

MT. TOBY FRIENDS MEETING

LIBRARY HANDBOOK

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Note: Past Library Handbooks and a copy of this 2011 Handbook are filed in the Meeting's file cabinet under "Library Committee."

MT. TOBY FRIENDS MEETING LIBRARY (12/19/11)

I. Library Committee

The Library Committee is a standing committee of the Meeting and its members are appointed by the Meeting on nomination by the Nominating Committee. It is both a working and a policy-making committee.

Its chief responsibilities are:

- the care and development of collections, space, programs, and promotions;
- the selection of books, pamphlets, periodicals, and audio-visual materials;
- the accession, classification, cataloging, and labeling of permanent acquisitions;
- the management of borrowing library materials;
- the withdrawal of books and other items.

II. Purposes and Principles

The Meeting Library is primarily for the use of members and attenders and serves adults, youth, and children by providing materials broadly related to Friends and Meeting interests.

III. Arrangement

Card Drawers: Author, title, series, co-author, illustrator, and audio-visual cards are filed alphabetically in drawers with white labels. Subject cards are alphabetically arranged in a separate set of drawers with pink labels. Shelf cards (*Appendix I*) serve as inventory, and are filed in the green-labeled drawers. Non fiction and biography are first numerically arranged by call/classification number and then sub-arranged alphabetically. **Note:** The computer program uses “**call #**” and the Mt. Toby guide book uses “**classification**” for the same number.

Wall shelves: The order of call numbers on books does not run the full length of the walls. Instead, the shelves are divided vertically into stacks, delineated by colored stripes.

Adult fiction is on the shelf bordering the hallway divider.

Children and youth fiction, nonfiction and biography are on the shelves bordering the hallway divider.

Audio-Visuals materials are on the bottom shelf on the window wall, under the cupboard.

Periodicals: The Section XIII list is posted above the periodicals that are placed on the top of the periodical case at the entrance of the library. Significant older issues are stored below in labeled slots in the periodical case for a twelve-month or annual period. All may be taken and kept with the exception of *Friends Journal*. *Friends Journal*, although not accessed, must be returned to ensure a complete set for annual packaging, and so requires a borrower card. Past *Friends Journals* and their annual *Indexes* are on shelves in the Fellowship Room. Other journals from past years are in archive boxes on upper shelves in the library and the fellowship room, but they are no longer collected. These may be borrowed by special arrangement with the library clerk. When *Friends Journal* is borrowed from the archives, fill the attached card on bundled issues or record the bound volume. Be sure to return card to issue and return to bundle. (Note: we stopped the costly binding in favor of annual bundles.)

On the library desk there are two copies each of the current year's Business Meeting Minutes and Newsletters. One of each is labeled for borrowing and after the current year is placed on the shelf next to the card drawers, with older copies stored on the right end of the south top shelf. They may still be borrowed. The other set of Minutes and Newsletters may not be borrowed, and at the end of the year are given to the History and Records Committee. The desk also holds: the current Meeting Handbook and Meeting Directory, the Library Handbook, the Librarians' Guide Sheet for the Library Committee, Mt. Toby Friends Meeting Library Classifications Alphabetical & Numerical, and the accessions books—all to remain in the library except when the latter two are used by the one accessing materials. The current roster of Meeting offices and committees is available on display.

The Library also facilitates the free take-away shelves in the fellowship room for withdrawn and individually supplied materials.

IV. Circulation

The borrowing period is four weeks. Postcard reminders for overdue books are usually sent quarterly on ready-made postcards (*Appendix II*), and a notation with date sent is written on the borrower card. Return card to borrower card box. Follow up may be necessary. Borrower cards of long overdue items are usually kept in a separate box.

Cataloged materials have a borrower card in a pocket to print (preferably) the borrower's name, and both card and pocket are stamped with date due. For material without a book card, write a temporary borrower card.

Borrower cards are filed alphabetically by author or by title, for title entries, and kept in the file box on top of the supply drawers. Borrowers are asked to leave borrower cards on the desk, but some put them in the front of the file box.

Borrowers are usually members and attenders of the Meeting. Refer to the Meeting Directory on the desk for those you do not know. Ask those not in the Directory and those from outside the Meeting to add their address and contact number on the borrower cards.

