A survey and planning of guidelines for establishing and developing social science libraries in Saudi Arabia

This item was submitted to Loughborough University's Institutional Repository by the author.

Additional Information:

- A Master's Thesis. Submitted in partial fulfilment of the requirements for the award of Master of Philosophy at Loughborough University.

Metadata Record: [https://dspace.lboro.ac.uk/2134/28089](https://dspace.lboro.ac.uk/2134/28089)

Publisher: © Abdullah Salem Mossa Kahtani

Rights: This work is made available according to the conditions of the Creative Commons Attribution-NonCommercial-NoDerivatives 2.5 Generic (CC BY-NC-ND 2.5) licence. Full details of this licence are available at: [http://creativecommons.org/licenses/by-nc-nd/2.5/](http://creativecommons.org/licenses/by-nc-nd/2.5/)

Please cite the published version.
This item was submitted to Loughborough University as an MPhil thesis by the author and is made available in the Institutional Repository (https://dspace.lboro.ac.uk/) under the following Creative Commons Licence conditions.

![Creative Commons License](https://i.imgur.com/5z5z5z5.png)

**Attribution-NonCommercial-NoDerivs 2.5**

**You are free:**

- to copy, distribute, display, and perform the work

**Under the following conditions:**

**Attribution.** You must attribute the work in the manner specified by the author or licensor.

**Noncommercial.** You may not use this work for commercial purposes.

**No Derivative Works.** You may not alter, transform, or build upon this work.

- For any reuse or distribution, you must make clear to others the license terms of this work.
- Any of these conditions can be waived if you get permission from the copyright holder.

**Your fair use and other rights are in no way affected by the above.**

This is a human-readable summary of the [Legal Code](http://creativecommons.org/licenses/by-nc-nd/2.5/)

For the full text of this licence, please go to: [http://creativecommons.org/licenses/by-nc-nd/2.5/](http://creativecommons.org/licenses/by-nc-nd/2.5/)
A SURVEY AND PLANNING OF GUIDELINES FOR
ESTABLISHING AND DEVELOPING SOCIAL
SCIENCE LIBRARIES IN SAUDI ARABIA

by

ABDULLAH SALEM MOSSA KAHTANI

A Masters Thesis

Submitted in partial fulfilment of the require­ments for the award of Master of Philosophy of
Loughborough University of Technology

May 1985

Director of Research: Peter Havard-Williams,
M.A., Ph.D., F.R.S.A., F.L.A.I., F.B.I.M.,
F.Inst.Inf.Sci., Professor and Head of
Department of Library and Information Studies

Supervisor: J. Michael Brittain, M.A., Ph.D.,
Department of Library and Information Studies

© Abdullah Salem Mossa Kahtani, 1985
Dedicated to my beloved wife Aycha and my sons, Hesham, Haitham and my daughter, Nouf.
ACKNOWLEDGEMENTS

I would like to express my special gratitude to Professor Peter Havard-Williams, my Director, for his effective guidance, invaluable advice and encouragement. He gave much of his time during the period this study was carried out. To him I wish to extend my grateful appreciation.

I wish to extend my gratitude to my Supervisor, Dr. J. M. Brittain, for his advice and guidance throughout this work which is very much appreciated.

I thank King Saud University, Saudi Arabia, for its financial sponsorship and encouragement.

I wish to acknowledge the librarian, heads of departments and staff members of the government agencies, information centres and ministries I visited in Saudi Arabia, for their cooperation in replying to the questionnaires and providing me with the information needed for this study.

I wish to thank Mrs J Brand for typing this thesis.

Finally, I am very grateful to extend my deepest gratitude to my wife, Aycha, for her understanding and encouragement, to my sons Hesham and Haitham and my daughter, Nouf, to all of them I dedicate this work.
CONTENTS

ACKNOWLEDGEMENTS (i)
LIST OF ABBREVIATIONS (ix)
GLOSSARY (xi)
LIST OF FIGURES (xii)
LIST OF TABLES (xiii)
LIST OF APPENDICES (xiv)
ABSTRACT (xv)

CHAPTER ONE : INTRODUCTION 1
1.1 Historical Background 1
1.2 Libraries of the Mediaeval Ages (637 A.D.- 1852 A.D.) 1
1.3 Libraries of Modern Ages (1852 A.D. - 1984 A.D.) 8
References 14

CHAPTER TWO : THE NEED AND THE OBJECTIVES OF THE STUDY 17
2.1 The Objectives and Value of the Study 19
2.2 Field of Study 21
   2.2.1 The field study 21
   2.2.2 Theoretical study 22
   2.2.3 The state of the analysis, evaluation and comparison study 23
2.3 Methodology of the Study 26
   2.3.1 Analysis of literature 26
   2.3.2 The state of analysis, evaluation and comparison 27
   2.3.3 The questionnaires 28
   2.3.4 Interviews 31
   2.3.5 Related literature 31
References 34
5.2 Institutes' Departments

5.2.1 Institute of Public Administration (IPA)  
5.2.2 Institute for Banking Training (IBT)

5.3 General Corporations

5.3.1 Saudi Arabian Monetary Agency (SAMA)  
5.3.2 Saudi Arabian Standards Organisation (SASO)  
5.3.3 Saudi Arabian Consulting House (SACH)  
5.3.4 Arab Bureau of Education for the Gulf States (ABEGS)  
5.3.5 General Organisation for Social Insurance (GOSI)

5.4 Government Agencies

5.4.1 Saudi Arabian Airlines (SAA)  
5.4.2 King Abdul-Aziz Foundation for Research (KAFR)  
5.4.3 Bureau of the Middle-East Regional Committee for Blind Affairs (BMRCBA)  
5.4.4 Deanship of Library Affairs (DLA)

5.5 Ministries

5.5.1 Ministry of Planning (MP)  
5.5.2 Ministry of Education (ME)  
5.5.3 Ministry of Labour and Social Affairs (MLSA)  
5.5.4 Ministry of Pilgrimage and Endowment (MPE)  
5.5.5 Ministry of Higher Education (MHE)

References

CHAPTER SIX: COMPARATIVE ANALYSIS OF THE CURRENT STATE OF THE SOCIAL SCIENCE LIBRARIES IN SAUDI ARABIA

6.1 Library Services  
6.2 Library Administration  
6.3 Organisation Staff Attitudes Towards their Libraries  
6.4 Library Financing  
6.5 Library Cataloguing  
6.6 Library Classification
6.7 Library Collections and their Organisation 209
6.8 Library Buildings and Facilities 216
References 227

CHAPTER SEVEN : PLANNING FOR THE ESTABLISHMENT AND DEVELOPMENT OF SOCIAL SCIENCE LIBRARIES IN SAUDI ARABIA

7.1 The Purpose of Planning 231
7.2 Library Planning 233
7.3 Library Legislation 235
7.4 Establishing a Central Agency 236
7.5 Establishing a National Library for Saudi Arabia
7.5.1 The duties of the National Library for Saudi Arabia 240
7.6 A National Bibliography for Saudi Arabia 247
7.6.1 Functions of the Saudi Arabia National Bibliography 248
7.6.2 Structure of a Saudi Arabia National Bibliography 250
7.6.3 Requirements of a Saudi Arabian National Bibliography 252
7.6.4 Cataloguing-In-Publication in a Saudi Arabian National Bibliography 259
7.7 Legal Deposit 262
7.8 A Saudi Arabia Library Association 266
References 272

CHAPTER EIGHT : PLANNING SOCIAL SCIENCE LIBRARIES FUNCTIONS STRUCTURE

8.1 Library Objectives 275
8.2 Planning Library Staff 277
8.2.1 The Library staff planning process 281
8.2.2 Organisational plan for staffing 284
8.2.3 Staffing training 295
8.2.4 Procedure Manuals 297
CHAPTER NINE: PLANNING THE LIBRARY BUDGET

9.1 Types of Budget

9.2 Preparation of Budget

9.3 Budget Operation

9.4 Cost Analysis

9.5 Guiding Principles

References
CHAPTER TEN : PLANNING LIBRARY COOPERATION

10.1 Cooperation Among the Social Science Libraries in the Country

10.2 Cooperation with Other Arab Countries

10.3 International Cooperation

10.4 Cooperation in the Field of Networks

10.5 Guidelines for Cooperation in Saudi Arabia

References

CHAPTER ELEVEN PLANNING LIBRARY BUILDINGS AND EQUIPMENT

11.1 Introduction

11.2 The Planning Team

11.3 Climatic Factors

11.4 Library Location

11.5 Library Space

11.6 Library Structural Areas and Lighting

11.6.1 Entrance area

11.6.2 Enquiry and circulation area

11.6.3 Catalogue card area

11.6.4 Library stack area

11.6.5 Periodical display area

11.6.6 Reading area

11.6.7 Library work areas

11.6.8 Administration area

11.6.9 Ordering and receipt of publications area

11.6.10 Cataloguing and classification area

11.6.11 Periodicals area

11.6.12 Distribution area

11.6.13 Microforms and VDUs area

11.6.14 Lecture and Seminar Room area

11.6.15 Prayer rooms

11.6.16 Storage area
11.7 Library Physical Conditions

11.7.1 Heating
11.7.2 Air-conditioning
11.7.3 Solar gain
11.7.4 Noise control
11.7.5 Colour
11.7.6 Fire protection and emergency exits
11.7.7 Communication

11.8 Library Furniture and Equipment

11.8.1 Furnishing the library
11.8.2 Floor covering
11.8.3 Colour schemes for equipment and furniture

11.9 Equipment

11.9.1 Book stacks and shelving
11.9.2 Chairs and tables
11.9.3 Study carrels
11.9.4 Circulation desks
11.9.5 Catalogue cabinets
11.9.6 Current newspapers stands
11.9.7 Periodicals display racks
11.9.8 Lateral files and book trolleys

11.10 Special Equipment

11.10.1 Microforms
11.10.2 Computer-Output-Microfilm (COM)
11.10.3 Computer terminals
11.10.4 Electromechanical files
11.10.5 Video recorders and video-disc play areas
11.10.6 Photocopiers

References

CHAPTER TWELVE : STANDARDS AND RECOMMENDATIONS FOR FURTHER STUDIES

12.1 Standards

12.1.1 Objectives
12.1.2 Staff
12.1.3 The collection
12.1.4 Services
12.1.5 Technical processing
12.1.6 Budget
12.1.7 Building and equipment

12.2 Recommendation for Further Studies

BIBLIOGRAPHY

APPENDICES
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACR</td>
<td>Anglo-American Cataloguing Rules</td>
</tr>
<tr>
<td>ABEGS</td>
<td>Arab Bureau of Education for the Gulf States</td>
</tr>
<tr>
<td>ALAR</td>
<td>American Library Association Rules</td>
</tr>
<tr>
<td>ALESCO</td>
<td>Arab League Educational Scientific Cultural Organisation</td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
</tr>
<tr>
<td>BMRCBA</td>
<td>Bureau of Middle-East Regional Committee for Blind Affairs</td>
</tr>
<tr>
<td>CICS</td>
<td>Customer Information Control System</td>
</tr>
<tr>
<td>COM</td>
<td>Computer-Output-Microfilm</td>
</tr>
<tr>
<td>CSDED</td>
<td>Centre Statistical Data and Educational Documentation</td>
</tr>
<tr>
<td>CTARCD</td>
<td>Centre for Training and Applied Research in Community Development</td>
</tr>
<tr>
<td>DARE</td>
<td>Data Retrieval System</td>
</tr>
<tr>
<td>DDC</td>
<td>Dewey Decimal Classification</td>
</tr>
<tr>
<td>DLA</td>
<td>Deanship of Library Affairs</td>
</tr>
<tr>
<td>GOSI</td>
<td>General Organisation for Social Insurance</td>
</tr>
<tr>
<td>IBI</td>
<td>Institute for Banking Training</td>
</tr>
<tr>
<td>INFROSS</td>
<td>Investigation into Information Requirement of the Social Sciences</td>
</tr>
<tr>
<td>ISBDs</td>
<td>International Standard Bibliographic Description for Serials</td>
</tr>
<tr>
<td>ISBNs</td>
<td>International Standard Book Numbers</td>
</tr>
<tr>
<td>ISORD</td>
<td>International Information System on Research in Documentation</td>
</tr>
<tr>
<td>IOS</td>
<td>International Organisation for Standardisation</td>
</tr>
<tr>
<td>IPA</td>
<td>Institute of Public Administration</td>
</tr>
<tr>
<td>ISDS</td>
<td>International Serials Data System</td>
</tr>
<tr>
<td>ISSN</td>
<td>International Standard Serials Number</td>
</tr>
<tr>
<td>OCLC</td>
<td>Ohio College Library Centre</td>
</tr>
<tr>
<td>OS</td>
<td>Operation System</td>
</tr>
<tr>
<td>KAFR</td>
<td>King Abdull Aziz Foundation for Research</td>
</tr>
<tr>
<td>KWIC</td>
<td>Key Word In Context</td>
</tr>
<tr>
<td>LC</td>
<td>Library of Congress</td>
</tr>
<tr>
<td>MARC</td>
<td>Machine-Readable Cataloguing</td>
</tr>
</tbody>
</table>
MHE : Ministry of Higher Education
MLSA : Ministry of Labour and Social Affairs
ME : Ministry of Education
MPE : Ministry of Pilgrimage and Endowment
MP : Ministry of Planning
NCFEI : National Centre for Financial and Economic Information
NLM : National Library of Medicine
RLG : Research Libraries Groups
RLIN : Research Libraries Information Network
SAA : Saudi Arabia Airlines
SACH : Saudi Arabia Consulting House
SALA : Saudi Arabia Library Association
SAMA : Saudi Arabia Monetary Agency
SANB : Saudi Arabia National Bibliography
SASO : Saudi Arabia Standards Organisation
SDI : Selective Dissemination of Information
SSC : Social Service Centre
UBC : Universal Bibliographic Control
UDC : Universal Decimal Classification
UNESCO : United Nations Educational Scientific and Cultural Organisation
VDUs : Visual Display Units
### GLOSSARY

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abu</td>
<td>Father of</td>
</tr>
<tr>
<td>AL</td>
<td>Uppercase connotes or Belonging to, as in AL-Saud</td>
</tr>
<tr>
<td>Athenaeum</td>
<td>Greek temple of Athena</td>
</tr>
<tr>
<td>A.H.</td>
<td>The year marking the beginning of the Arabian Calendar to Medena City, which the Prophet Mohammed emigrated from Mecca to Medena.</td>
</tr>
<tr>
<td>Hejaz</td>
<td>Saudi Arabia's Western Province</td>
</tr>
<tr>
<td>Ibin</td>
<td>Son of Father used before proper name</td>
</tr>
<tr>
<td>Imam</td>
<td>The Leader of the Islamic community</td>
</tr>
<tr>
<td>Ism</td>
<td>Name</td>
</tr>
<tr>
<td>Kuny</td>
<td>Surname of relationship</td>
</tr>
<tr>
<td>Mecca</td>
<td>First Holy City of Islam a visit to which is the object of Pilgrimage</td>
</tr>
<tr>
<td>Medena</td>
<td>The Second Holy City of Islam and site of the Mosque of the Prophet Mohammed</td>
</tr>
<tr>
<td>Mohammed</td>
<td>The Prophet of Islam (570-632 A.D.)</td>
</tr>
<tr>
<td>Muslem</td>
<td>Follower of Islam</td>
</tr>
<tr>
<td>Nisba</td>
<td>Distinctive name indicating the tribe or birthplace</td>
</tr>
<tr>
<td>Saud</td>
<td>Name of the first House of Saud and the founder of Saudi Arabia dynasty as the Royal Family's name.</td>
</tr>
<tr>
<td>Saudi Riyal</td>
<td>Paper unit currency</td>
</tr>
<tr>
<td>Sheikh</td>
<td>Religious leader</td>
</tr>
<tr>
<td>Sultan</td>
<td>Caliph or King</td>
</tr>
</tbody>
</table>
# List of Figures

<table>
<thead>
<tr>
<th>Figure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>Political boundaries of Saudi Arabia</td>
<td>68</td>
</tr>
<tr>
<td>4.2</td>
<td>Topography of Saudi Arabia</td>
<td>70</td>
</tr>
<tr>
<td>4.3</td>
<td>Administrative Divisions</td>
<td>75</td>
</tr>
<tr>
<td>6.4</td>
<td>Main Entry (in two cards) in mixed scripts English and Arabic</td>
<td>206</td>
</tr>
<tr>
<td>7.5</td>
<td>The Department of the Central Agency for Social Science Libraries</td>
<td>238</td>
</tr>
<tr>
<td>8.6</td>
<td>Social science libraries functions structure</td>
<td>278</td>
</tr>
<tr>
<td>8.7</td>
<td>Diagrammatic representation of staff resources planning</td>
<td>282</td>
</tr>
<tr>
<td>8.8</td>
<td>Small staff library numbers</td>
<td>286</td>
</tr>
<tr>
<td>8.9</td>
<td>Large library staff</td>
<td>287</td>
</tr>
<tr>
<td>8.10</td>
<td>Structure of the DOBIS/LIBIS Data Base</td>
<td>405</td>
</tr>
<tr>
<td>8.11</td>
<td>Summary of Indexes to DOBIS/LIBIS files</td>
<td>406</td>
</tr>
<tr>
<td>8.12</td>
<td>Selection of files in searching</td>
<td>410</td>
</tr>
<tr>
<td>8.13</td>
<td>Entry of the search term</td>
<td>410</td>
</tr>
<tr>
<td>8.14</td>
<td>Section of the name index</td>
<td>412</td>
</tr>
<tr>
<td>8.15</td>
<td>Short bibliographic information</td>
<td>414</td>
</tr>
<tr>
<td>8.16</td>
<td>Full bibliographic information</td>
<td>416</td>
</tr>
<tr>
<td>8.17</td>
<td>Circulation subfunctions</td>
<td>421</td>
</tr>
<tr>
<td>8.18</td>
<td>Acquisition subfunctions</td>
<td>424</td>
</tr>
<tr>
<td>11.19</td>
<td>Floor plan of small size social sciences library</td>
<td>499</td>
</tr>
<tr>
<td>11.20</td>
<td>Floor plan of medium and large size social sciences library</td>
<td>501</td>
</tr>
<tr>
<td>11.21</td>
<td>Relationship of functions for space design</td>
<td>504</td>
</tr>
<tr>
<td>11.22</td>
<td>Recommended lighting intensity</td>
<td>511</td>
</tr>
</tbody>
</table>
## LIST OF TABLES

<table>
<thead>
<tr>
<th>Table</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td>Social science libraries staff</td>
<td>174</td>
</tr>
<tr>
<td>6.2</td>
<td>Assessment of government agency and ministries staff attitudes towards their libraries</td>
<td>185</td>
</tr>
<tr>
<td>6.3</td>
<td>Financial resources for social science libraries in Saudi Arabia</td>
<td>187</td>
</tr>
<tr>
<td>6.4</td>
<td>Selecting materials for social science libraries in Saudi Arabia</td>
<td>189</td>
</tr>
<tr>
<td>6.5</td>
<td>Social science libraries financial annual budget for 1984 in Saudi Arabia</td>
<td>192</td>
</tr>
<tr>
<td>6.6</td>
<td>Annual budget of staff salaries per month and per year</td>
<td>193</td>
</tr>
<tr>
<td>6.7</td>
<td>Cataloguing code used in social science libraries in Saudi Arabia</td>
<td>197</td>
</tr>
<tr>
<td>6.8</td>
<td>Classification scheme</td>
<td>203</td>
</tr>
<tr>
<td>6.9</td>
<td>Social science libraries collections</td>
<td>211</td>
</tr>
<tr>
<td>6.10</td>
<td>Social science libraries buildings</td>
<td>217</td>
</tr>
<tr>
<td>6.11</td>
<td>Technical facilities available in social science libraries in Saudi Arabia</td>
<td>225</td>
</tr>
<tr>
<td>9.12</td>
<td>Annual budget for new social science library of Saudi Arabia in 1984</td>
<td>446</td>
</tr>
</tbody>
</table>
### LIST OF APPENDICES

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.1</td>
<td>Request form for Arabic and English materials</td>
<td>635</td>
</tr>
<tr>
<td>8.2</td>
<td>Order form for Arabic and English materials</td>
<td>636</td>
</tr>
<tr>
<td>8.3</td>
<td>Record payment for English materials</td>
<td>637</td>
</tr>
<tr>
<td>8.4</td>
<td>Record payment for Arabic materials</td>
<td>638</td>
</tr>
<tr>
<td>8.5</td>
<td>Author, title and subject entries for English catalogue (Dewey System)</td>
<td>639</td>
</tr>
<tr>
<td>8.6</td>
<td>Author, title and subject entries for Arabic catalogue (Dewey System)</td>
<td>640</td>
</tr>
<tr>
<td>8.7</td>
<td>Author entry for Arabic and English (Library of Congress)</td>
<td>641</td>
</tr>
<tr>
<td>8.8</td>
<td>Title entry for Arabic periodicals</td>
<td>642</td>
</tr>
<tr>
<td>8.9</td>
<td>Title entry for English periodicals</td>
<td>643</td>
</tr>
<tr>
<td>8.10</td>
<td>Kardex forms - daily, weekly and monthly for English periodicals</td>
<td>644</td>
</tr>
<tr>
<td>8.11</td>
<td>Kardex forms - daily, weekly and monthly for Arabic periodicals</td>
<td>646</td>
</tr>
<tr>
<td>8.12</td>
<td>Kardex form for missing issues claims (Arabic and English periodicals)</td>
<td>648</td>
</tr>
<tr>
<td>8.13</td>
<td>Shelving list for Arabic and English periodicals</td>
<td>649</td>
</tr>
<tr>
<td>8.14</td>
<td>Government documents cataloguing form for Arabic and English</td>
<td>650</td>
</tr>
<tr>
<td>8.15</td>
<td>Periodicals routing form for Arabic and English</td>
<td>651</td>
</tr>
<tr>
<td>8.16</td>
<td>Loan card form for English and Arabic materials</td>
<td>652</td>
</tr>
<tr>
<td>8.17</td>
<td>Interlibrary loan request form for English and Arabic materials</td>
<td>653</td>
</tr>
<tr>
<td>1</td>
<td>Questionnaire on social science libraries in the Kingdom of Saudi Arabia</td>
<td>654</td>
</tr>
<tr>
<td>2</td>
<td>Questionnaire survey to the Library staff</td>
<td>667</td>
</tr>
</tbody>
</table>
ABSTRACT

The term "social science libraries in Saudi Arabia" applies to libraries which are part of establishments, institutes, information centres, government departments and ministries, which are concerned with social affairs. The aims and objectives of the study have attempted to:

1. review the background and development of social science libraries in Saudi Arabia;

2. analyse a survey of the current status and assess the present and future needs of social science libraries;

3. establish library services to meet the needs of users;

4. evaluate the possibility of cooperation between these libraries in the areas of acquisition, organisation and services;

5. the study attempts to propose the goals, objectives and functions of the social science libraries;

6. propose guidelines for the establishment and development of the organisational structure, human resources, and the services;

7. plan modern library buildings and new facilities for social science libraries in Saudi Arabia which may well be useful to other developing countries.
Social science libraries in Saudi Arabia have many problems which are revealed in the results of the analysis of the literature, questionnaire and interviews. These last were conducted with high-level administrators and librarians, in regard to library administration and organisation, personnel resources, services and building facilities. The analysis and comparison of the current state of the social science libraries as sources of information for government departments, agencies and ministries of the country have functioned for a long time. Their impact and role in the socio-economic and educational ventures are far less than they should be for the following reasons:

a) lack of a central agency to plan, organise and control social science libraries in the country;
b) absence of social science libraries legislation;
c) lack of planning of social science libraries services;
d) lack of cooperation among social science libraries in the country;
e) shortage of trained personnel and professional staff;
f) lack of library buildings and equipment.

In order to overcome these problems more efficiently (bearing in mind the formulation of guidelines for establishing and developing social science libraries in
Saudi Arabia) the proposed plan defines what library planning should be able to do, and comprises the requirements necessary for implementing the plan. Whilst several alternatives for organisational structure are presented a centralised approach is recommended for social science libraries and principles of library building requirements are proposed.
CHAPTER ONE

INTRODUCTION

1.1 HISTORICAL BACKGROUND

This introduction focuses on the development of libraries from the end of the sixth century until the present time. The development of these infrastructures will be looked at through two periods: the mediaeval period (637 A.D.-1852 A.D.) and the modern period (from 1852 to the present day).

1.2 LIBRARIES OF THE MEDIAEVAL AGES (637 A.D.-1852 A.D.)

Towards the end of the sixth century, there arose in the Arabian peninsula, a new oriental religion and political power, stimulated by the Prophet Mohammed. His followers, the Muslims, represented a militant, religious power. They won great victories against the Byzantines and the Persian Sansamids Empires, whilst they conquered most of Syria, Babylonia, Mesopotamia and Egypt. The Arabs overran parts of Africa and Spain, but their attempts to invade the Frankish Kingdom were checked at Tours in 732 A.D. Within two centuries, they acquired an Empire extending from Spain to the boundaries of China. This development contributed to the historical progress of the libraries, containing as it did the transmission of mathematical and scientific knowledge to the western world at its zenith. (1)*

*References follow the text at the end of each chapter.
It was not only an empire that the Arabs built but also a culture. Heirs of the ancient civilisation that flourished on the banks of the Tigris and the Euphrates, in the land of the Nile and on the eastern shore of the Mediterranean likewise absorbed and assimilated the main features of the Greco-Roman culture, and subsequently acted as a medium for transmitting to mediaeval Europe many of those influences which ultimately resulted in the awakening of the western world and in setting it on the road towards its modern renaissance. No people contributed so much towards human progress during the Middle Ages than the Arabs. For many centuries during the Middle Ages the Arabic language was the language of learning and culture and of progressive thought throughout the civilised world.

During the Abbasids Dynasty (750-1258 A.D.) Baghdad became the capital of the Arab Empire and at the same time was the centre for the study of Greek works. Towards the Golden Age of the Abbasids era, Baghdad grew into a great city. Physicians and scholars gathered there to study and translate Greek medical, scientific and philosophical works into Arabic, sometimes from Syriac or Aramaic versions rather than from the original Greek.
The Arabs had learned the Chinese art of papermaking and the first paper factory was set up in Baghdad in 795 A.D.\(^{(2)}\). In 891 A.D. Baghdad alone had over a hundred book dealers congregated in one street. The booksellers were often calligraphers and copyists who used their shops not only as stores but also as centres for literary discussion.\(^{(3)}\)

The first great library in Baghdad was that founded by Al-Mamun (813-833 A.D.) the seventh Abbasids Caliph who founded an institution called Bayt Al-Hikma (House of Wisdom) which housed the library, and which was a laboratory where scientists studied, experimented and wrote. Translation into Arabic was the means of doing this, and the task was done quickly and thoroughly. Some translations were made directly from Greek and others from Syriac. The scribes and the transliterators of the House of Wisdom library were often men of scholarly attainments whose names were worthy enough to be recorded in Al-Fihrist, a catalogue of authors and their books. Books were arranged by subject and stored in lockable compartments. It seems that the House of Wisdom library consisted of two major parts: the first included reading rooms, rooms for discussions and sections for copying, translating, writing, binding and illuminating; the second part was the observatory. This library was invaded by the Mongols in 1295 A.D.\(^{(4)}\)
Since paper was cheap and plentiful and was easier to work on than parchment or papyrus, book production increased tremendously and great libraries were assembled. For example, the House of Science founded in Mosel, Iraq in 935 A.D. When Arab culture moved to the western part of the Arab Empire, many Arabic translations of Greek works were taken to Spain. Here, Spanish Muslim rulers continued the practice of patronising scholars and founding schools and libraries. The Library of Cordova, in Spain, was the centre of a brilliant culture in the year of 961 A.D. The library contained 400,000 books. The Greek classics which had been translated from Syriac into Arabic were preserved until the scholars of the twelfth century came to render them into Latin and take them to the new universities in the western world.

The Library of Shirase was founded in 977 A.D. Books were listed in catalogues, arranged in cases and organised by regular staff. (5) In 991 A.D. Sabur Ibn Ardashir founded in Baghdad an academy which was known as the House of Learning which was sufficiently large and flourishing. It is evident that the library was a significant feature of the academy for the institution. The library housed 10,400 volumes representing various departments of literature. There are two stories concerning the date of the destruction of this library. In the
first it is said that books were burned in 1055 A.D; 
the second story attributes the destruction of the 
library to the fire which swept through the site of the 
library in 1052 A.D. (6)

Al-Margrigi (d. 1442 Arab historian) gives a full descrip-
tion of the Fatimade library, Dar Al-Hikmah building in 
Cairo in the year 395 A.H. (1004 A.D.):

In the year 395 A.H. (1004 A.D.) was open the building 
called the House of Wisdom. The students took up their 
residence. The books were brought from libraries of the 
inhabited castles and the public was admitted. 
Scholars studied the Quran, astronomy, grammar, lexicography, 
and medicine. (7)

In the year of 544 A.H. (1159 A.D.) at Mecca City, the 
first library building was designed which included a 
reading room and stock collection. In the year 1234 
A.D. the Caliph Al-Mustansir Billah, founded its famous 
library and presented it with 80,000 volumes from his 
private library. The library operated along lines drawn 
by Al-Mustansir. The Al-Mustansiria library grew 
rapidly to become one of the most important cultural 
centres in Baghdad. It housed about 400,000 volumes 
dealing with different fields of knowledge. (8) The 
books were arranged for the convenience of those who 
would consult and copy them. Free paper, pens and lamps 
were provided for those students who wished to build up 
private collections by copying the treasures of the 
library.
In 1392 A.D., the fall of the libraries as well as all other centres of learning occurred with the first invasion of Taimurlanc. Schools were closed, libraries ruined and books looted, burned or thrown into the river. Nothing was left of the Al-Mustansiria library to indicate its greatness and the role it had played in that age of enlightenment. (9)

In the year of 641 A.H. (1243 A.D.) a school with a large library was built in the corner of the Great Mosque of *Mecca by the Abbaside Caliph Al-Mustansir. In the year 785* A.H. (1383 A.D.)*Sheikh 'Abdullah* ibn Bakr Al-Kordi donated his private library and this was followed by Sheikh Ali ibn Sanad who made a similar donation of thousands of books in 827 A.H. (1423 A.D.) Another great library was built in the same year of 1423 A.D. by*Sultan Shah, King of Persia who also built an almshouse to be used by poor students. He donated part of his private collection, which contained some precious Persian manuscripts, to be kept at this almshouse. (10)

In the year 882 A.H. (1477 A.D.) Mamluki Sultan Kait-Bay donated thousands of his own rich manuscripts, brought from Egypt, to this library. A third library was built at the expense of the Ottoman Sultan Sulaiman in the year 973 A.H. (1565 A.D.) in the southern corner of the Great Mosque of Mecca, which consisted of donations made by this Sultan from his collections. (11)

*See Glossary*
A great Arab encyclopaedist, Al-Qalgashandi, (d. 812/1418 A.D.) refers to some of the great libraries that existed in the Arab world:

The Caliphs and Kings had in ancient times a great interest in the large libraries and bestowed much care upon them, which enabled them to get the most beautiful and numerous collections. It is said that the greatest libraries in Islam were the following: First, the library of the Caliph in Baghdad, it contained an enormous quantity of books of inestimable value. It existed until the Tatars came to Baghdad and their King Hulaqu murdered the Caliph Al-Mustasim, the last of the Caliphs of Abbasids. The library disappeared like so many other things and was lost. Second, the library of the House of Wisdom, this was one of the largest libraries and one of the richest collections of books in all sciences. The third was the Cordova Library in Spain. This library also remained intact until the end of the dynasty when the smaller Kings divided Spain among themselves. (12)

To draw a general picture of these libraries one may quote Mackensen as saying: (13)

Probably the most interesting aspects of these libraries is the important place they held in cultural life of the time ... Books were gathered by men who loved them and were in constant use by scholars and eager students ... these libraries were very busy places. The librarians, frequently men noted for their attainments in many fields, went out or sent others to gather rare copies and translated into Arabic. The position of the librarian in the Muslim lands during the mediaeval ages must have been an honourable one for in these libraries it was often filled by great scholars, chosen apparently for their knowledge of books.
After the glorious and prosperous, intellectual and material civilisation which lasted for more than ten centuries, the Arabian peninsula as well as the other Arab countries became a province of the Turkish Empire from 1565-1852. This civilisation was generally semi-military, capricious, obscure, disorderly and effective only in urban and suburban areas.\(^{(14)}\) In this period, libraries and intellectual activities entered into a dark age. As a result, the picture of the institutions of learning at the beginning of the nineteenth century was gloomy to the extent that high schools and colleges existed only in Istanbul, the capital of the Turkish Empire.\(^{(15)}\) The whole scene of libraries in the Arabian Peninsula and in other Arabic countries during the Turkish rule can be represented in the existence of some mosque libraries which were mainly assigned as storehouses and rarely used.

1.3 LIBRARIES OF MODERN AGES (1852-1984)

In the year 1852, the Arabian peninsula was at the end of the Ottoman Empire rule. The Arif Himkat library was founded in the year 1270 A.H. (1853 A.D.) near the eastern corner of the Prophet's Mosque in Medina. The library was built in two sections, a large reading room surrounded by closed shelves and covered by a large dome,
and a second section which consisted of two floors, one containing rooms for storage and offices and the other which was made into a residence for the librarian. According to Childs (16) this library was said to have contained at one time some 1700 volumes consisting of works on religion, history, philosophy, mathematics, medicine, astronomy, and linguistics, most of which were in manuscript form.

Philby (17) has given a cursory but most delightful account of the library:

At the further end of this close sands the famous library of the Sheikh al-Islam Arif Hikmat, the repository of many hundreds of rare unique and priceless manuscripts.

The Al-Mahmudiyyah library was founded in the year 1272 A.H. (1855 A.D.) at the near corner of the Prophet's Mosque by the Ottoman Sultan Mahmud Shah. The contents of this library were mostly manuscripts and totalled 3,000 volumes at the time of its establishment. (18) In 1881, in Mecca City, a building was chosen to be the Central Library of the Great Mosque of Mecca. The library consisted of a large dome and included a reading room and storage rooms. The remaining books of Sultan Abdul-Majeed which according to Abdal-Cabbar consisted of a collection of 3,653 manuscripts, was donated by the Ottoman Sultan Abdul-Majeed in 1278 A.H. (1861 A.D.) (19) and many scattered collections throughout the mosque, were transferred to this building. The library collections increased as many worthwhile collections were donated by interested
princes, scholars, and wealthy people.

During the latter period of the nineteenth century, the Arabian peninsula became known as the Kingdom of Saudi Arabia, when King Abdul-Aziz ibn Saud established the Kingdom. The educational, cultural, social and economic sectors were given attention. However, from this period onwards primary schools began to expand and secondary schools were established in principal Saudi Arabian cities. Institutions of higher education also started to appear and learned societies were founded. Modern libraries started to appear again in the country, and spread year after year.

However, the actual development of libraries in Saudi Arabia, in the modern sense of the term, began in 1919, when the Ministry of Education established the general directorate of public libraries to supervise and co-ordinate public library services in the country. Some public libraries were also spread under different government departments and ministries, such as the Ministry of Pilgrimage and Endowment and other religious departments. In 1959, forty-six public libraries in the country were administered by the General Directorate of Public Libraries of the Ministry of Education with 2,500,430 volumes. The General Directorate provides centralised book selection, processing and distribution.
Due to the absence of public library services to rural areas in Saudi Arabia the Ministry of Education in 1978, passed a law permitting free library services in each rural school library to be used by the general public.\(^{(21)}\)

However, the majority of public schools have no libraries and the existing school libraries are not libraries in the same sense of the word. In most instances, they are merely a small collection of general books and textbooks selected centrally by the Directorate General of Libraries of the Ministry of Education with no regard for the needs of the individual schools. Collections are either placed in small cupboards or class boxes.\(^{(22)}\)

Special libraries are relatively new in comparison to public, school and academic libraries in Saudi Arabia. The first special libraries were established in the early 1960's. The development of most of these libraries has to date been slow and their services have as yet not always been fully understood or utilised. A few of the existing libraries have, however, made significant progress in the last few years. There are twenty social science libraries included in the survey. Five were information centre libraries and five served on other independent government agencies outside the government sector. Three libraries served government agencies, five governmental libraries as subdivisions of five ministries. Two libraries were institute departments.
All of these libraries were located in the city of Riyadh metropolitan area. The twenty social science libraries collections reported in the survey totalled 367,554 volumes and 4012 periodicals. (23)

The only libraries that have developed impressively during the last few years are university libraries. This is due to the government's conviction that the library is critically important to the university curriculum. (24) King Saud University Library, which is the first university library in Saudi Arabia, was founded in 1957. Now there are seven university libraries: each of them have collections well over 300,000 volumes. This growth was possible because of abundant funds and availability of qualified foreign staff. The annual budget of most of these libraries is over a million dollars.

The first academic programme of library and information studies was established at King Abdul Aziz University in 1972 as a department within the faculty of arts. The department of library and information studies offers a four-year programme within the basic undergraduate curriculum leading to a bachelor's degree in library science. In addition to the undergraduate programme, the department of library and information studies offers a master's programme in librarianship.
*Imam Mohammed ibn Saud Islamic University in Riyadh, established a four-year undergraduate programme for library science in 1974. The King Saud University has also launched its first library and information department which will be started in the academic year 1985. This is a four-year programme and provides the bachelor's degree which aims to prepare professional librarians in all aspects of librarianship.

In addition to these academic programmes, the Institute of Public administration in Riyadh City has started a short training programme for library personnel. The objectives of the programme are to train library personnel to cope with basic library requirements. The programme consists of the following courses: introduction to library science, library administration, technical operations, reader services, human relations and practical studies. The duration of the programmes is four months, leading to the award of a library diploma.
REFERENCES


13. Hitti, P. op. cit., p.281


19. Ibid., p.188-189.


CHAPTER TWO

THE NEED AND THE OBJECTIVES OF THE STUDY

The Kingdom of Saudi Arabia has adopted the policy of planning and is developing its social and economic resources on a term basis. As it is necessary that such planning should be inspired by the society's view of its reality and by its appreciation of its present circumstances, social research becomes an indispensable counterpart of any planning procedure. Hence, social policy can be legitimately formulated only by reference to accurate empirical data derived from research efforts, and to the resources and needs of society.

