

# A TYPICAL CLASSIFICATION AND CATALOGUING PRACTICE FOR MANAGING CONFERENCE PROCEEDINGS IN A LIBRARY

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## ABSTRACT

This paper describes the practices used in managing an important Information Resource: Conference Proceedings. The methods used to classify and catalogue the conference proceedings in BARC Central Library are dealt with. The various access points available to the readers for retrieving conference proceedings, held by the library, are given. The process used before and after the application of computer software is also dealt with.

Conferences bring new knowledge, new communications and bring forth newer friendships for the scientific community and hold pride of place in a scientist's current research communication. The conference is an important event in the all-important chain of dissemination of information among peers.

The conference proceedings form an important information source to understand the evolution of a subject. Some conferences are held periodically and numbered serially like Annual Conferences of learned societies, like the IEEE conference on Robotics and Automation held annually.

Conferences, being such an important link in the knowledge/research chain, are given special treatment, with reference to cataloguing in (Bhabha Atomic Research Centre) BARC Central Library.

## CLASSIFICATION:

Conference proceedings are also classified and arranged along with other books using UDC classification system in conjunction with our own version of the chronological book numbering system. The class number alongwith :061.3 indicates a conference in that class.

## BOOK NUMBERING:

In a chronological book numbering system, the book number is derived from the year of publication. It is obtained by translating the year of publication into an alphanumeric symbol. We have used the letter 'A' to represent the digits '19' in the years 1900 to 1999, thus year 1901 will be represented by A01, 1992 by A92 and so on. The letter 'B' will represent digits 20 in the years 2000 to 2099.

We have used the chronological book numbering system most effectively in organising the conference literature. In non-conference literature, the book number is derived from the date of publication. In the case of conference literature, the date of conference is much more important than the date of publication of its proceedings. Therefore the book number for a conference is derived from the year in which it was held, ignoring the date of publication.

## ACCESS FACILITIES:

In addition to the main card under the Conference title, '**Keyword Index to Conference Proceedings**' is prepared. (Fig. 1). The conference keyword alongwith year of conference is prepared and filed alphabetically as an additional reference term.

LASER INTERACTIONS (1972)

621.375.826 Japan - U.S. Seminar on Laser Interaction with  
:061.3 Matter, Kyoto, Japan, 1972.  
A72 Laser interaction with matter; proceedings ... Edited  
by Chiyoe Yamanaka. [n.p.], Japan Society for the  
71989 Promotion of Science, 1973.  
475p.

Fig. 1. Keyword Index to Conference Proceedings

Thus on a particular topic, say LASERS there have been various conferences in different years and we hold these proceedings in the library. These will all be listed under LASERS chronologically: LASERS (1989), LASERS (1990), LASERS (1992) and so on.

So also the '**Place Index to Conference Proceedings**' further provides an additional reference term. (Fig. 2).

Kyoto (Japan): (1972)

621.375.826 pan - U.S. Seminar on Laser Interaction with  
:061.3 Matter, Kyoto, Japan, 1972.  
A72 Laser interaction with matter; proceedings ... Edited  
by Chiyoe Yamanaka. [n.p.], Japan Society for the  
71989 Promotion of Science, 1973.  
475p.

Fig. 2. Place Index to Conference Proceedings

Place/venue of conference alongwith year in which the conference was held is filed alphabetically by place. In the example given above, the conferences have been held at different places: Bangalore (1992), Bombay (1989), Philadelphia (1990), and so on.

#### RETRIEVAL:

Readers sometime do not remember the exact title of the conference. At such time the above added entries of KEYWORD (YEAR) and PLACE (YEAR) will help to pinpoint the availability of the required conference.

Many journal issues are dedicated to particular conference proceedings. A 'Keyword Index to Special Issues of Periodicals' is therefore maintained.

So to locate conference proceedings in the BARC Central Library one has to remember the following points:

If you know the correct title of the conference, then search in the "Catalogue". Cards for conferences are filed alphabetically by the titles of conference. Extra entry cards are filed under the name of the sponsoring body and/or the editors of the proceedings. (Fig. 3).

