvard, Illinois, etc.

### **Book Trade Procedure:**

As a rule, the publishers do not sell books direct to institutions and individuals.\* The usual procedure for them is to accept advance orders from book-sellers and whole-sellers (book-selling agencies) on the basis of preliminary announcement sent out to libraries and book-shops, as well as in the book trade press, while the book is still being produced. These are called 'Subscription' orders, on

which a higher discount is allowed by the publishers. The whole-sellers, buying in bulk from the publishers, re-sell these books to book-sellers and to libraries. Occasionally, there is a gentleman's agreement between the whole-sellers and book-shops to the effect that, the former would not sell to libraries and individuals direct. This hierarchy of book distribution from publisher to reader establishes the book-seller as the sole centre of book supply.

A varying system of trade discounts, ranging from one third or more of the published price to 10% of it, runs down from publisher to whole-seller, then to book-seller & to library. Such trade discount is allowed by publishers only to book-sellers recognized by the Publishers and Book-sellers Associations, and especially in the U. K. all book-sellers are pledged to observe the Net Book Agreement, selling books only at advertised published price and this agreement is the sheet-anchor of the British book trade. Another notable feature of the British publishers is their special "Colonial" or "Overseas" edition, which is produced for export. Librarians should know of this, because cheap editions would enable them to conserve their book funds. They should also note that the book-trade gets a 50% discount on such items, so that, they may expect to obtain such editions at even lower than the quoted rates.

To reach the larger mass and to make the book less of a luxury item, a new trend is found in the issuing of paper-back-editions in large numbers. The feature has scarcely any novelty in it, as in the U. S. A. and the continent it has more or less been a standard form of book publication since a long time. What makes it prominent at present, is the recent trend of publishing a useful series of paper-backs of all classics, standard works and even the text-books and references, although most of them are reprints and not editions. Even in the U. S. A. where books usually cost 15% to 25% more, enterprising firms have taken up publishing paper-back editions vigorously. In India JAICO of Bombay & Rupa of Calcutta have also been issuing paper-back editions. Undoubtedly, these are comparably inexpensive



books, providing libraries with meagre book funds and book lovers with precariously balanced personal budget, an incentive to purchase without inhibition and more of it. The "Penguin" series is a classical example of this type of publishing, which has put up a formidable competition to the cloth-bound editions.

### How to Buy and Wherefrom

Indian libraries, as a rule, did face a problem in pre-war days, when there were few book-dealers who were interested in learned treatises, reference books and specialized journals. Their main interest was in the text-books and fiction. Situation has changed considerably during the post-war period, and it is not difficult now to select reliable book-dealers in India, who would not only agree to supply all types of books but would also help in placing subscriptions to periodicals. So the exigency of buying from Europe and America has been removed to a large extent. It has been found that, the best policy is to buy from a reliable local book dealer, as discounts offered by them are seldom less than those in effect when buying direct from publishers. Even on a small order of few hundred rupees there may be several publishers represented, which fact entails much correspondence. If local dealers are patronized, they would try to secure even those items which are not kept in stock. A library therefore may choose a reliable local vendor who would be able to supply all items exhaustively and promptly, free of packing and postal or freight charges. While appointing one or more standing vendors, account should be taken of their promptness of service and sense of responsibility. The procedure of book purchase would be much simplified if some sort of 'net-book agreement' as prevailing in Great Britain could be made feasible, according to which both the publisher and book-seller would charge the library the net published price only, without any discount. This will automatically eliminate the disgraceful attempts by book-dealers at baiting libraries with offers of higher discounts. It is common knowledge that, the system of discount



results in a scramble for grabbing big book orders by unscrupulous and un-identified book-sellers, who are rather keen on supplying only those items on which they get fat discount themselves, disregarding items meant for higher study and research on which their profit is negligible. They would seldom agree to handle your journal orders.

Incidentally, a publication which gives very valuable information about 'how to obtain British books' is worth mentioning here. Although it is a guide for book-sellers, librarians also can profitably use it to know much about the British Publishers and Exporters and their overseas agents. It gives an alphabetical list of guides to British books, classified list of publishers, lists of their overseas agents and representatives, etc. It is significantly entitled "How to obtain British Books" and is published by the Publishers Association, London.

There are agency firms or whole-sellers in India who deal extensively in imported books. Most important among them are (i) Allied Publishers, (ii) Asia Publishing House, (iii) Macmillan & Co., (iv) Orient Longmans, (v) Oxford University press, (vi) Rupa & Co., (vii) W. D. Willis, of which again, nos. 2, 3, 4, 5 and 6 are publishers as well. A select list of Indian publishers and book-sellers dealing mostly in foreign books is given below :

- (i) A. H. Wheeler & Co., Calcutta and Bombay.
- (ii) Asia Publishing House, Calcutta and Bombay.
- (iii) Atma Ram & Sons, Delhi.
- (iv) Current Technical Literature Co., Bombay.
- (v) Das Gupta & Co., Calcutta.
- (vi) Higginsbotham Private Ltd., Madras.
- (vii) International Book House, Bombay.
- (viii) (Firma) K. L. Mukhopadhyaya, Calcutta.
- (ix) New Book Co., Bombay.

- (x) Oxford Books & Stationary Co., Calcutta, Darjeeling and New Delhi.
- (xi) Popular Book Depot, Bombay.
- (xii) Rupa & Co., Calcutta, Allahabad and Bombay.
- (xiii) Taraporevala & Sons, Bombay.
- (xiv) Thacker, Spink & Co., Calcutta.
- (xv) Universal Book Depot, Bombay.
- (xvi) W. Newman & Co., Calcutta.
- (xvii) World Press (Private) Ltd., Calcutta.

There are many other reliable book-dealers whom the librarians may know, especially, in their locality. The book-trade in India, at the present moment, is more or less organized, which is definitely an advantage, so far as acquisition of current publications is concerned.

For educational films, film-strips, etc., "National Education and Information Films Ltd." of Bombay may be contacted. They are the largest importers and distributors of such materials in India.

For old and out-of-print books, one has to look to other sources. Indian dealers in this line rarely have the reputation of being consistent and reasonable. As a contrast, some English book-shops, such as, Blackwell (Oxford), Foyle Ltd. (London), Luzac & Co. (London), Bernard Quaritch (London), W. Heffer & Sons (Cambridge), etc., are much more reliable. Taken together, they perhaps possess the world's largest stock of rare and out-of-print books, published all over the world. Even for such items published in India, copies have very often been obtained from them at a much cheaper rate than quoted by Indian dealers. These are hard facts, however unpalatable they may appear to us. Honesty of the dealer, especially in respect of rare books would be more demanded, as anything may be charged for such items and paid for, by the unwary purchaser. It should also be remembered that, the English book-sellers just mentioned also trade in current publica-



tions. Their book-shops have often captured the imagination of many book-lovers, as the biggest repositories of world's knowledge.