We are also in need of scientific research to enable us to plan for a better life and to face the problems of social change. Contemporary society witnesses profound changes in its various aspects. With rapid change, social problems escalate. Solutions to these problems must be found if social progress is to continue unhindered by obstruction. Social research provides the means to this end: enabling us to foresee problems and prescribe optimal solutions. It is important to appreciate that Saudi Arabia is growing rapidly in the areas of social science affairs: these require organised information resources which can provide the necessary input for decision-making processes. These
resources are necessary for the expansion and growth of social science affairs. One source of information should be the social science libraries in Saudi Arabia. These must change and should be equipped to respond to the new demands of changing environmental conditions in Saudi Arabia. To enable a satisfactory position to be reached, attempts should be made to answer the following questions:

(1) What should be the functions of the social science libraries in Saudi Arabia?

(2) What plan is needed for the development and establishment of social science libraries in Saudi Arabia?

(3) What is the current status of the structure, the existing library resources, the physical facilities and the kinds of services available in the social science libraries in Saudi Arabia?

(4) What should the cooperation and coordination relationship be among the social science libraries and other libraries in Saudi Arabia?

(5) What are the financial, technical and other functions for these libraries in Saudi Arabia?
(6) Have these libraries played their full role in the service of their researchers and readers of the institutions, government departments, ministries and agencies?

(7) What problems have there been, which are being faced by these libraries regarding organisation and services and what problem-solving strategies have been put into operation?

(8) What are the future needs of the social science libraries in Saudi Arabia?

(9) If these studies are of vital importance, what are the objectives of the study?

2.1 THE OBJECTIVES AND VALUE OF THE STUDY

(1) To plan guidelines for developing and establishing social science libraries in Saudi Arabia.

(2) To identify the actual strengths and weaknesses of library resources and services.

(3) To evaluate the possibility of cooperation between these libraries in all areas of acquisitions, organisation and services.

(4) To review the background and development of the library services in Saudi Arabia.
(5) To reveal the role and functions of these libraries.

(6) To identify the limitations or problems which seem to discourage the use of libraries.

(7) To survey the current status and problems and to assess the present and future needs of social science libraries in Saudi Arabia.

(8) This study itself will be used to plan for the development and improvement of other libraries in Saudi Arabia.

(9) This study will be helpful in the organisation and planning of library services at both the local and national level.

(10) This study will help to identify the specific needs of these libraries in order to determine a well-organised system for expansion and development.

(11) The study might encourage the other special libraries to engage in planning with a view to developing their libraries.
2.2 FIELD OF STUDY

2.2.1 The field study

This component involves detailed, extensive questionnaires based upon accurate and pertinent information in regard to each library. One of these comprehensive questionnaires contains information concerning the current situation of social science libraries in Saudi Arabia. It is designed to obtain data concerning the basic functions and structural requirements of library buildings and physical facilities, administrative organisation, collections, personnel resources, finances and services. The second questionnaire aims to obtain information regarding the opinions of employees of the government department, establishment and agencies to which the libraries belong.

The field study also includes the results of repeated visits to each library and interviews with the librarians to enquire about the status of the libraries. In addition to the gathering of reports and statistics concerning the contents of each library in the way of books, periodicals and other materials, the field study includes experiential data accumulated by direct, daily observations of the libraries in their natural course of administration.
2.2.2 Theoretical study

This component has attempted to:

(a) Study the contemporary international plan concerning developmental specifications and standards in the field of social science libraries in Saudi Arabia.

(b) Improve and assess the present and future needs of these libraries.

(c) Study the status of these libraries which are facing serious difficulties and problems such as:

1. Lack of library and information planning.
2. Shortage of professionally qualified manpower.
3. Absence of libraries legislation.
4. A poorly developed book trade and publishing industry.
5. Absence of library associations.
7. Lack of coordination or cooperation between these libraries and overseas libraries.
8. Lack of a single national body with special responsibility for the systematic and coordinated planning of libraries in Saudi Arabia. This is undertaken by different institutions and government departments.
9. Lack of trained staff.
10. Lack of effective professional leadership.
11. Lack of standardisation.

2.2.3 The state of the analysis, evaluation and comparison study

This covers all concerns of the social science libraries in Saudi Arabia regarding their basic functions and structure such as:

(a) Libraries' administration
   1. Library staff and their duties
   2. Librarians

(b) The libraries' technical operation
   1. Cataloguing and classification
   2. Book selection and acquisitions

(c) The libraries' collections

(d) The libraries' services
   1. Circulation
   2. Reference
   3. Interlibrary loans
   4. Bibliography
   5. Photocopying
   6. Automated library services
(e) The libraries' locations

(f) The libraries' buildings and physical facilities

(g) The libraries' cooperation

(h) The libraries' problems

(i) The libraries' future plans

(j) The libraries' human resources

The term 'of social science libraries in Saudi Arabia' applies to libraries which are part of establishments, institutes, bodies, corporations, government departments, ministries and centre libraries which are concerned with social affairs. They comprise of twenty libraries divided into five distinct groups, according to their specialisation. These include the following groups:

(1) Concerned with information centres
   a. The National Centre for Financial and Economic Information Library
   b. The Centre for Statistical Data and Educational Documentation Library
   c. The Centre for Training and Applied Research in Community Development Library
   d. The Social Service Centre Library
   e. The Central Library for Girls
(2) Institutes' Departments
   a. The Institute of Public Administration Library
   b. The Institute for Banking Training Library

(3) General Corporations
   a. The Saudi Arabia Monetary Agency Library
   b. The Saudi Arabia Standards Organisation Library
   c. The Saudi Arabian Consulting House Library
   d. The Arab Bureau of Education for the Gulf States Library
   e. The General Organisation for Social Insurance Library

(4) Government Agencies
   a. The Saudi Arabia Airlines Library
   b. The King Abdul-Aziz Foundation for Research Library
   c. The Bureau of the Middle-East Regional Committee for the Blind Affairs Library

(5) Ministries
   a. The Ministry of Planning Library
   b. The Ministry of Education Library
   c. The Ministry of Labour and Social Affairs Library
   d. The Ministry of Pilgrimage and Endowment Library
   e. The Ministry of Higher Education Library
2.3 METHODOLOGY OF THE STUDY

The main purpose of this study is directly based upon six factors. The first is the importance of knowledge concerning the social conditions of the Kingdom of Saudi Arabia as a developing country and the importance of studying these conditions. The second is the importance of being aware of socially-based research which has been carried out, or is being conducted in order to advance and improve social conditions in the Kingdom of Saudi Arabia. The third is the importance of establishing a developmental plan for social science libraries according to modern standards and specifications. The fourth concerns attempts to allow the role of these libraries to meet the needs of the government agencies. The fifth is to survey the current status, to assess present and future needs, and to study the functions and requirements of these libraries. The sixth is to assess the possibility of cooperation in the areas of acquisitions, organisation and services. In pursuing the above, methodology should pass through a number of complementary stages, namely the following.

2.3.1 Analysis of the literature

(a) Acquaintance with the most important Arabic and foreign references of social science libraries from both the theoretical and applied perspectives. Pertinent is acquaintance with the organisation of Arabic and foreign writings on the science of librarianship, particularly those relating to
specialised libraries and their technical operations such as supplying, indexing, classification, bibliography, documentation and selected research which bears direct relation to the area of interest.

(b) The implementation of a comprehensive field study focusing upon the social science libraries. This would permit data to be obtained concerning their acquired stocks and their organisation: with the subsequent aim being to explain the services rendered by them in the areas of reference materials, lending, cataloguing, extracting and so forth. This will be achieved through direct, daily contact and observation.

(c) Data on the present state of the social science libraries in Saudi Arabia: this being obtained from interviews involving visits to each library, the various groups which are concerned with religious affairs, institutes, government agencies, corporations, ministries and centres.

2.3.2 The state of analysis, evaluation and comparison

(a) Analysis of acquisitions: through analysing the acquisitions of the social science libraries, and subsequently comparing each with the others, it may be possible to highlight points of strength and weakness and to evaluate the extent to which
they keep pace with the intellectual contributions of the social sciences. To judge this, we should apply a consistent standard for these acquisitions or stocks. Separate measures will be taken of books and stocks. In addition, procedural aspects concerning the obtainment of acquisitions will be measured.

(b) Analysis, evaluation and comparison of stocks with its three pillars - bibliographical description, objective analysis and classification with its objective and symbolic factors and its general structure. Standards which are suitable for this analysis will be applied.

(c) Analysis, evaluation and comparison of the services offered by the libraries which are the object of this study; such as reference, lending, photocopying and bibliographical services.

2.3.3 The Questionnaires

The first is a comprehensive questionnaire, designed in accordance with the intrinsic aims of this study. Originally, a total of forty-four questions were prepared to assess the libraries' functions, requirements, needs and current status. (See questionnaire no. 1, Appendix 18.)
The questions were limited to simple fill-in responses, for example:

Question (25) - Please say which of the following services are provided by your library:—

- Circulation of books
- Reference
- Compilation
- Photocopying
- Tapes
- Films
- Carrels
- Other services (please specify)

The second questionnaire was designed to obtain information concerning the opinions of employees of the government departments and agencies to which the libraries belong. This instrument included twenty-three questions. (See questionnaire no. 2, Appendix 19.)

The questions were designed to generate scores for assessing the attitudes of the establishment or government agencies' employees towards their libraries. In some cases, questions included several categories of response, such as: Yes/No/Always/Often/Occasionally/Seldom/Never/No opinion. For example:
Question (7) - Does your library have access to computerised literature databases?

   Yes

   No

Question (6) - How often are you able to get that new publication related to your field available in your library at the period you request them?

   Occasionally

   Often

   Always

   Seldom

   Never

The questionnaires were written in both Arabic and English. This strategy permitted the respondents freedom to choose the language most suitable for them to read and answer the various questions. Each copy included a cover letter, written by the Director of Missions and Training Department at Riyadh University in Saudi Arabia, which was expected to encourage cooperation and ensure a rapid and high response rate. The investigator travelled to Saudi Arabia to introduce himself to the librarians and heads of departments and to explain his aims. The questionnaires were then administered. In some cases, the investigator completed the questionnaires with the librarians. In other cases, it was necessary to leave the questionnaires with the librarians or employees for a minimum of one week to obtain a satisfactory response.
2.3.4 Interviews

On 15 January, 1982, the investigator travelled to Saudi Arabia to conduct the twenty-library field study and to observe their practical operations. A minimum period of one week was spent at each library. During this time, the investigator was able to meet the librarians, heads of departments and employees of the government agencies to explain the purpose of the visit and solicit their cooperation. Each librarian was interviewed in regard to the library's administration, organisation and the strengths and weaknesses of existing social science libraries. Questions were addressed concerning the development of a national plan, present and future needs, the libraries' functions and requirements, the role and services which the libraries offered and future plans for the libraries. These visits and interviews proved to be an invaluable adjunct to the questionnaires, permitting a more comprehensive understanding to be obtained than would be obtained by questionnaire data alone.

2.3.5 Related literature

The case of library development in developing countries such as Saudi Arabia, attracted the attention of international organisations, particularly Unesco, which has been in the lead in this respect. In the Arab countries, as well as in other developing regions, Unesco's role has
been very important to the development of library and information services.

The two most important Unesco seminars affecting the Arab world, particularly in the area of introducing a general national and regional conceptual framework for the development of library and information services, were the Regional Seminar on Library Development in Arab-speaking States, Beirut, 1959, and the Regional Seminar on Bibliography, Documentation and Exchange of Publications in Arabic-speaking States, Cairo, 1967.

The Beirut Seminar drew up the first guidelines for the development of library services in its opening paragraph of its report which still had validity today.

The seminar recognised that sound planning on a nation-wide scale was the essential condition of library development. The starting-point of such planning should be a carefully conducted survey taking into account the economic, political, social and cultural factors of the country; its aim should be the establishment of a national system including provision of adequate library services at all levels.

The Cairo Seminar stressed the importance of library legislation, training of librarians, documentalists and information officers, organisation of information, cooperation and preservation of records. The most important of these are meeting of experts on the national planning of documentation and library services in Arab countries, Cairo, 1974 and the meeting of supervisors of
library and documentation schools in Arab countries, Baghdad, 1978. (6) The stimulation and aids in developing library and information services achieved by Unesco, and sometimes by other aid-giving agencies, in particular the British Council and the Ford Foundation, has had noteworthy practical results in the Arab world. Regionally speaking, one can refer to the foundation in 1970 of the Arab League Educational, Scientific and Cultural Organisation (ALESCO) (7) whose Department of Documentation and Information (DDI) aims to: (a) develop infrastructures of document and information centres in the Arab countries; (b) provide bibliographical services, using modern technology; (c) promote the capabilities of librarians, documentalists and archivists through training courses and meetings; (d) collect basic information on the Arab countries, particularly in the specialised subjects of ALESCO, and make this information known worldwide; and (e) promote the maintenance and restoration of Arabic manuscripts. (8)

ALESCO convened a number of meetings for the people concerned with the library and information field. Its seminars of 1971-1972-1973 are considered the first activity in the stimulation and promotion of developing library and information services in the Arab countries. (9)
REFERENCES


3. Ibid. p.117

4. Ibid. p.140-141.

5. Meeting of supervisors of library and documentation schools in Arab countries, Baghdad, December 11-16, 1976. (In Arabic)


8. Ibid. p.55-56.

CHAPTER THREE

DEFINITION OF SPECIAL AND SOCIAL SCIENCE LIBRARIES

3.1 SPECIAL LIBRARIES

The term 'special' is used to categorise or describe a library or a group of libraries but there is much less certainty about what is actually meant. Even though fifty years have elapsed since the founding of the Special Libraries Association in 1909, there is still no completely satisfactory answer to the question, what is a special library? It is not surprising to find that many of those who attended the first meetings of the Special Libraries Association were puzzled by the activities of their newly acquired associates. A report of the discussion at such a meeting on June 27, 1912, contains this statement by a participant:

I confess I am a little bit at sea as to the whole scope of this particular organisation ... I do not quite understand the object of this Society (1)

This personal reaction echoed the official line of the American Library Association. A special committee appointed in 1910 to pass judgement on the application of the Special Libraries Association for affiliation with the American Library Association decided favourably, but concluded its report with a gratuitous comment on:

the rather vague scope of the Special Libraries Association, a vagueness, however, which will doubtless be remedied as time goes on(2)
More than thirty years later, Jesse Shera presented evidence that this hope was still to be realised:

Having served on two Special Libraries Association committees (The Committee on Recruiting and Training and the Committee on Professional Standards) the efforts of which failed lamentably mainly because of an inability on the part of the profession to arrive at objectives that exist throughout the entire field, the seriousness of this situation has been brought home to him with considerable force (3)

Samuel Rothstein viewed the special library as a modern development:

The real impetus in special library development came only at the beginning of the twentieth century and then with such emphasis and vitality as to have the status of a new movement (4)

On the other hand, John Thornton saw nothing new in it: "special libraries are of great antiquity, and date back to the foundation of the first library" (5) But at the time when the new organisation of special libraries was still to be tested, F. C. Hicks made an observation which looked back and ahead as if to bridge the chasm separating these two extreme positions. In 1910 he wrote as follows:

Of course, special libraries are not novelties, because the earliest libraries to be founded probably could be called special libraries ... We are not, therefore, to regard special libraries as phenomena which have suddenly appeared on our horizon, but as old friends whose recent activities call for renewed attention (6)
Many observers simply concluded that a special library was a library on a limited field or subject. A. Josephon stated "A special library is, to my mind, a library that covers a single definite subject, or a definite group of related subjects". (7)

A more recent textbook on the special library concurred "The term special library denotes ... any library devoted to a limited field". (8)

There were many group judgements which supported this point of view. One such decision was reported by Edward Waters:

The first sub-committee on special library education was exploratory, rendering but one report. It assumed that "special librarianship" meant librarianship connected with special subject areas, and rendered a definition and a statement which appears to be permanently valid (9)

It is thus evident that the most distinctive feature of the special library is not so much its subject matter as its service. (10) In this sense, the special library really was new. Reference service was only one of the general library's functions, but to the special library it was the principal reason for being. (11)

The essence, therefore, of the special library technique is instant availability, and all the resources of library science are applied and organised with this object in view. (12)
The necessity for quick service is a fundamental and all sufficient reason for the existence of the special library. These divergent viewpoints are not incompatible. If the special library is synonymous with a special collection it may well date back to Babylonia, but if an expanded reference service is the essential ingredient, as Rothstein claimed, then this part of it belongs to the twentieth century. In addition, there is no reason why any library with a special collection cannot also specialise its services.

However, there are too many other interpretations to be reconciled. John Dana and W. Cutter located the spirit of the special library in the character of those who were supposed to be served by it. Dana consistently called it "the library of a modern man of affairs". Cutter stated, "I consider a special library as one that serves people who are doing things ... they are not thinking about doing things, they are already doing them." The librarian was often singled out as the important feature. R. Rankin made this emphatic statement:

There has been a great divergence of opinion and still is, as to the proper definition of a special library. To me the essential of a special library, the part to be emphasised and that which gives it its great possibilities, is the personality behind the library, the special librarian.
An even more extreme position is attributed to Mary Alexander. A well-trained person with a desk and a World Almanac could give library service, as it is not so much what is in the library as the knowledge of the librarian in using available information and discovering resources outside of the organisation. (17)

Another characteristic mentioned was the relationship between a special library and its sponsoring organisation. It was pointed out that the special library was merely a unit of some larger organisation whose special interests it served. "Special libraries", wrote E. Ferguson, "are set up to serve the specialised interests of organisation - business, professional, governmental and industrial, and they operate as units of these organisations." (18)

Then there were those who found the answer in the special library's concern with current matters, new ideas, and future goals: The special library deals primarily with the present and the future; it deals only incidentally with the past. (19) But we want today's accomplishments and tomorrow's ideas. (20) Every special library is actively and aggressively interested in the solution of some present-day problems. (21)

This point of view was extended even further and developed to provide the special library with its own philosophy: utilitarianism. M. Dudgeon stated it in this fashion:
A special library is a utilitarian establishment calculated to serve the worker too busy to take time for scholarly investigations. (22)

There were many other characteristics suggested, ranging from the dominant forms of the collections to the spirit in which they were ultimately organised and used. Besides that, combinations of all possible variants were offered with differing hierarchies of importance.

But at the same time that a search was being made for the elemental nucleus around which the special library idea could be developed there was also general recognition of the hopelessness of the quest. Dana said in his first official utterance as President of the newly formed association that:

these special collections of books, reports and other printed material are so varied in their character and in the use made of them, that no definition will any longer satisfactorily include them all. (25)

R. Johnston wrote in the first monographic contribution to the literature of the new field: "It is not to be expected that with the miscellaneous interests which are thus shown to be associated in the special library field". (26) Jesse Shera supplied a more modern restatement:

The objectives of the entire field of special librarianship are much less clear because the field is composed of such a multitude of diverse libraries as to have, in the final analysis, very little in common. (27)
If all simplified definitions proved to be inadequate, the official definitive statements were either ambiguous or overly inclusive. The Special Libraries Association, in formulating new standards for membership in 1959, supplied this definition:

Special library - wherever used in membership requirements shall be defined as a collection of informational materials maintained by an individual, corporation, association, governmental agency or any other organised group and primarily devoted to a special subject and offering specialised services to a specialised clientele. Special subject departments of universities and public libraries and of the Library of Congress shall be considered special libraries. (28)

The definition of a special library given in the 1950 edition of Contributions towards a special library glossary required 340 words. It divided special libraries into basic types:

(1) The special organisation or staff library serving all informational needs of a corporation, non-profit organisation, government body, or other kind of organisation in which the library staff and clientele are both employees of, and receive their salaries and operating expenses from the same organisation, as distinct from (2) the special subject library which may be semi-public, independent, departmental or branch library, serving students, professional groups, members or the general public on a given subject. (29)
The two carefully weighed statements above clearly show the nature of the dilemma. Neither covers all possible types of special library, yet both are already so generalised that they fit libraries which traditionally are not special at all.

A definition of the special library is elusive because the form has passed through many mutations. The simple ideas of a lawyers' library, a doctors' library, a map library, a picture library, and even a businessman's library has been modified by events in the twentieth century to produce a complex library form whose predominant characteristics are adaptability, diversity, and variability.

3.2 SOCIAL SCIENCE LIBRARIES

The idea of the social sciences developed from philosophy as did many other branches of knowledge. Furthermore the term of the words "social" which replaced the word "political" and which offered a contrast to the individual as in social psychology, was also used to set off the social studies from the physical and the biological. Thus, we have the term social sciences. The word "science" began to come into usage three or four centuries ago with the rise of scientific method. Before then, intellectual activities were characterised as scholarly
rather than as scientific. What is now called social science was formerly known as social discipline. In the secondary schools of the United States (and at Oxford University), the term "social studies" is still preferred to "social sciences". The heritage from philosophy remained for long influential, as manifested, for instance, in political and social theory and in social philosophy. These writings amounted to a large portion of all scholarly productions, which carried influence and prestige in the social fields.

In the United States, economics (political economy), political science (government, politics or jurisprudence), psychology (in part) anthropology (in part), possibly geography (in part), statistics (as a method) and education (in part), are generally considered to be the main body of social sciences. Approximately these are thought of as the core in other countries. In Europe, the term ethnology is frequently used instead of anthropology; and the concept of law is very broad and may include parts of other social sciences, particularly political science. Sociology is generally not as extensively developed as in the United States, where in the libraries it is sometimes used as a catch-all, for books not readily classifiable under other social science headings. Sociology may also include what is called in the United States "social work". In the United States, the Social Science Research Council is composed of representatives of
seven National Societies or Associations, namely, history, economics, political science, anthropology, psychology, sociology and statistics. Education has a separate National Council, such are the indications of usage.

The delineation of the scope and subject matter of the social sciences varies between encyclopaedias, dictionaries of technical terms, reference guides and classification systems. They vary from source to source and from one generation to another. Referring to the bibliographical classification systems, we find that Dewey's decimal classification, which is one of the oldest and most famous systems, has designated ten primary divisions for the social sciences. The definition proffered is: "the sciences pertaining to social activities and systems". The divisions include: sociology, including social psychology, cultural and social anthropology, demography and statistics; political science; economics and law; public administration and military science; social pathology; social services and organisations; education; commerce; transport and communication; customs and folklore.

A slightly different conceptualisation of the realm of the social sciences is provided by the Library of Congress classification. In this case, the following divisions are
included: geography; anthropology; folklore; history; political science (statistics, economics and sociology); education and law. The colon classification includes education; geography; history; political sciences; economics; sociology and law. (30)

In regard to encyclopaedias and reference guides, these tend to provide comprehensive coverage of the relevant areas. In its preface, the International Encyclopaedia of the Social Sciences (31) states that it contains articles on the following subjects: anthropology; psychology; geography; history; law; politics; social psychology; sociology; statistics and psychiatry. Many articles substitute modern social thought for art. In addition to social aspects of subjects from other fields, references are included in regard to the most important religious and professional ideas.

Referring to the World List of Social Science Periodicals (32), this can be seen to include socio-cultural anthropology; demography; international, common and administrative law; economics; administration; politics; sociology; international relations; social psychology; industrial relations and labour problems; economic, political and human geography; social and economic history; statistics and mathematics as applied in the social sciences.
If we move further towards research and academic theses, Dr Mohammed Fathi Abdul-Hadi(33) defines social sciences in terms of those sciences which place humanity as the axis of their operation. He includes individuals in relationship with other individuals, groups or communities. The subjects incorporated into the definition include sociology; administration; economics; anthropology; education; social services; politics; psychology; folklore and law. He discarded history and geography by virtue of the controversy about them. Some researchers consider history and geography to be part of the human sciences since the work of, for example, the historian, is largely influenced by his personal interpretation of human situations. Some consider geography to take a median position between social sciences and geology. To be included within the ranks of the social sciences, geography should be referred to as human geography. Hence, history and geography are believed by some to fall somewhere between social and human sciences. He also discarded some subjects which may be placed in areas other than the social sciences, i.e. natural anthropology and psychiatry; adding other subjects which concentrate on social aspects, i.e. statistics; human, political and economic geography; information and its media, and civilisation. From the above survey of the realm of the social sciences, the difficulty involved in delineating accurate boundaries becomes obvious - though
some subjects remain beyond controversy. The subjects which appear free from debate are: sociology; social psychology; social and cultural anthropology; economics; politics; law; administration and education.

Social sciences were previously called social studies. The contemporary terminology evolved three or four centuries ago, following the use of scientific methods in its inquiries. It was then that sociologists appreciated the value that the use of scientific methods had obtained in the natural sciences; providing optimal understanding of natural phenomena and permitting them to be subjected to human use. This then called for the use of these methods in social studies in a bid to clarify understanding of social phenomena. The important sociological figures to consider in this development were the Arab Ibn-Khaldoun, the French sociologist Auguste Comte and Emile Durkheim, plus a number of American sociologists.

As a result of this, a great number of researchers and people working in social fields adopted the scientific method for the study of society with its phenomena and problems. Thenceforth, the advance of modern scientific methods in social research evolved. This encouraged the view that it may be possible to develop theories and a number of laws in this area of knowledge.
A group of scientists and philosophers in the last century opposed the principle of applying the scientific method in social studies. They argued that the essential differences between social and natural phenomena rendered the extrapolation of method incomprehensible. Despite evidence showing that many subjects which were previously impossible to study in a stringent, scientific way have now been subjected to accurate research, some scientists and philosophers still repeat this objection.

Every subject may be said to have a social aspect. This creates problems as it becomes possible to include any subject within the social sciences. A classic example of this is linguistics, which usually belongs to the humanities. As language is a medium of communication in every social group, some sociologists claim linguistics to be part of the social sciences. (35)

This latter point further illustrates the difficulty of drawing the boundaries of many social science subjects and illustrates their super-imposition on one another. This can actually be attributed to the inter-relationships between the branches of human knowledge. Such super-imposition is not only evident in the social sciences, but also in the biological sciences, the natural sciences and the humanities. These sciences have now become inter-dependent: they inter-relate with the aim
of establishing new information and illustrate the inter-disciplinary character of knowledge.

In regard to the nature of social subjects, it is noted that some of the subjects are considered basic social sciences containing "special social sciences". For instance, sociology is considered to be one of the basic social sciences, being derived from a number of special social sciences such as production, consumption, public finance, transport, economics, commerce and so forth. Because of the local nature of social subjects, their inter-dependence and lack of finality, it is difficult to draw an internationally accepted plan for classifying social sciences.

In an attempt to overcome this difficulty, Barbara Kyle presented a plan for classifying the international bibliography of social sciences as a single field. She analysed the different social science areas into common factors or main themes and classified those to avoid contradictions in terminology, ideas and methods - not only within the social science area, but also in every single area. It is worth mentioning that this classification was published in 1958 in Barbara Kyle's essay in the American Documentation Magazine. The classification has remained in use for cataloguing the international bibliography of social sciences. It refers
in a detailed manner to sociology and politics. Other social sciences are briefly referred to, this being regarded as a disadvantage. One other disadvantage of this classification is the fact that it has not been revised or re-examined. This disqualifies it from being suitable for classifying modern subjects. Consequently, this plan should be revised and re-examined. Alternatively, a new plan should be proposed which encompasses details of all the different branches of the social sciences. Brittain and Roberts indicate areas of omission:

The major social science disciplines of political science, sociology, psychology and social anthropology. Less obvious omissions are methodology, statistics, demography, economic and social history, the social aspects of law and international relations and the field of management, health safety, accountancy and business studies and social medicine. (37)

3.3 HISTORICAL DEVELOPMENT OF SOCIAL SCIENCE LIBRARIES IN THE UNITED STATES AND THE UNITED KINGDOM

3.3.1 The United States

Historically, the social library grew out of the social club idea. Benjamin Franklin, a native Bostonian, had lived in London as a journeyman printer and there he became familiar with social clubs. He appreciated these as organisations for the encouragement of intellectual and cultural activities as well as social life. (38)
In 1727, Franklin and some of his friends in Philadelphia formed a club for "mutual improvement". The club met on Friday evenings for discussions and debates. These activities called for the use of many books. (39)

Thus evolved the social library: a voluntary association of individuals who contributed to a common fund to be used for the purchase of books which every member had the right to use, but whose ownership was retained by the group. It provided a means of self-education and improvement, of promoting useful learning and of affording profitable recreation and social life for the members.

Once instigated, social libraries spread rapidly. In 1733, the Book Company of Durham, Connecticut was established. In 1747, the Redwood Library was founded in Newport, Rhode Island, by Abraham Redwood. The original building still stands: "the oldest library structure in the United States to be used continuously as such since its erection". (40) By the middle of the century New England had at least a dozen social libraries.

The Southern Colonies produced only two social libraries of prominence before the Revolution. In 1748, seventeen young men in Charleston, South Carolina, associated themselves for the purpose of raising a small fund to
collect new magazines and pamphlets published in England. Before the close of the year, they adopted the name "Library Society" and arranged to buy books as well as magazines and pamphlets. The library suffered greatly during the Revolution and many books were lost. The books that were saved, however, together with the few added from time to time, formed the nucleus of the present Library of Charleston, organised in 1790.

At the time of the Revolution, libraries reflected the existing cultural interests and public attitudes. They offered works on the political, economic and social issues of the time, as well as literary, historical, scientific and theological works. They were either directly connected to institutions of higher learning, or were the outgrowth of associations or persons who had common tastes and interests. After the Revolution, the growth of the social library was greatly accelerated and new forms appeared. Some were organised for a particular purpose, such as the Athenaeum. Others were designed to meet the special needs of particular clientele, such as the Mechanics Apprentices, Mercantile Clerk Factory and Mill Workers and members of the Young Men's Christian Association.
Before the nineteenth century, few libraries had a reading room. In general, books were taken out of the library for use. The increasing interest in magazines, newspapers and pamphlets - both American and Foreign - led to a movement to establish and maintain by subscription reading rooms where members could have access to periodical publications at all times. Out of this movement came the form of social library called the Athenaeum. In 1807, the Boston Athenaeum opened as the Anthology Reading Room and Library, affiliated to the magazine "The Monthly Anthology". The reading room was the first department to be opened. The library followed, and was to contain outstanding scholarly works in all languages, especially those which could not be easily obtained in America.

The Library of Congress was authorised in 1800. On April 24 of that year, Congress made the first appropriation of five-thousand dollars for books and for "fitting up a suitable apartment for containing them and placing them therein". Two years later, an Act providing for the organisation of the Library of Congress placed it in the Capital Building, set up regulations for operating the library and established the office of librarian. When the Capital was burned by the British Army in 1814, the Library of Congress was lost. It was President Jefferson's private library of some 6,700 volumes which formed the
basis of a new Congressional Library. Another fire in 1851 destroyed all but 20,000 of the library's 55,000 volume collection. However, the library was rebuilt using fireproof materials, from that time it entered upon a period of continuous growth. This was greatly strengthened in 1860 by the acquisition of the Smithsonian Institution's scientific collection of some 40,000 volumes. The following year saw the acquisition of the 60,000 volumes of the Peter Force historical collection. (42)

It is understandable that there should be large and rapid growth of those types of libraries and information service agencies which are dedicated to the single purpose of identifying, collecting and providing for specialised users the specific and accurate information which they require to carry forward their interests and objectives. However, only a few counts and estimates of the number of special libraries have been made. It was estimated that by the end of the 1920's, the number was perhaps around 1,000; by the mid-1950's, the number was at least 5,000 and by 1965, there were more than 10,000. The Special Libraries Association has expressed the view, "that 15,000 special libraries can be expected by 1970." (43)
The Special Libraries Association was founded in 1909. As Woods notes,

this body may be attributed to John Cotton Dana, a distinguished pioneer of library services, who had a group of 26 libraries under his leadership. The Special Libraries Association aims: "to promote the interests of the commercial, industrial, technical, civic, municipal and legislative libraries, the special departments of public libraries, universities, welfare organisations and business organisations.\(^{(44)}\)

In keeping with its purpose "to promote high professional standards", the Special Libraries Association began, in 1959, to provide a means of measuring the character and performance of special libraries and information centres. Standards adopted by the Association in 1964\(^{(45)}\) covering objectives, staff, collection services, physical facilities and budget also serve as guidelines for the establishment of special libraries and provide helpful information to persons interested in the special library profession.

3.3.2 The United Kingdom

The United Kingdom is probably the world's richest source of libraries. Moreover, in this country, the principles and practices of special libraries are very well understood and effectively practiced. London became the focal point of scientific and industrial interests, establishing its claim as the greatest library centre in the world. Although there were already special
libraries such as Lincoln's Inn Library, (1497), the Royal Society of Physicians' Library (1525), Gray's Inn Law Library (1555), Middle Temple Law Library (1641), the Royal Society Library (1667), the Admiralty Library (1700), and the Linnean Society Library (1788), the great majority were established after 1800. One of the most famous special libraries was founded in the 1870's in the chemical industry on the initiative of the research director. By the turn of the century, the idea of having an on-site library was becoming accepted in research-orientated industries. The special library function of saving duplication of research by literature and patent searching was already recognised by the advent of World War I. This function still pre-occupies library management.

The inter-war years saw major expansion of special libraries in the United Kingdom. This occurred to the extent that it became necessary to produce, in 1928, the first Aslib Directory which listed the special libraries, their subject scope and the services they offered. During the latter part of this period, there was a change in the subject emphasis of many special libraries. They began to offer support for the management and commercial interests of companies as well as support for research and development.
If the inter-war period can be labelled as one of diversification, the time from 1945 to the early 1960's may be said to be a period of consolidation and innovation - consolidation of the position of the special library in industry and innovation in the techniques of information handling. For example, the optical coincidence technique was developed in the 1950's.

The 1970's and 1980's have been fraught with economic problems. The uncertainties felt by industry in general have led to cutbacks in most special library budgets and, in some extreme cases, to the closure of the entire library service. These difficulties have, in turn, given rise to marked increases in cooperation between libraries. This is one of the features of special libraries today. This cooperation has, in some cases, been forced upon the industrial librarian when the company is taken over or amalgamated with another. More often though, this cooperation has been actively sought in order to reduce information processing costs. Within most large companies it is common to find a central unit responsible for coordinating the activities of other on-site libraries, thus preventing unnecessary duplication of stock purchase or retrieval systems.
The total number of special libraries in the United Kingdom has been variably estimated from just over 1,600 in 1975 to 2,300 in 1980. This variability may be attributed to the use of differing definitions of special libraries and differing survey techniques. More interesting than the actual number is the range of sectors in which special libraries are found. They are available to persons in such diverse occupations as agriculture and accountancy, chemical manufacture and the social services, nuclear engineering and trade unions, textile manufacture and publishing. There are three associations, covering the whole the United Kingdom, to which the special librarian or information scientists can belong. All three have done a great deal to promote recognition of the profession, held aid cooperation and dispel the sense of isolation often felt by the lone professional. The associations, in order of historical precedence, are: the Library Association, Aslib and the Institute of Information Scientists. The Library Association was granted a Royal Charter in 1887 and is governed by an elected council. One of the standing committees of the council is exclusively concerned with the activities of special libraries. Aslib was founded in 1924, its instigation being largely due to initiatives from the metallurgical industries. Its objective is to facilitate the coordination and systematic use of sources of information in all public affairs, industry, commerce
and in all the arts and sciences. Currently, there are more than 2,200 members of Aslib, of whom some 650 are based outside the UK. Since 1944, Aslib has attracted UK government funding. The range of services available is extensive, including an information service, education and training, publication, meetings and conferences, a library and a professional appointments register. Since 1959, Aslib has had a research department and provides a consultancy and advisory service. (47)

The youngest association is the Institute of Information Scientists, founded in 1958. This is essentially a professional qualifying body with the aim or promoting and maintaining high standards and qualifications in information work. The Institute has probably sustained the most rapid growth of all the associations. Its members number some 1,200 individuals who either work in information departments or special libraries or undertake research in this field.

In the second half of the twentieth century, the social sciences have been characterised by a systematic movement away from other science fields. Brittain sums up the position:

During the past twenty-five years there has been a movement away from the trend towards making the social sciences more scientific. There has been a broadening of outlook and many maintain that
there are aspects of the social sciences that are not scientific by nature and never will be. It is now time to consider the appropriateness of existing information systems and, where possible to design new ones that take account of more recent trends. (48)

Brittain and Roberts also highlight the increased impetus in the measurement of the information requirements of social sciences during the 1960's. This activity closely followed the tradition established in the sciences during the previous twenty years. The largest and most comprehensive inquiry was INFROSS (Investigation into Information Requirement of the Social Sciences, Bath University, 1971, Line 1969) which covered all the major social sciences. Other inquiries were made into the information requirements of business studies, (Denns, 1970), planners (White, 1971; Eastern Regional Institute for Education, 1967), sociology (Centre, 1968), sociology of education (Swift and Winn, 1970), and criminology (Andry, 1965). The study of information requirements into the social sciences was reviewed up to the end of the 1960's by Brittain (1970). (49)
REFERENCES


7. What is a special library? op. cit., p.145.


11. Rothstein, *op. cit.*, p.54


15. What is a special library? *op. cit.*, p.147.


22. Dudgeon, *op. cit.*, p.133


33. Abdul-Hadi, Mohammed, F. Establishment of a list of Arabic subject headings in social sciences. Cairo, Cairo University, 1975, p.16-17. (In Arabic)


41. Ibid., p.315.

42. Spofford, A. R. The Library of Congress or National Library. op. cit., p.255


CHAPTER FOUR

GENERAL FACTORS AFFECTING LIBRARY PROVISION IN SAUDI ARABIA

4.1 HISTORICAL BACKGROUND FACTORS

The Kingdom of Saudi Arabia was founded in the later period of the nineteenth century as a modern state. The founder, King Abdul-Aziz Ibin Saud, gave much attention to the development of the country. The provision of libraries throughout the Kingdom stemmed from the establishment of the Saudi Ministry of Education in 1953. The Ministry served as a department for the administration of public and school libraries which were associated with education. With the establishment of the University of King Saud, in 1957, came the foundation of the first University library. This later became one of the biggest libraries in the Arab State countries. (1)

During the last few years, new university libraries have been established. These include the Imam Mohammed Ibin Saud Library in Riyadh City, the University of King Abdul-Aziz Library in Jeddah City, the Islamic University Library in Medena City, the Ommul-Qura University Library in Mecca City, the Petroleum and Mineral Resources University Library in Dhahran City and the King Faisal University Library in Dammam City.
Public, School and University libraries are not the only types in existence. The social science libraries, which are striving for existence, identity and recognition, were largely founded in 1965. They are typically located in large cities and serve ministries, government agencies and institute departments. (2)

4.2 GEOGRAPHICAL FACTORS

The Kingdom of Saudi Arabia is bordered on the West by the Red Sea, the Gulf of Aqaba and North Yemen; on the East by the United Arab Emirates, Qatar and the Arabian Gulf; on the North by Jordan, Iraq and Kuwait, and on the South by South Yemen and Oman (see Figure 1). The total area of the country is two million square kilometres. Summer temperatures range from 100 to 115°F, with humidity being relatively high (80 per cent). During the winter, temperatures typically fall in the region of 30 to 60°F, again with high humidity. The topography of Saudi Arabia has been a major influence on the distribution of settlements, agriculture, industry, communications and even on the climate. All these factors, in some way or another, have affected library development in the country.