Yamanaka, Chiyoe, ed.  
621.375.826 Japan - U.S. Seminar on Laser Interaction with  
:061.3 Matter, Kyoto, Japan, 1972.  
A72 Laser interaction with matter; proceedings ... Edited  
by Chiyoe Yamanaka. [n.p.], Japan Society for the  
71989 Promotion of Science, 1973.  
475p.

Fig.3. Added Entry for Editor of Conference Proceedings

If you are not sure of the title of the conference, yet remember the place where it was held, then search in the "Place Index to Conference Proceedings"

If both the correct title and the venue of the conference are not known, then look for the required keywords in the "Keyword Index to Conference Proceedings".

In case the conference is a special issue of a journal, the card will indicate its availability in "Periodicals Section", with details of the journal.

#### OPAC FACILITIES:

With the advent of computers into the library and its subsequent use by applying LibSys software in the library operations, locating a book in the library has become much more quicker than handling the catalogue cards. As the software has number of searchable fields, the OPAC (Online Public Access Catalogue) with its various indexes helps the reader in quickly locating the books.

However LibSys software has divided its catalogue database into various Bibliographic formats: Books (AACR 2), Conference Proceedings, Video, etc. (Figs. 4.1 & 4.2).

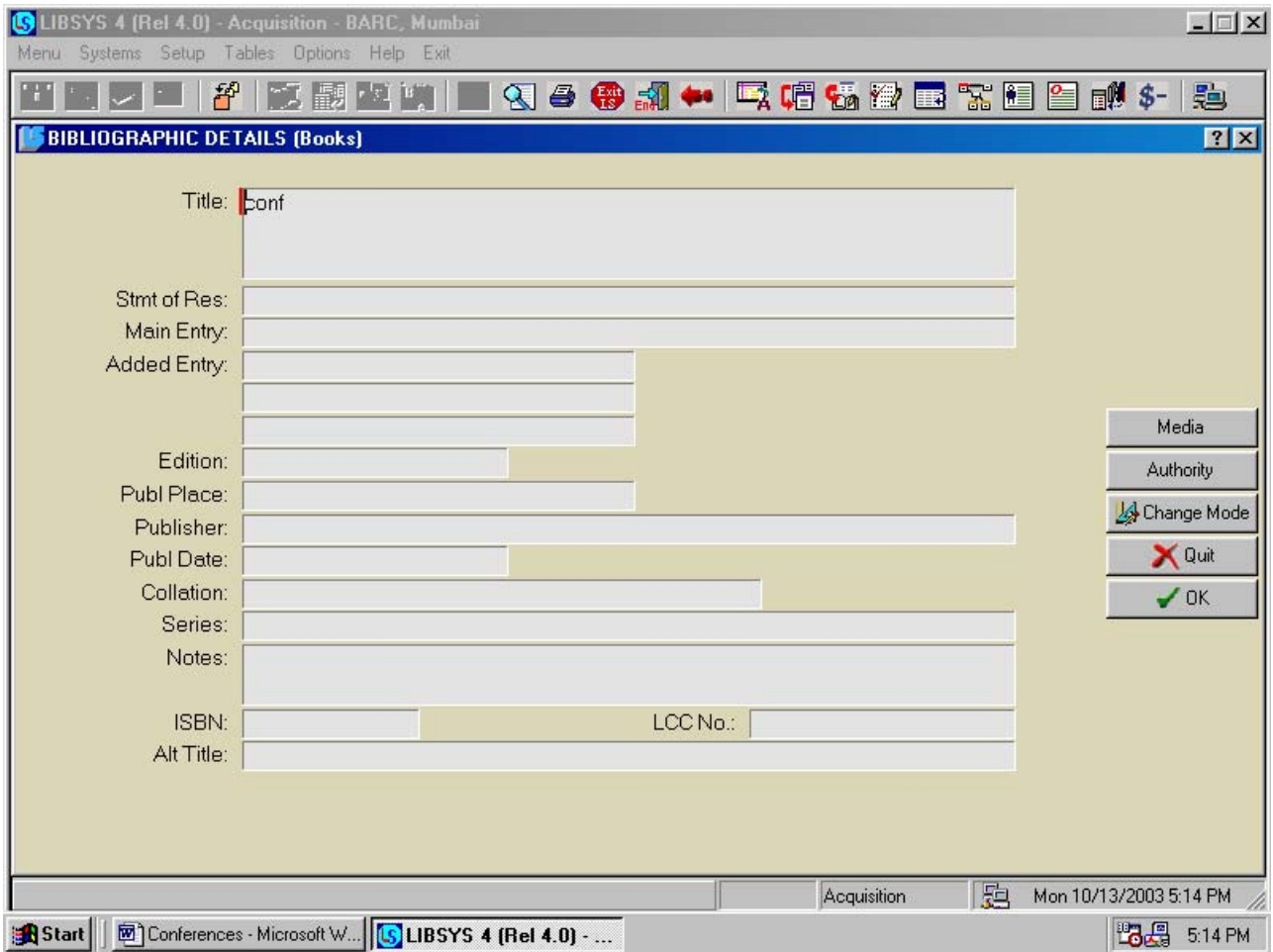


Fig. 4.1 Bibliographic Format for Books

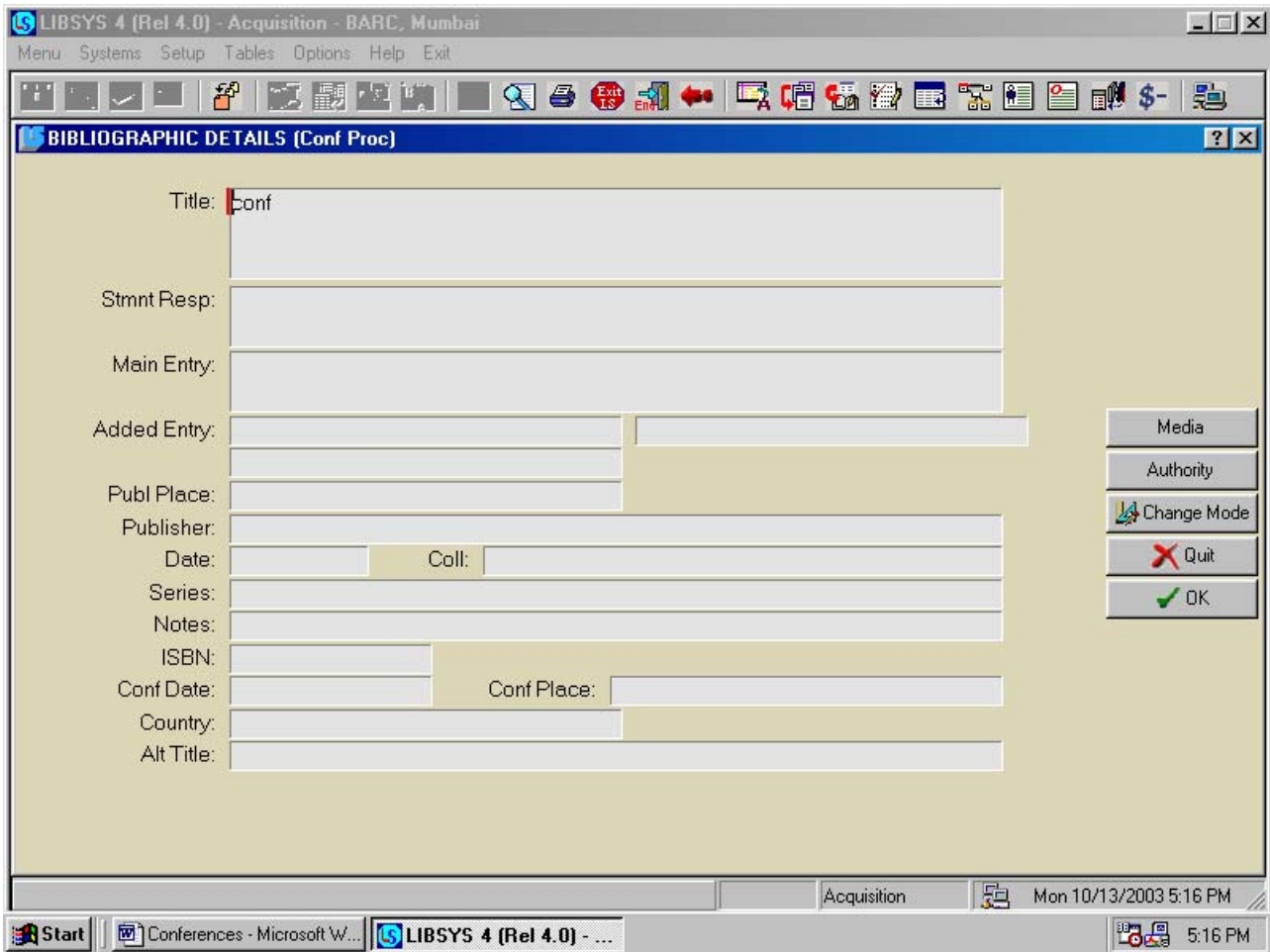


Fig. 4.2 Bibliographic Format for Conference Proceedings

When transferring earlier (before OPAC facility) data into LibSys, conference proceedings that were treated as books have not reflected all related fields. For example, Conference Proceedings Format in LibSys has additional searchable fields specifically for conference date, place and country, apart from similar details of publication. All these have to be reinput by changing the type of document from 'Book' to 'Conference Proceedings' and making relevant entries at the above-mentioned fields. Work of data validation is now under progress.

Conference Proceedings received currently are entered in "Conference Proceedings" slot itself, with all related field and its details are reflected as shown. (Fig. 5.1) and (Fig. 5.2)