### Qualifications of the Book Selector

There is no necessity for visualizing the book-selector as a separate and properly identified personnel, as no library specifically provides for the separate post of the book selector. The librarian with his senior trained staff devote a part of their time in book-selection work and as such, the book selector is identified in the librarian. The qualifications and pre-requisites of a book selector are therefore the same as those of the librarian with a new emphasis or orientation here and there. The basic qualifications are the same, such as, a good academic education, professional training in librarianship, experience in library service and personal traits or natural ability for the work. The education should be as broad-based as possible, providing incentive to cultivate knowledge in various subject fields and it should be as sound as to enable him to appreciate the inherent beauty of culture and scholarship. His professional training helps him to know and judge books in respect of their material and intellectual contents, as critically as possible. It also gives him an opportunity to appraise the publishers and their product and make proper use of book selection tools. As he gains in experience through actual service, he acquires more precise knowledge about the essential reading needs of the people he aims to serve. His acquaintance with the theories and principles of book selection is utilized to provide adequately, the reading materials in proper value. In every occupation, personality is the most potent factor contributing to the ultimate success of the individual worker. For the book selector, his natural capacity for library service, augmented by his endeavour to acquire and apply skill and knowledge, helps him to build up an effective personality, which ensures reasonable success. Anybody exercising the function of book selection must possess all these qualifications in proper measure and he can add considerably to his



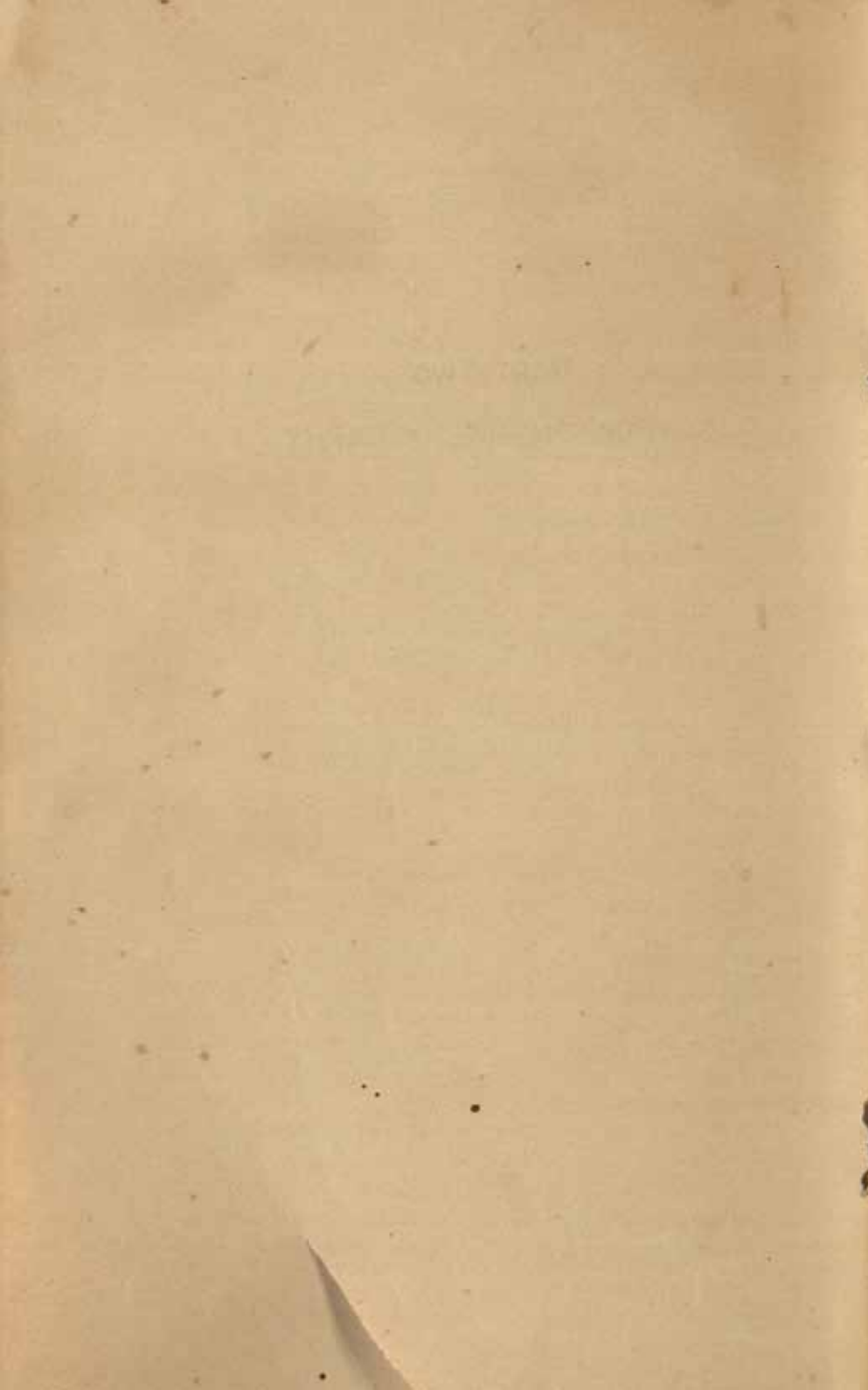
equipments by conscious efforts. This has been admirably stated by Drury in these concluding lines—"Book selection is an art, not a science. Being an art, however, there is the joy of adapting the means at one's disposal to the end in view, of applying the skill and knowledge in one's power to attain the result, of augmenting this skill and knowledge by the conscious development of traits and of selecting the best that can be obtained for the greatest good of the largest number"

## SUPPLEMENTARY READINGS

1. Bascom, E. L. Book Selection. (Manual of Library Economy).  
Chicago, Am. Lib. Assn., 1925.
2. Drury, F. K. W. Book Selection.  
Chicago, Am. Lib. Assn., 1930.
3. Haines, H. E. Living with Books; 2nd ed.  
N.Y., Columbia Univ. Pr., 1950.
4. Hoffman, H. R. (ed.) Bookman's Manual; 8th ed.  
N.Y., Bowker, 1957.
5. McColvin, L. R. The Theory of Book Selection  
for Public Libraries.  
London, Grafton, 1925.
6. Shuman, E. L. How to Judge a Book.  
Boston, Houghton Mifflin, 1910.
7. Williams, R. G. A Manual of Book Selection for  
the Librarian and Book-lover.  
London, Grafton, 1920.

PART TWO  
SYSTEMATIC BIBLIOGRAPHY





#### 4. SYSTEMATIC BIBLIOGRAPHY

Long after the invention and development of printing was 'Bibliography' defined as, the 'science of books'—relating to their description and classification. This archaic division of the science as early as 18th century gives us the 'Material bibliography' and 'Literary bibliography', which later on, must have laid the foundations of the moderns Critical and Historical bibliography, and the 'Systematic bibliography', respectively. The former explains the technique of "book building", involving a knowledge of typography, actually in its results and not in its mechanical process, as well as of all the constituent parts of books, for identification of particular productions. According to Sir Walter Greg, it is "the science of transmission of literary documents". Systematic or Enumerative Bibliography naturally follows the study of books as material objects, which has been defined by G. Schneider as, "the study of lists of literature". The popular application of the term "Bibliography" corresponds to this aspect of the subject, sometime meaning simply 'a list of books'. Technically, however, systematic bibliography would mean assembling the entries of individual books "into logical and useful arrangements for reference and study". It is therefore mentioned as 'Reference bibliography' also. The rapid multiplication of books as a result of the invention of printing, makes the necessity for such bibliographies imperative. It is the work of the bibliographer to collect, collate, arrange and describe books and writings in a particular field, from the vast mass of written and printed material. We have seen even in the earliest times, catalogues coming into being, when books, few and far between, comprised a collection.