Nine hundred and one of the libraries are located in big cities: the rest of the country being deprived of library services. Not only does the geographical structure affect the location of libraries, but it also makes it very
Fig. 1: Political Boundaries of Saudi Arabia
difficult for the mobile libraries to serve the towns and villages situated in the mountains or in the interior of the desert. (3) (See figure 2.)

The climate directly influences libraries in a variety of ways. For example, lack of air conditioning facilities means that libraries can be very uncomfortable to use in the heat of the day. The high humidity has profound implications for the storage and preservation of books. The dry, dusty conditions of the desert also make the protection of stock difficult. The high temperature also greatly affects the preservation of non-book materials such as films, microfilms, microfiche and so forth. Ideally, these should be kept in a cool place with a temperature of around 60°F.

Noticeable from the above is that the geographical structure and climate of Saudi Arabia have a profound effect on the country's library service. The many obstacles they create should be kept in mind when we consider improving library services in Saudi Arabia. (4)

4.3 SOCIAL FACTORS

Saudi Arabia was suddenly catapulted into the twentieth century when the traditional, isolated, poor and mostly Bedouin country began to modernise. For the past 25 years, every aspect of life has progressively and
Fig. 2: Topography of Saudi Arabia
persistently evolved. There have been changes culturally, socially and economically. More change is expected. According to the latest primary census, conducted by the government in 1975, the total population of Saudi Arabia is 7,012,642; comprising of 5,128,655 settled and 1,883,987 nomadic people. (5)

The official religion of Islam forms the basis of all civil law and the constitution of the country. The main source of Islamic law is the Koran and the sayings and tradition of the prophet Mohammed. Arabic is the official language of the country. English and French, however, are taught in schools. Most of the higher status employees of the government, particularly those who were educated in the USA and Europe, speak these languages. (6)

The unity of the nation, the Saud's simple social composition, represented by people of a single language, custom and religion has facilitated the task of providing library services. For instance, building uniform collections for one ethnic group within a community is not a problem in a country such as Saudi Arabia where a single language predominates. The linguistic unity has facilitated the free flow of library materials, information and ideas.
A factor which negatively affects the growth of library services in Saudi Arabia is the character of the rural areas. These areas are sparsely populated and relatively primitive. The populace has little interest in books and distances are great. Difficulties may also be seen in the relatively recent urban settlements which have a low density population. As a result, libraries in Saudi Arabia contain collections in Arabic and English. Societal factors will greatly influence any planning and development of library services. Planning procedures must take these factors into account or they will completely fail to even begin to meet society's needs.

4.4 ECONOMIC FACTORS

The policies which will be introduced to achieve structural changes in the economy pertain to three main areas of economic activity - oil and gas production, the development of the productive sectors of agriculture, industry and mining and the development of the physical infrastructure. Oil, of course, is the main source of government revenue. It constitutes about 86 per cent of the total income. The remaining 14 per cent is composed mainly of income tax, customs duties, fees and sale and rental of government property.
Development in the public sector has focused on health, education, communication, agriculture, water resources and mineral deposits. In the private sector, the trend has been to encourage private investment and to attract outside expertise for industrialisation. (7)

Libraries and information services always tend to be very low on the government's list of priorities. The government's justification for this is that there is an urgent need for more basic facilities, such as hospitals, education, housing and so forth. Library provisions, therefore, must wait until such times as these other priorities have been met. By doing so, however, provision of these other services may well suffer from the limited availability of up-to-date knowledge and technical information. Libraries in Saudi Arabia must be developed along with those services.

In order to achieve the inclusion of library services with other developmental priorities, it will be necessary to overcome the contemporary difficulty of persuading government officials that public funds spent on libraries, books, periodicals, etc., would be well spent. Economic planners are not yet fully convinced that libraries could play an important role in the country's development. Their potential, however, is beginning to be recognised.
4.5 POLITICAL FACTORS

The political and administrative context in which library services are expected to develop and operate is an important influence on those services and on the establishment of a national information policy.

The governmental offices and organisations of the Kingdom of Saudi Arabia were set up to run the day-to-day affairs of the country. There is a Prime Minister and President of the Saudi Cabinet, which consists of 23 ministries. There is no separation between religion and state. The country is divided into five administrative regions: the Central, Western, Eastern, Southern and Northern Regions. (See Figure 3.) Saudi Arabia embarked on a period of planned development in 1970 to solve its socio-economic and educational problems. These plans are the first five-year developmental plan, 1970-1975, and the second five-year plan, 1975-1980. (8)

The first five-year developmental plan emphasised the improvement of library services in the country. Efforts were made to improve the status of existing library facilities by providing additional books, furniture and equipment. The plan was to replace the five rented library facilities with new building constructions and to establish additional libraries in the big cities. The second five-year plan specified completion of prior authorised library construction in 1975-1976. Ten
Fig. 3: Administrative Divisions
general libraries were to be opened. The number of public and special libraries was to be increased from 22 to 40 by the end of the plan. Specification was made for the construction of one large, five medium and ten small library buildings during the period 1976-1978, and six large, ten medium and fifteen small library buildings during the period 1983-1984.

4.6 EDUCATIONAL FACTORS

Education is one factor which greatly influences the need for and provision of library services in Saudi Arabia. To be considered are the levels and kinds of education provided, the number of students and the attitude of the Saudi Arabia government towards providing better educational facilities. The Ministry of Education is the official organisation for the supervision of educational affairs throughout the country. It was established in 1952 for the purpose of planning and supervising a project aiming to spread general education throughout the Kingdom. The Ministry of Education is responsible for the supervision of 47 public libraries situated in various parts of the country. As regards school libraries, they too were part of the Ministry of Education. A five-year plan for school library services was drawn up with the aim of spreading such services throughout the educational context. (9)
In regard to university libraries, each of the seven Saudi universities has its own central library in addition to the specialised faculty libraries. Librarianship has recently been introduced as an academic field in the country. Library departments were established at King Abdul-Aziz University in Jeddah City in 1972, and at Imam Mohammed Bin Saud Islamic University in Riyadh in 1974. Both of these universities are considering starting postgraduate studies in library science information.

Professional training is not restricted to academic studies. The Institute of Public Administration in Riyadh City has, since 1970, been preparing a training programme for librarians. This is in association with the Ministry of Education. The aim is to provide a joint scheme for training 100 library personnel every year. This will hopefully resolve the problem of the shortage of staff in schools, public and specialised libraries. (10)
REFERENCES


CHAPTER FIVE

THE CURRENT STATUS OF THE GOVERNMENT AGENCIES AND MINISTRIES' FUNCTIONS AND OBJECTIVES AFFECTING THEIR LIBRARIES

This chapter identifies the functions, objectives and responsibilities of twenty government agencies and ministries' departments. These are supported and administer their libraries. They were established for the provision of important materials and specialised, up-to-date information to be utilised by the staff and research officers of the government agencies and departments. The aim was to promote the efficient running of government activities related to their respective fields. The planning of economic, social and cultural development is dependent upon the availability of reliable information. Ministerial and departmental libraries therefore have a vital role to play in the selection and provision of information for the decision-maker, planner and research worker within the government.

All government agencies and ministerial departments require general information on pertinent aspects of national development. The need for data of a similar type by the various government agencies provides a clear opportunity for shared acquisitions, storage and dissemination of information. It also suggests a plan
for the coordination of all these government agencies to form a network for the provision of information. Included are the government agencies and ministries' departments, including the twenty libraries in the social sciences subject area. These are divisible into five groups.

5.1 INFORMATION CENTRES

5.1.1 The National Centre for Financial and Economic Information (NCFEI)

The Ministry of Finance and National Economy has established the National Centre for Financial and Economic Information. The aim is to gather, analyse, store and disseminate economic and financial information for the Kingdom of Saudi Arabia. Since its establishment in 1980, the progress of the National Centre's development has been carefully guided by the Minister of Finance and National Economy, Mr. Mohammed Abalkail. The National Centre provides the Ministry with relevant economic information in a variety of formats. These information services are made available to other ministries and government agencies in the Kingdom.

The National Centre is housed in two adjacent buildings. These have been designed with consideration of the functions necessary for the provision of information
in accord with the needs of the Ministry. The library, communications centre, computer centre and print shop are housed in the information services wing of the Ministry. The new media centre facility is adjacent to the Ministry proper. This contains the auditorium, the Minister's conference room and a wide variety of media production and support facilities. The library collection (Arabic and English) contains over 30,000 books, 750 periodical titles, selected newspapers from around the world, government documents of the Kingdom and documents of major international organisations. Other resources consist of computerised bibliographic and statistical databases that are available by satellite telecommunications. Computer facilities are also used to catalogue holdings and for information retrieval. The library is organised into three functional areas:

(i) Technical Services carry out ordering and processing of books, reports, documents, microforms and other materials.

(ii) User Services utilising materials to provide client services. These range from the provision of data easily found in the Centre's collection to in-depth research and analysis resulting in special
summaries and briefing packages. "Issues and Trends" - a weekly publication summarising articles in the latest international, financial and economics developments - is offered as a regular service.

(iii) Arabic Services which provide the above information services for Arabic speaking clients.

The collection (being mainly English and Arabic economic and financial titles) is classified according to the Library of Congress system. The professional staff consists of one Egyptian, four Americans and two Syrians. The non-professional staff consists of three Pakistanis, two Somalians and Saudis. Staffing will expand in the future, as will efforts to fully automate the library. The library budget is approximately 250,000 dollars per annum. Having given an overview of the National Centre and its library, it would be appropriate to give a more detailed description of the departments and services held therein.

1) The Information Services Department

This Department operates the library with its specialised collection dealing with finance and economics. The Department collects and retrieves materials from a
variety of sources in order to respond to the Ministry's informational needs. To provide access to the vast amount of financial and economic data available world-wide, the Department uses both in-house and outside resources.

2. Media Communications Department

The Media Communications Department takes the information provided by the Ministry's economists and the Centre's information specialists and presents it in understandable ways. A variety of media is used to present this information to audiences. These audiences range from senior-level Ministry staff or visiting dignitaries to local conference delegates. Since media communication is a rapidly evolving field, every effort is made to take advantage of new media technology. This ensures the efficient communication of financial and economic information. The most commonly used media include printed publications, slide presentations (single and multiple projector) and video-tape programmes. Also available are audio and video recordings which are used for the Kingdom-wide broadcast of economic information and Ministry-related functions. The Department's production facilities include a print shop, graphics design, photographic laboratory, audio studio, television studio and a language laboratory. Media presentations
and meetings are staged in the auditorium and the media conference room. These areas are purpose-built to provide multi-language facilities, multi-image visual presentations for slides, motion pictures and television projections and audio or video-tape recording or playback functions.

3. Administration and Manpower Development

The Administration sector provides a wide range of services in support of the principal operational Departments of the Centre. Administrative office officials provide all the necessary administrative and management support required to run the Centre. Included are financial and contract management, personnel facilities, management and office services. This sector also manages the computer support system. Here, computer specialists design and maintain information software programmes. These permit the ready access, display and analysis of a broad spectrum of financial and economic data for all departments. Computer facilities are also used to augment administrative functions. Manpower development, a primary objective of the third Five-Year Developmental Plan, is an increasingly important function of the National Centre. Training Officers are actively engaged in the identification, recruitment and professional development of future Centre staff members. Examples of the Centre's efforts in professional manpower development are
sponsoring Centre employees in higher education programmes overseas; implementing an orientation-training programme within the Centre and establishing summer internships for Saudi University Students.

4. Economic Services

The economists at the Centre make use of the full range of library materials and the extensive computer services available in the Centre. Thus, they provide a wide variety of services for the Ministry. These include: sophisticated analyses of economic events and trends throughout the world and of the policies being employed by the major countries involved with Saudi Arabia; summaries and critiques of technical papers; briefing reports on specific countries or topics (in cooperation with reference libraries); consultation on technical projects with Ministry economists and researchers; provision of data or other specific information relating to economic topics. In addition to providing these services, the economist team also proposes, with the concurrence of the Ministry, initiates and carries out longer term research projects on both domestic and international economic issues which are of significant Ministerial interest. Through the integration of state-of-the-art library and information services, the Centre's economists are able to provide a unique financial and economic information service.
The National Centre for Financial and Economic Information is continually evaluating its ability to provide complete, timely and accurate information. As a result, new technologies are continually being acquired to provide additional capabilities for locating and handling financial information. The library is developing and gives every indication of becoming the most advanced information centre in the Kingdom. Continuing efforts assist the Ministry of Finance and National Economy of the Kingdom of Saudi Arabia to play its important role.

5.1.2 The Centre for Statistical Data and Educational Documentation (CSDED)

The Centre for Statistical Data and Educational Documentation was established in 1963. The objectives and functions of the Centre are as follows:

- To set up a comprehensive and integrated system for the collection and analysis of data. This aids the promotion of educational policy of the Kingdom of Saudi Arabia in accordance with the developmental plan. Furthermore, it helps in research, planning, follow-up, educational administration and evaluation at all levels of the Ministry's work.

- To collect (through statistical questionnaires) and report data pertaining to the various types and stages of education.
- To publish annual statistical reports and publications in addition to studies relevant to the educational process.

- To prepare the programmes required for the automated processing of statistical and educational data.

- To collect educational documents from Saudi Arabia, other Arabic and Islamic countries and from other countries in the world. To set up a comprehensive and integrated system for recording and storing educational data.

- To translate from, or into Arabic, educational documents, reference works, articles and programmes as required. Diplomas and other documents needed by students to study abroad are also translated. (2)

The Centre consists of two major departments - the Statistical Data Department and the Educational Documentation Department.

(a) Statistical Data Department: major functions

- Collect, verify and follow-up statistical data required for the Education Ministry's activities.
- Code and punch on cards the statistical data in preparation for processing and tabulation using the computer.

- Publish periodical statistical publications and reports.

- Undertake field and other statistical studies.

- Undertake statistical analyses to discover statistical variations and trends.

The Department consists of the following sections:

(i) Statistical Studies Section

This section began its activities in 1974. It undertakes field and other studies to discover variables and their interrelationships. It aims to make deductions and to recommend actions and procedures to aid educational planning.

(ii) Statistics Section

This section collects and compiles statistical data. These are then published in periodic and non-periodic books and brochures with a view to helping researchers and planners. The section designs the statistical questionnaires used in such a way that they provide the required statistical data.
(iii) Data Processing Section

The Data Processing Section has a terminal connected to the main computer located in the Ministry of Finance. This terminal consists of a card reader, a line printer, six punching machines and a sorter. The section automatically compiles and produces the periodical statistical reports issued by the Centre. This applies to those pertaining to the Ministry of Education alone, or those pertaining to all the organisations supervising education in the Kingdom of Saudi.

(b) Educational Documentation Department

This Department makes provision for educational information required by the Ministry's personnel involved in research, planning, follow-up and administration. It also attends to the needs of other researchers and educationalists in the country. Undertaken are the various technical operations required for collection, storage, classification and analysis. The Department consists of the following sections:
(i) Translation Section

This section translates educational documents and statistical studies published by the local, Arab and international bodies concerned with education. Also undertaken are translations of periodicals and publications issued by the Centre. The translation section prepared Arabic abstracts for the educational documents written in foreign languages. Thus, it aims to help planners and researchers.

(ii) Educational Documents Library

This section makes available to researchers and educationalists educational references, periodicals and documents in accordance with the modern library and documentation sciences. It prepares descriptive, subjective and analytical indices for scientific and educational books. References and documents are prepared for use by the libraries and bodies concerned. The Educational Documents Library reviews publishers' catalogues and keeps itself informed of new educational books and research. These the section endeavours to acquire through purchase, donation or exchange.
The Centre for Statistical Data and Educational Documentation was established with the Educational Documents Library in 1969. It aims to fulfill many functions, for example:

- To keep educational Arabic, Islamic and international documents. Here, up-to-date methods and equipment are used.

- To execute a large-scale exchange of publications and to recommend, in collaboration with the Educational Documentation Section, the purchase of educational books, references and documents needed by the Ministry of Education.

- To circulate, for informational purposes, bibliographical lists of the books, documents and references held by the library to the various departments and branches of the Ministry. (4)

- To compile bibliographies, disseminate information, translate, reproduce documents and answer questionnaires from local and national organisations.

The Library building is a small to medium rectangular hall of about 300 sq. ft. It is located in a part of the Ministry's premises which, for quietness, could be described as being bad for library purposes. The Library has published 27 bibliographies and other documents. It contains 20,000 books, 70 periodicals in Arabic and
English, 100,000 microfiche cards and 3,000 documents. Most of the staff are qualified. The financial budget is approximately 150,000 dollars per annum.

5.1.3 The Centre for Training and Applied Research in Community Development (CTARCD)

The Centre was inaugurated in 1970. This was achieved by agreement between the Saudi government, represented by the Minister of Labour and Social Affairs, and the United Nations Development Programme. The major objectives of the Centre are:

- To train senior-level personnel, field work staff, specialists and technicians as well as local leaders in the different community fields.

- To advise and assist the Ministry of Labour and Social Affairs, and related Ministries, in the implementation of procedures conducive to efficient administration, supervision and evaluation of rural development programmes.

- To strengthen the existing community development centres and to assist in the establishment of new ones.

- To assist the government in carrying out rural, social and economic development activities in selected areas. These activities will form an integral part of the training and research enterprises.
To conduct action-orientated research; the results of which will be utilised in training and community development activities.

To offer specialised seminars and courses in health, education, literacy and adult education, cooperatives, social welfare, etc.

Training is the primary task of the Centre: this being one of the most essential requirements for social and economic development. The availability of sufficient highly trained manpower in specialist fields must greatly enhance a country's development. Being aware of this fact, the Centre for Training and Applied Research adopt a tri-partite formula for the training of Saudi manpower:

(1) Preparation of the necessary number of specialists in fields relevant to social development.

(2) Focus on local environmental conditions and utilisation of available human and national resources in various processes.

(3) Training local leaders and making full use of their status in community development.

The Centre plans its programmes and functions within the framework of these objectives. Training activities are designed for top personnel engaged in various social
and economic schemes in different regions of the Kingdom. Personnel engaged in local community development in the fields of health, education and social affairs constitute the major participants in the long and short term courses planned by the Centre.

The methods and techniques of training utilised by the Centre are as follows:

(1) An integrated approach to socio-economic development of the community.

(2) Linkage with development objectives, targets, needs, plans and problems of local communities in the various regions.

(3) Cooperation and coordination with various local institutions within the framework of national development plans.

(4) Field work to implement the theoretical framework in the rural and urban communities.

(5) Exchange of experiences, ideas and knowledge amongst trainees, supervisors, officials and experts.

The library of the Centre for Training and Applied Research in Community Development was established in 1981. The library includes 36 seats, the allied
subject of the Centre for Studies and a Training Programme. It is staffed by one professional librarian and one non-professional staff member. The latter, however, has had library experience. The library's financial budget is 60,000 dollars per annum. It contains 10,000 English and Arabic monographs and 30 periodical titles. The collection is classified according to the Dewey Decimal system, (18th and 19th edition). The Arabic and English card catalogues are divided by author, title and subject. The library patrons are mostly administrative employees of the government, state and higher education agencies. The facilities are also for a large part utilised by the Centre staff members, students and teachers.

Currently, the library is far from ideal. The building is temporary and inappropriate for library collections. Difficulties facing the library include the lack of qualified staff and services as well as space problems.

5.1.4 The Social Service Centre (SSC)

The Social Service Centre represents the first social service centre pilot project in Saudi Arabia. It is situated in the town of Al-Diriyah. The Centre was launched in 1960 with the technical cooperation of the United Nations and its international specialised agencies. One year prior to the establishment of the present
centre, the Ministry of Labour and Social Affairs was established. At this time, the administration of the Social Service Centre programme was transferred to the Ministry. A division for the Social Services Centre programme was subsequently established with the collaboration of the Ministries of Education and Health. The Ministry of Labour and Social Affairs has shouldered the responsibility of promoting and supervising the social services project at Al-Diriyah town. It has, however, been assisted by the international agencies of the United Nations.

The Social Service Centre's major objective is the development of social research and studies: thus representing a basic dimension in the community development process. The Centre believes that analysis of existing circumstances and further evolution of human and material elements at hand, in conjunction with the declared need for development, are essential for planning in developing countries. The planning of social programmes, aimed at the elimination of existing hindrances to the welfare and progress of society, necessitates the identification of elements influencing communities, including social problems which have resulted from change. Social research is described as the scientific method for collecting, analysing and interpreting data required for community development.
The Social Service Centre programme in Saudi Arabia is a multi-purpose and coordinated activity. Thus, it is tailored to the ultimate intention of meeting major community needs. Its final goal is to develop human resources by providing opportunities for decision-making and self-reliance, for exercising responsibility and acquiring positive social attitudes. The government regards this programme as an essential component in its national development plan for social and economic progress. The programme is regarded to be an integral part of the overall national development programme of Saudi Arabia. According to the first Five-Year Plan (started in 1970), the Social Service Centre programme seeks to coordinate government services with community efforts. The aim is to maximise the use of local, economic and social resources for the improvement of the welfare of the country.

The Centre has completed several descriptive and evaluative studies of training programmes and trainees. The purpose of such was to obtain the reactions of the trainees to the courses of study, the materials used, the duration of the courses and the means and methods employed in conducting these courses. The trainees' suggestions were welcomed and thoroughly studied. The studies completed are as follows:
(i) A long-term training course in community development for specialists working in the Social Service Centre. Its duration is usually nine months: starting in October and ending in July of the following year.

(ii) The training course in literacy and adult education for headmasters and teachers of literacy in adult education schools. The duration of this course is usually two months; being conducted in July and August of each year.

The Library of the Social Service Centre was established in 1963. It falls under the auspices of the Ministry of Labour and Social Affairs. The library is housed in a small hall in a temporary sectional building. It includes about 20,000 books and 80 periodical titles in Arabic and English. Also included are 12,000 reports focusing upon the field of social sciences pathology, community services and social studies. These provide up-to-date information for the Ministry and Centre staff and for students. The library collections are classified according to the Dewey system: the Arabic and English card catalogues being divided by author, title and subject. The library budget is about 70,000 dollars per annum. This will be increasing annually according to the library's future plans.
The library employs three staff members. One is a qualified librarian. The other two, although unqualified, have experience and training in library services.

The library faces certain difficulties. Included are financial difficulties, lack of staff and the lack of cooperation between this and other libraries in the country and abroad in the fields of acquisition, circulation, gifts and exchanges and interlibrary loans.

The library is now trying to resolve these difficulties by making a planned study for developing the library services, staff and collection.

5.2 INSTITUTES DEPARTMENTS

5.2.1 Institute of Public Administration (IPA)

One of the essential needs of a developing nation is the capacity to deal swiftly and efficiently with its administrative problems. A prerequisite for this is the proper administrative training of the country's civil servants at all levels. This is best accomplished by systematic administrative training of existing government employees, rather than by wholesale replacement. Indeed, in the case of Saudi Arabia, replacement would have been almost impossible at the time the country started its reform programmes; unless most government employees were to be expatriates.
The government agency responsible for administrative reforms in the Kingdom is the Institute of Public Administration in Riyadh. This was founded by Royal Decree in 1961. (22)

The Institute of Public Administration is a government entity whose functions are as follows:

- To raise the degree of efficiency amongst the government's employees.

- To prepare those employees in a practical and scientific manner to shoulder their responsibilities and exercise their authority in a fashion conducive to higher administrative standards. The aim is the solidification of the country's national economy.

- To organise training courses.

- To participate in the administrative organisation of the government.

- To provide advice in the context of all administrative problems submitted by various ministries.

- To conduct and encourage research in the field of administrative affairs.

- To strengthen cultural relations in the realm of public administration.

The IPA is governed by a Board of Directors. The Board is composed of the following:
Minister of Finance and National Economy (President)

Deputy Minister of Finance and National Economy

(Vice-President)

and the following members:

- Deputy Minister of Education
- Deputy Director of Riyadh University
- Director General of the Civil Service Bureau's Administration
- Director General of the IPA.

The Board of Directors is entrusted with the formulation of the Institute's general policy and supervising its execution. The Board may also issue whatever regulations and instructions may be necessary to guarantee the efficient execution of the Institute's work. The Institute is autonomous and possesses the necessary authority for the achievement of its objectives. This unusual autonomy is suggested by the composition of the Board.

The Institute offers training programmes for government employees at various levels. These training programmes include the following.

1. In-service Training Programmes

   (i) Programmes for developing high-level executive skills. These are conducted by the Higher Programmes Unit.
(ii) Administrative Programmes:
   a. Public administration
   b. Intermediate administration
   c. Administration and organisation
   d. Administration of employees' affairs
   e. School administration

(iii) Financial Programmes:
   a. Intermediate financial affairs
   b. Preliminary financial affairs
   c. Budgetary administration
   d. Depots programme (warehouse)

(iv) Secretarial Programmes and Clerical Work
   a. Higher secretarial
   b. Clerical works
   c. Arabic typewriting
   d. English secretarial work and typewriting
   e. Clerical employees affairs work

(v) Statistics
   a. Intermediate statistics
   b. Primary statistics

(vi) Libraries
   a. Librarians

(vii) Development
   a. Planning and development

(viii) English Language
2. Special Programmes
Preparatory programmes, pre-entry service programmes; carried out by the administration on preparatory programmes:

1. Systems studies
2. Administration studies "Employees Affairs Major"
3. Administrative studies "High Secretarial Major"
4. Financial studies
5. Statistical studies
6. Customs studies
7. Preparatory printing
8. Hospital programmes and health administration
9. Material Management (7)
10. Passports and nationality

The library of the Institute of Public Administration accessioned its first book on the 7th June, 1962. Twenty years later it moved to the new building of the IPA, where it occupies the first five floors of the central tower. During these years the library has remained faithful to its main objective, namely to cater for the information requirements of those involved in the process of administrative, social, legal and economic development.

The library holdings are today more than one hundred thousand individual items in print and non-print format. The printed materials include books, pamphlets,
reference materials, maps, dissertations, documents and periodicals. Most of these holdings revolve around the wide range of the administrative sciences. The collection is very strong in the fields of behavioural sciences, computer science, economics and law.

The library is an open stack library, borrowing of books is limited to IPA affiliates, government experts and researchers. The documents centre located on the third floor serves as a depository for Saudi official legislatives. It also houses publications of the government of Saudi Arabia, the Gulf States, the Arab League, the United Nations and other International organisations.

These publications are classified under a separate classification system developed for organising this special collection. Entries in the card catalogue are filed by subject, title and source separately. The Medial library which contains music, general knowledge and educational materials on video and audio cassettes group and individual listening and viewing are available. There are 24 workers, most of them are qualified librarians and the library's financial budget is 350,000 dollars per annum. The library includes over 92,320 books, 2,600 reports, 292 theses, 500 microfilms, 9,500 microfiche, 4,700 documents and 4,382 periodicals.
5.2.2 The Institute for Banking Training (IBT)

The Institute for Banking Training started its programmes in 1975, offering several courses. These are as follows:

(i) General Banking Studies

The aim of this course is to provide the students with the necessary basic knowledge to permit them to work in the various banking and financial institutions in the Kingdom. The duration of the course is two academic years. It includes the study of domestic banking operations, international banking operations, general and banking accounting, basic economics, economic development, money and banking aspects of management, statistics, computer science, English language, commercial correspondence, office management and Arabic and English typing.

(ii) Advanced Banking Studies

The Institute for Banking Training has adopted a policy of diversifying the training programmes to cover the needs of different managerial levels. In 1983, a new advanced banking training course was initiated. It aims to improve the skills and efficiency of those in the banking sector, qualifying them for top managerial responsibilities.
The courses are intended to cover three terms. Successful candidates will obtain the Advanced Banking Studies course diploma. The programme consists of the following subjects:

- Modern aspects of management
- Administrative development
- Bank management and organisation
- Utilisation of computer science in administration
- Financial analysis and management accounting
- Auditing
- Credit and loan business and investment
- International trade and monetary organisation
- Foreign exchange operation

(iii) Short Courses

Because of staff shortages and pressure of work, Banks found themselves unable to release their employees to attend the regular two-year banking courses. The Institute overcame this problem by initiating short courses. It thus enabled both the Saudi Arabian Monetary Agency and commercial banking staff to study subjects relevant to the banking sector. These short courses began in late 1981. The ultimate objective of SAMA is that Saudi nationals assume responsibility for, and administration, of, all banking operations.
Specialised Training Courses

As a result of surveys which the IBT carried out (in cooperation with key personnel in SAMA and the commercial banks) new specialised courses were initiated for banking sector personnel. These courses were tailored to meet specific job requirement. The aim is to increase the efficiency and productivity of the trainees. In conjunction with this, the courses aim to develop special skills by providing trainees with the information and training necessary to raise the standard of their performance.

English Language Studies

Owing to the importance of the English language, both nationally and internationally, the IBT introduced new courses in this subject. These became effective in 1972. The courses focus upon general English with special emphasis on banking terminology used in commercial correspondence and banking operations. In 1982, the IBT initiated intensive English courses; covering six stages over three academic years. The aim of these courses is to raise the students' English language level and to improve their ability to perform all duties assigned to them. In addition to the certificate they obtain from the IBT, students are able to take the Cambridge Certificate English examination.
The Institute for Banking Training Library was founded in 1975. It occupies a large part of the modern Institute banking building. The library includes 4,104 English and Arabic volumes and 20 periodical titles. The library collection is classified according to the Dewey system (17th edition). The card catalogue is divided by title, author and subject. The periodical titles are organised alphabetically and by title. The library provides several services, such as periodical services, reference services and copying services. It contains specialised data pertaining to the banking management and accountancy fields.

The library has 40 seats. Most of the patrons are from the Institute's teachers, students and employees. The library staff are two non-professional librarians. These do however, have library experience.

The library has good cooperation with the Saudi Arabian monetary agency in the field of banking and money operations. Its financial budget is approximately 30,000 dollars per annum.

5.3 GENERAL CORPORATIONS

5.3.1 The Saudi Arabian Monetary Agency (SAMA)

The Saudi Arabian Monetary Agency, established in 1953, is the Kingdom's central bank. The Agency is
a corporation with continuous succession and is authorised to take such action as may be necessary and appropriate to give effect to this charter: including, but without thereby limiting its authority, authority to make contracts, to acquire, hold and pledge assets, and to incur such liabilities which are an inevitable component of its operation.

The Saudi Arabian Monetary Agency's Board of Directors consists of:

1. A President who is also the Governor.
2. Deputy Governors.
3. Three members, non-government officials, who should be conversant with financial and commercial affairs.

As specified by a Royal Decree, the Governor and members of the Board are appointed for a period of five years. Appointment is in accordance with the nomination of the Minister of Finance and the approval of the Council of Ministers. They can only be removed from office by a Royal Decree, issued in the same manner. The Board of Directors meets at the call of the President, or Vice-President in the event of the absence of the former. Meetings should be held at least once monthly. In the event of the absence of the Governor, the Deputy
Governor is given leave to preside over the Board. The resolutions of the Board may be passed by a minimum majority of three votes. In the case of equal division of votes, the President has the casting vote. Resolutions of the Board should be transmitted to the Minister of Finance immediately after they have been issued.

The Governors are responsible for the efficient operation of the Agency and serve as its representative before the courts. The remunerations of the Governor, Deputy Governor and Members of the Board are fixed by a resolution of the Council of Ministers in accordance with the recommendations of the Minister of Finance. The appointment of Agency staff other than the Governor and Deputy Governor, their promotion and dismissal, are dealt with by the Governor. Here, the Governor operates under the provision of a regulation approved by the Board of Directors, this being based on similar rules and regulations to those pertaining to Saudi and foreign government employees. The Governor also specifies the salaries of these employees, the duration and terms of their service, their duties and their responsibilities in conformity with the said regulation. (9)

The functions of the Saudi Arabian Agency in relation to circulation of currency and regulation of commercial banks are expected to be:
(i) To stabilise and strengthen the internal and external value of the currency and take measures capable of strengthening the currency's cover.

(ii) To hold and operate monetary reserve funds as separate funds earmarked for monetary purposes only.

(iii) To mint and issue the Saudi coins and handle all matters relating thereto in conformity with currency law.

(iv) To regulate commercial banks and exchange dealers in a manner found to be appropriate.

(v) To request that commercial banks make provision for the Monetary Agency permanent funds: taking into account a proportionate sum of the deposits held by the bank.

(vi) To deal with the banking affairs of the government in receiving all revenues and in paying out funds for purposes duly approved by the government through the Minister of Finance.

(vii) To establish a library to collect and analyse data required to aid the government and the Agency to formulate and carry out financial and economic policies.
(viii) The Agency is required to be under the control of a Board of Directors which shall be generally responsible for its efficient administration and operation; having such powers as are necessary and appropriate to that role. The Board of Directors may make any rules and regulations regarded to be necessary. These should be recommended by The Board to the government through the Minister of Finance.

The Saudi Arabian Monetary Agency Library was established in 1975. The library's major functions are to provide comprehensive, up-to-date information concerning the circulation of currency, the regulation of commercial banks and financial data required for the formulation and implementation of financial and economic policies. The library also functions to hold and operate monetary collections of business information, commercial, budgeting, financial and statistical records.

The library is housed in a large hall in the same Agency building. Its collection includes some 30,000 volumes, 200 periodical titles, 3,000 documents and 400 reports. The collection is classified by the Library of Congress classification scheme. The card catalogue is divided by author, title and subject.
There are six library staff, two are professional librarians, the remaining four being non-professionals with library experience. The library has 30 seats and most of its users are Monetary Agency employees and university research students. The financial budget is about 250,000 dollars per annum.

The library has good cooperation with bank libraries, the Ministry of Finance and Economic Affairs library and other Agency libraries in the field of currency and financial operation.

5.3.2 Saudi Arabian Standards Organisation (SASO)

Recognising the role of standardisation in the economic development of the nation, the Kingdom of Saudi Arabia established a national standards organisation. This was by virtue of Royal Decree No. M/10, dated 16th April, 1972.

The Saudi Arabian Standards Organisation is the only Saudi organisation responsible for all the activities related to standards and measurements. These activities include:

- The formulation and adoption of national standards for all commodities and products; including metrology, symbols and definitions. Also involved are methods of sampling, testing and any other assignments approved by the Board of Directors.
- Publication of standards by the most appropriate means.

- Distribution of standards information and the co-ordination of activities relating to standards and measurements in the Kingdom.

- Specifying the rules for granting certificates of conformity and quality marks as well as regulating their issue and use.

- Participating in regional and international standards organisations, exchanging views, assisting in cooperative efforts and representing the Kingdom at conferences and meetings of standards organisations. (10)

The Saudi Arabian Standards Organisation participates in, and represents the Kingdom, in the following international organisations:

- Arab Organisation for Standardisation and Metrology (ASMO)

- International Electro-Technical Commission (IEC)

- Codex Alimentarius Commission (CAC)

The administrative structure

The organisation is made up of five general departments:

1. Standards
2. Metrology
3. Laboratories
4. General Affairs
5. Public Relations

Each of these departments is divided into specialised sections, thus serving the needs of their specific assignments.

The Board of Directors is the authority responsible for directing the Organisation's policies and establishing procedures for the most effective implementation of its duties and functions.

The Chairman of the Board is his Excellency, the Minister of Commerce. Care has been taken to include all the Kingdom's government bodies concerned with standards and measurements as members of the SASO's Board of Directors. In addition to the Minister of Commerce, the present Board of Directors includes their Excellencies:

Dr. Abdul Rahman Al Zamel: Deputy Minister of Commerce, Vice-Chairman.
Dr. Khaled Yousef Al-Khalaf: Director General of SASO, Member.
Dr. Fouad Abdul-Salam Al-Farci: Deputy Minister of Industry and Electricity, Member.
Mr. Mohammed Ali Meki: Deputy Minister, Minister of Agriculture and Resources, Member.
Mr. Soliman Yousef Al-Frihidi: Deputy Minister for Supplies, Ministry of Commerce, Member.

Engineer Saud Al-Gohar: Managing Director for Production, Riyadh Refinery, Petromin, Member.

Dr. Calal-Eddin Ashi: Assistant Director General of Protective Medicine, Ministry of Health, Member.

Dr. Habib Mostafa Zinal Abidin: Deputy Minister for Public Works, Ministry of Public Works and Housing, Member.

Mr. Fahd Mohammed Al Saga: Representative of the Industrial Sector, Member.

Sheik Wahib Ben Zagr: Representative of the Commercial Sector, Member.

The Saudi Arabian Standards Organisation Library is principally concerned with market research, standards and feasibility studies. It was founded in 1972 and occupies five separate rooms. The library has a collection of approximately 4,000 titles, 100 periodicals and numerous studies, reports and standards. The care of the monographs collection was established, complete with Dewey card sets, by a Washington DC Agency. The library is staffed by three qualified librarians. The financial budget is approximately 150,000 dollars per annum.
5.3.3 The Saudi Arabian Consulting House (SACH)

The consulting services have become the life-nerve of the projects under construction in the Kingdom. This is an inevitable and necessary concommitant of rapid development. Industrial, economic and social developments, either in Saudi Arabia or in any other rapidly developing country, create many complicated problems. These exist both before and after the implementation of projects. The expertise of consulting services are therefore required to solve these problems in an efficient way.

The need for a national consulting organisation was a consequence of the need for qualified persons with specific capabilities. The formation of the Saudi Consulting House was sanctioned by Royal Decree No. M/17, issued in 1969. It formed the first governmental consulting firm working on a commercial basis. Top priority is given by the State to a sound economic base; the SACH was established to help achieve this requirement. As suggested previously, a further objective is to create Saudi technicians specialised in scientific and technical fields. Thus, Saudi persons may be available with the specific capabilities and expertise required to manage and operate the productive units, gradually replacing foreign expertise. The SACH also aims to support and develop consulting
services in the Kingdom and to bring them to the point of integration whereby comprehensive developmental requirements can be satisfactorily fulfilled.

The Saudi Consulting House regulation stipulates that the activities should cover all engineering, economic, technical and industrial consulting services required by both the private and public sectors.