Returns are left on the hallway divider lower shelf. Cross out the borrower's name on the borrower card and place the card in the pocket. Be sure the card and pocket data all match. Be aware that some items have copy numbers and may have separate accession numbers. The accession number is printed on the borrower card and at the bottom of the copyright page for books and on audio-visual spine labels. Return the item to the shelf.

V. Acquisitions: Purchases and Gifts

The committee and/or clerk study *Friends Journal* and other book reviews of Quaker interest, receive suggestions for purchases, and approve gifts before adding any to the library. Unaccepted books and materials can be placed on the fellowship room take-away shelf or returned to the donor. The FGC Bookstore Catalog and emails are an important source of information; however, purchase through local independent bookstores, who often don't charge shipping, should be considered.

The library regularly subscribes to Pendle Hill Pamphlets that are accessed, classified and cataloged, including a series card for the Pendle Hill Series section in the drawer. Pendle Hill Pamphlets are shelved, usually in the classified holding boxes. Friends Journal is the other regular subscription (not accessed), and has a book pocket and card attached to ensure return for annual packaging and storage.

VI. Budget and Funds:

The committee annually requests funds from the Finance Committee for acquisitions, supplies, and software purchases. The committee clerk sends bills to the Meeting treasurer for payment (*Appendix III*). The committee keeps an informal accounting of expenditures.

VII. Written Processing

1. The accession books (currently four) are a chronological, numerical list of materials acquired by the library. Enter the new item as directed. This is a unique number and is never reused. For books and pamphlets, pencil the accession number onto the bottom of the copyright page. For children's picture books this page is usually at the back. After the computer labels are produced, write the accession number on the top of the borrower card and on the audio/visual spine label.
2. Imprint the Mt. Toby Library identification stamp where best visible; usually on the front page of a book. Sourcing: On the inner margin of the page following the copyright page, write vertically in pencil the date, source from which the book/pamphlet was acquired, and cost or gift.

3. Classification: Search for nonfiction call numbers in Mt. Toby Friends Meeting Library Classifications Alphabetical and Numerical. The alphabetical directory sometimes offers a call number. The other directory presents subjects in numerical order. Write in pencil the call number and the author's last name at the top of the copyright page.

920, 925, 930 are the biography and autobiography call numbers peculiar to this Quaker emphasis library. (See page 11 of the Library Alphabetical Classification and pages 9 & 10 of the Library Numerical Classification.)

Write in pencil, beside the accession number at the bottom of the copyright page, the subjects to be given to subject cards. Select subjects from the Library Alphabetical Classification directory. New subjects may be added. These subjects will be entered on the computer to produce subject cards and to note the subjects on the item's shelf card.

Fiction is classified by author's last and first name with no call numbers. (See *Appendix IV*)

Note: Two people could split Sections VII and VIII.

VIII. Computer Produced Catalog Cards and Labels: Currently RightOn (see Section XI) is a computer program licensed to one computer only. It converts information into: author(s), title, illustrator, subject, shelf, and series cards and into labels for spines or exteriors, borrower card, and book pocket. The cards come perforated, three to sheet. The labels come in duplicate, adhered to the printer sheet.

1. The computer program asks for the ISBN number without hyphens; when no ISBN, enter any single number—not repeated in the same entry session. For nonfiction, the first box is the call number. For fiction, type “Fiction” in the first box, preceded by J or Y (juvenile/children or youth), but no letter for adult. In the next two boxes type as many letters as space allows of the author's last and, next box, the first name. Type the first letters of the title in the second box when it is used instead of an author's name. This first entry line creates the spine label and is included on the borrower and pocket labels. CDs and DVDs have a different entry on the first line of boxes. For these and for all spine label formats, see *Appendix IV*.

Adult biography and autobiography call numbers are explained in Section VII, above. For adult biography and autobiography, enter the call number in the first box. In the next box type as many letters as space allows of the subject's last name. In the next box type as space allows the author's last name. For children and youth do not use call numbers. Instead, enter JBiography and YBiography (some abbreviation) in the first box. In the next two boxes enter last and first name of the subject. See *Appendix IV*. This first entry line creates the spine label and is included on the borrower and pocket labels. For spine label formats, see *Appendix IV*.