Lists of Clay Tablets have been found in Neneveh. The famous Library at Alexandria had subject lists of its books, which also establishes the fact that the science of listing books is of ancient origin. Systematic Bibliography is only a further logical development of such catalogues. Louis

Shores defines it as, "a list of written, printed or otherwise produced records of civilization; which may include books, serials, pictures, maps, films, recordings, museum objects, manuscripts and any other media of communication". It is distinguished from a catalogue as "not being necessarily a list of materials in a collection, a Library, or a group of libraries." (Glossary of Library Terms). This expands the coverage of its contents, enlisting almost every type of the records of human civilization. Such bibliographies come to our aid whenever we try to verify a title, or to collect information regarding the literature available on a subject, or to appraise books by annotations or references to critical and evaluative reviews or to find out the basic and best books on a subject or to ascertain bibliographical data about an author. The need for such work for everybody in pursuit of knowledge, direct or indirect, is therefore obvious.

The task of the modern bibliographer is very exacting, as the term 'bibliographical apparatus' expresses a wide range of the types of bibliographies which can be brought into play. Generally speaking, the types may cover universal, national and trade bibliographies, author and subject bibliographies, publishers' catalogues, indexes to periodicals, abstracting journals, bibliography of bibliographies, periodical literature surveys, etc. He has to make extensive search through the vast mass of printed materials to compile dependable repertories.

### The Historical Perspective

Conrad Gesner has been called 'father of bibliography' for his epoch making "Bibliotheca Universalis" (Zurich, 1545), which is the earliest result of efforts at Universal bibliography. Herein he lists all Latin, Greek and Hebrew books with comments. He enumerates a system which is applicable universally, especially, for compilation of national bibliographies. Another book which is a milestone in this sphere of work, as it is a pioneer effort giving critical descriptions for each of the entries, is "Bibliographie instructive" 10 v., 1763—82, by Guillaume de Bure. This has been called "the first truly significant bibliography". Biblio-



ographies of every type and description have been compiled since then and their multiplication naturally made it necessary to have some sort of guides to facilitate the use of such bibliographies, the earliest of these guides being J. Petzholdt's "*Bibliotheca Bibliographica*" (Leipzig, 1866). This is a masterly work giving a systematic list of the entire bibliographical literature available up to that time. This has been partially superseded by Theodore Besterman's "*A World Bibliography of Bibliographies*" 2 v., London, 1939-40 and its 3rd ed. 4v. 1955.

### Details

What amount of details are to be included in a bibliography? This is a question about which every bibliographer must have clear conception. It is axiomatic that a bibliography should give sufficient information for each work listed therein to enable the latter to be identified without doubt. It should be as much complete as possible and sufficiently consistent within the limits prescribed or acknowledged by the compiler. The amount of detail would differ with the importance of the subject or of the purpose for which it is required. If it is just a reading list recommending books on a particular subject, to fit the needs of a particular class of reader, a simple form of bibliographical details would be sufficient, such as, name of the author of each book mentioned, a transcription of the title, the date and the imprint and it need not be so comprehensive. If it is required to service the scholar, who wants to know what has been written upon the subject of his interest, it should be as comprehensive as possible, recording books, periodical articles and other analytical materials and the details for each entry should be full and definite. It may even require in the extreme cases, to give a transcription of the title page in semi-facsimile or an imitation of the types of the original, a statement of the colophon or the printers and publisher's concluding statement about the parts played by them in producing the book, a description of the contents and annotations of special features, etc., so that, the literary critics may be satisfied by

comparing the bibliographical descriptions with copies known or accessible to them. That is why we find that elaborate descriptions of the 'incunabula' or early books in general have been given in Ludwig Hain's "*Repertorium bibliographicum ad annum MD*" or Robert Proctor's "*Index to the early printed books in the British Museum*", etc. Being rare and valuable, accurate descriptions of these are necessary in such a bibliography, to identify them. Original editions of books by important authors should be similarly treated.

### Types

Variety of interest or diversity of purpose is reflected in the production and use of bibliographies. One may be interested in just knowing some books to read on a particular subject or author, another may want to know about everything written on a subject; yet another may search for the best or standard books. Some may be connected with book selection and their purchase, some may be interested in the record of printing output of a nation, some others on book rarities and their location and some may need a general repertory in the nature of a combination of catalogues of several big libraries to avoid consulting scattered sources and there may be yet another group who would want to know about the existing bibliographies in particular subjects or of specific authors. There are works available in various types to meet such varieties of interest. Arundell Esdaile has broadly classed them as Primary and Secondary bibliographies; keeping the original record of material in the former class and those in which materials recorded in scattered works have been re-arranged in aid of research, in the latter class. Thus, according to him, the general, national and trade bibliographies, as well as the bibliographies of bibliographies are all primary ones and the subject or the author or personal bibliographies are secondary ones. For the sake of convenience, however, the entire range of systematic bibliography can be divided into following types, according to the nature of their contents :



### A. Incunabula or Book Rarities Bibliographies

It deals with the early material upto a fixed period, i.e., up to the 15th Century and because of their rarity and value as records of the pioneer period of printing, considerable care and scholarship are manifest in such compilations. Most of them may be acknowledged as reaching the ideal of a complete bibliography. A few famous examples are mentioned below:—

1. Hain, Ludwig F. T. Repertorium bibliographicum ad annum MD. 2v. in 4, 1826—1838.

This is an author list, distinguished for details and accuracy, describing 16,000 incunabula.

2. Proctor, Robert. Index to the early printed books in the British Museum to 1500, with notes of those in the Bodleian Library. 4v. 1898—1899.

About 10,000 early printed books have been arranged in this wonderful work according to countries, towns, presses and dates established on typographical evidence. Author-Index has also been provided in this work.

Admirable bibliographies of early works in India, especially of manuscripts in Sanskrit language, are also available. Efforts have also been made to prepare bibliographies of early Indian printing or book rarities, some of which are ranked as outstanding results in this field. A few of them are described below :

3. Aufrecht, Theodor.

The Catalogus catalogorum: an alphabetical register of Sanskrit works and authors. 3v. Leipzig, 1891—1903. . .

An attempt was made to issue supplements to this scholarly work by the University of Madras and Vol. I of the New catalogus catalogorum was published in 1949 by Dr. V. Raghavan. The work has not been further extended.

4. Gildemeister, Joannes  
Bibliothecae Sanskritae. London, 1847.



5. Emeneau, M. B., *Comp.*

A union list of printed Indic texts and translations in American Libraries. New Haven, Conn., Amer. Oriental Soc., 1935. (American Oriental series., v. 7).

6. Priolkar, Anant Kekba,

The printing press in India : its beginnings and early development. Bombay, Marathi Samshodhana Mandala, 1958.

7. National Library, Calcutta, *Comp.* Early printing in India. Calcutta, National Library, 1954.

It is a mimeographed copy containing a select bibliography of early printing in India. In this connection we may also mention the brochure published by the National Library, Calcutta; in 1955 on the occasion of the Carey Exhibition of Early Printing and Fine Printing.

8. Bhattacharya, Tarapasanna, *Comp.*

Bangla Prachin Puthir bivarana. Calcutta, Bangiya Sahitya-parishat, vols 1—3 (No. 4), the latest number published in 1959.

This is a catalogue of early Bengali Manuscripts preserved in the Bangiya Sahitya Parishat Library, Calcutta.