In summary, the main objectives for which the SACH was established are as follows:

- To develop and promote the national consulting services as per economic development requirements for both public and private sectors.

- To create the basis of national manpower in all fields as well as to arrange the proper environment to improve and develop their capabilities. Such is proposed to be in accordance with an up-to-date technological standard, thereby permitting competent technicians to be available who may substitute the foreign consultants.

Structure of the SACH

The main administrative structure is as follows:
(i) Economic Services Department

This department provides various services for the economic sectors, i.e. chemical, mineral, foodstuffs, and building materials industries, as well as management, accountancy and cost analysis. Such services cover consultations in the following fields:

- The preparation of pre-investment studies as well as feasibility studies for industrial projects.
- The preparation of marketing studies for existing projects as well as for such projects which are being established.
- The preparation of economic reports for various economic sectors.
- Computer systems and data systems.
- The provision of accountancy, administrative, technical and cost analysis services for various projects.

(ii) Supporting Departments

The tasks of these departments are:

- To prepare an annual, estimated budget of the SACH and to follow up the application of this budget through periodic financial reports.
- To check all due amounts to be paid by the SACH.
- To analyse the costs and returns of current contracts as well as the itemised expenditure of each department.

(iii) Development and Promotion Department
The duty of this department is to develop and promote all work fields of SACH as follows:
- To establish contacts with the authorities concerned in both government departments and private sectors in order to explain the capabilities and objectives of SACH.
- To evaluate the performance and preparation of improvements programmes.
- To prepare the annual report showing SACH's achievements and activities as well as periodical progress reports to be forwarded to the Board of Directors.

(iv) Information and Public Relations Department
The task of this department is to make the SACH known to the business community, to contact the information and media agencies both inside and outside the Kingdom and to organise conferences. Additionally, the department provides various
publications. These include reference books, documents, magazines, periodical bulletins, "World of Industry", SACH brochures and reproductions of studies and reports printed by the department.

(v) Manpower structure

Since its instigation, the SACH has made considerable efforts to create a body of efficient staff specialising in the expertise required by consulting services. The technical staff is supported by graduates and various levels of highly qualified and experienced staff to achieve the scheduled targets.

The total number of SACH staff is 210, in various designations. Out of these, 160 are Saudi's and 50 expatriates. Amongst the Saudi's, there are 75 graduates of Bachelors, Masters and Doctorates, the remaining number are just experienced and efficient.

The Saudi Arabian Consulting House Library is under the auspices of the Saudi Consulting House. The library occupies a new building which is comfortable, well-lit and looks onto a small courtyard and reflecting pool.
The library contains a collection of 19,000 books, 110 English and 30 Arabic serials and 100 documents. The principal focus is on planning, development and feasibility studies. It is classified according to the Dewey Decimal system. The library is staffed by two Pakistanis who are in addition to the card catalogue staff. The library financial budget is about 40,000 dollars per annum.

5.3.4 The Arab Bureau of Education for the Gulf States (ABEGS)

The Arab Bureau of Education for the Gulf States was established in 1975 in Riyadh City. The area covered by the Arab Bureau consists of the United Arab Emirates, the State of Bahrain, the State of Kuwait, the Kingdom of Saudi Arabia, the Republic of Iraq, the Sultanate of Oman and the State of Qatar.

(i) The Goals of the Bureau:

- To coordinate, integrate and unify all aspects of education on all levels in the member states.
- To build up and develop all aspects of education.
- To enhance the Arab Islamic personality of the region and to strengthen its cultural base.
- To reinforce the unity of its people.
- To establish the education system on a firm scientific basis with clearly specified goals.
- To create joint education centres and organisations.
- To coordinate the efforts of the member states in scientific fields.

(ii) The structure of the Bureau

a. The governing body of the Bureau is the General Assembly. This consists of the Ministries of Education of the member states. Meetings are held annually to establish policies and to approve developmental plans.

b. An Executive Council composed of a Deputy Minister of Education from each member state. This assists the General Assembly of Ministers in overseeing and directing the activities of the Bureau. It meets regularly on a bi-annual basis.

c. The Director General is the Chief Administrator of the Bureau. He alone is responsible to the General Assembly and the Executive Council for the direction and supervision of all the Bureau's activities.
(iii) The principal departments of the Bureau:

a. The Department of Education and Science.

b. The Department of Culture, Documentation and Information.

It is through these two departments that the major efforts of the Bureau are made in achieving its educational goals. Additionally, it is through them that the Bureau works in its efforts to foster coordination, integration and cooperation in educational fields in the states of the region. They are also charged with strengthening links with other organisations in the Arab countries, such as the Arab Bureau of Education, the Culture Science Organisation and international organisations such as UNESCO. (13)

There are two specialised supporting organisations of the Bureau:

1. The Council on Higher Education

This is made up of members who represent the member states of the Bureau. It is an advisory body whose function is to propose ways of coordination and integration in affairs which concern universities and institutes of higher education in the member states.
2. The Office of the University of the Arab Gulf Project

This Office is currently undertaking a supervisory role in the establishment of the University of the Arab Gulf in Bahrain. This will begin with three colleges: the College of Science, the College of Medicine, and the College of Education. It is a new university, not an adjunct to existing universities. It constitutes a new avenue of learning which will coordinate with existing institutions. This university is financed by the member states of the ABEGS, which will benefit from its services and facilities.

The Arab Bureau for Gulf States established its library in 1980. It is obvious that its main concern should be with education and social sciences. However, its scope has been extended to include a wider range of specialities in order to meet the needs of all researchers in the country. Its objectives are:

- To provide all types and levels of library materials and information for the researchers in the country.
- To collect and organise information on the Arab States in general and the country in particular.
- To exchange publications and information with relevant research centres all over the world.
- To promote cooperation and interlending between libraries in Saudi Arabia and Gulf States libraries in the field of education.
The library is housed in several separate rooms in a temporary building. Each room has a subject collection. At present, the collection includes 11,500 volumes, 145 periodicals in Arabic and English titles, 5,000 pamphlets and reports and 500 microfilm units. The collection is classified according to the Dewey system. The card catalogue is divided by title, author and subject. The periodicals collections are organised alphabetically by title. The library has published the union lists of books and periodicals which is issued by the Arab Gulf State countries in the fields of social science and education. The financial budget is approximately 60,000 dollars per annum.

The library is staffed by two Jordanian librarians. Library users are research students, mostly from universities, graduate students and Bureau employees and researchers.

The library faces some difficulties, such as lack of staff and qualified librarians. The library position is also problematic. Attempts are being made to plan solutions to these problems.
5.3.5 The General Organisation for Social Insurance (GOSI)

Social insurance is a system originally based on Islamic principles. It is through these principles that the State ensures the worker's safety and provides for a secure future in which he and his family can live a decent, stable life. The General Organisation of Social Insurance began enforcement of the social insurance law in 1973. This law lays down several types of protection for workers regardless of nationality or sex, disability, old age and death benefits (Annuities Branch), occupational injuries and occupational disease (Occupational Hazards Branch), temporary disability due to sickness or maternity, and family grants in cases where the insured person has several dependents. Unemployment compensations are made available and there is good protection for the self-employed.

The main parts to be applied so far have been the annuities and occupational hazards provisions. By the end of 1978, the bulk of the labour force, employed in more than 800 private and public organisations, were covered under the annuities programme.

The Annuities Branch includes: old age annuity, non-occupational disability, payment of lump sums to insured persons who do not qualify for pensions, funeral expenses grants, heirs' annuity, marriage
grant to widows, daughters and sisters and voluntary insurance for old age. When the insured worker retires at the age of 60 or over, the General Organisation for Social Insurance pays him a monthly annuity for the rest of his life.

GOSI is administered by a Board of Directors. The Directorate General in Riyadh supervises regional offices in Riyadh, Jeddah and Dammam, and a branch office in Abha.

The primary objective of GOSI is to provide a comprehensive range of insurance programmes for workers and their dependents, in accordance with the provision of the social insurance law. Top priority will be given to making the annuities programme available to all workers in establishments employing five persons or more. Secondly, the occupational hazards programme will be extended to include all workers covered by the annuities programme. Insurance programmes will be developed to apply the remaining major provisions of the social insurance law - temporary disability due to sickness or maternity, family grants for dependents of the insured, unemployment compensation and social insurance for the self-employed. (13)

The second major aim is to maintain GOSI on a financially self-sufficient basis without increasing the level of
contributory payments. A high level of internal operating efficiency and a sound investment policy for GOSI's reserves will be adopted. Operations will be co-ordinated with those of other government agencies to avoid duplication of payments, data storage and claims verification.

The social insurance law is being expanded. It is expected that the increased coverage of the annuities and occupational hazards programmes will have included 250,000 employees by 1980. A new, larger computer is to be installed to meet GOSI's expanding data processing requirements. This will also be used to provide other agencies or ministries with a data processing service on a rental basis.

The library of the General Organisation for Social Insurance was established to provide a service adequate for the needs of the population covered. It was established in 1972 in accordance with the requirements of GOSI and under the auspices of the Ministry of Labour and Social Affairs. The library is housed in a large hall in the main building of the General Organisation for Social Insurance.

The library is still growing. There are two qualified employees who have experience in the field of library services. The library contains 5,534 volumes, 127
periodicals in English and Arabic, 17 maps and 158 reports. The collection is classified by the Dewey system. The card catalogues are divided by title, subject and author. Periodicals are organised alphabetically by title. The library financial budget is 70,000 dollars per annum.

5.4 GOVERNMENT AGENCIES

5.4.1 The Saudi Arabian Airlines (SAA)

The national airline, Saudi, was founded in 1945 by the Saudi Arabian government. It has the monopoly of all domestic air transport. The airline commenced operations as a legal entity under the name of Saudi Arabian Airlines Corporation (SAUDIA) in 1963.

During 1981, Saudi's staff increased by 3,671, bringing the total number of employees to 22,446. Of these, 3,700 are based outside the Kingdom. In line with the corporation policy of gradual Saudisation leading to self-sufficiency, the number of Saudis in the workforce increased from 9,178 to 10,672 during 1981. Saudis now represent 47.54 per cent of the total corporate staffing and 56.62 per cent of the total staffing within the Kingdom.
The Saudi Arabian Airlines believe that their most valuable asset is their workforce, a body of skilled professionals, trained to the highest standard and dedicated to excellence. The most noteworthy innovations introduced within the corporate training division during 1982 are to be found in its management and organisational development programmes. One such programme, which should have far-reaching effects within the corporation, is the new career development centre. This is designed for Saudi personnel aspiring to top management positions. In line with the corporation's overall Saudisation programme, the centre is designed to identify and train Saudi employees with management potential. (14)

Marketing training includes a wide variety of courses in the area of sales and passenger service. During 1982, a massive total of 7,361 employees passed through its hands, receiving instruction in a wide variety of marketing skills. The outstanding accomplishment of the year was the completion of the two-year country management training programme. Arising from the assessment techniques developed in the country management programme, marketing training has also introduced a management evaluation and guidance programme. This has already proved itself to be an accurate and effective developmental trial within the division.
In order to ensure that Saudi personnel are trained to the highest standards in the industry, Saudi continues to send its technical trainees abroad to complete their training. Just under 4,000 Saudia employees attended technical courses during 1982. Four hundred and twenty trainees were sent to the USA for specialised technical training; 173 newly qualified technicians returned to Saudi Arabia on completion of their two-year training course in the USA.

The Saudi Airlines library is located in the west of the country, in Jeddah City. This is probably the most cosmopolitan city in the Kingdom. The library was founded in 1971. It is housed in several separate rooms; each containing a subject collection.

The library specialises in aviation affairs, economics, air transportation, marketing and allied subjects. The collection comprises some 20,000 English and Arabic monographs and 200 periodicals. Classification is in accordance with the Dewey system. The card catalogues are divided by title, subject and author.

The library is staffed by four employees. Two of these are professional librarians, the others being non-qualified but with library experience. Users of the library are mainly the Saudi Airlines staff and the students of the Saudi Airlines training programme. The library financial budget is 200,000 dollars per annum.
5.4.2 The King Abdul Aziz Foundation for Research (KAFR)

The King Abdul Aziz Research and Cultural Institute is concerned with the history of Saudi Arabia, its monarchs and the Arabian peninsula. In addition to the library, the Institute includes translation, research, publishing, design and photographic departments. A number of bibliographic activities have also been instigated.

To some extent, the King Abdul Aziz Foundation concentrates upon the social and educational activities carried out by various government agencies and universities. It is entrusted with the responsibility of supporting and encouraging social science research. It is also responsible for the coordination of activities of other local research and development centres. The Foundation is expected to become an important source of information for indigenous Saudi social science research. (15)

The King Abdul Aziz Foundation for Research has several major functions:

- To provide studies and research concerning the history and intellectual heritage of Saudi Arabia for students.

- To translate from or into Arabic, Turkish and English language, documents, reports and other materials as may be required by various government agencies or universities.
- To collect historical and social science documents from Saudi Arabia, other Arab or Islamic countries and other countries of the world.

- To provide the concerned departments in and outside the department with documents and abstracts of research relevance.

- To establish a policy for the collection and storage of selected historical, social and recent documents on the social sciences in the Arab and Islamic countries.

- To collect the most important educational documents published by the governmental and non-governmental organisations.

The King Abdul Aziz Foundation for Research operates a library which contains a specialised collection dealing with the social sciences. The library includes the documents centre which serves as a depository for Saudi official legislative material. It also houses publications of the government of Saudi Arabia, the Gulf States, the Arab League and the United Nations. These publications are organised separately from the main collection in accordance with a specially designed system of classification. In all, the library collection, in Arabic and English, contains over 19,192 books, 195 periodicals, 1,000 government documents, 563 microfilm units, 780 films and 698
manuscripts. All the publications are for reference only and may be consulted within the reading area of the documents centre. There are five staff, most of whom are qualified in library science. The library financial budget is now 200,000 dollars per annum.

5.4.3 The Bureau of the Middle-East Regional Committee for the Blind Affairs (BMRCBA)

The Committee Bureau for the Blind Affairs began its noble welfare work at the beginning of 1973. Establishment of the Bureau was by virtue of the King of Saudi Arabia's consent, the recommendations of the first conference in 1971, and, subsequently, a decision made by the Council of Ministers. In support of this decision, the government allocated a sum of money to the Bureau. This was equivalent to 110,000 dollars and served to partially cover initial expenses. Additionally, the government appointed officials to work in the Bureau until such times as the organisation acquired its own staff.

The most significant of the Bureau's objectives are:

a. To prepare educational research related to the blind; subsequently disseminating the information to the member states.
2. To coordinate world conferences held under the auspices of the World Council for the Welfare of the Blind and conferences held by the Middle-East Committee.

3. To offer scholarships in the field of the welfare of the handicapped in general and the blind in particular.

4. To coordinate relations, strengthen ties and exchange experience amongst the member states in regard to the affairs and welfare of the blind.

5. To offer technical materials and moral assistance to the member states of the Middle-East Committee for the Affairs of the Blind.

6. To improve the standard of services rendered to the blind in the context of hygiene, education, information, rehabilitation, social affairs and so forth. Thus it hopes to optimally aid the partially sighted and the blind.

7. To organise the conferences held by the Middle-East Committee.

8. To adopt model projects for the blind, for example, the setting up of institutes and vocational training centres in cooperation with governments of the countries where such programmes are not available.
At all social levels, the government has made a major contribution in promoting positive change, most notably with the visually handicapped. The government has given this group more attention and more care. It has established for them several institutes where they can receive academic education and vocational training. Programmes have been such that they not only suit their visual circumstances and bodily capabilities, but also provide them with the varied means to obtain a decent living. (16)

The institutes cited above contain about 981 students of both sexes attending academic classes. They are staffed by about 322 officials, including teachers, trainers, specialists, nurses and supervisors.

The talking books library was established by the Committee Bureau for the Blind Affairs in 1976. It exists within the Bureau building. The importance of the library has been emphasised in relation to its adoption of the most preferred media for securing the cultural development of the blind.

The talking books library has evolved continuously since 1976. A miscellaneous collection of recorded books has already been produced through the most advanced technological means. It has provided a plentiful source of acquisition of the most up-to-date
information in social and educational fields. During the last two years, reproducers increased from 200 to 600 machines. Consequently, the number of beneficiaries has increased from 200 to 600. Further increases are expected to occur over the next few years. A list of talking books and periodicals already produced and circulated to clients indicates that there are 1000 books on 900 cassette tapes, the books ranging between 8 and 36 recording hours. The library collection is organised by a special system of talking catalogues classified by series number.

The library has three staff members, one of whom is qualified, the remaining two being experienced but unqualified. The financial budget is 200,000 dollars per annum.

5.4.4 The Deanship of Library Affairs (DLA)

The first library of the University of King Saud was opened in 1957 as part of the College of Arts. As other colleges were inaugurated, other libraries were opened. In 1964, the Central Library of the University was opened in the Malaz section of Riyadh City. This was intended to supplement the services offered by the college libraries as well as to provide a general service to the university community.
In 1980, there were ten branch libraries located in the colleges. Together they housed approximately 700,000 volumes, subscribed to 1,783 periodicals and provided comfortable reading space for nearly 1,000 persons. The Central Library contains 300,000 volumes and subscribes to 1,425 periodicals. It also houses the collections of the Colleges of Science and Pharmacy. (17)

Among the interesting features of the Central Library are the extensive research facilities and study booths for students and faculty, the microfilm section with more than 4,000 microfilm units and several rare book collections contributed by prominent citizens.

Since 1974 and according to a resolution of the Supreme Council of the University of King Saud, the libraries have been under the Deanship of Library Affairs. This Deanship is a separate academic entity represented in the University Council. It has its own complete technical and administrative system. The Deanship of Library Affairs interprets its role as striving to meet the following objectives:

1. To provide the academic community with comfortable facilities with which to utilise the informational and documentational services of libraries.

2. To facilitate scholarly research.
3. To make known the results of scholarly research by keeping up-to-date collections.

4. To cooperate with libraries in Saudi Arabia and abroad.

The Deanship of Library Affairs established the Central Library for Girls in 1980. This specialises in up-to-date information on the efficient operation of female activities related to management, economic development, education, special studies and family affairs. The library is housed in a separate building which could be described as excellent for library purposes.

The library has a collection of 18,000 volumes and 140 periodical titles in English and Arabic. Classification is in accordance with the Dewey system by subject heading. Catalogues are divided by title, author and subject. The periodical collection is classified by subject, organised alphabetically by periodical title.

The library is staffed by six women. Four of these are qualified, but not in library science studies. The remaining two are non-qualified but with library experience. The library financial budget is approximately 100,000 dollars per annum.
5.5 MINISTRIES

5.5.1 The Ministry of Planning (MP)

It is important to build the Saudi national economy on bases that ensure the interest of the country and the welfare of its people. It is necessary to initiate a long-term programme for economic development and to increase the national income. Equally, one should be informed on the best measure that should be taken to advance the above goals and to prepare the required plans for productive projects. This is especially so in regard to projects relating to agriculture, industry, mining and communications.

Following the dictates of the economic interests of the country, a Supreme Planning Board was established in 1961. The terms of reference of the Board are to plan and draw up policies of economic development amongst the various ministries and departments, to supervise these and to follow them up.

In 1975, a central planning body, the Central Planning Organisation, was established. This replaced the Supreme Planning Board, established in 1961. The Organisation is headed by a President of ministerial rank, duly bound to the King. It includes twelve economic advisors assisted by a number of technical and administrative officials.
The assumed functions of the Organisation are as follows: (18)

- To prepare periodic reports on the Kingdom containing an analysis of the Kingdom's economy and showing the extent of the progress achieved and the developments expected.

- To estimate the total requirement for the implementation of the developmental plans approved by the Council of Ministries. These estimates form the basis for the preparation of the State Budget, annexed budgets and budgets of the independent agencies. To achieve these aims, the Central Planning Organisation and the Directorate General of the Budget and the Ministry of Finance and National Economy should be in constant touch for consultation and exchange of information. Thus, there may be coordination between the requirements of the general developmental plan and the financial resources available.

- To conduct any economic studies deemed necessary and to subsequently submit recommendations.

- To submit technical advice on whatever it is charged to undertake by the King.
- To increase the rate of the gross domestic product.

- To develop human resources so that the various elements of society may be able to contribute more effectively to production and participate fully in the process of development.

- To diversify sources of national income by reducing dependence on oil and by increasing the share of other productive sectors in gross domestic products.

Specified in 1975 was that the Central Planning Organisation should be changed to the Ministry of Planning. The Ministry is responsible for the rules of procedure for the follow-up of developmental plans in operation. The functions of the Ministry may be summarised as follows:

- To ensure the coordination and effective implementation of the developmental plan; this being the objective of following-up.

- To develop detailed technical documents.

- To prepare suitable forms for obtaining information from authorities responsible for implementing the projects of the plan.

- To classify and analyse the data received from executive departments: indicating to what extent they are in line with or deviate from the plan.
- To provide the executive departments with the resultant findings and a review of the information received from them.

- To train and direct personnel charged with follow-up and those in the ministries and government departments.

- To prepare plans for the Ministry of Department which are in accordance with the Five-Year Plan. Annual implementation plans are also prepared.

- To prepare annual budget requests in compliance with the Five-Year Plan and the procedures issued by the Ministry of Finance and National Economy. Budget requests should by such that they assist in the achievement of plan objectives.

- The Ministry of Planning may directly assume follow-up responsibility for vital projects. At the beginning of each financial year, the Ministry should issue a specification of the results of following-up such projects.

- In Moharam month (Arabic month) of each year, the Ministry of Planning submits a report to the Council of Ministers specifying what has been completed, and what is expected to be completed, vis-a-vis the objectives and policies of the developmental plan. This report should include proposals for future action. Copies of the report are passed on to the departments concerned.
The library was founded seventeen years ago. The building in which it is now housed is only three years old. The collection, which provides information for the Ministry staff, focuses upon planning, development and economic information. It contains 10,000 English and 5,000 Arabic titles, 350 serials plus microform material. Classification is in accordance with the Dewey system. The Arabic and English card catalogues are separated by letter and divided by author, title and subject.

The library is staffed by a Jordanian librarian and Pakistani assistants. Users number from 20 to 50 daily; most are Ministry employees. The library financial budget is about 870,000 dollars per annum.

5.5.2 The Ministry of Education (ME)

The Ministry of Education is the official organisation for supervising the educational affairs of boys throughout the Kingdom of Saudi Arabia. It was established in 1952 for the purpose of planning and supervising a project aimed at the spread of general education everywhere in the Kingdom. The task of the Ministry is not confined to the supervision of schools of general education only. It includes the preparation of teachers for the elementary stage, the supervision of schools for retarded persons, technical education schools, cultural affairs, training, planning programmes, methods and other necessary functions within the confines of its responsibilities.
For administrative purposes, the country is divided into zones. These vary enormously in size and importance. The Riyadh zone has more than 6,000 teachers. Each zone is a complete entity with its own health unit, educational aids unit and so forth. The headmaster of each school reports to the zone director, who is in turn responsible to the Assistant Deputy Minister. The latter reports to the Deputy Minister for Education and Administrative Affairs, who is answerable to the Minister. Within the Ministry there are departments for primary, intermediate, secondary and technical education. Each department is headed by a director-general. Attached to each department are a number of subject specialised inspectors-general. These ensure that the centralised curriculum laid down by the Ministry is properly worked through in the schools. The Inspectors-general are assisted by cadres of inspectors based in the larger towns.

The administration of school education is being de-centralised. More authority is being given to the four main zone offices - Central zone in Riyadh City, Eastern zone in Dammam City, Western zone in Jeddah City, and Southern zone in Abha City. There is now a great need to train and retrain large numbers of lower grade officials; many of whom have had only a very basic education themselves. The Institutes of Public Administration, located in Riyadh, Jeddah and Dammam, and the Ministry itself have arranged special courses and in-service training programmes to meet the needs of the employees. (19)
The Ministry of Education supervises 45 public libraries throughout the country. The Ministry provides all technical services, including acquisitions and cataloguing, for them. In the area of acquisitions, the Ministry purchases 150 copies of each title and distributes them amongst the 45 libraries. In 1979, the Ministry spent about two million dollars on books and periodicals.

All the collections in these libraries are classified according to the 17th edition of the Dewey Decimal system. The system has been modified to suit the needs of the Arabic collection. The total holdings of the 45 libraries are 1,111,726 volumes. They serve 500-1,500 clients per month; most being students.

The Ministry of Education has a specialist library in social sciences which serves the Ministry. This library was established in 1967. Its activities include compilation of all the bibliographies, dissemination of information, translation, reproduction of documents, distribution of publications and answering questionnaires from local and international organisation services which contact the Ministry Education services. More than 27 bibliographies and other documents have so far been published by the library. The library includes 22,000 volumes in English and Arabic, 272 periodical titles
and 100,000 microfiche units. Most of the library staff of three are highly qualified. The library financial budget is about 150,000 dollars per annum.

5.5.3 The Ministry of Labour and Social Affairs (MLSA)

In 1948, the rules and regulations of labour were issued. The Ministry of Finance was then in charge of the problems of labour and workers. In 1954, the Office of Labour was established at Dammam, the Eastern province. In 1961, its name was changed to the Bureau of Labour and Workers. In the same year, the Ministry of Labour and Social Affairs was created.

The Ministry of Labour and Social Affairs offers a range of programmes. These are orientated towards the social development of individuals and groups, including those whose welfare is contingent upon them. The major objectives of the Ministry are:

1. To draw up the general policy of the social and labour affairs of the country.

2. Planning and execution of plans, projects and services.

3. As a primary enterprise, the Ministry participates in the national aim to uplift the standard of the citizens.
The Kingdom's social security system currently provides, on a non-contributory basis, two types of social assistance:

- Pensions payable to persons above the age of sixty, to the partially or completely disabled, to orphans and to women without support.

- Grants to aid persons affected by social or natural calamities.

Several other types of services are provided:

- Social welfare for orphans, problem children, the elderly and beggars.

- Rehabilitation for the mentally and physically handicapped.

- Assistance to, and regulation of cooperatives.

- Community development services.

- Planning and research relevant to social programmes in the country.

These latter services fall under the heading of social affairs. Both the social security and social affairs programmes expanded substantially during the first plan period under the Ministry of Labour and Social Affairs.
The Ministry of Labour and Social Affairs established its central library in 1974. The library provides information concerning the social and labour affairs in the country and modern social services. It collects and organises information on welfare, social insurance, social services and the community required by researchers in the Kingdom of Saudi Arabia. The library is housed in small, separate rooms. It holds about 6,200 volumes and 30 periodicals in the Arabic and English collection. The collection is not organised according to any classification system and does not have any catalogues. The library is staffed by two non-professional persons. The financial budget is 30,000 dollars per annum.

5.5.4 The Ministry of Pilgrimage and Endowment (MPE)

The Committee of Pilgrimage Administration was established in 1926 to supervise and organise the pilgrimage affairs. In 1948, the General Directorate of Pilgrimage was set up. This was administered by the Ministry of Finance. In order to improve and expand the service of pilgrimage, a Royal Order was issued (No. 43, dated 1962) to form the Ministry of Pilgrimage and Endowments.

The major functions of the Ministry are to supervise endowments such as mosques, libraries and buildings in order to provide a better service to pilgrims. This is achieved by coordinating activities with other ministries, such as Communication, Information and Health.
The MPE supervises four public libraries in Mecca and Medena Cities. These libraries are known for their special collections and numerous types of manuscripts. They have been endowed by religious scholars for the benefit of the public. The Holy Mecca Public Library was established in 1960 after its endowment by Abbas Qattan, the famous Islamic scholar. Its collection consists of 7,000 volumes and 1,291 manuscripts. (21)

The MPE has a responsibility to preserve all kinds of endowments.

The MPE operates three libraries in Medena. The first is the Mahmodia Library. This has a collection of 4,000 volumes and 3,000 manuscripts. The second is the Medena Public Library. This has 14,000 volumes and 2,000 manuscripts. The third is the Arif Hikmate Library which has 7,000 volumes and 5,939 manuscripts.

The MPE is also responsible for the oldest library in the country, the General Presidency Library for Religious Guidance at the Holy Mosque in the city of Mecca. This was founded in 1850. It has a collection of 40,000 volumes, 420 periodicals and 4,000 manuscripts. The latter contain valuable works in Persian and Turkish and are in addition to the central collection in Arabic. The library collection is classified according to the Dewey system. The card catalogue is divided by author, subject and title.
The library is renowned for specialising in social sciences. It includes 35 staff. Most staff members do not have professional library qualifications. A large proportion, however, have passed short training courses arranged by the Library Department in King Abdul-Aziz University. The library users number from 100 to 300 daily. Most of these are university students or ministry employees. The library financial budget is about 300,000 dollars per annum.

5.5.5 The Ministry of Higher Education (MHE)

The Ministry of Higher Education was established in 1975. It is now in charge of all policies concerning scholarships awarded to Saudi students for study abroad, universities and all other aspects of higher education.

Within the universities, policies are controlled by university boards headed by the Minister of Higher Education. King Saud University was the first university to be established in the country. King Abdul-Aziz University was founded in 1967. The University of Petroleum and Minerals was founded as a college in 1963, being raised to university status in 1975. In 1976, the King Faisal University was opened. Imam Mohammed bin Saud Islamic University of Media was established in 1960. Um-Alguria University was founded in 1980.
One of the important objectives of higher education in the Kingdom is to prepare competent, highly intellectual and scientifically qualified citizens to perform their duty in the service of the country and for the progress of their nation. In the light of sound Islamic principles and ideology, the education system hopes to achieve the objective of providing qualified, high-level manpower in different fields of specialisation.

The government has consistently followed its policy of supporting the development of higher education. Facilities have been expended within the country. Increasing numbers of Saudis have been sent to study at foreign universities on overseas scholarship programmes. New colleges of technical and general education have been established. Buildings and campuses have been constructed, or are currently being constructed. Laboratories, libraries and equipment have been provided. New courses have been started. Programmes of graduate and postgraduate studies have been initiated. Modern methods of instruction, such as credit-hour and semester systems, have been introduced. Research programmes have been strengthened. Separate colleges for girls, in addition to their segregated sections in universities, have been opened. Additional, qualified, teaching, administrative and support staff have been provided. (23)
During the period under review, the number of universities increased from three to seven and the number of colleges rose from 18 to 60. Enrolment expanded from under 7,000 to 50,000. In 1980, teaching staff shot up to 4,773 from only 573 in 1970.

During the period of the third developmental plan, the various elements of the higher education system will develop their academic programmes. Such will be guided by the Kingdom's overall need for manpower in such critical fields as engineering, science, medicine, commerce and administration. The output of graduates with a first university degree will be increased by improving the quality and effectiveness of teaching programmes. Attempts will be made to reduce the number of students who drop out or who prolong their studies through repetition. The administrative and planning machinery in the universities and the Ministry of Higher Education will be strengthened. Instructional programmes and their quality will be improved. The proportion of Saudi teaching, technical and administrative staff will be increased. Additional academic and administrative buildings, housing and campus infrastructure will be constructed. Additional faculties of various disciplines will be established in various universities.

The foregoing developmental strategies will result in a continual expansion of enrolment and improvement in the quality of education. The total enrolment at the
undergraduate level is expected to increase to 60,000 by the end of the third plan; 50,300 of whom will be Saudis. The girls' enrolment will increase to about 20,000. About one third of the total number of Saudi students will study scientific subjects.

The Ministry of Higher Education Library was established in 1975. This was a result of the urgent need to unite the efforts of university libraries and to promote all aspects of library work in higher education in the country. The library is housed in a large hall in the Ministry building which is designed and fitted for library purposes.

The library collection boasts approximately 15,000 volumes and 5,000 reports in higher education fields. The library currently subscribes to 200 periodicals in English and Arabic. A monthly periodical is published by the library. The collection is classified according to the Dewey system. Card catalogues are divided by title, subject and author.

Administratively, the library is divided into two main departments: one for reader services which includes the reference section and the periodicals section with reading rooms. The library is managed by three staff; one qualified in library work, the others being non-professional. Most of the library users are university
students of Ministry staff. The library financial budget is approximately 45,000 dollars per annum.
REFERENCES


2. Said Hasab Allah, Said Al-Maktabah Al-Matakasisa (Special Library), Riyadh, No. 4, Saffar, 1398-1978, pp. 46-63. (In Arabic)


6.1 LIBRARY SERVICES

In addition to receiving direct and specific services from other libraries and providing the same to their users, there is another factor of particular concern to the library. This is the speed with which services are performed. Promptness and efficiency in meeting information demands represent an important reason why it is often suggested that social science librarians should be well informed and knowledgeable about properly selected and efficiently organised informational resources.

The following excerpt from the writings of Robert Whiten represents the basic rationalisation for prompt service.

The necessity for quick service is a fundamental and all sufficient reason for the existence of the special library. Information to be of use in the everyday work of the world must be quickly available. Quick service multiples use. (1)

Beyond that the next higher order in social science libraries and other special libraries is the presentation of information in organised, summarised, and usable form. This kind of predigesting of information
before serving it to the consumer represented the special library ideal to many of the early special librarians. A similarity in ultimate objectives is clearly evident in the following statements made by Guy: (2)

The formation of the special library was a direct result of the demand for ready reference material furnished with expedition, coupled with its presentation in organised and digested form. This function with due justice to its numerous readers the other library did not perform. Hence the creation of the special library.

Samuel Rothstein's study of the role of reference services in social science libraries and the special library resulted in this conclusion: "Reference service was only one of the general library's functions but to the social science libraries or special library it was its principal reason for being". (3) In this context reference services was intended to apply to all services of the library which provided assistance to the user. Unquestionably the nature of services provided by social science libraries or by special libraries was conditioned by the resources of the library, the activity-quotient of the librarian, the support given to the library by the organisation, and many other factors. Whilst service to customers - particularly in the form of reference work - was common to many types of libraries, by all tests of observation and logic this function achieved its highest development in the social science libraries.
Samuel Rothstein, in his analysis of reference services found three levels of service: minimum, intermediate and maximum. At the lowest level, he observed, were those social sciences where a special collection existed and the librarian was called upon only to answer simple factual enquiries, verify titles, locate journal files in other libraries, and assist in tracking down obscure references.

At the intermediate level the librarian among other activities, would be expected to supply information from reference books when special knowledge was not required, prepare bibliographies which could be selective but not "critical", keep the clientele up-to-date on current developments in the field, know about individual interests of research workers in order to call their attention to specific publications, and distribute lists of current literature received which at times contained abstracts of current literature copied from published services.

At the maximum level there were not only the services mentioned above, but also extensions of those activities based upon a greater degree of participation and knowledge by the library staff. Information supplied to specific questions would be more direct, and even at
times based on the respondents' own personal knowledge. The social sciences librarian would supply information with critical statements indicating limitation and applicability of data. Critical bibliographies on the "social sciences fields" preliminary to the inauguration of any new research project might be prepared by the library. Applicable current data, not necessarily based on enquiries but anticipating information needs, might also be prepared. (4)

Reference work consist of two types: direct and indirect service. The American Library Association, in its reference standards has cited two main aspects in direct reference. These include the following:

(i) Instruction in the use of the library. This aspect ranges from the use of the catalogues, bibliographies and assistance to readers in interpreting the contents of material in the library's collections.

(ii) Information service. This service ranges from answering simple questions from basic reference sources to providing information based on research in the library's collection, to more sophisticated library users. In the main, this would consist of finding specific data, interpreting other material, translating, abstracting and literature searching.
The indirect reference service, consists of behind-the-scenes activities which involves the selection, organisation of materials and the compilation of bibliographies and other cooperative measures to acquire the information which would promote the reference process and technique.

The reference services provided in a social science library should be in keeping with the function of that library and this is generally based on national. In discussing the reference services provided in a social science library, three aspects will be dealt with: services to (1) the government departments, ministries, institutions and other agencies; (2) documentary reproduction; and (3) interlibrary lending.

Most systematised listings of services in social science libraries have substantiated the common belief that these services included a broad range of activities. A generalised statement of services in the social science libraries, prepared by Rose (5) shows the extensive scope of work that can be included under the general category of services. Her list of services performed by social sciences librarians is as follows:

- Collect information on any one subject or subjects pertinent to the organisation's work, "assemble a stock", including such tools as exist for putting these data to use.
- Classify and catalogue same for use; in other words, organise them for use.
- Index materials not indexed elsewhere: not in the sense of alphabetical but rather of assigning subject headings.
- Clip and file data of various kinds (newspapers, periodicals, documents, films, wire recordings, pictures, etc.).
- Suggest sources of information often not even in print.
- Prepare reading lists as needed or on demand.
- Make literature searches which are basic to any research.
- Answer reference questions.
- Prepare abstracts and reports.
- Prepare translations and take part in conferences.
- Prepare and execute public relations programmes necessary to keep and develop social science libraries' services.

On the basis of this assumption and under the heading of public relations techniques, Strielby,\(^6\) listed many services of recognised value to social science libraries management and personnel. Among those given were: attention to specific requests; bibliographies on any subject; assistance with editorial problems; display
of social science libraries news releases; aid in acquisition of personal library items; suggestions for binding of personal periodicals; duplicating and copying machines available in the library; reproduction of table of contents of important current journals; material for tables; daily intelligence digests; annual reports summarised to one page; provision for employees recreational reading; participation in social science educational programmes; preservation and organisation of library archives.

Most of the social science libraries are situated in the city of Riyadh, where the government ministries, government agencies and educational institutions are located. Among the social science libraries which are considered to be the most significant and which provide useful services are those found in the Public Administration Institute Library, the National Centre for Financial and Economic Information Library, the Ministry of Planning Library, the King Abdul-Aziz Foundation Library, the Central Library for Girls and the Ministry of Pilgrimage and Endowment Library. Social science libraries tend to perform their functions largely in isolation from each other, in matters such as building their resources, reference services, and interlibrary loans. This is because few of them have a well-organised
collection and few provide any real services, while forty per cent of them have uncatalogued, unclassified, and poorly maintained collections.

The social science libraries services in Saudi Arabia have not yet engaged in such roles intensively. There are a number of problems which contribute to this state of affairs. The shortage of qualified staff has reduced the potentiality and the effectiveness of the library collections and resulted in the provision only of traditional library services (reference and circulation), far from what is desired in this type of library. Therefore there are as yet no visible documentation activities or application of other services, such as the routing of periodicals, compiling of special bibliographies, keeping clippings on file, listing of currently acquired material, establishment of telephone services, and the like which meet the particular requirements of the organisation's users.