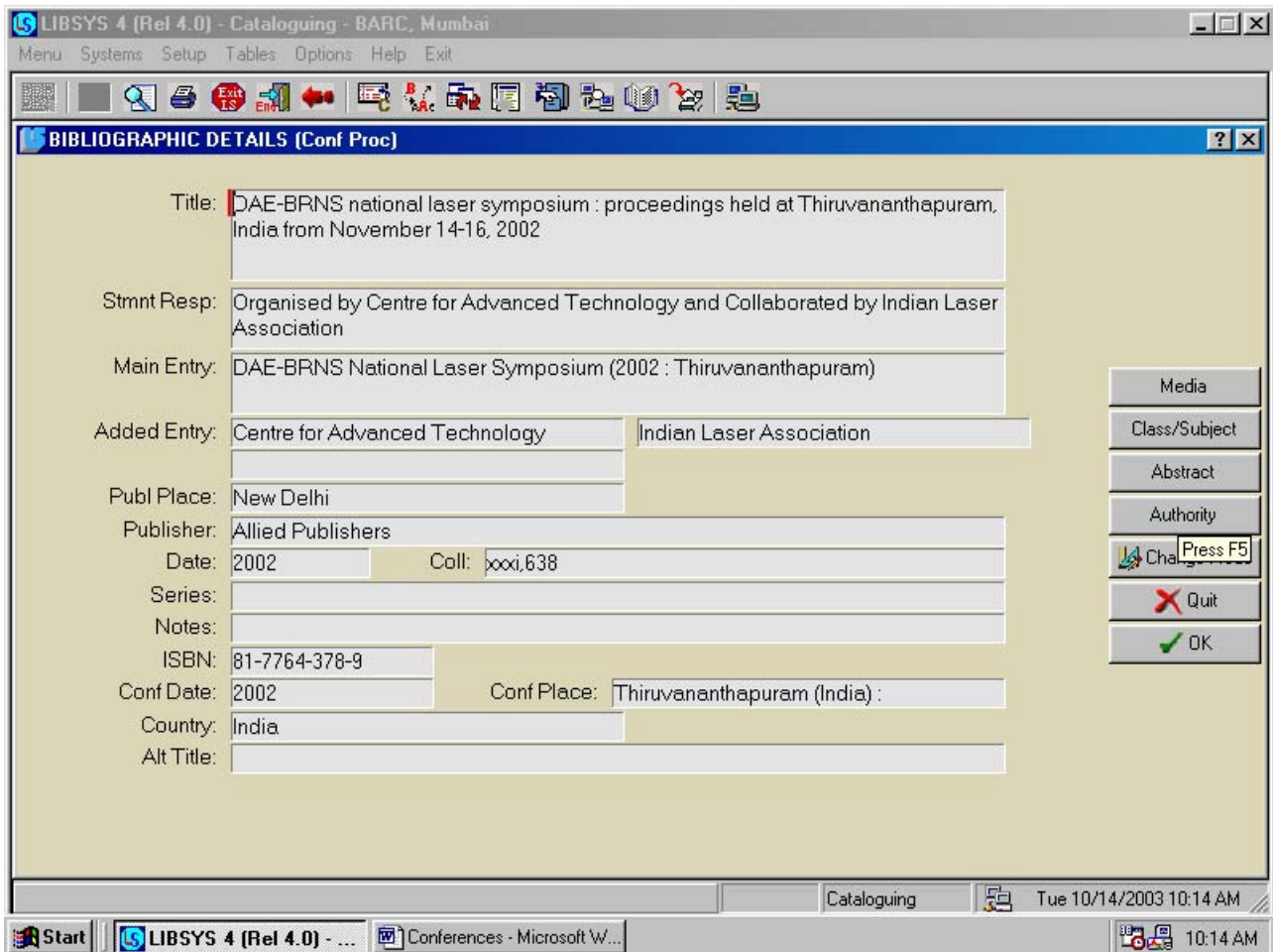


Fig. 5.1: Full Bibliographic Details for Conference Proceedings



## RETRIEVAL:

For the 'Combination Search' in 'Full Catalogue' one can combine keyword/subject, place and year and know if a particular conference proceedings is available in the BARC Central Library or not. (Fig. 6.1) and (Fig. 6.2).

The screenshot displays the LIBSYS 4 (Rel 4.0) - OPAC - BARC, Mumbai interface. The window title is "LIBSYS 4 (Rel 4.0) - OPAC - BARC, Mumbai". The menu bar includes "Menu", "Systems", "Setup", "Tables", "Options", "Help", and "Exit". The toolbar contains icons for search, print, help, and other functions. The main window is titled "SUBJECT CATALOGUE" and contains a search input field with the text "Enter beginning character(s)" and "Laser". Below the input field is a table with two columns: "SUBJECT" and "HITS". The table lists various laser-related subjects and their corresponding hit counts. To the right of the table are buttons for "Details", "Print", "Help", "Menu", and "Previous". The taskbar at the bottom shows the Start button, the LIBSYS 4 (Rel 4.0) application, and a Microsoft Word window. The system tray shows the date and time: "Tue 10/14/2003 10:01 AM".

SUBJECT	HITS
LASER (2000)	1
LASER (2001)	3
LASER (2002)	1
LASER CHEMISTRY (1998)	1
LASER DIODES(1996)	1
LASER INFLICTED EYE INJURIES(1996)	1
LASER INTERFEROMETRY (1996)	1
LASER MATTER INTERACTION (1995)	1
LASER METHODS(1996)	1
LASER METROLOGY (1999)	1
LASER PHYSICS (1999)	1
LASER PROCESSING MATERIALS(1996)	1
LASER PULSES (1996)	1
LASER SPECTROSCOPY (1996)	1