## B. General or Universal Bibliographies

This type of bibliography provides a wide, comprehensive, although not complete survey of the records of civilization in many fields and is not limited by time, place, language, subject, author or purpose. It is as such, very useful in big libraries, specially in University and research libraries. No contemporary attempt has been made on a big scale to provide universal bibliographies, need for which can only be met by the published catalogues of such great libraries, as, The British Museum, Bibliothique Nationale, Library of Congress, etc., which are the nearest approach to this type. The best known among these are,

9. British Museum. General Catalogue of printed books. 95 v. 1881—1900. 13 v. Suppl. 1900—1905. Superseded by a new edition commencing publication since 1931.
10. Library of Congress, Washington. Catalogue of books represented by Library of Congress printed cards. 209 v. 1942—1948. with supplements from 1947 onwards, as Cumulative Catalogue of Library of Congress Printed Cards.
11. Bibliotheque Nationale, Paris. Catalogue general des livres imprimes : auteurs, 1900—reaching at present above 180 vols.

### C. National Bibliography

This is a bibliography of books produced in the language of one country and of books produced in the country, whatever their language. (Lib. Gloss.). The phrase "national literature" is also applied to it. It is a comprehensive, almost complete, record of the printed output in a given country, furnishing descriptions and supplying verifications which cannot be found in the less complete bibliographies. As they usually give prices, they have a special use for book selectors. It accepts no limitation in the subject fields nor in the forms of literature. It is all-inclusive, except for a few ephemeral items. Its range can be further broadened by the inclusion of dissertations, audio-visual aids, etc. (A list of general bibliographies of national literature, including some of the important national bibliographies, are given below:—

12. Heyl, Lawrence. Current national bibliographies; a list of sources of information concerning current books of all countries. 1942.
13. British National Bibliography. 1950—London, Council of Br. Natl. Biblio.
14. Bibliographie de la France, 1er Nov., 1811—Paris, Cerce de la Libr.

15. Deutsche Nationalbibliographie, 1931—Leipzig, Allgemeine Ausg.
16. Indian National Bibliography, 1958—Calcutta, Central Reference Library.
17. Rastriya Grantha Suchi :  
Hindi Vibhaga, 1958. Allahabad, Govt. of Uttar Pradesh, 1960.

This volume has been published on behalf of the Central Reference Library, and consists of materials in the Hindi language, recorded in the Indian National Bibliography, 1958.

Such sectional publications of the I.N.B. in the script of the state concerned will meet the requirements of schools, colleges, libraries and individuals interested in bibliographical studies.

18. Rastriya Grantha Suchi : *Rashtriya*  
Kannada Vibhaga, 1958. Bangalore, Literary and Cultural Development Dept., 1959.

This volume has been published on behalf of the Central Reference Library, Calcutta and consists of the entries of materials in Kannada language recorded in the Indian National Bibliography, 1958.

A similar Grantha Suchi : Bengali Vibhaga is under preparation.

#### D. Selective or Eclectic Bibliography

As designated by the term, this is a list of "Best Books" and it is very useful as a guide for selecting books for the average library. It may either be retrospective, recording material published in the past or current, listing only recent publications. The latter ones often have descriptive annotations of entries, including excerpts from authentic reviews. Whether retrospective or current, the items cited are acknowledged to be best in their fields. The best examples are:—



19. Sonnenschein, W. S. Best Books, 3rd ed.  
London, Routledge, 1910—35, 6v.
20. Standard Books.  
4v., London, Thomas Nelson and Sons, 1910—14.
21. Standard Catalogue for Public Libraries.  
N.Y., Wilson, 1950.
22. The Book List, 1905—(Semi-monthly)  
Chicago, A. L. A.
23. Book Review Digest, 1905—(Monthly)  
N.Y., Wilson.
24. Cooper, I. N. (ed.) A. L. A. Catalogue: an annotated basic list of 10,000 books and its supplements. Chicago, A. L. A., 1926.
25. Dickinson, Asa Don. The Worlds Best Books: Homer to Hemingway. N. Y., Wilson, 1953.

#### E. Trade Bibliographies

A Trade Bibliography, which is sponsored by the book-trade organization, is like the national bibliography a record of the printing output in a given country. It usually lists books in print or for sale and is compiled by a publisher, a book-seller or a group of such agencies. It is used mainly as book selection tool, although its value as a source of current bibliographical data cannot be ignored. Usually, it is drawn from some weekly list published by the same agency, appearing variously as a monthly, quarterly, an annual and a three or five-yearly cumulation. The best examples in the English and American fields are given below :—

26. The English Catalogue of Books, 1801—  
London, Sampson Low.
27. Whitaker's Cumulative Book List, 1924—  
London, Whitaker.
28. Cumulative Book Index: a World list of books  
in English language, 1898—  
N. Y., Wilson.

In addition to listing national literature, C.B.I. has widened its scope to include books published in U.K. and the commonwealth. C.B.I. is therefore more useful than its English counterpart.

29. Books in Print, 1948—N. Y., Bowker. (Annual).
30. Subject Guide to Books in Print, 1957—, N. Y., Bowker. (Annual).

#### **F. Subject and Author Bibliography**

A subject bibliography is a list of books, articles and other materials on a given subject. A region, city or town may, for the purpose of a bibliography, be considered as a subject. Similar treatment is accorded to bibliography of a person or author, which is also termed as "Bio-Bibliography". A bibliography of a specific subject is usually compiled in two sections—the basic or retrospective bibliography upto a fixed date and the current bibliography supplementing the basic one, annually or at regular intervals. The need for such a bibliography increases with the number of printed books.

According to J. D. Cowley, "the subject bibliography is a method: the cataloguing and description of material as a preliminary to the study of a subject". Such bibliographies, current or retrospective, exist for almost every branch of human knowledge. Works recorded through the media of printed communication may remain scattered, but the bibliographer manages to select, sift, analyse and re-arrange them in a suitable manner, either by subject-matter or authorship. There is a great demand for this type of bibliography in the fields of higher study and research. It provides the bibliographical apparatus for research.

The ultimate object of a subject bibliography is to comprehend the entire world literature on it and as such, it is implied to be international. Where the subject concept is clear and well-defined, as for example in the "Natural sciences", the bibliography easily crosses the national and language barriers and conversely, in subjects where the concepts are yet to crystalize as in "Humanities" and "Social

sciences", it becomes difficult to record a full coverage. In the latter case, it happens very often that, only the literature on the subject published in one culture area or in one common language, is covered.

To achieve universality in the field of bibliography is difficult also owing to the fact that there is no international agreement on such questions as languages used, translation of titles, transliteration, method of cataloguing, etc. Usually, in bibliographies produced nationally, the questions stated above are either bye-passed or simplified considerably. They suffer mostly from partiality or limitation.

Recently, however, UNESCO has been actively encouraging the organization of international subject bibliography. Its "International bibliography of Social and Cultural anthropology, vols I—IV" (in progress) may be cited in this connection. Some of the best subject bibliographies, although of international coverage, such as, "Chemical Abstracts" are national in origin. If UNESCO can formulate certain standards for the compilation of international subject bibliographies and impose them and at the same time encourage professional associations with finances, then only one could expect a spurt in bibliographical activities in this line.

Examples :—

31. Bibliography of Indology, vol. I—Indian Anthropology. Compd. by J. M. Kanitkar and ors. Calcutta, National Library, 1960.
32. Cannons, H. G. T. Bibliography of Library Economy; a classified index to the professional periodical literature in the English language. Chicago, A. L. A.
33. London Bibliography of the Social Sciences, 1931—50. 9v. London School of Economics.
34. International Catalogue of Scientific Literature, 1902—19, 14 v. Royal Soc. of London.