There is no systematic approach towards a scheme for coordination and cooperation among these libraries and the other special libraries in the country. Such action is urgently needed as a means of avoiding the duplication of efforts in library materials, staff, techniques, and services. This coordination and cooperation is needed in the face of the growing demands
of libraries for materials, especially when the cost of these materials has been steadily increasing.

Another handicap is the inadequacy of available space for various aspects of library operations. Most social science libraries in the country do not have enough space for the collections, storage area, space for the library staff or seating capacity for the accommodation of library users.

The responsibilities of these libraries should include the organisation and maintenance of union catalogues and the administration of an interlibrary loan service between all libraries in Saudi Arabia, which also might be responsible for preparing a union list of serials, for indexing and abstracting Saudi Arabian journals and newspapers, and for preparing certain kinds of bibliographies.

The real goal of the modern social science library is service to readers. To meet this goal, libraries must not only acquire and catalogue materials, but also make these materials readily available for use both inside and outside the library. New circulation policies should be formulated, accordingly, to encourage maximum use rather than the preservation of materials, which tends to be the case at present. Reference services
should similarly be available in all member libraries. A comprehensive reference collection should be provided in all libraries. Library users should have free access to the reference collections of the entire system, and they should additionally be able to seek the assistance of reference librarians and subject specialists of the social science libraries as needed.

As previously noted, at the present time, social science libraries have no standards or guidelines for library services to the readers. The librarians of these libraries should assume or share leadership in planning and developing guidelines for these services. The social science libraries might be expected to lead the way in providing staff, materials, and equipment to meet the needs of their readers.

In Saudi Arabia they should also promote various other schemes of library cooperation, such as interlibrary dissemination of information, union catalogues, and interlibrary loans, so that libraries may be able to provide a better reader service than any one library could have done by itself. The following major services should also be provided.

(i) To locate and where necessary supply, either in photocopy or microforms, any document needed for their work by social scientists of the country which they have been unable to trace in the collections available to them.
(ii) to establish (and if possible to publish) a national union catalogue of social scientific periodicals;

(iii) to devise and supervise a programme for the cooperative acquisition of social scientific journals in the country.

(iv) to compile (and if possible, to publish on an annual basis) an up-to-date register of current research in the country;

(v) to publish a regular list (preferably with abstracts of current articles, papers, reports, etc., of social scientific works in the country.

A bibliographic centre at the national level is recommended for locating library materials for interlibrary loan and for providing other bibliographic services to all types of libraries. A bibliographic centre with such resources should be organised and maintenance of union catalogues and the administration of an interlibrary loan service for all the social science libraries in Saudi Arabia. The bibliographic centre might also be responsible for preparing a union list of serials, for indexing and abstracting Saudi Arabian journals and newspapers, and for preparing certain kinds of bibliographies. (See section 8.4 Planning library services.)
6.2 LIBRARY ADMINISTRATION

The size of the professional staff should be suitable to the needs and programmes of the government agencies and ministry departments, and thus it will be influenced by the size of the staff, the amount of research and the requirements of the government agencies and ministry departments. The size of the professional staff will be determined by the type of organisation within the library, the size and character of the collection, the number of hours the library is open, the number of library users, the arrangement of the building and the range of services.

The library staff should be of adequate size and training to meet agreed objectives. It should comprise of qualified librarians, skilled supportive personnel and part-time assistants serving on an hourly basis so that every staff member is employed as nearly as possible commensurate with his library training, experience and capability.

Regarding table 6.1, the first and largest group are high school degrees with training; there is a total of twenty-seven employees. The average number of persons per library is one and the majority of this number of high school training is at the Ministry of Pilgrimage and Endowment library, which includes eight employees.
The second largest group are Masters degrees in library science, a total of twenty-five professional staff, the average number per library is one and the largest number of this group is at the Public Administration library, which includes thirteen professional Masters degrees. The third largest group is non-professional Bachelors degrees. There is a total of twenty-one staff members, the average number of employees per library being one and the largest number of this group is at the Central Library for Girls. The fourth largest group is professional Bachelors degrees with a total of seventeen staff members, the average number of employees of this group was five and the largest number of employees of this group was at the Public Administration library and the Ministry of Pilgrimage and Endowment library, each of which includes five employees. The fifth largest group are those with high school experience, a total of fourteen employees, the average number of employees per library was six and the largest number at the Ministry of Pilgrimage and Endowment library which includes four employees. The last group includes seven primary school degrees, most in the Ministry of Pilgrimage and Endowment which contains five employees.

Regarding library training of library employees, the majority of social science libraries high school employees, non-professional Bachelors degrees and primary school
Table 6.1: Social Science Libraries Staff

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Masters</th>
<th>Bachelors</th>
<th>High School Train.</th>
<th>Exp. High School</th>
<th>Primary</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non Pro</td>
<td>Non Pro</td>
<td>Pro</td>
<td>Pro</td>
<td>Pro</td>
<td></td>
</tr>
<tr>
<td>Nat. Centre for Fin. &amp; Econ. Information</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>12</td>
</tr>
<tr>
<td>Centre for Stat. Data &amp; Educ. Documentation</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>Centre for Training &amp; Appl. Res. in C. D.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Social Service Centre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Public Admin. Inst.</td>
<td>13</td>
<td>5</td>
<td>3</td>
<td>3</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>Inst. of Bank. Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>S.A. Standards Org.</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Arab Bureau of Educ. for Gulf States</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Gen. Org. for Soc. Ins.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Saudi Arabia Airlines</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>King Abdul-Aziz Found.</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Central Libr. for Girls</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Com. Bureau for Blind</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min. of Planning</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Min. of Education</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Min. of Labour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min. of Pilgrimage</td>
<td>5</td>
<td>1</td>
<td>8</td>
<td>4</td>
<td>5</td>
<td>23</td>
</tr>
<tr>
<td>Min. of Higher Ed.</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>
employees have short-term and long-term library training. It should be noted that four programmes in library science are offered in Saudi Arabia, Bachelors programme in two universities, King Abdul-Aziz University and Mohammed Ibn Saud Islamic University, and Masters programme in one university, and non-degree training for four months in the Public Institute of Administration. These data indicate that the number of professional staff in social science libraries in Saudi Arabia is low by any type of special library standards and these libraries are worked by a limited number of non-professional and professional staff. (See section 8.2 Planning library staff.)

6.3 ORGANISATION STAFF ATTITUDES TOWARDS THEIR LIBRARIES

The analysis of the survey study revealed that there was significant difference in the attitudes of the staff of the twenty government agencies and ministries regarding the adequacy of library resources and services at their respective libraries.

The field study showed that 75 per cent of the staff considered the library resources and services adequate in the Public Administration Institute Library, the National Centre for Financial and Economic Information Library, the Central Library for Girls, and the Ministry of Planning Library, and the King Abdul-Aziz Foundation
Library. At the sixteen libraries, it was revealed that only 90 per cent of the government agency and ministry staff considered library resources and services inadequate.

The investigator found when he compared the resources and services for each social science library with each other with special library standards, included in the evaluation were the book and periodical collections, the number and qualifications of the library staff and the various reader services that are being provided by each social science library. It was found that the resources and services of both libraries are under special library standards.

About the physical facilities there was significant difference in staff attitudes towards these facilities, about 75 per cent of the staff at government agencies and ministries had reported the facilities to be satisfactory at the libraries of the National Centre for Financial and Economic Information, the Public Administration Institute, the King Abdul-Aziz Foundation, the Central Library for Girls, the Ministry of Planning, and the Ministry of Pilgrimage and Endowment. Meanwhile at the sixteen libraries for social sciences in Saudi Arabia, about 85 per cent of the staff had reported that the facilities were very low, with lack of space, inadequate lighting, poor ventilation and air-conditioning, non-
functional furniture, poor rest-room facilities and the inaccessibility of the library to the user being among the reasons given for the low ratings of the environmental and physical facilities.

About the libraries' limitations, at the majority of social science libraries (sixteen in total) 70 per cent of the staff considered these libraries as having serious limitations, relating mainly to space, staff, service and administration. Also the field study revealed about the libraries' involvement that 70 per cent of the staff of these organisations had little or no participation in the book selection programme in their use of library collections for their research and in the promotion of the use of the library by the staff. It was found that only 25 per cent of the staff had reported that they used their libraries.

Through the analysis of the staff priorities for library resources and services, the lower ranks of the staff with Bachelor or Master's degree were found to use the books more frequently than other types of library material; while the upper ranks of staff or researchers were found to use periodicals more heavily than other types of library material. The majority of the staff, 75 per cent, reported that 80 per cent of the libraries do not have
bibliography services, such as indexes, abstracts and microfilms. Also the majority of the staff at all of the 20 libraries indicated they did not have any access to computerised data bases in their libraries.

At all the social science libraries in Saudi Arabia, the users are mainly the research staff of these organisations and the library's use depends on its size of collection and its services. There were six libraries acting mainly as working libraries for research staff of the organisation to which the library is attached. At the Public Administration Institute library, training is offered for five-hundred government employees at various levels; these training programmes include administration, financial, secretarial and clerical work, statistics, libraries, planning and development, and English language programmes. Besides these there were two hundred staff at the Public Administration Institute with a research staff of ten. The approximate figures of the readers and the use of the library can roughly be estimated as six research staff, five-hundred trainees staff, fifty staff and twenty visitors for reading room use only and approximately 2000 loans per year. In regard to the library services, 76 per cent of the library users reported having a good library service. Seventy-six per cent of the trainee staff found the library staff cooperative and willing to help them. Sixty per cent of the trainee
staff reported that library materials are available in the library when requested and ten per cent reported that materials are not available when needed. Seventy per cent of the trainee staff use the library daily and sixty per cent stated that they use the library one to four times per week. Seventy per cent of the Public Administration Institute staff reported that they used the library one to three times per month and the rest of them did not use the library. Ninety per cent of the trainee staff of the Public Administration Institute stated that they borrowed only one to four books during any given semester.

At the National Centre for Financial and Economic Information (NCFEI) which has a staff of 150 members with a research staff of six, the administration office provides a wide range of services in support of the principal operating department. Administrative office officials provide all the necessary administrative and management support required to run the Centre, including sophisticated analysis of economic events and trends throughout the world and of the policies being employed by the major countries having dealings with Saudi Arabia, briefing reports on specific countries or topics, consultation of social projects with ministry economists and researchers, provision of data or other specific information relating to economic topics. In addition to
providing these as requested by the Minister of Finance, the economist researchers also propose and, with the concurrence of the Ministry, initiate and carry out longer-term research projects on both domestic and international economic issues which are of significant interest for the Ministry.

The library visitors for reading room use are only 15 per day and there are approximately 400 loans each year. Most of the researchers reported that they used the library materials and they have good services; over 60 per cent of the Centre staff indicated that they do not use the library materials which are available. Seventy per cent of the National Centre for Financial and Economic Information staff who used the library and visitors found the library provides a good service.

At the King Abdul-Aziz Foundation the users are mainly the King Abdul-Aziz Foundation research staff and also some officials of the government and non-government bodies and some research student visitors. The King Abdul-Aziz Foundation staff number about seventy, with four researchers. It operates through the following bodies; a research section which prepares research and studies and appraises books and research projects referred to it by other bodies. It also arranges for the publication of manuscripts and has published fifteen
books to date. The translation section translates foreign books relating to the history of the Kingdom of Saudi Arabia and documents acquired by the Foundation. The National Saudi Centre for Archive and Manuscripts collects documents connected to the history of the Kingdom from sources inside the country and abroad. It also collects manuscripts and materials relating to the Islamic heritage. The King Abdul-Aziz Memorial Hall is a museum containing relics and items relating to the King Abdul-Aziz as well as paintings and photographs which together give an authentic idea of the principal features of the history of the Kingdom and of the Saudi State.

Over 95 per cent of the King Abdul-Aziz Foundation research staff reported that they use the library materials which are available in the library when requested. Twenty per cent of the staff members stated they use the library collection. Sixty per cent of the research student visitors indicated that they used the library mostly for research and reading study. Ninety per cent of the research staff reported they borrowed one to six books for research projects per week.

At the Saudi Consulting House, which was established to develop and promote the national consulting services for economic development for both public and private sectors,
and to create a basis of national manpower in all fields as well as to arrange the proper environment to improve and develop their capabilities in line with up-to-date standard economics. The Saudi Consulting House is divided into economic service department, productive department, development and promotion department and information and public relations. The Saudi Consulting House has made considerable efforts to create an expert and efficient staff in all specialisations required for consulting services without overmanning.

Saudi Consulting House staff are supported by graduates in addition to various levels of highly qualified and expert staff to achieve the scheduled targets. The total number of SCH staff are 130 members in various designations and five researchers. There are 75 graduates of Bachelor, Master and Doctorate, while the remaining numbers are just experienced and efficient.

The field study revealed that the differences in the SCH staff were sometimes related to their various specialisations towards library use. At least 80 per cent reported that they go to the library to use or to check out materials. About 60 per cent of research staff indicated that average time spent in the library was over three hours per visit. Forty per cent of the majority of SCH staff reported that the resources and services at their library were inadequate for their needs.
The Centre for Training and Applied Research in Community Development (CTARCD) was established to train senior level personnel field work staff, specialists as well as local leaders in the different fields of community development, to advise and assist the Ministry of Labour and Social Affairs and other related ministries in the implementation of procedures conducive to efficient administration, supervision and evaluation of rural development programmes, to strengthen the existing community development centres and assist in the establishment of new ones, to assist the government in carrying out rural, social and economic development activities in selected areas. These activities will form an integral part of the training and research elements activities, to offer specialised seminars and courses in health, education, literacy and adult education, cooperatives and social welfare, to development of social research, as well as social studies as a basic dimension in the community development process.

The CTARCD offers a long-term training course in community development for specialists working in the community development centres. Its duration is usually for nine months. The training course in literacy and adult education for headmasters and teachers of literacy in adult education schools. The duration of this course is usually two months. The Centre has a staff of about 30
members with about twelve experts and 200 trainees per year from various government departments and ministries. Through the field study of the Centre staff priorities for library resources and services, the researcher found that 70 per cent were found to use the periodicals more heavily than the other types of library material. The use of index, abstracts and microforms was found to be very low. It was found that only about 60 per cent of the trainee staff used the library for reading and over 80 per cent of the researchers reported that they only used the library mostly to write their research study and used the library one to five hours daily. About 60 per cent of the trainee staff reported that the average time they spent in the library was over two hours per visit.

As a result of the survey which the investigator carried out, the Banking Training Centre includes a record number of 409 trainee staff, 20 staff members, 15 faculty members two researchers and two visitors. The BTC provides several courses for two academic years; the courses comprise the study of domestic banking operations, international banking operations, general and bank accounting, basic economics, economic development, money and banking aspects of management statistics, English language, commercial correspondence, office management and Arabic and English typing.
### Table 6.2: Assessment of Government Agency and Ministries' staff attitudes towards their library

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Staff</th>
<th>Faculty</th>
<th>Training staff</th>
<th>Researchers</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No %</td>
<td>No %</td>
<td>No %</td>
<td>No %</td>
<td>No %</td>
</tr>
<tr>
<td>NCFEI</td>
<td>150 40</td>
<td>- -</td>
<td>- -</td>
<td>6 95</td>
<td>15 75</td>
</tr>
<tr>
<td>CSDED</td>
<td>40 5</td>
<td>- -</td>
<td>- -</td>
<td>5 100</td>
<td>6 50</td>
</tr>
<tr>
<td>CTARCD</td>
<td>42 10</td>
<td>6 100</td>
<td>200 75</td>
<td>2 100</td>
<td>3 40</td>
</tr>
<tr>
<td>SSC</td>
<td>15 3</td>
<td>10 80</td>
<td>100 68</td>
<td>3 100</td>
<td>2 30</td>
</tr>
<tr>
<td>PAI</td>
<td>200 70</td>
<td>15 100</td>
<td>500 76</td>
<td>6 100</td>
<td>10 70</td>
</tr>
<tr>
<td>IBT</td>
<td>20 5</td>
<td>14 100</td>
<td>409 8</td>
<td>2 95</td>
<td>2 40</td>
</tr>
<tr>
<td>SAMA</td>
<td>70 25</td>
<td>- -</td>
<td>- -</td>
<td>2 100</td>
<td>- -</td>
</tr>
<tr>
<td>SASO</td>
<td>120 20</td>
<td>- -</td>
<td>- -</td>
<td>3 85</td>
<td>- -</td>
</tr>
<tr>
<td>SACH</td>
<td>130 15</td>
<td>- -</td>
<td>- -</td>
<td>5 100</td>
<td>3 60</td>
</tr>
<tr>
<td>ABEGH</td>
<td>60 10</td>
<td>- -</td>
<td>- -</td>
<td>3 75</td>
<td>- -</td>
</tr>
<tr>
<td>GOSI</td>
<td>250 30</td>
<td>- -</td>
<td>- -</td>
<td>4 66</td>
<td>- -</td>
</tr>
<tr>
<td>SAA</td>
<td>270 45</td>
<td>- -</td>
<td>- -</td>
<td>6 97</td>
<td>- -</td>
</tr>
<tr>
<td>KAAF</td>
<td>70 20</td>
<td>- -</td>
<td>- -</td>
<td>4 95</td>
<td>4 60</td>
</tr>
<tr>
<td>CLG</td>
<td>130 15</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>20 75</td>
</tr>
<tr>
<td>CBBA</td>
<td>120 5</td>
<td>- -</td>
<td>- -</td>
<td>3 85</td>
<td>- -</td>
</tr>
<tr>
<td>MOP</td>
<td>560 57</td>
<td>- -</td>
<td>- -</td>
<td>6 95</td>
<td>5 65</td>
</tr>
<tr>
<td>MOE</td>
<td>1000 5</td>
<td>- -</td>
<td>- -</td>
<td>5 86</td>
<td>- -</td>
</tr>
<tr>
<td>MOLSA</td>
<td>750 2</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
</tr>
<tr>
<td>MOPE</td>
<td>630 10</td>
<td>- -</td>
<td>- -</td>
<td>2 81</td>
<td>20 85</td>
</tr>
<tr>
<td>MOHE</td>
<td>350 7</td>
<td>- -</td>
<td>- -</td>
<td>1 95</td>
<td>- -</td>
</tr>
</tbody>
</table>
Table 6.2 displays status of user which indicated that 70 per cent of trainee staff and researchers used the library, the faculty members account for 80 per cent of users, that is the faculty and researchers are the greatest users. Twenty per cent of staff indicated that they used the library.

6.4 LIBRARY FINANCING

Table 6.3 indicates that the largest group of libraries are supported by the government agencies and the total of ten libraries; the second largest group of these libraries, supported by ministry departments includes nine libraries, the last group of one library is supported by the Institute of Public Administration. Table 6.4 reveals that the social science libraries' staff do not participate in selecting library materials for their library needs, the responses from 20 libraries indicated that only three librarian staff have participated in selecting materials for their library's needs.

The Committee of Government Agencies and Ministries have the power for selection of books and other library materials as noted in table 6.4. The largest group is a total of nine government agencies and ministries selecting the library materials, and the second largest group is a total of eight of the financial committee of
<table>
<thead>
<tr>
<th>Social Science Libraries</th>
<th>Financial Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Agencies</td>
</tr>
<tr>
<td>National Centre for Fin. &amp; Econ. Information</td>
<td></td>
</tr>
<tr>
<td>Centre for Stat. Data &amp; Educational Documentation</td>
<td></td>
</tr>
<tr>
<td>Centre for Training &amp; Appl. Res. in C.D.</td>
<td></td>
</tr>
<tr>
<td>Social Services Centre</td>
<td></td>
</tr>
<tr>
<td>Public Administration Inst.</td>
<td></td>
</tr>
<tr>
<td>Inst. of Banking Train.</td>
<td></td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td></td>
</tr>
<tr>
<td>S.A. Standards Organis.</td>
<td></td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td></td>
</tr>
<tr>
<td>Arab Bureau of Ed. for G.S.</td>
<td></td>
</tr>
<tr>
<td>General Org. for Soc.Ins.</td>
<td></td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td></td>
</tr>
<tr>
<td>King Abdul-Aziz Found.</td>
<td></td>
</tr>
<tr>
<td>Central Lib. for Girls</td>
<td></td>
</tr>
<tr>
<td>Committé. Bur. for Blind</td>
<td></td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td></td>
</tr>
<tr>
<td>Ministry of Education</td>
<td></td>
</tr>
<tr>
<td>Ministry of Lab. &amp; Social Affairs</td>
<td></td>
</tr>
<tr>
<td>Ministry of Endowment &amp; Pilgrimage</td>
<td></td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td></td>
</tr>
</tbody>
</table>
the government agencies and ministries - they have participated in selecting materials for their libraries. An important feature of the book and periodicals selection is that a large number of this selection has been sent to the social science libraries by individuals, ministries, and government agencies for the enrichment of their collection. Thus a considerable part of the book collections reflects and represents the needs of the libraries' users. There are sixteen libraries which do not have a written acquisition policy and most of the selection of materials does not have a depth of coverage of the library collections. Four libraries have written acquisition policies and when it may acquire any library materials that may be relevant to the field of the institutions and this list of acquirement is approved by the financial committee for placing purchase orders. The purchases for local books are made through local booksellers' agents for most libraries. There are about fifteen libraries which show a tendency to place their orders for foreign books with agents outside the country. Purchases constitute about 90 per cent of the library collection of titles, the rest are received by gift, exchange, complimentary copies, etc. Sixteen libraries do not receive sufficient 'tools' for book selection, such as library catalogues, subject bibliographies, current accession lists of libraries at home and abroad, book reviews, journals and publishers' and booksellers' catalogues, which would help improve book selection.
### Table 6.4: Selecting Materials for the Social Science Libraries

<table>
<thead>
<tr>
<th>Social Science Libraries</th>
<th>Selection of materials/resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Centre for Financial and Economic Information</td>
<td>x</td>
</tr>
<tr>
<td>Centre for Stat. Data &amp; Educational Documentation</td>
<td>x</td>
</tr>
<tr>
<td>Centre for Training &amp; Appl. Research in C. D.</td>
<td></td>
</tr>
<tr>
<td>Social Service Centre</td>
<td>x</td>
</tr>
<tr>
<td>Public Administration Inst.</td>
<td>x</td>
</tr>
<tr>
<td>Inst. of Banking Training</td>
<td></td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td>x</td>
</tr>
<tr>
<td>S.A. Standards Organisation</td>
<td>x</td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td>x</td>
</tr>
<tr>
<td>Arab Bureau of Education for Gulf States</td>
<td>x</td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td>x</td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td></td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td>x</td>
</tr>
<tr>
<td>Committee Bureau for Blind</td>
<td></td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Education</td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Pilgrimage &amp; Endowment</td>
<td></td>
</tr>
<tr>
<td>Ministry of Higher Educ.</td>
<td>x</td>
</tr>
</tbody>
</table>
The responsibility for selection of serials is divided between librarian and staff, in some instances, suggestions from other users are considered. Serials in subject areas are selected by a team effort in institutions in 50 per cent of the libraries by librarians in 20 per cent. The number of new serials titles acquired each year depends on the size of the library's budget, the size and types of programmes which the institution supports, the use of gifts and exchange programmes in serials acquisition work. The number of orders placed for serial titles new to their library each year. The average figures ranged between 20 to 100. Seventeen libraries placed less than 30 new orders annually, the remaining three libraries which placed less than 70 titles in such orders. The services of dealers are employed on the basis of the quality of service rendered and on the discounts offered. The choice of dealers is also influenced by such additional factors as geographical location, specialisation in publications of certain categories or of countries. Some of the large libraries place their orders for foreign serials with dealers located in the countries from whence the publications originate. From 20 libraries, seven used more than one agent, five of them used two agents, four sometimes used more than one agent, the last four large libraries used agents for special categories such as humanities, education and social sciences. No
library used direct orders with the publisher and most do not use blanket orders.

Table 6.5 indicates the social science libraries' annual financial budget for 1984 is 12,225,000 Saudi Riyals ($4,075,000). This annual budget is devoted to the libraries' books and periodical subscriptions and there are separate funds for all salaries - all library staff are financed by the government agencies and ministry departments; as table 6.6 shows us the salary for each staff employee per month and per year and the total funds. At present, in 1984, libraries had a total staff of 135 members of which 44 are professional and 91 non-professional librarians. Twenty-three have Master's degrees and Bachelor's degrees, 41 have high school degrees and the remaining seven have primary school and 20 labour. As table 6.6 also indicates, the average salary for a professional librarian with a Master's degree was 6000 Saudi Riyals ($2000) per month and 72,000 Saudi Riyals ($24,000) per year. The lowest salary for a Bachelor's librarian was 5,000 S.R. ($1,666) per month, and 60,000 S.R. ($20,000) per year. The lowest Master's non-librarian salary was 6000 S.R. ($2,000) per month and 72,000 S.R. ($24,000) per year. The lowest Bachelor's non-librarian was 5000 S.R. ($1,666) per month and 60,000 S.R. ($20,000) per year. The lowest high school employee was 3000 S.R. ($1,000)
Table 6.5: Social Science Libraries Financial Annual Budget, 1984

<table>
<thead>
<tr>
<th>Social Science Libraries</th>
<th>Library Collec. Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S.R.</td>
</tr>
<tr>
<td>National Centre for Financial and Economic Information</td>
<td>750,000</td>
</tr>
<tr>
<td>Centre for Statistical Data and Educational Documentation</td>
<td>450,000</td>
</tr>
<tr>
<td>Centre for Training and Applied Research in Community Development</td>
<td>180,000</td>
</tr>
<tr>
<td>Social Service Centre</td>
<td>210,000</td>
</tr>
<tr>
<td>Public Administration Institute</td>
<td>2,550,000</td>
</tr>
<tr>
<td>Institute of Banking Training</td>
<td>90,000</td>
</tr>
<tr>
<td>Saudi Arabia Standards Organisation</td>
<td>450,000</td>
</tr>
<tr>
<td>Saudi Arabia Monetary Agency</td>
<td>750,000</td>
</tr>
<tr>
<td>Saudi Arabia Consulting House</td>
<td>120,000</td>
</tr>
<tr>
<td>Arab Bureau of Education for Gulf States</td>
<td>180,000</td>
</tr>
<tr>
<td>General Organisation for Social Insurance</td>
<td>210,000</td>
</tr>
<tr>
<td>Saudi Arabian Airlines</td>
<td>600,000</td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td>600,000</td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td>300,000</td>
</tr>
<tr>
<td>Committee Bureau for the Blind Affairs</td>
<td>600,000</td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td>2,610,000</td>
</tr>
<tr>
<td>Ministry of Education</td>
<td>450,000</td>
</tr>
<tr>
<td>Ministry of Labour and Social Affairs</td>
<td>90,000</td>
</tr>
<tr>
<td>Ministry of Pilgrimage and Endowment</td>
<td>900,000</td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td>135,000</td>
</tr>
</tbody>
</table>

12,225,000 4,075,000

S.R. Saudi Riyal currency 3.00 = $1.00 December 1984
Table 6.6: Annual Budget of Staff Salaries per month and per year

<table>
<thead>
<tr>
<th>Staff Degree</th>
<th>Staff No.</th>
<th>Staff Salaries</th>
<th>Total Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Monthly S.R. $</td>
<td>Yearly S.R. $</td>
</tr>
<tr>
<td>Master's Librarian</td>
<td>25</td>
<td>6000 2000</td>
<td>72,000 24,000</td>
</tr>
<tr>
<td>Bachelor's Librarian</td>
<td>19</td>
<td>5000 1666</td>
<td>60,000 20,000</td>
</tr>
<tr>
<td>Master's non-librarian</td>
<td>2</td>
<td>6000 2000</td>
<td>72,000 24,000</td>
</tr>
<tr>
<td>Bachelor's non-librarian</td>
<td>21</td>
<td>5000 1666</td>
<td>60,000 20,000</td>
</tr>
<tr>
<td>High School</td>
<td>41</td>
<td>3000 1000</td>
<td>36,000 12,000</td>
</tr>
<tr>
<td>Primary School</td>
<td>7</td>
<td>2500 833</td>
<td>30,000 10,000</td>
</tr>
<tr>
<td>Typist</td>
<td>20</td>
<td>2540 816</td>
<td>29,400 9,800</td>
</tr>
<tr>
<td>Labour</td>
<td>20</td>
<td>2000 666</td>
<td>24,000 8,000</td>
</tr>
</tbody>
</table>

The total annual financial budget for staff salaries of twenty Social Science libraries for the year 1984 = Saudi Riyals 8,094,000 ($2,698,000)

Saudi Riyal currency 3.00 = $1.00 in December, 1984
per month and $12,000 per year. The lowest primary school employee was $833 per month and $10,000 per year. The lowest typist salary was $816 per month and $9,800 per year. The lowest labour salary was $666 per month and $8,000 per year. The total fund budget for a total of 155 staff salaries during the year of 1984 was $2,094,000. See table 6.6 and also chapter nine, Planning the library financial budget.)

6.5 LIBRARY CATALOGUING

A library catalogue, usually defined as a list of holdings of a library or a particular collection, is an indispensable tool in the bibliographic organisation of a library. Without an up-to-date and efficient catalogue the use of library collections would be greatly hampered. The role of the catalogue is to reveal the resources of the library under different headings and to indicate their position on the library shelves.

The library catalogue has gradually developed from the printed book to the card form. The first growth in the collections of big European and American libraries is compelling their administrations to devise some alternative forms, either going back to the book form or adopting micro aids to meet the challenge of space requirements for the card catalogue.
The main problem in the cataloguing of Arabic books is the lack of a cataloguing guide generally adopted by librarians of the Arabic world. Up to now the practice has been to divide a library's collection into English and Arabic sections. Each is treated separately and in almost every instance the English section is far better organised.

The Anglo-American cataloguing rules for entry is the main code followed by cataloguers in fourteen libraries, as table 6.7 indicates, but these rules invariably cannot solve all the libraries' problems. AACR has been criticised by librarians of the world, but the librarians of social science libraries in Saudi Arabia add that it is too sophisticated, too complex, to suit their local circumstances. But this is no wonder, after all they were not made with our own publications in view. At this stage of development of modern librarianship both in Saudi Arabia and the Arab countries, the most realistic approach would seem to be the adoption of a standard code of rules rather than devising a new set of rules.

Table 6.7 shows the Centre for Statistical Data and Educational Documentation library and the Centre for Training and Applied Research in Community Development
Table 6.7: Cataloguing Code used in social science libraries in Saudi Arabia

<table>
<thead>
<tr>
<th>Library Name</th>
<th>AACR</th>
<th>ALAR</th>
<th>LCR</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Centre for Fin. &amp; Econ. Inf.</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Centre for Statistical Data &amp; Ed. Doc.</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Centre for Training &amp; Applied Res. in C.D.</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Social Services Centre</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Administration Institute</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute for Banking Training</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Standards Organisation</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Arab Bureau of Educ. for Gulf States</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Organisation for Soc. Ins.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Bureau for Blind Affairs</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Education</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ministry of Pilgrimage &amp; Endowment</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td>x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The library survey showed that 75 per cent of the social science libraries in Saudi Arabia prefer to use the divided catalogues because the patrons perform more subject searches. The other six libraries used a dictionary catalogue available to them, and ten libraries used the divided catalogue and staff catalogue. Also there is one library which does not have any catalogue, but just organises the books on the shelves by alphabetical order according to the book title.

Then it is important to recognise that the methodologies of many catalogues use studies are questionable and they are characterised by a general lack of attention to technical details. The major problem areas related to:

(1) Poor sampling techniques

(2) The lack of standardisation in matters affecting catalogues - filing rules, classification
schemes used, etc. - variations which increase the difficulty of comparing library users' behaviour.

(3) The difficulty of readers in articulating their needs, resulting in their encountering problems when trying to describe their searches or when attempting to criticise the catalogue.

(4) The position of the catalogue in relation to the entrance and/or the reference desk.

(5) The majority of these libraries do not use cross-references from one form of the name to the other, especially for publications which are issued in English and Arabic. For example, the Social Studies and Development Centre is a Saudi society located in the Saudi capital, Riyadh. Its Arabic publicity should be entered under the Arabic form of the name:

The Social Studies and Development Centre, Riyadh
In order to keep bibliographic control for the benefit of bi-lingual readers, name cross-references can be made from one form of the name to the other in the appropriate script catalogue:

The Social Studies and Development Centre, Riyadh

This entry would be filed in the English and Arabic catalogues. Under the present circumstances, the author's entry pattern which is followed in the small and medium size social science and special libraries is a more Western-oriented pattern which enters the author under his best known name, for example, Al-Kahtani will be entered under Al-Kahtani, and not under Abdullah (his first name).

In 1964, Sheniti and Mahdi prepared the first edition of their descriptive cataloguing rules for Arabic books. Firstly this divides the names of Arabic authors into old and new, making the year 1900 a limit which separates classical names from modern ones. (7)
The entry for old names should be under the best known name. The entries should conform to references in the Arabic sources or follow an authority list of the entries of Arabic authors, such as Carl Brackelman's *Geschichte der Arabischen Literatur*, Ibn al-Nadim's *Fihrist* and Ibn-Khalikan's *Biographical Dictionary*.

Secondly, modern Arabic names after the year 1900 are entered under the most common form of the author's name with the "see" reference to be made when necessary. For example, Taha Husain under the same name. This means, then, if a modern name does not include a family or a commonly known name then it is entered under the first name followed by the other strings of names as mentioned above. (8)

The recommendations of Sheniti and Mahdi of entry under the best known or most distinctive part of the name was approved by the Regional Seminar on the library development in Arabic-speaking States, held in Beirut in 1959. It was also approved by the International Conference on Cataloguing Principles, held in Paris in 1961. (9)

It appears that no single solution would be effective in extending uniform cataloguing practice. The situation would certainly be improved by:
(a) Agreeing to a cooperative cataloguing programme for English and Arabic publications at the regional level so that at least all the libraries in social science fields in Saudi Arabia would have a uniform cataloguing practice.

(b) Starting a centralised cataloguing programme at the national level for all Saudi Arabian publications.

(c) Maintaining an up-to-date and complete manual of cataloguing practice incorporating all the variations and local practices.

(d) Attempts should be made to establish a standard authority list, international union cataloguing in publications for Arab authors.

Any one of these will help the cataloguer a great deal in establishing the proper form of entry of Arab names and save him a lot of time and energy. Also the Anglo-American Cataloguing Rules related to the treatment of names in the Arabic alphabets need to be expanded so as to include a section for each Arab region which has a distinct language and a distinct culture. (See section 8.5 Planning classification and cataloguing systems.)
6.6 LIBRARY CLASSIFICATION

I shall therefore offer a somewhat stricter definition, I will assume that the purpose of the required classification is to label and identify the subject matter of books, pamphlets, periodicals and other documents in such a way as to enable the documents or bibliographical entries representing them to be arranged in one or more of the following subjects: economics, political science, law, sociology, social psychology, social or behavioural sciences.

The classification systems used up to now in all the libraries in social science fields, and all the libraries in the Arab countries, the practice has been to divide all the library collections into separate English and Arabic collections. The survey, table 6.8, shows that the majority of the social science libraries in Saudi Arabia, sixteen in all, are using the Dewey Decimal Classification Scheme because this seems to meet the needs of small and medium sized libraries. It is a live classification, continuously kept up-to-date. It has also been adopted in non-English speaking countries. Its schedules can be summarised for the use of small libraries or amplified by using the Universal Decimal Classification for highly specialised libraries. The suggestion that the Dewey Decimal Classification be adapted for use in libraries of the Arab countries must
Table 6.8: Classification Scheme

<table>
<thead>
<tr>
<th>Library Name</th>
<th>UDC Scheme</th>
<th>DDC Scheme</th>
<th>LC Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Centre for Fin. &amp; Econ. Inf.</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Centre for Statistical Data and Educ. Documentation</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre for Training &amp; Applied Research in C. D.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Social Service Centre</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Public Administration Institute</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Institute of Banking Training</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>S.A. Standards Organisation</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Arab Bureau of Educ. for the Gulf States</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>General Organisation for Soc. Ins.</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Committee Bureau for Blind Affairs</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Education</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Ministry of Pilgrimage &amp; Endowment</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
be taken to mean that an Arabic translation and adaptation of it should be prepared after discussion and consultation with Arab experts in the different fields of knowledge. The Dewey numbers used in the sixteenth edition should be the basis of the new Arabic edition in order to take advantage of the latest development of the scheme. Special attention should be given to the areas where such classification does not allow for adequate handling of Arabic materials related to Moslem and Arab culture or the Arabic language and literature, history and social sciences.

Table 6.8 indicates that one library, the National Centre for Financial and Economic Information, used the Library of Congress Classification because, as the librarian of this library noted, it is more suitable for a research library. Thus even for records in Arabic script, the letters in the call number will have to be translated into the Roman alphabet. This simply continues current practice. Even if the library had elected to use the Dewey or Universal Decimal Classification, at least the letters in the book number would have had to have been in Roman script. An attempt to use the vernacular for the author and title letters would result in a situation whereby Arabic materials might fall behind Roman materials on the same subjects.
While possible, this did not seem necessary or desirable. Also it would require shelvers to know both Roman and Arabic scripts in order to shelve the books. Even in Saudi Arabia this is not always possible. An example of a catalogue card in mixed scripts at the National Centre for Financial and Economic Information is seen in Figure 6.4.

Also the study which reported there is one library using the Universal Decimal Classification and one other library which does not follow or adapt any of the recognised classification systems. Access to the collections by organising the books on shelves in alphabetical order by the book's title.

The fourth library uses the library system materials for talking books, magnetic tapes, cassette tapes, ceiling project books recorded on film, and large type books. Also the largest group of libraries in social science fields organise their government publications by Ministry departments and countries, or by the body responsible for these publications. Documents are arranged by the name of the country of origin under alphabetical sequence. According to the periodicals organisation system, there are sixteen libraries which do not have any periodicals cataloguing cards and they arrange the periodicals on the shelves according to their title in alphabetical order and the other four libraries have divided card catalogues and Kardex.
Fig. 6.4: Example of Catalogue card in mixed scripts at the National Centre for Financial and Economic Information
The Barbara Kyle study of various classification schemes and their appropriateness for social science material pays special attention to give major requirements for the classifying of this field of study: the order of main subjects in the social sciences within the schedules, the adequacy of provision for the main fields of study in the social sciences today, provision for compound subjects, provision for new subjects, and the appropriate placing of related subjects within a social science field of study.

These are all important considerations when classifying within a diverse yet specialised field in a new and developing area of knowledge.

- Provision for main subjects: the whole of cultural and social anthropology is given one number 572.7 with no subdivision. Likewise, social psychology is 301.1 with six subdivisions only, and as part of sociology.