Fig. 6.1: Subject Catalogue

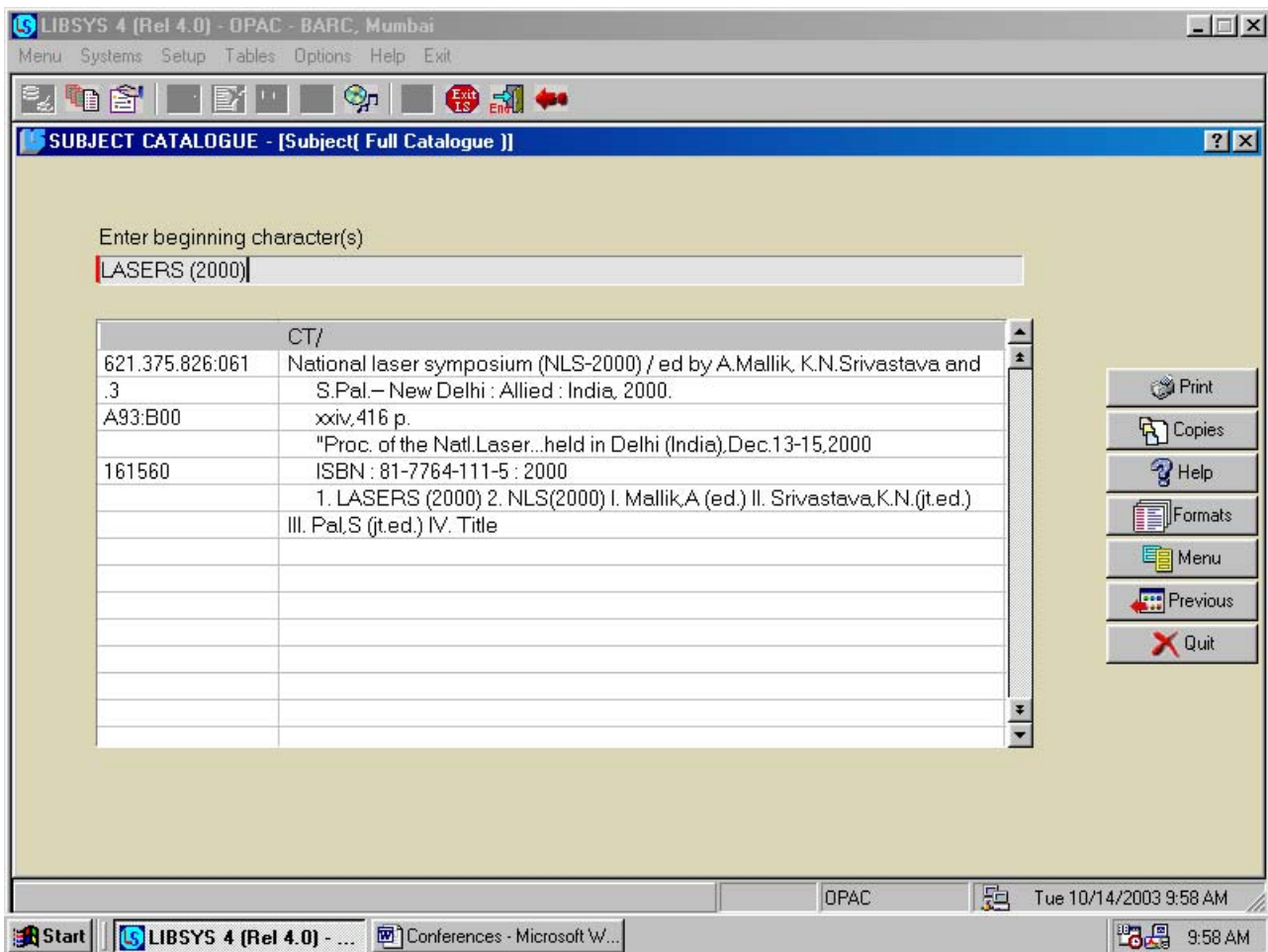


Fig. 6.2: Details of entry under Subject Catalogue

## CONCLUSION

In addition to present OPAC in LibSys, the card catalogue is also being maintained. The system is working efficiently.

## Reference:

1. Salvi, G.N. and Balakrishnan, M.R. (1987) Book Numbering System in BARC Library; *IASLIC Bulletin* 32(1) pp.1-10.