35. Cambridge Bibliography of English Literature, ed. by J. W. Bateson. 5v. Cam. Univ. Pr., 1940-1957.
36. Hawkins, Ronald R. Scientific, Medical and Technical books Published in the United States of America, 1930—44, a selected list with annotations and suppl. upto 1956.
37. Jaggard, William. Shakespeare: Bibliography. New Haven, Yale Univ. Pr., 1922.
38. Besterman, Theodore. A Bibliography of Sir James George Frazer. Lond., Macmillan, 1934.
39. Esdaile, Arundell. A Bibliography of George Meredith. 1907.
40. Arnim, Max. Internationale Personal bibliographie, 1800—1943. 2v. Stuttgart, Hiersemann, 1952.
41. Indian Scientific & Technical Publications: Exhibition 1960. A Bibliography compiled by the National Library, Calcutta. New Delhi, Council of Scientific and Industries Research, 1960.

#### G. Bibliography of Bibliographies

Multiplication of bibliographies of different types in various subject fields has resulted in the compilation of bibliography of this type. It shows the existence of materials in particular subjects or on specific authors, sometimes from the very beginning of printing to date. It is also called Bibliographic Index. Some of the most outstanding examples are noted below :—

42. Petzholdt, Julius. Bibliotheca bibliographica. Leipzig, Engelmann, 1866.
43. Besterman, Theodore. A World bibliography of bibliographies; 3rd ed. 4v. 1955.
44. Bibliographic Index, 1937—  
N. Y., Wilson.

45. Besterman, Theodore. Index bibliographicus.  
3rd ed. 1952. (In progress). Paris, UNESCO.  
V. 1—Science and Technology.  
V. 2—Social Sciences, education, humanistic  
Sciences.
46. Widmann, Hans. Bibliographien Zum Deutschen  
Schrifttum der Jahre, 1939—50. Tübingen,  
Niemeyer, 1951.

## 5. THE BIBLIOGRAPHER AND HIS METHOD OF ARRANGEMENT

We have seen the various types of bibliographies and have enumerated their scope and usefulness in diverse aspects. We may now consider the technique or arrangement of bibliographies. Obviously, this arrangement is of considerable interest to the searcher or user of any bibliography. The order of the main entry may differ from bibliography to bibliography, but the object is always the same, that is to arrange it in such a logical and systematic way that, reference is easy and satisfactory. In most of the bibliographies the arrangement of the material collected, is in alphabetical order by the name of the author, and in some, they are chronological. This order may serve well in those which are general in nature, but in case of special bibliographies pertaining to specific subject fields, this commonplace arrangement may prove unsuitable. In the latter case, the order may be made to follow the natural development of the subject itself so that, "the entries may illuminate each other by collocation." (Esdaile). The alphabet plays a secondary role in such order, may be, as a separate index. This points definitely to the fact that, the bibliographer should not only have a flair for the job, but he should also acquire considerable subject background, i.e., the knowledge of the stages of its development and of its ramifications, so that, he may be able to arrange the entries of books and other relevant material on the subject, in proper logical order. He should be painstaking, capable of making extensive searches for collecting material scattered in different repertories, bibliographies, indexes, books, journals, etc., and at the sametime, he should be equipped adequately with the technique of indexing. The outcome of his honest labour will definitely be a useful addition to the store of bibliographies. To be successful, he should be honest, accurate, brief and clear, with an eye for details.



Actually, no ready-made formula for the arrangement of entries in a subject or author bibliography can be prescribed. This may be a disadvantage to the uninitiated bibliographer, but this drawback provides an element of adventure for the man on the job. He is free to choose and try and ultimately arrive at a dependable arrangement. Existing bibliographies of importance would always serve as a source of information and inspiration.

Some leading principles governing the arrangement of Author and Subject bibliography (including personal and local bibliographies) may now be examined, in the context of what has been stated above.

### Author Bibliography

The author bibliography follows the usual pattern of catalogue arrangement in libraries, with variations or adjustments necessary for bringing out fully the characteristic inherent in a bibliography. The arrangement of the main entry in the bibliography would therefore be in the following order:—

1. Collected Works (more or less complete):  
different editions in alphabetical order.
2. Smaller Collections, i.e., combination of two or more works.
3. Separate or individual works.
4. Works under a pseudonym.
5. Selections.
6. Other works translated or edited by the author.
7. Biographical and critical works on the author.
8. Festschrift or festival publications.
9. Review by the author.
10. Miscellaneous.

Care should be taken to mention first editions first, followed by later ones. Under each category the order will be alphabetical by the title and translations should always

follow the original work, also alphabetically according to the language in which it is translated.

Mechanical imitation of the above order is not advisable in all cases, as different authors may pose different problems. A versatile author like poet Rabindra Nath Tagore may require much modified treatment. He is not merely a poet, he is very prolific in every recorded literary form. He is also an artist. In his case therefore, a form division under certain categories may be necessary and the order may need expansion and re-adjustment accordingly.

Other variations are also possible in an author bibliography, especially, if the author is a scientist either, in the natural, applied or sociological sciences, specializing in a particular field. A strictly chronological order of writings may be found useful in such cases. Another point worth bearing in mind is the meticulous care that should be taken to huntout author's writings published in the periodicals. It often happens that material published in periodical is published later on as a separate work with additions and alterations. While both should be recorded, a note on such a link may be made in the entry. That may offer new information to the searcher. Generally, periodical articles by the author are arranged chronologically, with reference to the periodical concerned, although entries under separate works are usually arranged alphabetically by title.

The methods enumerated above, may serve as a guide for the preparation of author bibliography, but the bibliographer should always remember that application of the method is not a successful end in itself, as adjustment is always necessary to accommodate emergent problems. An objective outlook, backed by strong commonsense and above all, experience, are contributing factors in the preparation of a good bibliography.

### Personal Bibliography

The peculiarity of all personal bibliographies, is conditioned by the fact that, the persons irrespective of their fields of activity, have one thing in common, i.e., "Between birth

and death they exist in the dimension of time". (Esdaile). Such persons are important historically, although one may be a soldier, another a politician or administrator, yet another an artist and so on, and some of them may be a combination of several factors attributed to a hero. But the basic fact remains the same that, they have had their careers within one span of life. The literature built up around their career is therefore capable of being divided into periods and phases, which actually forms the basis for arrangement of a personal bibliography. Problem, however, arises when a person primarily eminent as a national or international hero of historical importance, is also a writer or an artist or both in a secondary way. The case of Sir Winston Churchill would be a typical one in this respect. In such cases, the literary and artistic material should also be brought out in the bibliography. Sometimes, much of this literature, however, may consist of diaries, memoirs and letters, etc., which should better be considered as biographical source material and should be recorded in "General Biography" coming first in order in the arrangement. Purely literary works may be relegated to the "Secondary Activities".

The main order of a personal bibliography would be something on the lines enumerated below:—

1. General Biography
2. Periods and Phases
  - (a) Early Years
  - (b) Formative Years
  - (c) Public Life and Career
  - (d) Peak Period
  - (e) Later Years
3. Private Life
4. Important Episodes (Chronologically)
5. Secondary Activities
  - (a) Literary
  - (b) Artistic, etc.



It is important to note that, a historical person has also his private life of love, marriage and family.

Material on this phase of his life may not be lacking. It behoves the bibliographer to do justice to this aspect also, by providing a proper place in the arrangement.

When a historical person is also a prolific writer, such as, Mahatma Gandhi, who has written copiously on all conceivable matters, with a distinct philosophy running throughout, a combination of the author and personal bibliographies, co-ordinated logically, may yield better results.