2. Author/Title Main Entry: Use the author's name as it appears on the title page; use the surname followed by given names or initials as appear on the title page. Put “the,” “a,” and “an,” if it is the first title word, in parentheses and file in the drawer alphabetically by the second word in the title. The computer program requests information that was supplied according to Section VII.
3. Subject Headings: Type the penciled subjects from the copyright page, explained in Section VII, 3, above. Type one subject to a line to produce individual subject cards. The computer will make individual subject cards and will list these subjects on the shelf card.
4. Apply all labels. With the duplicate author and title labels, apply one to the top of the borrower card, with the written accession number added, and the other label on the top edge of the book pocket opening. If there is a book wrapper, put one spine label on the base cover and the other on the wrapper. If there is no wrapper, there will be a leftover spine label. Stick two protector tape tabs, vertically and horizontally, on the spine labels. Apply a date due sticker to the book pocket, below the author/title label.
5. File cards in drawers. File by second word, if the title has “the,” “a,” or “an.” To avoid confusion in filing, pencil each card with either **A, T, shelf, sub,** or **series** before separating the three-card, perforated printer sheet. Currently, audio-visual cards are filed in catalog drawers with print materials, but they are shelved separately.

IX. Manually Produced Catalog Cards and Labels: (Obsolete from Item X printed in the 1998 Handbook)

1. Author/Main Entry Use the name or the title as it appears on -the title page: See VIII.
 4. Type the first line of the classification number at the left margin three (3) spaces below the top. Type the second line one space below; on this line type to author/main title entry ten (10) spaces from the left margin; leave seven (7) spaces after the author's last name if an initial is used instead of a first name. Main title entry starts in the same place as the author.
2. Title starts one (1) line below the author line thirteen spaces (13) to the right of the left margin. Transcribe the title as it appears on the title page including Editor. Translator. Illustrator: omit the author's but include it for books of joint authorship. Use abbreviations, as tr. for translated. ed. for edition. il. for illustrator. Long titles may be abbreviated by omitting less essential data; omissions are noted by using three dots ... Do not omit the edition statement. After the first line of the each succeeding starts ten (10) spaces from the left margin.
3. Print place of publication, publisher, date (use the latest copyright date). Type in this order, punctuate with commas, close with a period. One place of publication is enough use the American. Enclose any information not on the title page in curves () except for date. Prefer the latest copyright to a date the title. pate date. Use abbreviations as needed: ed..tr..(n.p.) for place and/or publisher in curves.
4. Collation number of pages, illustrations, if any, series, if any. Record the highest number of pages in Arabic numerals and in Roman numerals, thus: ix. 369p. Record the series, if any, in curves () as it appears on the title page or preceding page. This statement is a new line beginning thirteen (13) spaces from the card margin. A second line, if needed. starts ten (10) from the left margin.
5. Punctuation & Capitalization Capitalize proper names and the first word of the title and the second word of a title main entry if the first is an article.
6. Tracings are a list of all catalog cards made for the book: subjects, title. series, editor. They are typed at the bottom of the author card or on the back if more space is needed. Arabic numerals are used for subjects: Roman for all other cards.
7. Card Sets each book (title) has these cards as needed: shelf list, main entry (author or title). editor.' title. and one or more subject cards. The form is standard except for the title card and one minor difference in author and shelf list cards. Type the accession number author/main entry card on the top line thirty-eight (38) spaces from the left margin: on the shelf list, two (2) spaces below the call number. The title card has the call number. title. author. and date which is typed at the end of the title line (same place as the accession number on the author card). Any additional information is omitted from the title card. The shelf list is a card file arranged in call number order.
8. *Samples of manually printed cards Appendix V from the 1998 Handbook.*

X. Withdrawing Accessed Items

1. Criteria for considering removals:

- Condition
- Obsolete terminology
- No longer relevant
- Copyright date
- Shelf appeal
- When last borrowed
- Duplicates
- More valuable to another library

Caution:

- Quaker Classics
- Author of our Meeting or well-known to us

2. Examine items in order from the shelves, marking the temporary stop.

Withdraw materials by committee agreement or return to its place on the shelf.

Remove the shelf card and place it with the item. Shelf card work is best done by one person.

Take the item with the shelf card to the drawers and remove all its drawer cards: title, author, co-authors, illustrator, and subjects that may be noted on the bottom of a book copyright page or indicated on the shelf card.