- Provision for compound subjects: there is little provision in Dewey for making numbers to represent compound subjects. In the social sciences much of the literature is concerned with the effect of A upon B; for instance, the possibility of poverty, bereavement, or a low I.Q. being positively correlated with delinquent behaviour. In Dewey there
is a number, 364-2 for causes of crime, but only one subdivision is provided - 24 physical and mental factors in crime and even this is not allowed as a subdivision of juvenile delinquency.

- Provision for the subject: new subjects are not well provided for. Study of election results and voting behaviour can only be 324.2 Elections, none of the subdivision of this number being strictly appropriate. Public opinion polls are accommodated at 301.152, the number for social control and a subdivision of 301.1 social control and of 301.0 social psychology.

- Placing of related subjects within a social science field: employment policies, under 331 labour problems, are divorced from personnel management at 658.3; trade and advertising under 658.8 is divorced from 381 domestic trade, and 382 international trade, which is in turn divorced from 337 tariff policies.

The above are but a few of the examples which could be multiplied many times demonstrating how inadequate and muddled the Dewey Classification system is from the point of view of the social sciences. Most of the above criticisms also apply to the sixteenth edition, although better provision has been made for social psychology and the causes of crime. (11)
The Barbara Kyle classification plan was published in 1958, in her Essay in American Documentation Magazine. This classification has been used for a long time in cataloguing the International Bibliography of Social Sciences. It refers in a detailed manner to sociology and politics. Other social sciences are treated very briefly. One other disadvantage of this classification is the fact that it has not been followed by any revision or re-examination and enlarged, which disqualifies it from being suitable for classifying modern subjects. Consequently this plan should either be revised and re-examined or else a new plan should be put forward with details of all the different branches of social sciences. (See section 8.5.1 Planning library classification.)

6.7 LIBRARY COLLECTIONS AND THEIR ORGANISATION

The informational resources of social science libraries are composed of a variety of physical units, mostly in the form of printed matter. There are great differences in scope, size and composition of collections from one library to another. The concentration of non-book material in social science libraries, differs in kind and degree from one installation to another in Saudi Arabia.
Table 6.9 provides information on the size of library collections by type of material. There are a total of 367,554 volumes in twenty social science libraries. They comprise 203,841 titles in the Arabic language and 163,713 in non-Arabic languages. Total serials titles in the twenty libraries numbered 4012 of which 2127 titles are in Arabic and only 1885 titles are in other languages, mainly English. The average rate of book provision for the total population served in the twenty organisations was eleven books per staff member. The minimum number of serial titles reported in each language is two titles.

There are a total of 4698 titles of manuscripts in two libraries, the King Abdul-Aziz Foundation library and the Ministry of Pilgrimage and Endowment library. They consisted of Arabic and Turkish languages. There is a total of 57,650 documentation titles in eight libraries. Table 6.9 also reveals there are 1,365 theses in seven libraries. Also, as can be seen from table 6.9 there are 113,247 titles of reports in eleven libraries. Nine library collections reported a total of 4,533 microfilm items and eight libraries indicated a total of 2,260 films. There are four libraries which revealed a total of 1,136 microfiches. Finally, four libraries reported a small collection of 1,000 records, at the Committee Bureau for the Blind Affairs library and 300 slides at the National Centre for Financial and Economic
<table>
<thead>
<tr>
<th>Library Name</th>
<th>English Books</th>
<th>Arabic Books</th>
<th>Total</th>
<th>English Periodicals</th>
<th>Arabic Periodicals</th>
<th>Total</th>
<th>Documents</th>
<th>Manuscripts</th>
<th>Dissertations</th>
<th>Reports</th>
<th>Microfilm</th>
<th>Microfiche</th>
<th>Films</th>
<th>Records</th>
<th>Slides</th>
<th>Pictures</th>
<th>Quarts</th>
<th>Mega</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOREI</td>
<td>5000</td>
<td>10000</td>
<td>15000</td>
<td>450</td>
<td>300</td>
<td>750</td>
<td>6000</td>
<td>-</td>
<td>-</td>
<td>5000</td>
<td>200</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>300</td>
<td>200</td>
<td>60</td>
</tr>
<tr>
<td>CSIED</td>
<td>6985</td>
<td>13025</td>
<td>20010</td>
<td>30</td>
<td>40</td>
<td>70</td>
<td>3000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CTARCD</td>
<td>4000</td>
<td>6000</td>
<td>10000</td>
<td>10</td>
<td>20</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SSO</td>
<td>8000</td>
<td>10000</td>
<td>9000</td>
<td>50</td>
<td>30</td>
<td>80</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>PAI</td>
<td>35184</td>
<td>47120</td>
<td>102214</td>
<td>288</td>
<td>196</td>
<td>484</td>
<td>47000</td>
<td>-</td>
<td>292</td>
<td>2600</td>
<td>500</td>
<td>9500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>IDT</td>
<td>2154</td>
<td>1950</td>
<td>4104</td>
<td>9</td>
<td>11</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SANA</td>
<td>20000</td>
<td>10000</td>
<td>30000</td>
<td>140</td>
<td>60</td>
<td>200</td>
<td>3000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SASSO</td>
<td>4000</td>
<td>600</td>
<td>4600</td>
<td>120</td>
<td>40</td>
<td>160</td>
<td>100</td>
<td>-</td>
<td>5</td>
<td>100000</td>
<td>-</td>
<td>-</td>
<td>60</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SACH</td>
<td>10000</td>
<td>2000</td>
<td>12000</td>
<td>110</td>
<td>40</td>
<td>150</td>
<td>100</td>
<td>-</td>
<td>12</td>
<td>20</td>
<td>-</td>
<td>-</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ABEGH</td>
<td>1000</td>
<td>1500</td>
<td>2500</td>
<td>45</td>
<td>100</td>
<td>145</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5000</td>
<td>500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CDGI</td>
<td>1930</td>
<td>3604</td>
<td>5534</td>
<td>40</td>
<td>35</td>
<td>75</td>
<td>-</td>
<td>6</td>
<td>158</td>
<td>-</td>
<td>-</td>
<td>17</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SAA</td>
<td>12000</td>
<td>8000</td>
<td>19200</td>
<td>150</td>
<td>50</td>
<td>200</td>
<td>-</td>
<td>-</td>
<td>30</td>
<td>40</td>
<td>-</td>
<td>140</td>
<td>-</td>
<td>20</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>KANF</td>
<td>2600</td>
<td>16592</td>
<td>19192</td>
<td>30</td>
<td>165</td>
<td>195</td>
<td>1000</td>
<td>698</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>563</td>
<td>4</td>
<td>780</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CLG</td>
<td>5000</td>
<td>13000</td>
<td>18000</td>
<td>30</td>
<td>100</td>
<td>130</td>
<td>150</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>GIPA</td>
<td>50</td>
<td>950</td>
<td>1000</td>
<td>20</td>
<td>30</td>
<td>50</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>900</td>
<td>1000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOP</td>
<td>10000</td>
<td>5000</td>
<td>15000</td>
<td>200</td>
<td>150</td>
<td>350</td>
<td>-</td>
<td>-</td>
<td>300</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOE</td>
<td>6000</td>
<td>8000</td>
<td>14000</td>
<td>72</td>
<td>200</td>
<td>272</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>30</td>
<td>400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOXSA</td>
<td>200</td>
<td>6000</td>
<td>6200</td>
<td>20</td>
<td>10</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>400</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOPE</td>
<td>500</td>
<td>39500</td>
<td>40000</td>
<td>21</td>
<td>400</td>
<td>421</td>
<td>-</td>
<td>4000</td>
<td>50</td>
<td>17</td>
<td>2000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MOHE</td>
<td>5000</td>
<td>10000</td>
<td>15000</td>
<td>50</td>
<td>150</td>
<td>300</td>
<td>-</td>
<td>-</td>
<td>700</td>
<td>-</td>
<td>300</td>
<td>-</td>
<td>30</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
Information library, and 200 slides at the Social Service Centre Library.

There are four libraries with 450 charts and five libraries have 307 maps. The largest collections were the 102,214 titles at the Public Administration Institute library. The smallest collections of talking books was at the Committee Bureau for Blind Affairs library. The largest quantity of periodicals were 750 titles at the National Centre for Financial and Economic Information library, the lowest collection of periodicals was 20 titles at the Institute of Banking Training library. Table 6.9 also indicates the largest collection of 47,000 documents at the Public Administration Institute library, the largest quantity of reports of 100,000 at the Saudi Arabia Standards Organisation library, the largest numbers of 100,000 microfiche were at the Centre for Statistical Data and Educational Documentation library and the largest number of 2,000 microfilm items were at the Ministry of Pilgrimage and Endowment library.

The organisation of collections in the social science libraries was supported by John in the following statement:

The social science library is an organisation serving a specific institution which seeks to gather all of the experience available with regard to the institution's problems, to classify it in such a way as to make it quickly
available to digest and prepare the same in usable form, to study the actual problems which confront the institution and to attempt to bring the information gathered to the right man at the right place, so that it may function in the work of the institution which it services. (11)

The methods of cataloguing and classification in social science libraries will also be somewhat different from those in use in general libraries. The classification must be much closer and in cataloguing, less attention need be given to the bibliographical description than to contents. Much more analytical work must be done in order to make all the resources of the library yield their fullest. (12)

The researcher not only needs to collect accurate, exhaustive, up-to-date information, but needs to have it so well organised that, at a moment's notice, he can put his fingers upon the exact information he desires. The systematic organisation of information into quick working files means an enormous saving of time and money. (13)

Accessibility, availability, usability and speed and ease in consultation have been the most commonly cited determinants of retrieval systems in social science libraries. These goals have been sought and achieved
in a number of different ways. Two basic approaches can be recognised. The physical units containing information were themselves organised by means of alphabetical or classified arrangements in vertical files, where clippings, individual articles, reports, correspondence and similarly non-bulky material could be brought together in proper relationship. The other general approach was based on the use of analytical retrieval systems; specialised indexes, catalogues, and classification schemes. In the preparation of these, the objectives nearly always seemed to be an extension of the depth of indexing and a simplification of the forms and rules which regulated the devices being used. Towards the realisation of these goals the library had already amassed extensive corporation files with a special card-index system designed to control the collection of annual reports, news items, circulars, mortgages, reorganisation plans, and other corporate data. The clipping files were arranged by subject but according to a classification scheme used for the book collection. Municipal files were arranged alphabetically by state and city. A special decimal classification scheme for books and pamphlets, particularly applicable to a financial library had been designed and put into use.
The social science libraries in Saudi Arabia maintain two separate collections; an Arabic collection and a non-Arabic collection for bi-lingual readers. European language material (mainly English) is arranged by Dewey Decimal Classification on open shelves, while Arabic materials are arranged according to a modified Dewey Decimal Classification. Book processing is done by each library, there is no centralised processing for all the social science libraries in Saudi Arabia. In this case there should be a central processing service for all social science libraries, established to maintain technical processing and shelf-lists for all library collections. In cataloguing the Anglo-American Cataloguing Rules are applied for English language materials, for Arabic materials, modified rules are used. Although some large libraries have card catalogues arranged by author, title and subject. All libraries were open daily from eight in the morning to two in the afternoon, except Thursday and Friday which is the weekend holiday for the country. Most of these libraries provided advisory services, reading lists, subject bibliographies, book displays, references and circulation. (See section 8.3 Planning library collections.)
6.8 LIBRARY BUILDINGS AND FACILITIES

Regarding the status of social science library buildings, and as shown in table 6.10, the eight libraries are in new buildings, but three of these libraries are designed in the building construction as required by library standards and functions. For instance, the library of the Public Administration Institute is housed in five floors, designed as an excellent specialised library; all conditions and specifications applied in similar modern buildings have been observed in its design. So the first floor is devoted to general reference works, reader services and administration offices, and the public card catalogues are situated opposite the reference desk. The second floor includes periodicals, current issues and newspapers are displayed on open stacks within the periodicals room, bound back volumes are shelved near the reading areas. Also the major reading area, conversation rooms and smoking lounge are located on this floor. The third floor houses the documents centre and publications of the government of Saudi Arabia, the Gulf States, the Arab League, the United Nations and other international organisations. The third floor also includes the media library which contains music, general knowledge and educational materials on video and individual listening and viewing are available. The fourth floor houses the general
Table 6.10: The Social Science Libraries' Buildings

<table>
<thead>
<tr>
<th>Library Name</th>
<th>New Building</th>
<th>Temporary</th>
<th>Not Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Centre for Fin. &amp; Economic Information</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre for Statistical Data and Educ. Documentation</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Centre for Training &amp; Applied Res. in Coun. Dev.</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Social Service Centre</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Public Administration Inst.</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute of Banking Training</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Standards Organisation</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Bureau of Educ. for the Gulf States</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Organisation for Social Insurance</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Bureau for Blind Affairs</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Education</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Labour &amp; Social Affairs</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Pilgrimage &amp; Endowment</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Higher Education</td>
<td></td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>
collection in the fields of psychology, computer science, sociology, economics, and law; the fifth floor houses the general collection in the fields of public administration, education, management, history and geography, and each floor features additional study space, nine individual study rooms, a self-service photocopying machine. The library has been designed with the possibility of increase of stock for the next fifteen years.

The second library building of the National Centre for Financial and Economic Information is one of the most modern library buildings and has been constructed in the best styles and has all the specification of a modern, specialised library. The building consists of two floors; the first floor includes a large hall for collections, books and references; there is also a special section of five rooms for the library's technical staff. The main catalogues are also located on the first floor. The second floor consists of three sections which are devoted to periodicals and government documents situated in a large hall with a space at the centre of the hall allocated as a reading area. There is another section containing the microfilm and microfiche unit with their machines set. The last section includes a large room for lectures, conferences and reading relaxation.
The library building can cope with increases in stock for up to six years, but it may need annexes which can be provided as it is situated on a site which can cope with this. It is noted that there is some difficulty in reaching the library experienced by the staff of the Ministry of Finance, but this is compensated with the case provided by the direct communication lines with the library staff which makes it possible for Ministry employees to get prompt answers to their enquiries.

The Ministry of Planning library is situated on the first floor of the Ministry building. This floor was designed ideally for an organised special system library and includes three sections. The first section is for books and reference collections, the second for periodicals and government materials and development plans, economic reports, and the third section is a reading area with a lot of suitable seating and tables and two rooms for technical staff work. It was noted that this floor was designed with no consideration for the prospect of expansion in the future. Also I noticed that the floor cannot cope with the increased stock for more than the next three years. I think that the library should be moved to the ground floor and that it should also utilise parts of the second floor if the stocks increase.
The General Organisation for Social Insurance library building is situated in a special wing in the building of General Social Insurance, which is considered to be a new building since it was constructed in 1981. The library wing has been designed as a first class specialised library. It comprises a large hall for books and periodicals which also includes a reading area. There is a large room for library staff responsible for receiving, recording, indexing, classifying and shelving books and periodicals. The capacity of this hall is not satisfactory, but the future expansion is possible for more rooms on the same floor can perhaps be utilised if the stock of books and periodicals increases. The library is situated at the centre of the General Social Insurance building which makes it within easy reach of the employees of the General Social Insurance staff.

The Saudi Arabia Standards Organisation library is located on the third floor of the Standards Organisation building. It is designed as a small specialised library consisting of three halls, the first for books and periodicals, and a space for reading rooms, and the second hall for samples of specifications and measurements which intercommunicates with the books and periodicals hall. The third hall displays consumer commodities that answer international specifications. The
library is serving a specialised sector of employees. It gathers information concerning specifications from measurement agencies of the member countries of the International Organisation of Measurements. It also relates with systems of measurement control inside the Kingdom. According to the field study, it notices that future expansion is possible when needed and this can be available through the utilisation of the areas surrounding the building, but the library may be needing more than that after the next five years.

The library of the Ministry of Pilgrimage and Endowment which recalls the General Presidency library for Religious Guidance at the Holy Mosque in the City of Mecca has been temporarily housed. Meanwhile the old building was passed to the project of the Holy Mosque extension in 1963 and the library was moved to another temporary building which includes a large room for books and other rooms for periodicals. There is a large room for reading and another room for technical staff. The library is now having a new building constructed in the best of design styles according to the requirements and function of the library which will be moving to this building when it is completed.
The Saudi Arabia Consulting House library is situated in the ground floor of the Saudi Arabia Consulting House building; the design of this floor is according to the library functions. The floor includes three sections, one of which is for books, the second for periodicals and government publications, which contains research papers, reports and pamphlets, and the third section contains the reading area with a large room for the technical and administrative staff of the library. It was noticed that the floor was designed with no consideration for the prospect of expansion in three years time, but there is an unoccupied area surrounding the main building, part of which can be used for future expansion.

The Central Library for Girls is considered to be one of the best styles of specialised libraries in social sciences. The Deanship of Library Affairs, King Saud University is assigned with the task of supplying the library with books, periodicals and other specialised stock. The library building consists of two floors, the ground floor includes two small halls for books and reference, and two rooms for library female staff, and the ground floor also includes a small hall for displaying new books and current periodicals which contains a nice space for reading area. There is also a large stage
and auditorium for charity shows, women's activities in Riyadh City, shows of educational and cultural films and special lectures which can be broadcast by closed circuit television. The first floor includes a large section for periodicals and government publications with a reading area. From the field study, it is observed that the library may not be able to accommodate increased stocks of books and periodicals during the next four years, which will necessitate the building of annexes in the vast surrounding area.

Table 6.10 also shows that 11 library buildings are not designed for the purpose and objectives of social science libraries. Some of these libraries are housed in small rooms no more than a small store, lacking in organisation, such as the Central Library of the Ministry of Social Labour and Affairs, and the space does not satisfy the requirements and functions of the library. Through the field study and during my repeated visits to this library, I observed that it is closed for most of the time. This is attributed to lack of space and for the state in which books and periodicals are piled there, all over the place. Hence I propose that the Ministry of Labour and Social Affairs should study the situation there and house the library in a suitable building specially designed to cope with its requirements and objectives. This can be built in part of a courtyard of the Ministry.
According to the field study it becomes clear that some of these libraries contain a good collection of books, archives, documents and reports but it needs a suitable building for these valuable materials. Also these libraries have not put into consideration the prospects of future development regarding reading rooms and other areas allocated for books and periodicals and work spaces and other services; as the case of the library of educational documentation of the Ministry of Education, the library of King Abdul-Aziz Foundation, the Saudi Arabia Airlines, the library of the Arab Bureau of Education for Gulf States, the library of the Ministry of Labour and Social Affairs and the library of the Social Service Centre. In regard to plans for new library buildings, the responses from eleven librarians indicated that five libraries have plans for new library buildings to improve their services.

As shown in table 6.11, about the library technical facilities, the majority of libraries have telephones and photocopying machines, but there are five libraries which have most of the technical facilities available such as the National Centre for Financial and Economic Information library, the Public Administration library, the Ministry of Planning library, the King Abdul-Aziz Foundation library, the Arab Bureau of Education for
Table 6.11: Technical Facilities Available in Social Science Libraries

<table>
<thead>
<tr>
<th>Library Name</th>
<th>Telephone</th>
<th>Photocopy</th>
<th>Microfilm</th>
<th>Microfiche</th>
<th>Phonographs</th>
<th>Tape Recorders</th>
<th>Videotape</th>
<th>C. Catalogue</th>
<th>Cardex</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Centre for Finance &amp; Economics</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Centre for Stats. D. &amp; E. D.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centre for Train. &amp; Appl. Res.</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Service Centre</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Admin. Institute</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Institute of Banking Training</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Monetary Agency</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Standards Organisation</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Consulting House</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arab Bureau of Ed. for G. S.</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Gen. Org. for Social Ins.</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.A. Airlines</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>King Abdul-Aziz Foundation</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Library for Girls</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee. Bureau for Blind</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Planning</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Education</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Labour</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ministry of Pilgrimage</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Ministry of Higher Educ.</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
the Gulf States and the Saudi Arabia Airlines library. There are eight libraries which have five per cent of technical facilities; the Centre for Statistical Data and Education Documentation library, the Social Service Centre library, the Saudi Arabia Monetary Agency library, the Saudi Arabia Consulting House library, the Saudi Arabia Standards Organisation library, the Ministry of Education library, the Ministry of Higher Education library, and the General Organisation for Social Insurance library. There are three libraries which have six per cent of technical facilities including the Centre for Training and Applied Research in Community Development library, the Central Library for Girls and the Institute of Banking Training library. There is one library which has two per cent of technical facilities, the Ministry of Labour and Social Affairs library. The majority of these libraries have the central air-conditioning and the others normal air-conditioning. Two libraries have computer systems, the National Centre for Financial and Economic Information library, and the Ministry of Planning library. (See Chapter eleven, Planning library buildings and equipment.)
REFERENCES


4. Ibid., p.70-72.


PART TWO

PLANNING GUIDELINES FOR ESTABLISHING AND DEVELOPING SOCIAL SCIENCE LIBRARIES IN SAUDI ARABIA

INTRODUCTION

In fulfilment of part one of this study, which is a comprehensive survey and analysis of the current state of provision of social science libraries in the Kingdom of Saudi Arabia, this study covers the size and nature of library materials, physical facilities, numbers and quality of personnel, legislation, financial support and levels of use. The social science libraries in Saudi Arabia are confronted with problems which inhibit development of these libraries, problems which can be summarised as follows: (1) lack of a central agency to plan, organise and control the social science libraries in the country, which is related to the absence of a legal depository, a Saudi Arabian national bibliography, a Saudi Arabian national library and a Saudi Arabian library association; (2) lack of planning of social science libraries services; (3) lack of cooperation among social science libraries in the country which is highlighted by the absence of union catalogues, union lists, subject catalogues, bibliographic control, indexing and abstracting services, library communications, educational meetings, workshops, and exchange of information about holdings and acquisitions through union catalogues and access lists; (4) absence of library standards for social science libraries so there is a need to develop standards for the improvement
of library services at various levels; (5) absence of effective library legislation, at present there is no effective library legislation in most of Saudi Arabia's libraries, which would give libraries a legal status on different levels of central provincial, divisional and local authorities. Basically, there are two functions of legislation to make library services possible, and to encourage library development; (6) the shortage of trained personnel and professional staff, and (7) inadequate library buildings and facilities.

The study of part two as planning guidelines for establishing and developing social science libraries in Saudi Arabia was available as a result of the survey and analysis of the current state of these libraries. The objectives of this study were to overcome these problems which hinder the provision of social science libraries and the study could be useful to other developing countries which encounter the same problems. The main objectives of planning of guidelines for establishing and developing social science libraries in Saudi Arabia can be: (a) to establish library services to meet the needs of users; (b) to establish effective cooperation in the information field at national and international levels; (c) to introduce new types of library services, for example, interlibrary loans, SDI, abstracting and indexing; (d) to apply modern information technology; (e) to improve and expand professional education and training programmes; (f) to establish staff development programmes and (g) to plan modern library buildings and new facilities.
CHAPTER SEVEN
PLANNING FOR THE ESTABLISHMENT AND DEVELOPMENT
OF SOCIAL SCIENCE LIBRARIES IN SAUDI ARABIA

7.1 THE PURPOSE OF PLANNING

For developing countries like Saudi Arabia, it is only by planning that they can find practical solutions to their problems in the social science libraries field. Stuart and Eastlick\(^1\) define planning as:

... the process of getting an organisation from where it is to where it wants to be in a given period of time by setting it on a predetermined course of action. Thus planning consists of making decisions now regarding possible courses of action in light of established missions, goals, objectives, and other available information.

Planning as defined by the regional planning meetings for Arab States, Africa, Asia and Latin America,\(^2\) was regarded as one aspect of the educational, scientific and cultural development within the framework of the overall social and economic planning of a country or a region. This development will not be properly undertaken without being planned for and implemented by the government.

Madkour\(^3\) concurs:

There is no substitute for careful planning indigenous initiatives and weighted implementation efforts.
Realising the significant role of planning in the development of libraries, Unesco organised regional planning meetings for Arab States, Africa, Asia and Latin America.\(^4\) The recognition of planning as an effective approach for the development of library and information services can be witnessed in the planning activities being pursued by many developed and developing countries. Among these are: the United States, the United Kingdom, Russia, Canada, Denmark, Belgium, Brazil, Colombia, India, China and Malaysia.\(^5\)

From the above definitions one can detect the points that; (a) planning is a continuous process of making a set of decisions to be approved and implemented; (b) as a process of decision-making it deals with a number of interdependent and sequential decisions that are systematically related to each other; (c) planning provides a guide concerning possible course of action; (d) planning depends on predetermined policy; and (e) as such, planning requires commitment and resources, including information.

The significant role of planning has been illustrated by Neelameghan\(^6\) in the following points:

1. It helps to systematically move towards the achievement of the goal of library and information services.

2. It helps to identify and differentiate the essential priority action.
(3) It helps concerted and cohesive action by a group of people or a corporation, towards achieving the ultimate goal of library and information services.

(4) It helps reckoning, error-identifying and re-modifying due to unforeseen circumstances at any stage in the course of action.

(5) It helps in clear demarcation and allocation of activities among a group of people and effectively controlling the course of action of different people towards achieving the goals of library and information services.

(6) It helps to draft a financially elastic budget; a good plan is capable of readjusting itself to a slicing or enhancing of financial resources.

(7) It provides an integral and yet an analytical projection of a future course of action.

7.2 LIBRARY PLANNING

The feasibility of developing or establishing a social science libraries system in Saudi Arabia would appear to be dependent in a large measure initially upon the government's willingness to integrate library services into its overall social, economic and educational plan (five-year plan) which is now being developed and co-
ordinated by the Kingdom's Planning Board. Unless a national plan for a social science libraries service is developed under auspices such as the Planning Board, and implemented by appropriate library legislation creating an agency to coordinate library services, future social science libraries development would appear to face formidable difficulties. At present, no such planning or library legislation exists.

In emphasising the essential role of planning for the expansion and improvement of library services, Penna describes the principal problem in developing countries such as Saudi Arabia:

> Without planning, most library systems will remain poorly organised and equipped; without a clear definition of their cultural, educational, social and economic roles they will continue to be unenterprising and unable to win the political support and obtain the resources that are essential to them if they are to develop in concert with national education (7)

In defining library planning, Penna states:

> Planning means studying the goals and objectives of library service, calculating the costs, and determining library needs in relation to the economic and social development of the country (8)

In other words, the planning of library services must be determined by their goals and objectives in relation to their contribution to the nation's cultural, educational, and economic life. Such services must have social relevance to the population they serve.
In the present absence of library legislation, a national library, a national bibliography and library associations in Saudi Arabia, the first phase of planning would best be initiated under the supervision of Saudi's existing Planning Board, where an office for library planning might be temporarily established under the leadership of a competent and experienced library consultant. This office might draw up a general library plan and recommend the initial library legislation necessary for the creation of a central agency for social science libraries. An organisational structure might be defined under this agency as shown in Figure 7.5.

7.3 LIBRARY LEGISLATION

Legislation is a very important prerequisite for any planning activity because it authorises essential functions, ensures adequate funding and guarantees continuity. The NATIS conference\(^{(9)}\) stressed that legislation is one of the prerequisites for ensuring the development of a strong national information structure. It was recommended that:

Legislation action should be taken at the earliest possible stage in support of the planning and implementation of NATIS …

The legislation should include the basis of the system, relations with all relevant authorities, manpower, professional status, structure and financing, internal and international relations.
Legislative action is one of the first prerequisites for ensuring the development of a strong national social science libraries system for the country. Such official legislation should be developed to establish, organise and fund social science libraries services. As previously noted, the proposed office for library planning temporarily located under the Planning Board, would be responsible for drafting initial legislation to establish a central agency. This office would also draft legislation making explicit provision for the funding, establishment, and maintenance of social science services and further charging the central agency with responsibility for planning and administering a nationwide library system of coordinated social science libraries which will serve adequately the needs of users. The central agency would supervise and control all social science libraries that are under the direction of different government ministries and agencies in Saudi Arabia and any other libraries that function as social science libraries.

7.4 ESTABLISHING A CENTRAL AGENCY

As previously shown in Figure 7.5, the proposed agency should be a separate government agency under the Ministry of Education. The central agency for social science libraries should be assisted by a board of trustees who would nominate a well qualified and
experienced librarian to be responsible for its operation. The board of trustees might include civic leaders, educators, librarians and top government officials from other concerned agencies such as the Ministry of Planning, the Ministry of Finance, the Ministry of Higher Education, etc. This board of trustees would serve for a three-year period with their tenure expiring in rotation. It would be responsible for:

(a) Establishing objectives and policies for social science libraries development in the Kingdom of Saudi Arabia in the light of social and educational changes taking place;

(b) Developing and administering a good relationship with other government bodies;

(c) Presenting the primary role of the social science libraries in the development of the country to the government of Saudi Arabia, and securing adequate financial support for planning and development;

(d) Initiating a public library legislation to ensure the widest possible range of library services in the country.

The administrator of the central agency would need to initiate a programme of staff development which should produce a well-trained staff, including capable librarians responsible
Fig. 7.5. The Department of the Central Agency for Social Science Libraries
for the technical and administrative operations of the agency. The central library agency might initially be organised to include several major departments such as a library development department, acquisition and collection department, administrative and financial department, branch libraries department, a bibliographic department, a technical services department, a special services department, a personnel and training department and building department. Through these departments the agency could coordinate the country's social science libraries programme and provide a wide range of library services to social science libraries as well as to other special libraries in Saudi Arabia. The central agency would need to formulate a set of national standards for social science libraries services, including standards for collections, services, finance, staffing and other facilities.

Standards are very important tools for planning. They serve as guidelines for the measurement of the performance of operations. The adoption of standards has the value of ensuring uniformity and compatibility in services and the performance of operations. It is therefore essential that standards for all types of information infrastructures, based on the economic, cultural and educational needs of the people of Saudi Arabia be developed.
7.5 ESTABLISHING A NATIONAL LIBRARY FOR SAUDI ARABIA

Practically every developed and advanced country has a National library, which epitomises the nation's quality of life in its cultural, social and political identity. It plays a crucial role in the country's development; providing access to the information it needs to service and grow, conserving the country's literary heritage, acting as the national centre for coordinating research and producing the nation's bibliographic data. The seven university libraries in Saudi Arabia with their adequate resources can offer only a temporary solution until a proper National library can be established.

The following are definitive suggestions of what duties it must perform, what responsibilities it must undertake, what status it should have and how the library itself may be brought about.

7.5.1 The duties of the National library for Saudi Arabia

(i) The collection, preservation and dissemination of national literature: this is the most basic aim and duty of every national library, all current published material being obtained by means of legal deposit. The collection will represent the nation's cultural heritage, its experience, aspirations and history.
(ii) The coverage and inclusion of non-Saudian literature. The Vienna meeting on National libraries discussed the national library's role in providing foreign literature and recommended that each nation should plan for the acquisition of such materials. (10)

Richnell confirmed that it is "a primary objective of the national library to ensure that at least one copy of all worthwhile foreign publications is acquired and retained". (11) However, the sheer volume of material is a formidable obstacle that no one library can overcome. Cooperation is vital and for this to be effective internationally needs the creation on a national base of Universal Bibliographic Control (UBC). At a primary level foreign publications dealing with Saudi Arabia must be obtained and UBC will have to be a reality for all such material to be easily identified and located.

(iii) National bibliography: A fundamental duty of the Saudi Arabia National library would be to ensure that a current national bibliography covering publications about Saudi Arabia or produced in Saudi Arabia, is published. (12) As the reader will see it will have to be achieved through
national and international cooperation but the result will be of world-wide value. It will be of fundamental importance for the Saudi Arabian nation and will fulfil one of the basic requirements of UBC as well as being invaluable to Saudi's own development.

(iv) To coordinate and operate Saudi Arabia's bibliographic service: Apart from the national bibliography, the Saudi Arabia National library must include as its duty, the development of other bibliographic services such as indexing and abstracting to meet specialist requirements from all sectors of the community. It must coordinate activities, establish standards, and so on. The 1950 Unesco(12) Conference on bibliographical services recommended that:

Every country should establish national planning bodies to promote the development of bibliographical and information services, to stimulate research in the field of bibliographic methodology and to act as a link with international bodies concerned with the planning of referral and bibliographic information centres.

It went on to conclude that the national bibliographic information centre be maintained at the national library.

The National library of Saudi Arabia must advise and guide groups and institutions when compiling their own bibliographies, its role being to co-
ordinate and standardise these activities. It must also undertake major works of national importance. Also it must compile and regularly publish a bibliography of the country’s bibliographies. As the institution with the best staff, stock, catalogue and facilities at its disposal, it will be the best suited to undertake these responsibilities and duties.

(v) The duty to serve the government: The Saudi Arabia National library must actively disseminate information through its bibliographic tools, by maintaining facilities, social science collections and through coordinating all its services to provide the government with the information it needs to make decisions, govern, legislate and ensure the optimum development of the country. It must also provide whatever advice and assistance the libraries of ministries and government departments need in organising their own collections and services.

(vi) Duties regarding interlibrary loans and union catalogue provision: cooperation with other libraries is essential to ensure the success of the Saudi Arabia National library. It will depend on their collections to support its own limited by space, funds and facilities, as with any other national collection. Other libraries must cooperate
with the Saudi Arabia National library to benefit from all the nation’s information resources and develop their own services more effectively, supported by cooperative interlibrary loans. In the words of Humphries:

> There is no doubt that if the national library can lend its own material, it is a suitable place from which to organise the interlibrary loan system, it has the largest stock of the national and foreign literature covering all fields of knowledge, it has the richest collection of reference books and bibliographies and it has the most experienced staff, trained in the widest language and subject fields.(14)

To facilitate interlending the obvious choice would be a union catalogue centred at the national library, improving national bibliographic control and thus furthering Universal Bibliographical Control.

(vii) Provision of national photocopying service: to avoid duplication between collections without unnecessarily limiting access to information and publications, a cost-effective photocopying service will protect any original documents that may be rare, old, or irreplaceable. The Saudi Arabia National library should establish laboratories to produce microform, photographic, electrostatic, or multilithographed copies to help promote universal availability of publications.
(viii) Duty regarding the national coordination of library services: this is vital in view of Saudi Arabia's lack of resources and services. Cooperative programmes, sharing of resources and collaborative effort on services provision is vital for economy and effectiveness. Plans must be made so a national information network can be organised, to provide all the people with a comprehensive service through cooperation of all the existing libraries which will be coordinated by the Saudi Arabia National library. The national library and its staff must play a prominent and active part in creating these plans and in developing library services, providing advice and guidance, to coordinate efforts and bring about a truly national, integrated and effective system.

(ix) Conservation of materials: preservation of materials was stated as one of the first duties of any national library. This must be particularly true of Saudi Arabia because of the unique conditions its materials must endure. The hot, yet humid climate, combined with infestation and poor library buildings, demand the Saudi Arabia National library take a lead in solving problems of storing and maintaining materials over satisfactory periods. A programme of restoration and repair is a further service that must be its duty to provide as a national library.
(x) Duties towards education and training in librarianship: the Saudi Arabia National library must cooperate with the Library Association of Saudi Arabia and with the libraries division of government departments and ministries, on the organisation of better training facilities, continuing education programmes and creating a suitable atmosphere for librarianship. It must contribute to raising the status of librarians and encouraging librarians to stay and work in Saudi Arabia. It could institute its own specialised bibliographic training, and participate in practical training programmes for outside groups. It should provide potential staff members with training opportunities and also help academic and special librarians. The British National Library Committee expressed this duty:

We should like to see the National Library service making a contribution to the training of professional staff e.g. through short courses, or by on the job training of an advanced character not only for its own staff but also for those from other large libraries. (15)

The National library of Saudi Arabia must develop a strong sense of responsibility towards the library profession in the country; shaping the present and future and through example, developing new ideas and procedures and by making these known and understood by those entering the profession.
Duty to assist in developing library techniques and planning: to act as a leader in technical services, classification and cataloguing for example - the Saudi Arabia National library must be able to advise Saudi Arabian librarians in establishing technical departments, adopting standardisation in binderies, photocopying services, etc. It must lead the way to the best. The Saudi Arabia National library must be a central figure, receiving information, organising enquiries and initiating library services for the common good, acting as a leader in all areas, particularly in planning Saudi Arabian library services.

7.6 A NATIONAL BIBLIOGRAPHY FOR SAUDI ARABIA

A national bibliography is required to develop, coordinate and maintain the control and dissemination of Saudi Arabia bibliographic data for use on national and international levels. In the context of developing the comprehensive national information system, this role would best be satisfied by the national library, with a specific division designated to fulfil the duties and functions of a Saudi Arabian national bibliographical service.

The experience and examples provided by others in establishing similar national bibliographies - the United Kingdom and the United States, for example - will be of
great value to us in the planning and development of a national bibliography.

7.6.1 The functions of the Saudi Arabia national bibliography

In order to achieve its objectives, a Saudi Arabia national bibliography will have to carry out certain functions. These would be:

(i) To compile and publish, as part of the Saudi Arabia national library, a comprehensive national bibliography of current Saudi publications at regular intervals.

(ii) To produce a retrospective national bibliography to cover the country's output of past years which are not yet covered.

(iii) To act as a centralised cataloguing agency through the production and distribution of a comprehensive bibliographic record of all materials published in standard physical form.

(iv) To receive and distribute within the country, similar relevant records produced by foreign bibliographic agencies.
(v) To catalogue the Saudian national collection, maintain a union catalogue, analyse and index the content of monographs and serials, etc., with the information community and user requirements in mind.

(vi) To pursue close cooperation with the other components of special libraries, research and documentation centres and archives, including the network of social science library and information centre networks.

(vii) To play a leading role in the formation of bibliographic standards relating them to international standards and participate in the organisation of national or regional seminars for libraries on the use of specific cataloguing and classification standards and communications.

(viii) To be the centre for the registration of serials and the national agency contributing to the international serials data system (ISDS); to house the Saudian international standard book number (ISBN) agency and to maintain the office of deposited publications. Thus it would have both national and international responsibilities to fulfil.
7.6.2 The structure of a Saudi Arabia national bibliography

The structure of a Saudi Arabia national bibliography would consist of several components:

(i) The acquisitions department, whose functions would be:
   a) to receive incoming materials, purchased, donated, exchanged or deposited and perform the necessary procedures;
   b) to oversee that the legal deposit law is properly observed;
   c) to send materials on to the cataloguing and indexing department.

(ii) The cataloguing and indexing department, which would:
   a) receive material from the acquisition department;
   b) make the bibliographic record for each item;
   c) keep an authority file of cataloguing and indexing practices;
   d) pass records and materials to the publications department.