### **Bibliography of a Locality**

Much material on a particular locality may be available, especially if it is old enough to have a hoary history. The public libraries therefore rightly lay stress on comprehensive local collections and this makes bibliographer's task rather easy, as a reference to the catalogue of local collections enfolds a mass of material and the search becomes less laborious. The classes of material which are to be included in the bibliographical project of a locality is the only difficult problem to solve. The order of arrangement of material is based principally on topography and chronology.

If works by inhabitants do not have any bearing upon the locality itself, being merely literary works, it would be wise to leave them out. An exception may, however, be made in the case of early presses and their products, in the locality, which is definitely a contributing factor in its culture history. The material which must be included will generally fall under following categories: History, Geography, Gazetteer, Guide Book, Map, Prints and Illustrated Album, Directory, Biography of eminent inhabitants, Local Govt. Records, Reports on and publications of industrial, cultural and religious organizations, Newspapers, Periodicals and Magazines and any other publication having local appeal. On the basis of this a model arrangement for a local bibliography is given below:—

1. History (including works containing substantive references to the locality)

2. Geography
3. Gazetteer
4. Guide Book
5. Directory
6. Map
7. Prints and Picture Albums
8. Early Press and their products
9. Newspapers
10. Periodicals and Magazines
11. Local Govt. records
12. Reports on and publications of industrial, educational, cultural and religious institutions.
13. Printed Speeches delivered by local citizens and by others referring to the locality.
14. Biographies of eminent inhabitants.

This will give a local bibliography comprehensive coverage. The order of the arrangement may, however, be altered to suit individual cases.

### **Subject Bibliography**

(IN HUMANITIES; SCIENCES; ENGINEERING  
AND TECHNOLOGY)

The ever-increasing flow of printed material in every subject field has on the one hand added considerably to the wealth of human knowledge; but on the other hand, it has created considerable chaos in the world of researchers, who although very keen on assimilating every material brought out in their field of interest, often get lost amidst the mass of materials. Subject bibliographies actually come to their rescue and therein lies their importance. A Bibliography as such, may relate to one main subject, or just one part of the subject or any of its divisions; treatment of the subject again may be general in nature or may refer to some particular region. For instance, it may be a



Bibliography of Anthropology, general and comprehensive or of Physical Anthropology (Branch or Division of the subject) or of Physical Anthropology in India. In the latter case, however, the scope is much restricted, firstly, being a part of the subject and secondly, being restricted to the material available on a particular country. Excepting in the general cases therefore, the second factor of place or region comes into play immediately and the plan or arrangement of the bibliography is readjusted accordingly.

A new terminology in this context perhaps needs explaining. Librarians in special libraries are required to compile subject bibliographies to meet the requirements of a very limited clientele, usually covering a highly specialized aspect of a broad subject. Such bibliographical compilation is called "microcosmic" work, each one being a separate tool in itself. It is possible again to link up these "microcosmic" bibliographies, maintaining the sequence of their relationships and compile a comprehensive subject bibliography.

General bibliographies may sometimes require a prior division into original source groups, viz., a Bibliography of Art may first be arranged as Primitive Art, Oriental Art, Western Art and so on, and all the three, especially the latter two, may be further divided into periods, as classical, medieval and modern. The former invites further division on the basis of occurrence of primitive people in certain specific areas, viz., Africa, Asia, Oceania, America, etc. Under each period or area again, the bibliography is further branched off into divisions and sub-divisions of the main subject, viz. Architecture, Sculpture, Graphic Art, Plastic Art, etc. Thus, the Subject Bibliography generally follows the subject schedule, trying to maintain its sequence and this arrangement has been preferred to the simple alphabetical author arrangement.

When the user of a bibliography is more eager to know the trend of development of his subject of interest, a classified bibliography with chronological and not author arrangement under each class, would be more suitable for the purpose. The former is more scientific and suitable for



reference and research purposes. So far as the internal arrangement under each division is concerned, it may be left to the bibliographer's commonsense to choose between the chronological order and authorwise alphabetical arrangement. In the pure and applied sciences, chronological order may be a necessity, just to distinguish between the old and new material; but otherwise, alphabetical order as the internal arrangement under subject sub-divisions may also be usefully applied in all cases.

The major problems faced by subject bibliographers would be firstly, where to draw the retrospective line and secondly, whether its coverage would be universal or just sufficient to meet any specific requirement. Generally, the work is started retrospectively say, 10 to 15 years and all possible sources like catalogues, indexes, abstracting journals and other comprehensive and recognized bibliographies in the subject field are consulted. This is followed up with a search for current entries from similar sources.

A subject bibliography would not only include books as separate works but also analytical entries from such works, whenever necessary. In addition, it would record periodical articles and every other material relevant to the subject. As periodical articles would form a major portion of a subject bibliography, the titles of periodicals should be used in abbreviated form according to some accepted standard. It is imperative, however, to explain the abbreviations in a separate index. For articles in non-English languages the titles are kept in the language of their origin, followed by an English translation in parenthesis. So far as other bibliographical data are concerned, the entries should conform to the accepted cataloguing code. There should be reasonable cross-references and a detailed or relative subject index would always be a helpful adjunct.

It should attempt at comprehensiveness. Biographies of important persons in the fields of humanities, sciences and technology, should also be included in the respective bibliographies, as the life of a scientist, a literator, an artist or an engineer is as much a part of the history of the subject as his works are.

Each entry should be given full bibliographical data, with annotations if possible, and meticulous care should be taken to put it in proper place. In ambiguous cases, where the topic is not very explicit, more than one entry may be made under likely headings so that, nothing will be lost. In this respect the bibliographer is in a much happier position than the classifier and cataloguer.

Where the scope is very wide and the subject is dealt with in general terms, it is advisable to divide the bibliography in parts, the preliminary part recording material upto a specified period and the latter part, recording subsequent publications. Under each part, the order will be general works or treatises first, followed by works on the main divisions the latter branching off into further sub-headings if thought necessary, to emphasise specific topics. All classes of material, i.e., books, periodical articles, etc., are to be included in the same sequences and not separately.

In the arrangement, the concluding portion may be allotted to biographies, the importance of which has already been emphasised, especially when, such biographical material refer considerably to the part played by the biographer in the history and development of the subject concerned.

The system of arrangement for the subject bibliography as described above, far from being hidebound, is capable of much elasticity as may be imperative for planning a bibliography of a rapidly developing subject. We must not, however, lose sight of the fact that, one cannot learn unless one makes a beginning; and whatever has been stated, may be sufficient to serve as a skeleton of a plan, on which the bibliographer, new or experienced, may build up the bibliography, according to his own genius.

## 6. CRITICAL EVALUATION OF THE BRITISH NATIONAL BIBLIOGRAPHY AND INDIAN NATIONAL BIBLIOGRAPHY

### **British National Bibliography**

British National Bibliography v. 1, no. 1—: Jan. 4, 1950—  
London, Council of British National Bibliography, British  
Museum, 1950—. Weekly. Ed. by A. J. Wells. £ 12 per  
year.

### **AUTHORITY AND FREQUENCY**

This is a bibliography being issued weekly since 1950, by the Council of British National Bibliography, which is a composite authority consisting of the copyright Department of the British Museum and a number of associations connected with book production and library associations, etc. The items recorded are new publications received by the British Museum under the Copyright Act. It cumulates monthly, quarterly and annually, the latter volume being equipped with an author and subject index. In the beginning it printed on one side of the paper, with a view to facilitate the use of its individual entries for cataloguing purposes by other libraries, by cutting and pasting on catalogue cards. Since 1951, however, it is being printed on both sides, though one side printed copies would still be available on demand, for the aforesaid purpose.