Give the item with all the cards to the one who withdraws items from the accession books by drawing a line through the entry, and who stamps the item "withdrawn" on the first obvious page or on the front of a pamphlet.

Discard all cards.

Put the withdrawn items on the take-away shelf in the fellowship room.

XI. Computer Software

Catalog Card Creator 6.1 RightOn Programs c.2004.

Address: 778 New York Avenue, Huntington, NY 11743; 631-424-7777.

Specifications and catalog are on file. Not complex for one comfortable with computer and printer.

The computer generates a complete set of cards and labels with one entry, and conforms to Section VIII, For Computer Entry, above. Supplies, catalog cards and self-adhesive labels are purchased from this program provider.

The ca. \$200 software disk is licensed to one computer and must be repurchased when installed in a different computer.

XII. Librarians' Guide Sheet

Circulation: The borrowing period is four weeks. Postcard reminders for overdue books are usually sent quarterly on ready-made postcards (*Appendix II*), and a notation with date sent is written on the borrower card. Return card to borrower card box. Follow up may be necessary. Borrower cards of long overdue items are usually kept in a separate box.

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Card Catalog: Author, title (and some series, co-author, and illustrator cards) are filed alphabetically in drawers with white labels. Subject cards are alphabetically arranged in a separate set of drawers with pink labels. Shelf (inventory) cards are first numerically arranged by call number and then sub-arranged alphabetically in drawers with green labels. (*See list of 13 drawers in Appendix I.*)

Wall shelves: The order of call numbers on books does not run the full length of the walls. Instead, the shelves are divided vertically into stacks, delineated by colored stripes.

Adult fiction is on the hallway divider shelves.

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The current roster of Meeting offices and committees is available on display.

XIII. Periodicals and Newsletters

Periodicals and newsletters regularly or occasionally received, and sometimes withdrawn.

AFSC newsletter and publication

Canadian Friend

Catholic Worker

Earthlight

FCNL Newsletter

Fellowship

Friend (London)

Friendly Woman

Friends for Lesbian and Gay Concerns

Friends General Conference. Quarterly & other publications

Friends Journal use borrower card

Friends World News

In and Around the UN

Meeting Newsletters Burlington, Cambridge, Hartford, Northampton, Storrs, Worcester, Beacon Hill

New England Friend

New Zealand Friend

Nonviolent Activist

Objector

Peacework

Pendle Hill Pamphlets cataloged by author, title and series and shelved for borrowing

Quaker Life

Quaker Service Bulletin- (AFSC)

Quaker UN Office

Universalist Friend

Universalists

Western Work

Windows East and West

Appendix I. Green Shelf Card Drawer Labels

ADULT NON FICTION
000 – 264

ADULT NON FICTION
265 – 999

ADULT FICTION

ADULT MYSTERY

ADULT BIOGRAPHY

JUVENILE NON FICTION

JUVENILE FICTION

JUVENILE MYSTERY

JUVENILE BIOGRAPHY

YOUTH NON FICTION

YOUTH FICTION

YOUTH MYSTERY

YOUTH BIOGRAPHY

Appendix IV. Book Spine, Pocket, and Borrower Card Labels Format

On the five-block “Call #” line, the Right On software provides limited spaces, and so long words must be incomplete. This will also be included on the book pocket and borrower card.

Children

J Fiction

Last Name

First Name

J Biography (includes autobiography)

Last Name of Subject

First Name of Subject

(Nonfiction is indicated by the classification number.)

J Call # (according to our classification directories)

Area (like poetry, history peace, etc.)

Last Name of Author

J Mystery

Last Name of Author

First Name of Author

Youth

Y Fiction

Last Name of Author

First Name of Author

Y Biography (includes autobiography)

Last Name of Subject

First Name of Subject

(Nonfiction is indicated by the classification number.)

Y Call #

Area (like poetry, history, peace, etc)

Y Mystery

Last Name of Author

First Name of Author

Adult

As above without J and Y (No initials indicates “adult.”)

For biography and autobiography, this library has special directions. See Mt. Toby Library Classifications Alphabetical (p. 11) and Numerical (pp. 9 & 10).

For audio-visual materials, before entering total information, use the software's opening five squares to produce labels, as follows: Call # (230 Quaker sharing and conversations; 230.2 Spiritual Journeys)

Title

Last Name of Author or Presenter

CD or CASSETTE or DVD

Accession Number