(iii) The publications department whose functions would be:
   a) to receive records, type and check them;
   b) to assign Saudi Arabia national bibliography serials numbers to those records to be included in the same;
c) to produce cards or other records and send them with the materials to the lending and reference division of the Saudi Arabia national library;

d) to take responsibility for revising the Saudi Arabia national bibliography, correcting any faults and gaps which have been identified before publication.

(iv) The research unit: its functions would include:

a) systems analysis and design for the compilation and publication of Saudi Arabia national bibliography records;

b) Identification of user needs and creation of new services to meet those needs;

c) promotion of Saudi Arabia national bibliography products and services;

d) design of training courses in bibliographic work;

e) cooperation with the Saudi Arabia Library Association and other institutions with regard to bibliographic standardisation for all kinds of materials.

(v) The administration, its functions being:

a) to deal with all administration matters;

b) to operate a dispatch office for all publications of the centre.
7.6.3 Requirements of a Saudi Arabian national bibliography

(1) Area:

The primary objective of the Saudi Arabia national bibliography must be to record all material published in whatever language within Saudi Arabia boundaries. However, for cultural, linguistic, literary, and historical reasons, the Saudi Arabia national bibliography must include also all Arabic publications and those published in other languages by Saudi Arabia, or by foreign authors, about Saudi Arabia. There are large Saudi Arabian communities in many parts of the world and many research workers publish their research outside the country. There are hundreds of research students who study abroad, e.g. in Great Britain, United States, etc., and their theses must be obtained and included in the Saudi Arabia national bibliography. It is almost certain that even if effective publication of a Saudi Arabia national bibliography is carried out in these communities the procurement of publications would still present problems and the work of Saudi Arabian authors abroad would need to be monitored in order to maintain a full coverage of publications included in a Saudi Arabia national bibliography. In this way the Saudi Arabia national bibliography would secure valuable material for the national library, would steadily serve as an effective means of communication of Saudi Arabian scholarship in the humanities, social sciences, with which we are particularly concerned, and would be a
useful bibliographic tool for users in the country and abroad. Overseas materials could always be identified by the place of its publication.

(2) Coverage:

As the literature output of Saudi Arabia is not yet extensive, it seems important that the coverage should be as complete as possible. The Saudi Arabia national bibliography must aim to cover all information material which is required to be deposited at the national library under the copyright deposit law. This practice, on the one hand, will increase publishers' interest in observing the deposit law and on the other hand, it will make the material better known to potential users. The desirability of completeness of national bibliographies was expressed by the international congress on national bibliographies and has been underlined by Roberts:

The smaller the quantity of the annual national publishing output then the more important it would seem that the recording be as comprehensive as possible in relation to deposit stipulations. (19)

Roberts, speaking at the social science group conference at the British Library, 4th-5th March, 1972, referred to coverage as follows:

Control is a meaningless concept unless completeness is aimed at. The only point that needs to be made is the value of such a tool (national bibliography) in terms of its contribution to a "roof" bibliography is directly related to the breadth and completeness of coverage. All efforts should be directed at enlarging national coverage. (20)
The four English-speaking countries of the Caribbean, in reaching decisions with regard to the content of their national bibliographies, agreed that coverage should be comprehensive and there should be no exclusion of any form of material. Thus the Saudi Arabia national bibliography must also pursue a comprehensive coverage similar to other foreign bibliographies. Those categories presently recorded in other foreign bibliographies have been analysed by Cheffins and set out in a checklist. (21)

The recommendations of the Singapore conference on Universal Bibliographic Control in South-East Asia, February, 1975, included a list of seventeen categories of book and non-book materials which should be included. Maurice Line divided them into three categories and describes them as "essential", "desirable" and "useful". (22) The following categories of material appear in issues of some national bibliographies: annual reports, articles, audio-visual material, bank notes, bibliographic calendars, conference proceedings, ephemera, exhibition catalogues, films, government publications, laboratory manuals, maps, microforms, monographs, new editions, new impressions, monograph-series, newspapers, offprints, patents, collected editions, periodicals (new titles), posters, printed music, prints, recorded music, research reports, sales catalogues, stamps, standards, syllabuses, theses, timetables, trade literature, translations, works in Braille. (23)
However, certain of these materials must be emphasised. Non-commercial books, pamphlets and so on not offered for sale generally, for example, research reports, conference and seminar reports, historical and archaeological accounts published by societies and missions, and similar documents which contain valuable information and data relevant to the country, but that would otherwise go unrecognised and unexploited because very few would ever be aware of their existence. To be aware of these and collect them is not an easy task.

A second category that needs attention is that of government publications. The biggest publisher in the country is the Government, and it produces material ranging from school text-books to research reports and statistics, all of major importance to the country's development in all fields, some of which may be confidential, of limited distribution and availability and so for which comprehensive bibliographical control is vital.

The third category is that of non-book materials and non-conventional forms, maps, pictures, films, etc., which are becoming increasingly important in all aspects of life in Saudi Arabia, especially in education. Because of the small quantity of this material produced in Saudi Arabia, it is suggested that they should be recorded and published as a separate part of the Saudi Arabia
national bibliography and not in a separate bibliography such as in Great Britain where the volume of material justifies a separate catalogue for music and film. As a consequence the Saudi Arabia national bibliography must indicate clearly in each issue its coverage (and kinds of material which are not included).

(3) Form:

If the purpose of the national bibliography is to be widely available to the public, then it must be offered in the most convenient form, which is still undoubtedly book form. This is the practice with all the national bibliographies throughout the world, though quite a few are also available in microform or automated editions.

In Saudi Arabia, we must establish some uniformity in the physical presentation and editorial layout of the printed issues - a uniformity which will be possible and applicable whether the printed issues are typed and duplicated, printed letter press, or the products of computer printout.

It is proposed that each printed issue of the Saudi Arabia national bibliography conforms to the following:

a) the use of an international paper size. One of the most convenient formats followed by most of the national bibliographies is size A4 (28cm x 21cm)
Each page can be divided into three columns, and can accommodate 30-35 main entries. It is also recommended that where possible good quality non-acid paper be used;

b) a clear and unambiguous layout and typography of cover and title page, which must include the proper title of bibliography and the period which the issue covers; the name of the publisher, and the date of publication with the ISSN in the top right-hand corner. The reverse of the title page must include: copyright information, the catalogue-in-publication entry; details of availability; prices, etc. and details of printing.

c) Each number should consist of an introduction, the main body of text and indices. The introduction should state the basis for record-coverage frequency, arrangement, bibliographical and cataloguing tools used; also it should list special terms used with definitions and abbreviations. It must also give an outline of transliteration schemes (if used). Lists of publishers names and addresses should also be included.

The arrangement of entries in the Saudi Arabia national bibliography can take the form of three separate sequences:
a) a classified sequence where main entries are arranged in a systematic order according to the classification scheme in use;
b) author, title and other added entries;
c) an alphabetical subject index.

(4) Frequency and speed of production:

Two other very important criteria for judging the efficiency of a national bibliography are those of frequency and speed of production. The Saudi Arabia national bibliography must be published at regular, frequent intervals, which would mean that priorities for manpower resources would have to be clearly established. This will be crucial because Saudi Arabian researchers, particularly social scientists, educationalists, scientists, engineers, need to be up-to-date in knowing what is written in their particular field of interest. Thus the speed of production of a national bibliography is of great importance.

The most common practice is a weekly publication with monthly, yearly, and probably five-yearly cumulations. It is suggested that the Saudi Arabia national bibliography should be issued on a quarterly and annual basis in the first instance. Efforts should be made to limit the time lag between publication date of a document and its appearance in the Saudi Arabia national bibliography.
The following are areas for action:

a) encouraging publishers to deposit their publications with the minimum of delay;

b) limiting the processing time - cataloguing, classification, production of cards, etc. - by the application of modern methods of reproduction;

c) minimising the printing time by following closely every step of the printing process, and if possible by the use of a mechanised system;

d) organising an efficient despatching and distribution service, possibly including using the services of an outside commercial agency.

7.6.4 Cataloguing-in-publication in a Saudi Arabia national bibliography

Even the larger and well organised national bibliographic agencies find it difficult to maintain a consistent work flow. Delay may occur before deposit within the agency, or in the production of the printed issues.

One solution to match more closely the appearance of a publication and that of its bibliographic record is through cataloguing-in-publication (CIP) programmes, that is, through cooperation schemes where author, publisher, printer and the national bibliographic agency, are brought together and the bibliographic record is prepared in the agency before publication,
using information, obtained from the publishers or from galley proofs supplied by them. The record is then included in the publication, on the reverse of the title page or inside the last page. The printed BNB and UK/MARC tapes include CIP entries, and their increasing numbers help to improve the usefulness of these bibliographic services, not only in identification, but also in the selection and book ordering contexts. (24)

To introduce cataloguing-in-publication in Saudi Arabia would not only require highly qualified staff and very competent cataloguers, but also the cooperation of publishers, librarians and the SANBC to be successful. Gaining the support and cooperation of all those included, however, is acknowledged to be one of the most difficult tasks. (25)

Saudi Arabia's publishers must thus be persuaded to include within their schedules, time to permit galley proofs to be submitted to the SANBC, to enable it to print the CIP entry in each copy of the publication. Conversely, the Saudi Arabia national bibliography must ensure speedy cataloguing and return to eliminate delay and ward off any complaints from publishers. Libraries can then use the CIP entries as the basis for their catalogues, editing or expanding them as local need demands.
The advantages of introducing CIP to Saudi Arabia would include:

a) simultaneous availability of a publication and of its full bibliographic record with the consequent possibilities of improved current awareness services, and earlier supply;

b) overall saving on cost; greatly improved, standardised cataloguing to international requirements, particularly if a widely used international system of classification e.g. Dewey Decimal Classification, etc. is used, with uniform subject headings. This will result in:

c) an improvement in the quality and value of library catalogues and the Saudi Arabia national bibliography with fewer delays between publication and inclusion, and greater standardisation;

d) improvement of cataloguing in all Saudi Arabian libraries where the CIP inprint in the publication acts as a useful cataloguing aid, essential where many libraries have no professionally trained cataloguers.

At this stage in library development in Saudi Arabia (with the absence of a national library and national bibliography) the Saudi Arabian government, being the largest publisher in the country, could take a leading
role in introducing a CIP programme. Clopp supported the view of governmental responsibility on this question. (26) We suggest the government could help by presenting author names in such a way that it is immediately apparent which part is the entry element for the bibliographic record. This would ensure consistency in name usage, particularly for old Arabic Muslim names. (See section 8.5.2)

7.7 LEGAL DEPOSIT

The establishment of a successful national bibliography cannot be attained by voluntary cooperation alone. Although such cooperation may be widespread and indispensable, many may abstain from it through indifference, self-interest, or simple ignorance. To ensure this cooperation, comprehensiveness of coverage of the national bibliography, and in turn to achieve the completeness that Universal Bibliographic Control demands, some form of legislation is required. In most countries, this involves laws concerning legal deposit.

Originally, deposit laws were envisaged as a form of censorship, to supervise publishing activity within a country. Deposit copies were also considered as a means of granting special privileges to particular libraries and to the establishment of comprehensive national collections. It is only in the past two
decades that the creation of the legal deposit system took place and it is only in more recently enacted deposit laws that there has been recognition that one of its purposes has been to build up the national collection.

Legal deposit in Saudi Arabia could have several aims: to protect the rights of the Saudi Arabian authors, to maintain a system of censorship and to ensure the preservation of the Saudi Arabian literature. Whatever method is used and whatever the purpose of legal deposit, in every country at least one copy of everything printed or published should be legally requested to be deposited in the national library.

There are differences in comprehensiveness in coverage resulting from the kind of stipulation to the persons on whom obligations to make the deposit rest, in the number of copies to be deposited and in the period in which deposit has to be made. In the Arab countries, there are still countries such as Saudi Arabia, Jordan, Bahrain, Qatar, etc., with no deposit laws, and in others such as Egypt, Iraq, Kuwait, etc., the laws have not yet been revised to meet modern needs.

Saudi Arabia has no legal deposit legislation and the following recommendations must be made:
(i) An up-to-date continuously revised legal deposit law must be enacted in Saudi Arabia to achieve national bibliographic control.

(ii) It must state specific requirements, necessary to facilitate identification and access to the recorded material, and must maintain currency in relating users' requirements to publishing practices and patterns, thus must effectively enforce its stipulations.

(iii) We must ensure that material deposited includes all physical objects in whatever form, which have informational content and are produced in multiple copies for distribution. Thus the Saudi Arabia deposit law should cover not only books, pamphlets, periodicals and reports, etc, but also non-book materials such as maps, musical scores and sound recordings.

(iv) Terminology and vocabulary must be analysed and standardised to avoid ambiguity and misinterpretations and ensure uniformity for all types of materials covered.

(v) There is also the necessity of ensuring that our deposit law covers the products of all publishers, printers, etc.
(vi) The responsibility to deposit material must be shared between author, publisher and printer, to ensure prompt deposit and to include material which does not pass through the usual publishing channels.

(vii) The number of copies required to be deposited must be stipulated. The total must be kept to a minimum - multiple copies will strain the resources of publishers and printers and may lead to some ignoring the law. One copy would in principle serve for creating the bibliographic record and inclusion in the national collection, where two would better serve for dissemination and preservation purposes. Three copies are recommended as an ideal, serving the additional objective of maintaining a lending deposit collection in the Saudi Arabia national library. A minimum of two copies for works by Saudi Arabians published abroad should be requested for deposit.

(viii) A time limit for deposit needs to be stipulated - a maximum of six months is recommended to ensure prompt and effective bibliographic control.

(ix) In the absence of a national library in Saudi Arabia, one of the university libraries in Saudi Arabia would be the depository library as a temporary solution, until a national library is established.
(x) The methods of control to be used must be stipulated. If fining defaulting publishers or printers is to be introduced - as it has been with a fair degree of success elsewhere - or if other more effective means of ensuring compliance are to be used, i.e. withholding copyright protection as in the United States. The allocation of ISBN's or ISSN's as possible means of control is more in keeping with our present requirements of bibliographic control in Saudi Arabia, giving a control by withholding the number until deposit.

7.8 A SAUDI ARABIA LIBRARY ASSOCIATION

A Saudi Arabia Library Association should be established as a result of the urgent need for a professional association to unite the efforts of libraries in Saudi Arabia and to help in the development of all aspects of library work in the country, not least in the social sciences. There are many difficulties which face Saudi Arabia as a developing country. Shortage of professional librarians and limitations of trainee programmes are the main obstacles for carrying out widespread action and making the necessary achievements possible in the library field.
A Saudi Arabia Library Association would be taking on the many responsibilities of this 'heavy burden and it would, it is hoped, do its best in solving the problems, finding satisfactory remedies and leading the way for all librarians and libraries in Saudi Arabia, through offering professional and technical assistance to generalist and specialist library and information workers, including those in the social sciences. A Saudi Arabia Library Association should state its aims and purposes as follows:

(1) To unite the efforts of libraries and those who are interested in libraries through conferences concerned with services to readers, bibliographical matters, staff development, professional standards and other aspects related to libraries and information centres, which lead to better service, better organisation and better administration.

(2) To contribute to the development of library services in Saudi Arabia and to cooperate with librarians in the Arab countries and in other countries of the world.

(3) To develop library management and administration and seek to improve all its aspects and elements.
(4) To encourage the establishment of libraries and extension services.

(5) To improve the status of librarians and their professional qualifications.

(6) To promote legislation pertaining to public libraries, school libraries, university libraries and special libraries, together with specialised information centres, and its adoption in all parts of Saudi Arabia.

(7) To encourage the establishment of reference and lending libraries for public use.

(8) To encourage the authorities concerned to draw up library laws and bye-laws and to assist in the promotion of such legislation as may be considered necessary for the development of library regulations and library administration.

(9) To encourage bibliographical research and other related studies.

(10) To collect, arrange and publish library information statistics and reports, and publications of interest to members of the Association.

(11) To establish and maintain a library and to organise and conduct courses in library science.
A Saudi Arabia Library Association should contact all libraries in Saudi Arabia, getting in touch with librarians to encourage them to join the Association and to further the efforts of librarians in tackling their problems. The Saudi Arabia Library Association must register individuals and representatives of establishments such as ministries, departments and foundations.

A Saudi Arabia Library Association should begin to establish a series of branches in a number of districts. The following branches might well be established:

1) Abha City in the Southern district of Saudi Arabia.
2) Riyadh City in the Midland district of Saudi Arabia.
3) Jeddah City in the West district of Saudi Arabia.
4) Dammam City in the East district of Saudi Arabia.
5) Hail City in the North district of Saudi Arabia.

The Association would organise general library conferences and provide the opportunity for its members to attend lectures delivered under its auspices by eminent librarians from Saudi Arabia and abroad. In response to the urgent need for professional librarians in Saudi Arabia, the Association would organise training courses and invite lecturers from abroad to speak on different subjects, to the members and other citizens and participate in a number of meetings and seminars relating to library activities.
Owing to the shortage of library science books in Arabic which creates difficulties in this field, a Saudi Arabia Library Association could issue a periodical, per quarter of the year. It could feature articles in librarianship and other related subjects both in Arabic and English, with those in Arabic accompanied by abstracts in English. The issues of this journal could be distributed to the members and other libraries in Saudi Arabia, to other Arab countries and a number of foreign countries.

A Library Association of Saudi Arabia could organise international exhibitions for books and other local exhibitions in Saudi Arabia promoting relations between different professionals in the information world, publishers, printers, booksellers, radio stations, etc., participating in committees relating to books libraries and joining book exhibitions. A Saudi Arabia Library Association should contact the international organisations such as IFLA, ALA and SLIP, which contribute a great deal through reports and meetings. It should also organise exchange visits and lectures, and exchanges of publications with other foreign sources. Some of its members should attend international conferences. A Library Association in Saudi Arabia could play an effective role in the fields of standardisation and cooperation. It could also help to solve problems of cataloguing and classification, problems of publishing a national bibliography for Saudi Arabia, and assume
a leadership role in planning, organising and developing a nation-wide system of coordinated public libraries, school libraries, special libraries and academic libraries, which could adequately serve the needs of all the people of Saudi Arabia.
REFERENCES


8. Ibid.

9. Ibid.


8.1 LIBRARY OBJECTIVES

As the head of an organisational unit the librarian has management responsibilities for staffing, training, budgeting and related activities. When the library is being established, however, the planning of activities and the coordination of decision-making are perhaps the most important. A starting point for the consideration of library management questions might be the following statement of the requirements for good library organisation:

Library service ... is assumed to be effective to the extent that it meets the following requirements: 1. provides the needed informational services of high quality. 2. Facilitates the long range development of adequate collections and bibliographic tools. 3. Adequately provides for procurement and long range development of competent staff of sufficient size to render consistent service, and 4. provides these services at minimum cost. (1)

The requirement that the library provides needed information services implies that "needs" must be known. The general needs of the organisation may be listed and clarified in the process of investigating, planning, and determining what the library will do. They should be further specified by the librarian and this is usually one of the first tasks a new librarian assigns himself. Careful analysis of information needs
also contributes to decisions about the placement of the library in the organisation and to plans for future expansion of the library service.

The needs of the organisation are, of course, the primary determinant of the library functions to be performed. The librarian can advise on the final choice of functions in the process of discussing and investigating specific needs with those whom the library will serve. The operations or methods of carrying out the functions can then be determined according to the budget planned and the relative costs, efficiency and applicability of various methods. These factors may influence the level at which the function is performed, since it may be found that high manpower requirements for one function make it impossible to fulfil at the present time or that a new method or type of equipment makes it economically feasible to do a better job than was planned for another function.

Quality standards and level of cost are related to the adequacy of staff and collections, to user needs, and thus to the level of function. The degree to which the library user must search for material himself or evaluate materials for pertinence to his question will vary with the skill, experience and size of the library staff and with the man-hours provided for performing
search and evaluation functions. Since qualified, trained staff are essential to maintain good service, it is important to recognise that it takes time on the job for staff members to become familiar with the organisation and its needs and to include allowances for training time when expanding the staff as well as when filling vacancies.

In most cases, however, when objectives and functions have been carefully planned, the librarian will establish the most economical processes to accomplish the objectives and no more. It should be noted again that considerable differences in the type and extent of services are evident from one library to another. Factors such as the size of the organisation, the kind of organisation, the field it is in, and the degree of emphasis on research may be responsible for these differences. The degree to which the organisation has been accustomed to use printed information and the success of the librarian in discerning needs and providing dynamic service influence the type and extent of services and the effectiveness of the library. (See Fig.8.6)

8.2 PLANNING LIBRARY STAFF

The shortage of trained, professional staff creates problems for social science libraries in Saudi Arabia. The training of librarians at the present time, is by
Fig. 8.6 Social Sciences Library Functions Structure
short courses organised by the Institution of Public Administration or through the four-year courses conducted by the University of Mohammed Ibn Saud in Riyadh City and King Abdul Aziz University in Jeddah City, which lead to a postgraduate diploma in librarianship. These courses are generally insufficient to provide Saudi Arabia with the qualified, trained personnel it needs, thus there are many gaps where there are no qualified librarians available. For instance, there are no subject specialists in the social science libraries in Saudi Arabia, able to take responsibility for certain subject areas in dissemination of information, selection, producing subject bibliographies, reading lists and such - tasks which must be performed by professional librarians with subject knowledge and experience.

To overcome the scarcity of trained personnel a department should be set up for personnel affairs in the central agency for social science libraries to be concerned with various aspects of the social science libraries staff. Among the major tasks of this department would be the following:

1) To persuade government authorities of the essential value of social science libraries services and their contribution to the overall socio-economic and educational development
and to establish general recognition of
the field as a learned discipline.

ii) To change the civil service commission's
rules and regulations which do not distinguish
between professional and clerical personnel.
Recruitment should be based on an established
formula which states the minimum requirements
for personnel qualifications. It is further
suggested that there must be a sufficient
probationary period with periodic review of the
performances of all individuals.

iii) To provide the central agency for social
science libraries with control over the
recruitment of all personnel, whether
professional or clerical.

iv) To create more suitable working conditions
as a means of improving the efficiency of
the library itself, and, at the same time,
make the profession more attractive to
candidates with appropriate attitudes,
aptitudes and personal qualifications, to
meet the library's needs. These persons
would then serve in the best interests of
the social science libraries services.
This aspect could be approached through the
creation of job descriptions and position
classifications as well as emphasis on individual promotion and staff development.

8.2.1 The library staff planning process

The staffing plan is the complex task of forecasting and planning for the right members and the right kinds of personnel, at the right places and the right times, to perform activities that will benefit both the organisation and the individuals involved.

The effectiveness and quality of the staff planning process depend upon one to four stages and these are represented in Figure 8.7. The first stage, evaluating the existing staff resources, is concerned with finding out about the people who work for the organisation, how old they are, what skills and talents they possess, what their expectations are, whether they are likely to stay with the organisation or whether they are looking for another job. The second stage, the calculation of the losses of existing staff members which will take place during the forecasting period, looks at the rate at which people leave the organisation and their reasons for so doing, and attempts to estimate the overall rate of wastage and the impact of any future changes in hours and conditions of service. These first two stages together make up the supply side of the process. Stage three is concerned with demand. Here
Overall Objectives of the Library

Supply Forecast

Stage 1
Evaluate existing staff resource

Personnel records

Stage 2
Calculate losses of existing staff at end of period

External labour market influence

Stage 4
Planning to bridge between known staff resources and those required at the end of the period

Output per head Staff Utilisation

Stage 3
Assessment of staff resources requirement at the end of forecast period

Wastage

Salaries

Redeployment

Changes in hours and conditions

Career planning

Recruitment

Fig.8.7 Diagrammatic representation of staff resources planning
we are looking at the staff members' requirements at the end of the forecasting period. This will depend on any planned service developments, on any changes in productivity, or output per head, and on any changes in the overall utilisation of staff members. (2)

These three stages all come together in stage four which is the preparation of the actual plan. This will look at the future in terms of the impact on the careers of staff, the salary structure, the training need, the likely future recruitment and the potential for redeployment of staff. It will look at what is called for by the overall planned development of the services, and will assess what is possible. In the light of this assessment it may be necessary to alter the overall objectives of the library, for it the staff resources are not going to be available then there is little point in planning the introduction of a new service or any other development.

Thus the staff resources planning process fits within the pattern of planning which has been developed for other resources principally, in the context of social science libraries, library buildings, the planning of the labour force is no less important and should be regarded as an integral part of the planning process within the library.
8.2.2 Organisational plan for staffing

There are several principles which are useful in setting up an organisation structure:

i) There must be clearcut lines of authority. Normally, a person should have only one supervisor.

ii) There must be a distinction between line and staff positions; line positions are those in which the persons have authority to supervise others; staff positions are those in which the persons serve in an advisory capacity.

iii) There should be an adequate number of supervisors.

iv) In large units, there should not be an excessive number of people reporting directly to the manager.

v) There should be an organisation chart which is made freely available to employees in the unit and which is kept up-to-date.

There are no exact formulae by which one can prepare an effective organisational plan for a given unit; if there were a great deal of the success of a unit would depend upon the type and quality of the people involved. An organisation which is perfect or proper
may not function as well as one less skillfully
organised if the people involved are not well suited
to their positions.

The following are examples of organisation charts;
Fig. 8.8 is for a relatively small staffed social
sciences library and Fig. 8.9 for a larger staff unit.

Note in Fig. 8.8 that the secretary is in a staff
position and does not supervise anyone, whereas the
reference librarian and the cataloguer are in line
positions since each supervises one person. Job
titles should be as descriptive as possible. In the
absence of the manager or the librarian, either the
reference librarian or the cataloguer could serve as
the acting manager of the unit.

Note in Fig. 8.9 that the assistant head librarian
reports directly to the head librarian and the head
librarian reports to the administrator as do the
four librarians and the secretaries. Each of the
unit librarians supervises from one to four employees.

While the boundary lines between sections are
distinct, during unusual period employees could be
temporarily "loaned" from one unit to the other.
Unusual work loads, temporary staff shortages due to
illness or vacations, or periods with unfilled positions
Fig. 8.8: Small staff members
Administrator

Head Librarian

Assistant Head Librarian

Cataloguing Librarian

Cataloguer

Indexer

Shelver

Abstractor

Catalog. Clerk

Typist

Reference Librarian

Reference Guidance

Circulation Clerk

Typist

Acquisition Librarian

Acquisition Clerk

Typist

Specialists Librarian

Media Specialist

Literature Searcher

Translator Editor

Information Specialist

Typist

Fig. 8.9: Larger Library Staff
are typical instances of situations in which the manager must be flexible about assignments.

The position of the library in the sponsoring organisation is another factor to consider when setting up the organisation structure of the unit. The manager usually has little say about where the unit is to be placed in the general scheme of things, although on rare occasions top management may ask for recommendations.

The quality of the social sciences library's personnel is the most important factor in the effectiveness of the library as an information function of the social sciences as specified below.

1. The Social Sciences Library Administrator

The social sciences library administrator is responsible for all administrative and professional functions of the library which are:

- Determine library policies consistent with the objectives of the organisation.
- Represent the library in the organisation's administrative and planning sessions for the purpose of effecting changes in the library's operation.
- Interview and make final selection of all applicants for positions on the library staff in cooperation with the responsible administrative officer.

- Suggest salary ranges for the library staff and evaluate performance in accordance with organisation policy.

- Train and supervise all staff members.

- Prepare job descriptions that define duties, responsibilities and requirements of all positions.

- Maintain effective communication with and among all staff members and keep them informed about policy matters that affect their work.

- Provide for staff participating in interpreting the library's policies and services to the organisation.

- Establish procedures for all operations essential for the efficient management of the library.

- Institute policies and assume responsibility for acquisitions, organisation, and maintenance of the library's collection.

- Plan, organise and evaluate the library's services.
- Work with architects and planning specialists on problems relating to space and equipment requirements of the library.
- Plan and justify a budget and the library services.

(i) The social sciences library administrator's personal qualifications

The administrator should hold a degree from a library school of recognised standing and have three years of professional experience in a social sciences library; or he should be a subject specialist in the field pertinent to the organisation's work, who has demonstrated his professional competence through at least three years of professional experience in social sciences libraries or in special libraries.

The administrator should have administrative ability and a knowledge of, or an aptitude towards an organisation's functions and special areas of activity. Other qualifications include analytical ability, capacity for investigation, and perseverance and thoroughness in searching for facts and information, personal qualifications include judgement of a high order, flexibility, tact, poise, and initiative. These qualifications are important for all librarians.
2. The librarian and assistant librarian

The librarian and his assistant are responsible for those functions of the library that are delegated to them by the administrator, usually in the area in which he has special competence. Additionally, they must be equal to take charge of the whole library operation in the absence of the library administrator. The librarian and his assistant are responsible for classification and cataloguing.

The qualification of the librarian and his assistant should complement those of the librarian so that between them knowledge of the subject and of its literature, the necessary language and technical librarianship are available. (3)

They should be graduates from a college or university with a B.S. in Library Science and they should also have a degree leading to M.L.S., social sciences majors being preferred.

3. The specialist staff

The specialists other than librarians may be part of the professional library staff. In large social sciences library systems, optimum efficiency is attained through the employment of personnel who specialise in one or more of the services provided.
In addition to subject knowledge, usually an advanced level in the subject field pertinent to the organisation, they require other special skills. The special positions described below may be filled by staff members who may or may not be librarians.

(i) The media and information systems specialist

He should be capable of organising non-book material: selection of appropriate non-book materials, keeping the organisation's staff and other users informed of recent developments related to social sciences material and should be responsible for maintenance and issue of non-book materials.

He should investigate new and changing techniques for handling information, particularly in the areas of computer programmes, micro-documentation, flow-charting and statistical analysis.

(ii) The literature searcher

He utilises his knowledge of the organisation of the subject literature and of the literature itself to make systematic searches to locate specific facts, or to compile bibliographies. Formal library or bibliographic training is an
asset in the efficient use and interpretation of the library collections, in organising the results in bibliographic form, and in writing reports of investigations.

(iii) The translator

He should be proficient in one or more foreign languages, translate articles, reports, correspondence and other material into English.

(iv) The abstractor

He will use his writing and analytical abilities to summarize the essential factual content of articles and reports for card indexes and abstract bulletins.

(v) The indexer

He will analyse publications in depth by using special subject headings, thesauri of descriptions, lists of special vocabulary systems developed for storage and retrieval by computer or other means. The indexer may also develop codes for machine indexing.

Professional staff members have a continuing responsibility in furthering their education. In addition to being informed on current developments in librarianship.
and information technology, staff members should be encouraged and supported in programmes of study and reading in the fields of knowledge related to the organisation they serve. In some instances this programme should take the form of formal courses; in others self-study may be appropriate.

Staff members should be encouraged to contribute to their fields by engaging in committee work, holding office, attending local and national meetings, professional responsibilities including the communication of ideas and experiences through published papers and conference presentations.

4. Clerical staff members

The clerical staff members are responsible for the clerical tasks that support the professional staff's work. Some of the duties typically performed by clerical staff members are the following: ordering publications, checking in and routing periodicals, circulating materials, filing publications, cards, etc., preparing material for binding, performing photoduplication and messenger work, maintaining and requisitioning supplies, assisting in technical processing and secretarial work. (4)

Clerical staff members should have a high school education as a minimum and be formally trained in the use
of typewriters and other business machines such as key punch. They should be selected with specific reference to the technical skills and personal qualifications needed in the jobs they fill.

8.2.3 Staffing training

The planning of staff training provides the information necessary for the operation of a successful training programme. Training should be related to future job requirements, both from the point of view of the development of the service and from the point of view of the individual wishing to develop his or her skills. To do this successfully it is necessary to have a clear idea of the future needs of the service in terms of levels of work, specific skills and, in many cases, attitudes, against which can be matched the expectations of the staff.

The speed and ease with which new staff learn the duties required of their positions depend largely upon the quality of the training they receive from supervisors. A carefully planned programme is a necessity if training is to be accomplished with a minimum of time and the maximum of thoroughness. It ranges from a general orientation concerning basic facts about the sponsoring organisation, to very small details regarding the staff's specific duties.
Besides brochures and leaflets available from the personnel department, the staff should be furnished with adequate information about the social sciencelibrarys, such as the organisation chart, any statement about the goals of the unit and a procedures manual. These materials while helpful, provide only a minimum of help to the new staff, the chief need is for clear explanations and guidance until tasks are learned.

A supervisor may be able to ask an experienced staff member to help in the training process, but the responsibility still belongs to the supervisor. The supervisor should periodically have short talks with the new staff, allowing more and more time between conferences as the person learns the work. The slower the person is to learn, the more attention should be given by the supervisor or an experienced member of staff. If tests are appropriate to check the results of training, every step should be taken to make the person feel at ease. If the new staff member is not doing well, problem areas should be explained and clarified as soon as possible. Obviously, errors should be pointed out in private and presented in as considerate a manner as possible. Stern admonitions should be saved for the staff member who is not making an effort to do the job well.
8.2.4 Procedure manuals

A necessary companion for a job description is a procedure manual. This is a detailed listing of duties to be carried out by each position, along with enough descriptive information to enable a person to perform the duties with little supervision. Such manuals are invaluable aids in training new employees, particularly if the last incumbent is no longer available to aid in the process. The manuals must be kept current in order to avoid time-consuming updates.

Procedure manuals should be organised into broad categories of duties, then subdivided into smaller tasks. The inclusion of sample forms is an aid to clarity. Naturally, manuals for professional jobs would have less in the way of detailed "how-to-do-it" instructions than one for a clerical post. A loose-leaf format facilitates updating. An article by Wender (5) describes the nature and use of procedure manuals and also stresses an important point, namely the need for supervisors to make incumbents in positions comfortable about recommending ways for improving procedures at any state of their employment. She feels that a despotic library administrator could so dominate the process of establishing and recording procedure that employees would never be consulted and would develop a feeling of antagonism towards the manager-decreed rules.
8.3 PLANNING LIBRARY MATERIALS

8.3.1 Materials development policies

It is sometimes said that one cannot plan the building of a collection in social science libraries because interests change too often and urgent, last-minute demands for items cannot be fitted into a set policy. The conditions do exist in many special libraries, but that does not mean it is impossible to systematically build a collection. A collection development policy should be flexible enough to allow for incorporating new fields and dropping old ones, as well as accommodating the inevitable need for acquiring miscellaneous items on a rush basis. Unless numerous items are being ordered daily on an emergency basis, emergency purchases should not be considered as important as building a collection following some guidelines. It is true that there are times in many sponsoring organisations when changes in goals result in days or even weeks of crisis or upheaval, forcing the libraries to obtain materials on a rush basis. Fortunately, these crises do not occur so often that libraries should plan their collection policies around them. Therefore, it is recommended that policies for building a collection be established and that accepted principles governing selection be followed. Occasional emergency purchases of odds and ends that may or may not fit the policies should not affect the building of a good collection. (6)
8.3.2 Selection principles

There are several basic principles that enter into the decisions about what to add to a collection. Some of the major ones are:

- Subject matter. This is probably the most important consideration for the average library. The contents must match the fields of interest of the library's sponsor.

- Language in which material is written. Clients who are fluent in foreign languages can profit from foreign language materials. Periodicals published in foreign languages are often more useful than monographs because of translated contents pages and abstracts of articles.

- Duplication of other works. Some excellent books and periodicals might be passed by simply because they duplicate similar materials already in the collection. Libraries may have an intense need to purchase every work on a particular subject, but in most libraries funds are not usually spent for more than occasional duplications of other works.

- Status of the author or publisher. There are famous authors whose works are so sought after that each of their books is worth acquiring. The same is true for certain
publishers. Their record in producing high quality works may be so good that libraries tend to add a new title if it is at least close to the interests of the library. Publications sponsored by important societies and institutions also fall into this class - their sponsorship may ensure that certain libraries automatically subscribe to or purchase a work.

- Date of publication. The age of a monograph often has a great deal to do with its appeal. In an engineering library, for example, a book limited to the technology in use twenty years ago would normally be of no interest unless it happened to be a classic work. However, in an art library a twenty year old book might still be the most useful work on the subject; if it were hundreds of years old it might be even more important. Those social science libraries which maintain collections of the history of a topic would find older works of interest, but most units cannot afford the cost, space, and staff time for such a collection.(7)
1. Monographs

How does an organisation's librarian set about acquiring materials for its library? A vast amount of material is undoubtedly already housed or scattered in every organisation, but its existence may be practically unknown to the majority of the staff since it is unorganised. Furthermore, in today's information and publishing explosion, a great deal of valuable material comes to every organisation unrequested, and no special effort is needed to acquire it. There are two broad categories of material: (1) that already in the organisation which is not being put to use because of the lack of arrangement, and (2) that outside the organisation, which must be acquired. The latter publications constitute the greater part of most libraries and may take many forms - books, periodicals, newspapers, pamphlets, technical reports, reprints, translations, surveys, clippings, loose-leaf services, microfilms, patents and government documents, to mention a few of the most common.

(i) Materials on hand in the organisation.

Among important items in this category are of course books and periodicals. There are also such items as minutes, annual reports, confidential memos, research reports.
The professional librarian's unique contribution to this situation is his ability to ferret out and organise this material as well as to set up a planned policy of acquiring additional material. But before the librarian attempts to acquire material, it is imperative, for reasons of efficiency and economy, that a careful check be made to determine what is already on hand.

In the process of this search for existing material, the librarian will determine which subscriptions to periodicals and services are in effect and to whom each one goes. Much duplication may be discovered and some can be eliminated through centralised library ordering and routing of periodicals and services.

No doubt much non-essential data will be brought to light by the search, much that is out of date and valueless. Only that which seems of value will be processed and kept; the worthless material will be destroyed. It is expected of course, that the librarian will exercise caution in destroying items that may have future value. Material of potential value should be set aside for later review when experience will prove or disprove its worth.(8)
(ii) **Material to be acquired**

As soon as the librarian is ready to begin adding new publications to the collection it is important that he plans with management what the scope of the library will be. In the beginning it may not be possible to define exactly the limits or areas to be covered, but in general, it can be said that an organisation will want to collect all information essential to its present and future programmes, and the library will attempt to acquire all information it may reasonably be called upon to furnish staff members. The potential value of a library to its users is based almost entirely on its selection policy, past and present, which determines the nature and extent of its holdings. Needless to say, the librarian will continually evaluate the scope and adequacy of the collection in the light of changes in emphasis or new developments in the organisation's activities.