### **COVERAGE**

The bibliography is more or less complete, except for the exclusion of the following categories of material:—(1) Cheap novelettes, (2) music, (3) maps, (4) periodicals (except for the first issue of a new periodical and the first



issue under a new title), (5) publications of the Govt. of Ireland, (6) publications of the Local Govt., (7) most of the British Govt. publications and (8) unchanged reprints, which are not required to be deposited under the Copyright Act.

#### ARRANGEMENT

The arrangement follows the classified order which is recognized to be the best possible arrangement for any national bibliography. Items are classified by the Dewey Decimal Classification and are catalogued according to the Anglo-American Code. Cataloguing is complete, giving full name of authors, title, publisher, price, date, paging, illustration, size, binding, series and occasional annotations. According to the practice in British Museum, the title page is strictly followed in cataloguing pseudonymous works, entry being made under the pseudonym. The author index includes author's names, with cross-references from variant forms, as well as titles of fiction and some titles of non-fiction. The author and subject indexes taken together, provide suitable reference facilities.

#### EVALUATION

The B. N. B. is the culmination of the efforts initiated in the seventeenth century, by some enterprising bibliographers, to compile a regular record of the nation's literary output. Towards the close of the eighteenth and beginning of the nineteenth century, some attempts on this line were made among others, by Aldis, Dickson, Edmund, Rowlands, etc., in a more organized manner. But bibliographies produced by them, could be called 'national' in a very restricted sense only, as they related mostly to the works produced in Scotland and Wales, respectively. We may therefore call the British National Bibliography as the first organized record of the national literature of the peoples of the United Kingdom, in the true sense of the term.

As a reference tool its position is unique, on matters of current British publications. As a book-selection guide it is absolutely necessary. It also serves to help the cata-

loguers in two ways, other libraries may either utilize its entries, which are on one side of the paper and thereby save cataloguer's time and labour, or they may simply copy them on their own cards. Its subject index is also an authoritative guide for the cataloguers to find suitable subject headings. There is also the possibility of a uniform cataloguing code being established through the extensive use of the B. N. B. It would not be wrong to assume that, it has unobtrusively provided inspiration to the sponsors of our Indian National Bibliography, acting as a worthy example to emulate. B. N. B's recent publication, (1958) of the "Cumulated Subject List of British Books, published during 1951—54" which is in 2 vols., and is edited by A. J. Wells, has been acclaimed as a landmark in systematic bibliography.

Like all good National Bibliographies, it not only serves the needs of libraries, especially in U. K., it also serves as a very important tool in the hands of specialist bibliographers. The subject specialists would find the introduction of "Chain procedure" subject headings, an interesting and effective innovation.

The organization of the B. N. B. has been so perfected as to enable it to supply catalogue Cards, being facsimilies of the entries in the Bibliography, to British libraries, to the extent of two million cards per year, thus providing a central cataloging service. The B. N. B. is supported entirely by sales, of about Rs. 8,40,000 and Rs. 1,40,000 more from the sale of cards.

The main criticism against B. N. B. has been regarding the adoption of the classified form of arrangement, mainly from those who like the alphabetical arrangement. To the British librarians specially, the classified arrangement comes rather more naturally and the arguments in favour of the alphabetical arrangement have been disposed of as being academic than utilitarian. In spite of the classified form, there is no difficulty in tracing an item, because of its admirable index.

The other criticism relates to the excluded materials. Unchanged reprints, maps, government publications and



those of the local governments have been excluded. But the latter two items have been covered partially. It can be presumed, however, that the items excluded, have been considered to be unimportant from some point of view and there must have been some well-defined policy for excluding such items.

Exclusions in any national bibliographical project would always be contentious and many would hold that *maps*, and *music*, forming distinct fields of their own, are justifiable items for inclusion. As far back as 1950, Mr. F. C. Francis of British Museum expressed similar views, suggesting that, it might be possible in future to issue a separate British National Music Bibliography and a British National Map Bibliography.

### Indian National Bibliography

Indian National Bibliography. Oct.-Dec., 1957 and Vol. I, No. 1; 1958—General Editor B. S. Kesavan. Calcutta, Central Reference Library at National Library. Quarterly. Rs. 62/- per yr.

### AUTHORITY AND FREQUENCY

The compilation of the I. N. B. has been effected on the lines of recommendations of the Indian National Bibliography Committee, appointed by the Government of India. B. S. Kesavan, who is the general editor of the bibliography acted as the chairman of the committee, which decided on certain fundamentals, viz., scope, script, cataloguing, classification, etc. This bibliography has been defined by the committee as, "an authoritative bibliographical record of current Indian publications", in Assamese, Bengali, English, Gujarati, Hindi, Kannada, Malayalam, Marathi, Oriya, Punjabi, Sanskrit, Tamil, Telugu and the Urdu languages. It records material received in the National Library, Calcutta, under the Delivery of Books and Newspaper Act of 1954, as amended in 1956, to include periodicals also. It is issued quarterly to be cumulated annually. There is an alphabetical subject index with every issue.



## COVERAGE

It records all publications produced in fourteen major Indian languages, received under the operation of the afore-said legislation, but the following types of material have been excluded from its scope:—

(1) Musical Scores, (2) Maps, (3) Periodicals and Newspapers (except the first issue of a new periodical and the first issue of a periodical under a new title), (4) Keys and guides to text books, (5) Ephemeral material, such as, Trade Catalogues, Telephone Directories, Reports and financial statements of statutory companies, cheap novelettes and Publicity Pamphlets.

## ARRANGEMENT

It is divided into two parts—Part I Covering general publications and Part II covering governmental publications. The arrangement is in classified order, and under each specific subject, entries are further arranged alphabetically by the names of authors. The items are classified by the Dewey Decimal Classification. The standard cataloguing method has been adopted. Each entry provides the following information regarding the book—Dewey class number, author's name, full title, place of publication, publisher, date, paging, illustration, size, binding, price, series and annotations wherever necessary. Colon number has also been assigned at the right hand bottom corner opposite which there is the language symbol in parenthesis.

Names of authors and titles of books in Indian languages are transliterated into roman script, with diacritical marks, wherever necessary. The subject index is very exhaustive, directing users to the class numbers, which on reference to the body of the bibliography, opens up the entire literature on particular subjects. For instance, a reference to 'India' in the index would show a list of about 125 subjects or topics, arranged in an alphabetical sequence, out of which a particular subject, viz, 'India: History' can be easily traced, and the entire literature on it can be perused at 954, in the classified sequence. Reference is easy and

facile even for those who are not initiated into the details of the classification scheme.

### EVALUATION

The major difficulty confronting a bibliographer of the national literature of India is obviously, the multiplicity of the languages and scripts. Difference in languages is not a sufficient barrier if there is a common script, as it happens in a bibliography involving several European languages. But the problem assumes a rather serious aspect, when one has to consider at least fourteen different languages and scripts. This problem has been admirably solved by the compilers through the adoption of the roman script. This is undoubtedly a far-sighted decision, proving once again that India is one in the midst of diversity. By this, its national and international importance and usefulness, has been considerably augmented; and scholars and librarians all over the world have been benefited by the publication of this well-designed bibliography.

The arrangement of the titles in a single sequence, under specific subject heading, irrespective of the languages in which the books are written, "achieves subject collocation", as rightly pointed out by a reviewer. The additional use of the colon number not only does justice to a scheme of Indian origin, it also tends to help those libraries which make use of this classification.

In planning the I. N. B., the compilers have obviously drawn heavily on the experience of the B. N. B. either in general plan or in arrangement and layout. This is inherent in any pioneer effort and there is nothing wrong in emulating a worthy predecessor. I. N. B., however, has the distinctive feature of treating separately the official publications. It also differs from its British counterpart in its use of the colon notation in addition to the Dewey number.

This bibliography can be utilized as a book-selection tool, a cataloguing guide, a book ordering record and a current bibliography of Indian publications.

The first issue of I. N. B. (Oct.-Dec., 1957) was pub-



lished in August, 1958, and in course of the next nine months, one complete volume (Vol. I, 1958) of four quarterly issues have been brought out, thus setting right the time lag. The compilers had little experience in such a big venture, moreover, there was dearth of competent personnel, as evident in non-inclusion of Assamese and Gujarati books at the initial stages; much credit is therefore due to the young and enthusiastic batch of workers, responsible for its publication, which has been rightly acclaimed as, "a bibliographical event of major magnitude".

The main criticism levelled against it, relates to the problem of adequately meeting the requirements of those scholars and librarians who cannot follow roman script and are conversant with one particular Indian language only. This becomes more urgent in the context of the development of public libraries in rural areas. The popular movement of replacing the English language and consequently the roman script, by the regional languages, provides additional food for thought on this line. Separate provision of the title in original language, after the transliterated title, may be a better solution. This may, however, involve considerable increase in production cost.

Another criticism concerns the provision of second classification number, i.e., the colon number. This could have substantial importance had the order of both the schemes been identical and had there been a parallel mention of colon numbers against the index entries. In the present arrangement, a mere mention of the Colon number in the index may not be of much use for quick identification of entries, but still, this suggestion should engage serious consideration of the compilers.

Yet another criticism refers to certain defects in the technique of its preparation. Some more attention seems to be necessary regarding bibliographical description of the items, of their cataloguing and indexing, etc. A re-checking and scrutiny by more competent staff would easily minimize these defects.

The difficulty of the reader or librarian knowing one Indian language only, has been re-emphasised recently and



it has been suggested that in addition to the present arrangement or in supercession thereof, separate bibliographies for books in separate languages in their original script, would be of much help to such readers. The price of such decentralized bibliographies would be naturally considerably less and would be within the reach of the ordinary citizen or institution. Very few libraries in our country can afford to spend Rs. 62/- for the I. N. B. in its present format. The suggestion if accepted, would mean a big change and what is more, the excellent possibility of subject collocation provided at present by the concentration of all material on any particular subject, irrespective of language, would be lost to the serious researchers, scholars, bibliographers and librarians. The suggestion, however, is sufficiently weighty, although we should not also lose sight of the fact that, subject collocation is one of the basic virtues of a national bibliography and that the splitting up into language groups would adversely affect this aspect. As suggested in the introduction of I. N. B., national bibliography on regional basis may perhaps be taken up by the state governments, who would have no need for transliteration, as they would employ the language and script of the state. As a matter of fact two such volumes, "Rastriya Grantha Suchi—Kannada Vibhaga" and "Rastriya Grantha Suchi—Hindi Vibhaga", have already been published by the Governments of Mysore and Uttarpradesh, respectively; and its Bengali counterpart is in course of preparation by the Government of West Bengal. Others are likely to follow. This will virtually assure the publication of the I.N.B., separately, in the regional languages, and bring it within the reach of the schools, colleges and public libraries, as well as of the citizens of India, who are interested in this useful bibliographical tool.

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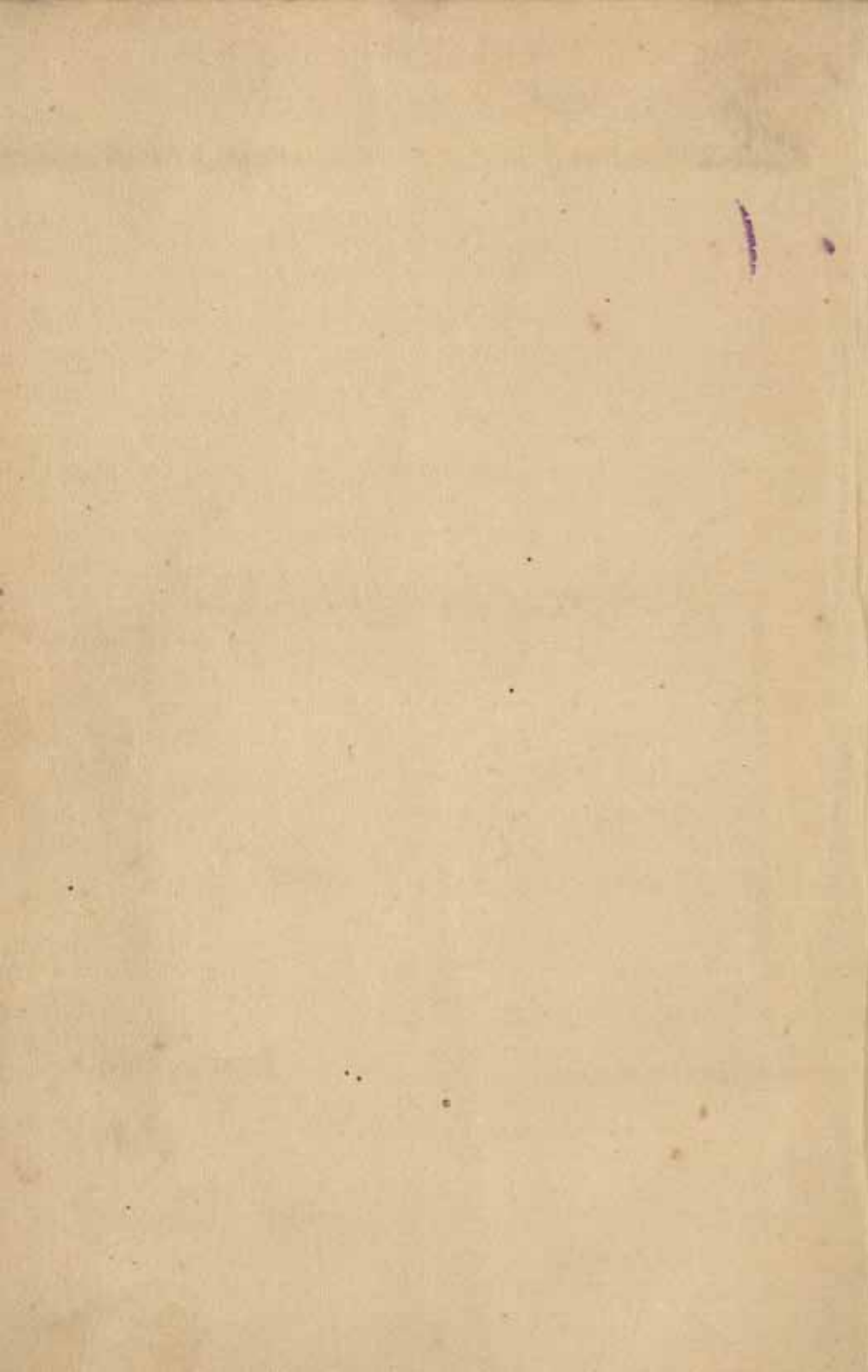
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