There have been many improvements in all types of microform equipment, and as they have become less expensive, many social science libraries now have microfilm and
microfiche readers and reader-printers.
Census data are now available on microfiche
and tape and some social science libraries
collect and use these. (9)

The librarian of social science libraries will
always keep in mind the possibility of borrowing
from other libraries in the area, for through
interlibrary loans he can obtain materials
the organisation would not add to its own
collection. The policies and procedures for
borrowing on interlibrary loan have been set
down by the ALA in its "National Interlibrary
loan Code, 1968". Social science libraries
however, frequently borrow from each other on
a more informal basis. Few of them will
attempt to cover many fields completely, and
it is becoming increasingly important for
libraries to cooperate with each other in
developing areas of responsibility.

In the process of acquiring new material
for the library, it should be remembered
that it is as important not to collect,
process and keep nonessential information
as it is to acquire that which will be of
value. Thus the librarian becomes the
arbiter and may find that he throws out
almost as much as he keeps. However, the
saving in time, space and labour in weeding
is inestimable.
(iii) Other monographic works

Other published materials which appear in monographic form and represent useful works of a research nature are:

- Dissertations and Master's essays. Such works appeal chiefly to those wanting research materials on a narrow topic; they can pertain to any discipline.

- Conference proceedings. These publications often represent the first form in which research materials are published, and thus present relatively new data, depending upon publication schedules, and they can pertain to any discipline.

2. Periodicals

If there is one single type of publication which could be generally regarded as the most important for social science libraries it would have to be periodicals. The reason is two-fold. Firstly, they tend to be much more up-to-date than books, and secondly, there are so many different types of periodicals that one can usually find a specific article on almost any topic desired.
While a typical social sciences library may not have thousands of subscriptions in its collection, it may have all the major ones devoted to a particular subject field. A library serving an insurance company, for example, may have only 200 periodical subscriptions but still have all of the important titles in that field.\(^{(10)}\)

While American and English social sciences libraries do not seek foreign language books to any great extent, certain foreign language periodicals might be necessary to have. Many of them do have extra contents pages in English, and a few have abstracts of the articles in English as well as in the original language. Social sciences libraries in Saudi Arabia have English books and periodicals more than books and periodicals in Arabic.

3. Other serials

A wide variety of publications are issued in serial format, with publishing schedules ranging from annually and biennially to once-a-day. Each type has its value and place in certain collections.

- Newspapers. They are invaluable for detailed accounts of certain events.
- Newsletters. Newsletters are reliable sources of current, detailed information of a very narrow scope, such as a particular metal, a particular financial topic.

- Review series. These publications are often issued on an annual basis, presenting a summary of important developments in narrow disciplines during the past year. They can pertain to any discipline.

- Yearbooks. Such books commonly consist of statistical data for the past year, often in tabular form. They too, can pertain to any discipline.

4. Reference tools

It is important that carefully selected reference tools be readily available. The need for quick answers to enquiries requires that there be enough reference works available covering likely fields of interest. However, since no collection can be adequate for all enquiries, the reference staff should have enough alternate sources to avoid lengthy delays in finding answers. Some of the major types of alternate sources are cited below:
Abstracting and indexing services. Because of the importance of periodicals to social science libraries, it is essential that they have adequate means of locating articles of interest. Multiple indexes are needed since no single indexing service will suffice. The advent of computerised databases has provided a valuable alternative to printed indexes, although many libraries prefer to have both. Sometimes simple questions can be answered more quickly using a printed index than getting online for that one query; also, many databases cover only a few recent years at this stage of development, making reliance on printed indexes necessary for older material. Some of these indexes and databases concentrate on technical reports or government documents; some are restricted to periodical articles; and others cover a mix of formats, including monographs and conference proceedings. Their cost is not low, but they are indispensable when they cover the fields of greatest interest to a library. (11)

Other reference tools. It would be beyond the scope of this study to describe the nature of all types of reference works and books, encyclopedias, dictionaries, bibliographies, directories, and guides to the literature, to cite a few examples.
A wise choice of reference tools is imperative if reference staff are to function adequately.

5. Nonprint materials

Included in this category are any nonprint materials which have informational value, whether commercially prepared or not.

- Graphic forms. The forms include pictures, photographs, motion pictures, video tapes, film strips, slides, drawings, video discs, and related types of material. They appeal to many types of library, depending upon their content and purpose.

- Audio forms. These materials include audio cassettes, phonorecords, soundtracks of films and other types. They have a wide appeal, depending upon their content and purpose.

6. Government documents

Most national governments issue lists of official publications. The library should have the United States Monthly Catalog of Government Publications; the British Government publications and Bibliographie Selective des publications officielles Francaises. Documents may be purchased from the national printing offices, or often procured on request to the Cultural
Attache of the appropriate Embassy. Certain series of government publications may be obtained on subscription and some countries issue numerous social science periodicals. Placing standing orders through a book dealer for all publications of a certain government agency may sometimes be the only way to get the material, but a direct order to the issuing agency may be more effective, and in some cases, the material may be obtained free.

7. Duplicate exchanges and centres

Many libraries with surplus material distribute lists of such material which other libraries may obtain on payment of transport costs. National exchange centres are especially important to foreign libraries. For example, the United States Book Exchange Inc., Washington, and the British National Book Centre, National Central Library, London.

Libraries may send requests for wanted items to these centres and, if the material is available, pay shipping charges and a small fee for each item, or a membership charge for the centre's service. The centres distribute lists of material available. Libraries should have material to contribute to exchange schemes, and be prepared to pay handling and shipping costs, when making enquiries to an exchange centre.
8. Unpublished printed materials

This category consists of materials which are less apt to be prepared and marketed by publishing firms. Most are from sources which issue these materials to provide information, not to generate profits. Many types are severely limited as to the sort of libraries which would want to collect them.

- Patents. Generally, patents are of interest only to technical libraries concerned with the current state-of-the-art, special commercial indexes and for abstracts which are also available.

- Technical reports. These reports can be concerned with technical matters as well as with issues in the social sciences. They largely are aimed at those well-versed in a particular subject.

- Trade catalogues. Catalogues promote the sales of commercial products. Readers should be wary about their accuracy, but they do provide detailed information which is not easily found elsewhere.

- Standards. Published standards consist of specific descriptions of prescribed ways of preparing a product or carrying out a certain process. They are chiefly of interest to sci-tech libraries.
- Government publications. These documents cover a very wide range of topics including the social sciences, humanities, and technical disciplines. They have a wide appeal; they range from statistics to research topics.

- Maps. Maps serve a wide range of interests, including technical, historical, economic, geographic and artistic.

- Archival materials. While almost any of this category would be part of an archives, archival items are more apt to be business correspondence, business records, statistical data, personal correspondence, diaries and similar items. They have legal, financial, and historical value.

9. Reference

The references section lists eight guides to the literature for major subject areas. The titles cited are only a fraction of those which deal with the topic of library materials. It is a representative selection. Some are more thorough and more carefully prepared than others, but each should be useful in its particular form.
(i) General interest reference guides:


(ii) Social Sciences:


(iii) Humanities:


8.4 PLANNING TECHNICAL SERVICES

8.4.1 Acquisition

Print and nonprint materials for the collection of a social sciences library are obtained by purchase or by gift on routine and emergency bases. It is important that organisations have efficient, effective ways of adding needed materials to their collections.

1. Purchase of materials

In the average social sciences library most materials are added to the collection through purchases, whether individual or blanket orders. Once it has been established that certain titles are to be added, the acquisition section of the unit decides how they are to be obtained. In many cases, individual items are required one-by-one, admittedly an inefficient process but one that allows for differences in the type of material acquired, the speed with which it is obtained, and sources from which it can be obtained.
When an item is needed urgently, cost considerations may play a very small role in decisions about how to proceed whereas for routine items it would be foolish to use methods that are more expensive than necessary. (12)

2. Monographs

For routine purchases of monographs libraries usually have one or more favourite wholesalers or jobbers, which deal with the books of most publishers. Discounts may be small or nonexistent, but these firms may more than make up for that by the quality of their service. Jobbers are often adept at obtaining materials, working quickly and billing accurately. However, since not every library is fortunate enough to have a good jobber, the search for a better source is a perennial matter of concern.

When monographs are needed urgently the method of acquisition depends on such factors as where the library is located in relation to stores and/or the original publisher. It is sometimes feasible to send a messenger to a bookstore or publishing firm for an urgently needed item. In other cases, a telephone call and use of speed-mail will obtain the wanted item soon enough. In still further instances, the source may be so inaccessible, and time so limited, that the best the library can do is to borrow a copy or make photocopies of pertinent pages.
For smaller items, such as technical reports, government publications, patents and pamphlets, there are expediting services which will help make wanted items quickly available. (13)

Special techniques must be used when searching for out-of-print materials, different dealers are involved, longer waiting periods may ensue and prices may be higher than expected when a dealer locates the item being sought. A survey of the methods and dealers involved in acquiring out-of-print materials is found in an article by Perez. (14) The special problems of dealing with atlas and map dealers are covered in an article by Wise. (15) Both names of agencies who produce maps as well as commercial map dealers are cited in this article.

In the past few years another source of material has come into its own - ordering items located in the course of online searches. Several sources make photocopies of articles or other items for users of databases. The searcher merely indicates at the terminal what is needed and the code for the designated source. The next day the source library responds to requests received at its terminal overnight, a special rush service being often available at an additional fee. (See Appendix 8.1.)
3. Serial publication

Subscriptions to serials are generally concentrated so the library will deal with as few periodical subscription services as possible. This reduces the number of purchase orders and payment cheques required and simplifies handling of missing issues. A good subscription agency will consolidate the charges for a library's titles into one large annual bill so that hundreds, or even thousands, of titles can be checked against one large invoice and paid for with one cheque. (16) This is a tremendous time and money saver for the library, although it is sometimes not possible or wise to place certain subscriptions with one dealer. An example is a publisher in which the library's sponsor has a company membership, giving it special rates and discounts for the publications of the publisher, often a society or institute. In other cases, the publications are so irregular that commercial dealers will not take the trouble of handling orders, in which case the library may have no choice but to deal directly with the publishers. A few publishers will not deal with jobbers or dealers, requiring that orders go to them. Some agencies will not handle titles from certain geographical areas, so that another agency that does handle such material must be sought. (17)
4. Gifts and exchanges

A few libraries are in the enviable position of receiving materials without cost because they are in a position to prepare and publish reviews of the books in publications under their control or with whom they have close relationships. Most social science libraries do not receive more than a few new gift books per year, and they usually come from friends of the unit, rather than from publishers. However, almost all libraries are occasionally offered older books from friends. Unless all the items are really needed for the collection, it is important to reserve the right to dispose of unwanted items. There are few commercial outlets interested in buying old books unless they have unusual features.

A few libraries receive gift subscriptions of periodicals because they offer advantages to the publishers. Another way in which libraries can receive free material is through exchanges in which the two sources involved have publications to exchange. Unless a library is sponsored by a group which regularly publishes useful material, the opportunity to participate in exchanges is limited. Several federal libraries, such as those at the National Bureau of Standards and the Smithsonian Institution, have substantial exchange programmes with domestic and foreign publishers.
8.4.2 Acquisition procedures

After it has been determined how much money the library has available for a week, a month or a year, and the titles to be purchased have been chosen, the books must be ordered. Every manual of order department technique lists the steps in the process of ordering books and describes each operation in detail. Since practice differs in various libraries, however, a statement of order routine may serve here as a review of the subject. Each library must work out its own system in accordance with the requirements of the institution of which it is a part.

When the titles to be ordered have been approved by all who must pass upon them, they must be verified in the trade bibliographies for accuracy of author and title, completeness of imprint, and list price. It must then be established that the library does not already hold a copy to avoid duplication. It is taken for granted that each book to be ordered is described on a separate order card. These cards should next be sorted by dealer. All the cards of books to be purchased from one firm should be assembled in alphabetical order by author or title. An order sheet listing the desired books may then be typed. A separate sheet is made for each dealer. The cards are then marked to show the name of the dealer from whom the books have been
ordered, the date of the order, and the fund against which the charge is to be made. If a fund ledger is kept, the titles or the purchase order number must be entered on it at this time. Then the cards can be filed in the tray of outstanding orders. (18) (See Appendix 8.2.)

When a shipment of books is received, the volumes may be placed alphabetically on a book truck. The corresponding cards are then drawn from the order file and compared with the books to ensure the library that the volumes ordered have been received. If there are discrepancies between the order card and the book, the card must be corrected or the volume returned to the dealer with a request that he supply the edition desired.

The next step is checking the bills and entering on the order cards prices actually paid. The date of receipt is stamped on each order card; the price, date, and source may be entered in each book; and the books and order card are ready to move forward to the next process. Entries of the date received and actual price must be made in the fund ledger. The bills, having been checked and entered in the book and signed as approved, may then be forwarded to the library financial department for payment.
In some libraries the order cards as soon as they are completed, are filed in the catalogue, where they remain until they are replaced by the catalogue cards. The order cards may then be filed in the filled orders cabinet. In other libraries these cards are used as shelf-list cards and remain with the books as long as necessary. In that case a slip or temporary author card should be put into the catalogue at the earliest possible moment to indicate that the book has actually been received. This helps to prevent duplication and makes the new books immediately available. Whenever an order card has to be kept out of the file for any appreciable length of time, a temporary slip should take its place in the catalogue.

8.4.3 Acquisition records

For many years social science libraries had no choice but to maintain all the voluminous records required for the acquisition process by manual means. With the advent of less expensive computers, certain data could be put in machine-readable form, thus making clerical tasks more efficient. Not all libraries have made these improvements, and the larger the library the more difficult it is to completely install computerised operations because of the greater complexity of the system and the larger number of records involved.
The following are some of the ways in which libraries have used computers in acquisition activities.

- Preparation of an order of a book automatically reduces the fund for book purchases by the amount of the order. Processing of cancelled orders automatically increases this fund.

- Lists of dealers, their addresses and telephone numbers can be easily prepared whenever desired.

- Acceptance of a filled order automatically prepares a cheque from the organisation for the amount of the order.

- A list can be maintained of each order's status: on order, received, in cataloguing, processing completed, etc., for use by both the staff and clients.

- Records for serial subscriptions can be input into a system that automatically prints lists of subscriptions coming due in a given time period or lists of the titles ordered from a given agent.

- Receipt of periodicals issues can be recorded in the system, which is programmed to prepare claim slips automatically following a delay in receipt of an issue.
Several publications describing the role of computers in an acquisition section may be found in the literature. An article by Surace describes a system designed for a corporation library which handles many of the routines associated with serial records, such as checking in of issues, routing of issues, and preparation of claims and renewals.

A system to perform these functions as well as preparation of holdings lists, departmental budget statements and binding records is explained in an article by Koening and others. (19) Although the types of equipment used and the modes of input may change, the articles just cited remain as examples of the type of planning and systems analysis required for the successful introduction and operation of a computerised operation if one is to create an in-house system. More recently the availability of turnkey or ready-made systems provides another option. This method saves on system design costs and allows for quicker conversion to the new system. The relatively low costs of microcomputers will undoubtedly see an increase in their use for acquisition purposes. (See Appendices 8.3 and 8.4.)

An example of a computerised on-order file and check-expenditure system is found in an article by McConiga. (20) She explains how a computer-printed list of all material on order, arranged by keyword in
KWIC format, provides such data as who requested an item, the date ordered, author, title, publisher, etc. The list is distributed to various locations in the organisation, with microfiche copies prepared as a by discarded when superseded. The system also allows for creation of a blank cheque, good for up to two-hundred dollars. This is sent along with the order when dealing with sources with which blanket orders or deposit accounts are not maintained. According to McConiga the system worked well more than 99% of the time.

8.5 CLASSIFICATION AND CATALOGUING

8.5.1 English materials

1. Classification

The classification scheme most used is the Dewey Decimal system which is now edited at the Library of Congress (USA), and is kept up-to-date by decimal classification additions, notes and decisions. However, its social sciences sections have some shortcomings, in particular the lack of sufficient detail for highly specialised social sciences libraries.

More detailed and flexible for social sciences is the Universal Decimal Classification, originally based on Dewey. It is available in sections by subject and in
several language editions. The abridged UDC is a satisfactory classification for most small and medium-sized social science libraries. A guide to UDC is issued by the British Standards Institution. (See Appendices 8.5 and 8.6.)

The Library of Congress classification is extremely detailed and suitable for even the largest library: yet, because each subject class is published as a separate book, a small social sciences library can also use it. The Library of Congress list of subject headings also contains LC classification numbers. All are available from the Government printing office or the Library of Congress, Washington. The social science libraries might well choose either LC or UDC for their classification scheme; both work well. (21)

In using the chosen classification, consistent choices should be made when the scheme offers more than one place for an item. Such decisions should be recorded either in the scheme itself or on guide cards in the shelflist, so that related books will not be scattered. Use is the dominant factor in classification and the viewpoint or needs of the user in a special library should be considered in choosing class numbers. The Guide to use of Dewey is an aid in such decisions. (See Appendix 8.7.)
2. Cataloguing

(i) Card catalogue

The usual form of catalogue is on 7.5 by 12.5 cm cards. The dictionary arrangement in one alphabet has the advantage that there is only one location for any word, whether used as name, title or subject. The arrangement of large dictionary catalogues becomes complicated, owing to the number of very similar entries to be handled, and a code of filing rules must always be used. The general standard is the ALA rules for filing catalogue cards.

The divided catalogue consists of an author and title file, and a separate subject file which is also called an alphabetico-specific subject catalogue. This has advantages in not distracting a searcher for material on a given topic by intervening names or irrelevant book titles. However, in social science libraries where most book titles reflect the subjects of books, there is a good justification for placing title entries in the subject catalogue rather than in the file with authors.
The classified catalogue must be accompanied by an alphabetical author and title catalogue also, but the subject approach is through a file arranged by the classification system. In a well-developed classified catalogue, several class numbers may be assigned to a single book, just as several subject headings may be assigned in an alphabetical subject catalogue. An alphabetical index to the class numbers forms a separate file. The classified catalogue has distinct advantages in a developing country where there is more than one local language, or where these are not the major scientific languages. Class number notations are international, and alphabetic indexes to them may be prepared in several languages. A major disadvantage of the classified catalogue is the barrier presented by the classification scheme - which is never understood by non-librarians.

(ii) Shelflist

While its principal uses are for identifying an item from the call number, and ensuring that no two library books bear identical numbers, the shelflist may also serve as a sort of classified catalogue. When numerous books are in use and off the shelves the shelflist may provide a substitute for browsing in the bookstacks. The completed order card is sometimes used as a
shelflist card, or information such as date of purchase, dealer, and price may be copied onto the shelflist card.

(iii) Subject headings

For the alphabetical subject catalogue a list of subject headings must be chosen as authority, so that the same subject entry word will be used for every book on a given topic, proper choice made between synonyms, and correct modern terminology used. There was in 1969, no satisfactory complete list of social science subject headings. The lists most in use in English are those of Sears-Frick and the Library of Congress. The Sears list, designed for small public libraries, includes few social sciences terms. The Library of Congress list while supplemented monthly with recent and revised terminology, still contains many outdated terms and alphabetico-classed rather than specific forms. But it is the largest single list, and may be used as a basic list to be supplemented from social science sources, such as the subject indexes to social science citation index and applied science and technology index.
3. Serials

The nature of serials is such that, in both the ALA cataloguing rules for author and title entries and the Anglo-American cataloguing rules there are special rules for choice of entry for serials that differ from the rules for monographs. While the statement of principles adopted at the International Conference on Cataloguing Principles (Paris) provides for special rules for choice of entry. It mentions serials three times. The first statement says that main entry should be under corporate body for those serials whose titles consist of a generic term (Bulletin, Transactions, etc.) preceded or followed by the name of a corporate body and which include some account of the activities of the body. (22)

The second statement concerning serials requires main entry under title for those works (including serials and periodicals) known primarily or conventionally by title rather than by the name of the author. (23)

The third statement, also referring to title main entry, but not addressing itself specifically to choice of entry says:

when a serial publication is issued successively under different titles, a main entry should be made under each title for the series of issues bearing that title, with indication of at least the immediately preceding and succeeding titles. For each such series of issues, an added entry may be made under one selected title. If, however, the variations in title are only slight, the most frequently used form may be adopted as a uniform heading for all issues. (24)
Various cataloguing codes from around the world have interpreted this minimal guidance in different ways and some have chosen to ignore it, either totally or in part. The North-American text of AACR departed from the principles because:

the committee held that the inclusion in the title of a serial of the name or part of the name of the issuing corporate body is too powerful a criterion to be nullified when in unusual cases, no account of the activities of the body is included in the publication. It also held that known primarily or conventionally by title is too vague a criterion. (25)

Recent activity in the philosophical and procedural approaches to serials cataloguing and processing is evident in the appearance of new acronyms and abbreviations such as ISSN (International Standard Serial Number); ISDS (International Serials Data System) and ISBD(S) (International Standard Bibliographic Description for Serials). (See Appendices 8.8 and 8.9.)

4. Current periodical records

As current periodicals are received in the post, receipt is marked in a current or checking file of cards, preferably 4 by 6 inches or 5 by 8 inches (10 by 15 centimeters or 12.5 by 20 centimetres), one card per title. These checking cards may be in an ordinary drawer file, or in a visible file in which the cards are hinged at the upper edge in long flat trays. The
lower edges successively project so that the title, typed on the bottom line, is visible. The back of the checking card or another card next to it, may be used as a record of volumes bound, so that all information about a periodical is in one place. The latest issue of a periodical may then be placed on display, on special sloping shelves, or simply placed on top of the pile of unbound issues. (See Appendices 8.10, 8.11 and 8.12.)

5. Holdings of periodicals

The library should keep new issues of periodicals available for frequent use in the first and second years after publication. If a completed volume can be bound without being taken out of service for long during this essential period, this should be done as soon as possible in order to preserve it.

Basic periodicals must be bound and kept permanently. News magazines are seldom useful after on to two years. Many other periodicals will be useful for five to ten years. If space becomes a problem, discarding periodical volumes after about fifteen years could be considered. Libraries in developing areas, however, should survey national library resources carefully and determine their own responsibility accordingly before discarding. They should rather transfer volumes to a large national or university library than discard out-
right. Where larger libraries are available in the area, some small specialised libraries may even transfer most of their periodicals after a relatively short time (two to five years) if their organisation's interests are entirely current. However, in a developing area, or where libraries are few or small, this should not be done. If the social sciences library is the only one in a developing area it has a responsibility to keep all its periodicals permanently. The social sciences library may find it more satisfactory to become a major library for the area, specialising in the social sciences and retaining all its material.

If periodicals are not classified, but are kept in alphabetical order on the shelves by title, this file will also serve as a serials shelflist. It must include all cross-references for changed titles, alternative entries, sponsoring organisations, etc. Because of the heavy use social sciences periodicals endure, this will be one of the most useful files in the library. (See Appendix 8.13.)

Occasionally a list of all current periodicals should be produced for distribution to library patrons and to other libraries in the area. Interlibrary cooperation of this kind should be encouraged as it makes for more efficient use of the area's library resources. The combining of such lists from libraries in one area
to make union lists, should also be encouraged. Union lists of serials, indicating holdings and current subscriptions can be of great assistance to small social science libraries and even the largest library never receives all the periodicals which its patrons request. Published union lists, not only in one's own country but from other areas, are valuable both as sources of information about periodicals and for possible sources of photocopies.

6. Government documents

Substantial government documents should be catalogued and handled like books, although the cataloguing is more difficult. Thin items may be placed in boxes or filing cabinets, usually arranged under the government and agency. For large collections of British or American documents, the classification scheme used by the national printing office may be followed; this is, in any case, based on the issuing agencies; the documents may instead be arranged on the shelves alphabetically by name of issuing agency. (See Appendix 8.14.)

7. Reports and pamphlets

Reports may be filed by issuing agency, or by the report series code number which most of them bear and usually in boxes or cabinets. The name of the author
is of less importance than the report number and the issuing agency or institution. The published indexes are the best guides to their location, and small libraries seldom need to catalogue reports.

Pamphlets are often too small or ephemeral to justify cataloguing, and are most easily handled in boxes, cabinets or folders carrying a subject label. The boxes may also carry the corresponding classification number and may be placed on the shelves either beside books on the same subject or in a separate grouping. They should be inspected frequently to remove out-of-date material. Groups of pamphlets of permanent value may be bound, supplied with a title page, and treated as books, although few government pamphlets will reach this state.

8. Maps and patents

Maps require cabinets of large shallow drawers, and large tables, so they may be handled and filed flat. They should be arranged by area (continent, nation, province, city), and under area by subject (political, topographic, economic, special features). Area and special subject are the user's main approach to maps and map cataloguing is based upon this rather than upon author or publisher. The Library of Congress classification section 6 Geography has the best area arrangement for maps. The standard work is Boggs
and Lewis, Cataloguing and classification of maps and atlases (Special Library Association, 1945), but only a library with a large map collection (some thousands) needs elaborate arrangements.

Patents are obtainable at small cost from the respective national patent offices. Their numbering system provides the best filing arrangement, usually in standard office filing cabinets or in boxes. The national patent office guides or lists should be used, but the subject indexes are often unsatisfactory. Patents of social sciences interest are indexed in Social Science Citation Index, and special services usually include those in their own fields. However, for organisations doing patent searches, a local index must usually be compiled in cooperation with the organisation's patent counsel (patent attorney).


The non-book materials include the following:

1. Films
2. Microfilm
3. Microfiche
4. Microcard
5. Microscope slides
6. Filmstrips
7. Tapes
8. Phonograph records
9. Maps
10. Slides
11. Cassettes
12. Audiorecords
13. Cards
14. Flash cards
15. Globes
16. Kits
17. Data files
18. Motion pictures
19. Pictures

There will be an integrated catalogue to bring together in one place all resources of every type, under an organised system and uniform subject headings. This complete information on available resources enables the user to determine easily and quickly what materials might be most useful for the required problem solution.

Non-book materials require more descriptive information on the catalogue card than do books since both the nature of the material itself and storage facilities may limit their accessibility for user examination. It is therefore desirable to purchase printed catalogue cards. "Sources for cataloguing and processing kits for audio-visual kits" is furnished at page 80 of the book entitled Developing multi-media libraries.
10. Media designations and codes

The following terms and codes are recommended as standard for general and specific media designations and their use exactly as given below is encouraged.

<table>
<thead>
<tr>
<th>General designation</th>
<th>Specific designation</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Map</td>
<td>Relief Map</td>
<td>RM</td>
</tr>
<tr>
<td></td>
<td>Map</td>
<td>MP</td>
</tr>
<tr>
<td>Microforms</td>
<td>Microcard</td>
<td>MF</td>
</tr>
<tr>
<td></td>
<td>Microfiche</td>
<td>MD</td>
</tr>
<tr>
<td></td>
<td>Microfilm</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td>Microstrip</td>
<td>MM</td>
</tr>
<tr>
<td>Datafile</td>
<td>Punched card</td>
<td>MM</td>
</tr>
<tr>
<td></td>
<td>Punched paper tape</td>
<td>PE</td>
</tr>
<tr>
<td>Chart</td>
<td>Chart</td>
<td>CT</td>
</tr>
<tr>
<td></td>
<td>Wall chart</td>
<td>CT</td>
</tr>
<tr>
<td></td>
<td>Relief chart</td>
<td>WT</td>
</tr>
<tr>
<td>Filmstrip</td>
<td>Filmstrip</td>
<td>RT</td>
</tr>
<tr>
<td></td>
<td>Filmslip</td>
<td>RT</td>
</tr>
<tr>
<td>Flash card</td>
<td>Flash card</td>
<td>RT</td>
</tr>
<tr>
<td>Kit</td>
<td>Kit</td>
<td>RT</td>
</tr>
<tr>
<td>Motion picture</td>
<td>Motion picture cassette</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td>Motion picture loop</td>
<td>ME</td>
</tr>
<tr>
<td></td>
<td>Motion picture</td>
<td>ME</td>
</tr>
<tr>
<td>Slide</td>
<td>Film slide</td>
<td>SE</td>
</tr>
<tr>
<td></td>
<td>Glass slide</td>
<td>FE</td>
</tr>
<tr>
<td></td>
<td>Microscope slide</td>
<td>GE</td>
</tr>
<tr>
<td>Picture</td>
<td>Art print</td>
<td>PE</td>
</tr>
<tr>
<td></td>
<td>Photograph</td>
<td>PH</td>
</tr>
<tr>
<td></td>
<td>Picture</td>
<td>PE</td>
</tr>
</tbody>
</table>
The steps in physical processing of all types of non-book materials follow the same general pattern. The library book order form will be used for ordering non-book material. Revision may be made in the form if it is needed. There is no need to list titles on the requisition. The statement that items be supplied "as per attached slips" suffices.

When the material is received it will be checked against the slips in the purchase order number file and against the invoice, and the date of receipt is noted. It is then checked for damage. Separate the various types of material so that all of one kind may be processed together, prepare a container or protective covering, circulation procedures, users and housing facilities determine the weight, size, shape, material of the container. Prepare labels with the following information: ownership identification, call letter, copy number, serial or identification number, total number of items in a set, number of each individual item in a set, title, subject, contents, inventory and or picture or diagram showing multiple items in one container. Labels may be self-adhesive. Slides are an exception to this procedure. Labels will be affixed to material and container in a position which is uniform for each type of material and most visible when material is stored, except for slides. Check that each item in a set is labelled and identified by the number shown on the contents on the inventory label. Protect labels by applying scotch
tape, plastic spray, laquer, white glue or label protectors. White glue is recommended since it is easy to apply, dries clear in a few minutes, and has good adhesive quality.

The storage of non-book materials in the social science library will be considered as follows:

- All library materials should be stored together in one room or large hall, or complex of rooms, media should not be relegated to a back room accessible only to the library staff.

- Open display storage should be used for all materials wherever possible. Storage in drawers and cabinets should be reduced to a minimum.

- Rigid partitioning should be avoided. Flexible storage provides ease in interfiling classified items.

- When media must be stored in containers transparent materials should be used for packaging, for instance, media can be stored in clear plastic boxes.
8.5.2 Cataloguing and classification of Arabic Materials

1. Books

The main problem in the cataloguing of Arabic books is the lack of a cataloguing code generally adopted by librarians of the Arab world. Up to now the practice has been to divide a library's collection into separate English and Arabic collections. Each is treated separately and in almost every instance, the English collection is far better organised, the Anglo-American rules for entry being generally followed. As for the Arabic collection, the cataloguing is done in the light of these codes but their successful adaptation depends very often on the competence of the individual cataloguer. The division of the cataloguing department into Arabic and English sections causes an even greater technical gap between the two collections for most of the cataloguers in the Arabic sections cannot read any English or make use of Western tools.

Standard procedures in the cataloguing of Arabic books will help to make information more accessible and will improve bibliographical organisation at the various levels, e.g. regional, national, etc. In the individual institution the cataloguing code for Arabic books will help to coordinate the different parts of
the library collections and bring out the cross-cultural character of libraries in this part of the world.

If the need for a cataloguing code is agreed upon, how are we to go about devising one? There seem to be three logical steps. First, to discover whether among libraries in the Arab countries someone has already done the job with full knowledge of the basic principles of the different English codes and has successfully put it into practice for a sufficient period. Second, to study all the existing codes critically, in line with the efforts which have been made recently in Germany, the UK and the USA, to revise the cataloguing codes. And third, to adapt one of the codes existing in other countries to the needs and requirements of Arabic books and libraries. Librarians in the Arab countries might also participate in the efforts of the International Federation of Library Associations to bring about some agreement tending towards an internationally integrated code.

Some immediate measure has to be taken for the codifying of cataloguing rules in Arab libraries. At this stage in the development of modern librarianship in the Arab countries, the most realistic approach would seem to be the adoption of a standard code of rules. All factors considered, the codes which, in my opinion,
could be most adequately used are the ALA rules of author and title entries and the Library of Congress rules for descriptive cataloguing. These two complementary codes should be discussed in the light of Seymour Lubetzky's report, Cataloguing rules and principles, and Herman H. Henkle's report, Studies of descriptive cataloguing, both published by the Library of Congress. The discussion should also take into account the work of the ALA Catalogue Code Revision Committee, established by the ALA in cooperation with the Library of Congress.

Once the general lines for the revision of the guiding principles on which the code is based have been clarified we can move towards the adaptation of individual rules to the requirements of libraries, books, and users in the Arab countries.

Some of these requirements are outlined in the following points:

(i) Main entry

The general practice (initially set by the Egyptian National Library) has been to enter Arabic books under the title. The works of Arabic writers of the medieval period seem to have been known by their distinctive
titles. The title overshadowed the name of the author sometimes to the extent that in nineteenth-century Iraq, the families of Kashf al Gita and Al-Gwahiri at Negef took their names after title of books written by their founders, on Shiite theology and on the Koran. However, the practice of title prominence has been changing, especially in newer libraries and the current trend is towards the use of the author's name as the main entry.

In choosing the author entry libraries are confronted with the difficulties inherent in Moslem names, some libraries follow some kind of legalistic approach in cataloguing and enter the author under his forenames, these being the ones which one readily finds in the old biographical dictionaries. This is also true for the names of modern authors, since family names have not yet been officially introduced. The result of this procedure, which is on the whole the one recommended by the 1949 ALA rules, is that the books are entered in the catalogue under an entry word which the user rarely knows, and references have to be provided for almost every entry of older authors.
A second procedure for author entry which has not yet been systematically followed is to abide by a general rule of entering the author under the best known part of his name. This is usually the family name but it can also be any other part of the name by which he is known in the literature, and is most likely to be the one known to the user of the catalogue. In order to ensure bibliographic control, an authority file or list should be prepared to establish one main entry for each author with adequate references. The entries should of course, follow an accepted code of rules.

During the last two years, Mahmud Sheniti has been attempting to prepare such a list with his students of the Department of Librarianship and Archives, taking Brockelmann's *Geschichte der arabischen literatur* and Sarkis Mujam as a starting point. It was a pleasure to find that Tibbets of Khartoum University has been thinking along the same lines. (27)

(ii) Catalogue card

Although more and more libraries are now using the card catalogue system, no attempt seems to have been made towards standardising the elements of the catalogue entry, the extent of description,
or the size of the card. The idea of the unit card deserves serious consideration for it can help to standardise the catalogue entry and may facilitate cooperative cataloguing.

(iii) Subject Cataloguing

Whatever the fate of descriptive cataloguing in libraries of the Arab countries subject cataloguing receives less attention. This may be due to the fact that classification is more closely linked with service and open shelves which are still new in the Arabic countries. It is also in contradiction to the generally accepted procedure of closed stacks and the financial responsibility of the librarian for every item housed in his library.

Subject classification in various libraries ranges from broad schemes applied to the cards only (the books being arranged by accession number), to more practical schemes applying to books as well as to cards in the catalogue. In the last two decades the Dewey Decimal Classification has been adopted, especially in the smaller new libraries. Versions of this classification have been appearing in Lebanon, Iraq and Egypt and maybe elsewhere. They are almost without
exception, adaptations of the third summary of Dewey to allow room for Islam, Arabic literature and history. None of them has achieved wide recognition and the case for a classification system of Arabic books is still open.

In the area of subject cataloguing, enlightened opinion seems to point towards the adoption by libraries in the Arab countries of an internationally accepted classification system. The Dewey Decimal Classification seems to meet the needs of medium-sized libraries below the million volume mark. It is a live classification continuously kept up-to-date. It has also been adopted in non-English speaking countries. Its schedules can be summarised for the use of small libraries or amplified by using the Universal Decimal Classification for highly specialised libraries.

The suggestion that the Dewey Decimal Classification be adopted for use in libraries of the Arab countries must be taken to mean that an Arabic translation and adaptation of it should be prepared after discussion and consultation with Arab experts in the different fields of knowledge. The Dewey numbers used in the sixteenth edition should be the basis of the new
Arabic edition in order to take advantage of the latest development of the scheme. Special attention should be given to the areas where such classification does not allow for adequate handling of Arabic materials related to Moslem and Arabic language and culture, literature, history and society. The relative index should also be supplemented.

(iv) Choice of catalogue

The concept of a dictionary catalogue has been slow in penetrating into Arab countries. Up to now it has been adopted only in the branches of the Egyptian National Library. The headings used are merely translation from M. E. Sears' list of subject headings or improvisations on some Middle Eastern topic. We need to consider what type of catalogue, classified or dictionary, meets the consensus of opinion. The traditional arguments for each of them are as relevant in the Arab countries as they are anywhere else. The dictionary catalogue has its obvious advantages. However, the semantic problem involved in subject headings in a language which has only recently started to develop technical terminology might delay its full application.
Arab and Muslim cataloguers have followed one of two methods in cataloguing Muslim authors. The first method is to enter the author under his forename. This practice is being followed by the Egyptian National Library, the libraries of the Universities of Cairo and Alexandria, the Central Library of Morocco and the Library of Damascus. It has also been adopted by the British Museum Library, the Library of the School of Oriental and African Studies and the India Office Library. According to S. Heniti the disadvantage of this method is that:

... the books are entered in the catalogue under an entry word which the user rarely knows, and references have to be provided for almost every word of older authors. (28)

Gerald Tibbets in his cataloguing of Arabic books has pointed out that this method is time consuming and should be abandoned:

... the great drawback of this scheme is that one has to remember the ism's of every author, or first look up a "see" reference, before the work of the author can be found. When several authors bear a well-known name (e.g. Ibn-al-Athir) there will be several "see" references, and each will have to be looked up in turn (each in a different place) unless some elements of the name of the required Ibn-al-Athir is remembered by the searcher. (29)
The second type of author entry, which is followed in small and medium-sized public and special libraries is a more Western oriented pattern which enters the author under his best known name. This principle is followed in the National Library of Lebanon, the University of Baghdad and the University of Damascus. It is also practised by the Khartoum University library in Sudan, the Arabic section of the Ibadan University library in Nigeria, and Cambridge University library in Great Britain.

According to the second method a name like al-Ma'arri will be entered under al-Ma'arri and not under Abul "Ala" (his first name); al-Farabi under this name not under his first name Abu Nasr; and al-Tabari under this and not under Aby-Gafar - Ahmad.

In 1964, Sheniti and Mahdi prepared the first edition of their descriptive cataloguing rules for Arab libraries. They recommended two basic principles to be followed in the cataloguing of Arabic books. Firstly, to divide the names of Arabic authors into old and new making the year 1800 a limit which separates classical names from modern names. The entry for old names should be under the shuhra or best known name.
The entries should conform to references in the Arabic sources or follow an authority list of the entries of Arabic authors, such as Carl Brockelmann's Geschichte der Arabischen Literatur, Ibn al-Nadim's Fihrist, Ibn Khalikan's Biographical Dictionary and Sarki's Mujam al-Matbuat al-Arabiyya wa al-Muarraba.

Secondly, to enter modern Arabic names (after 1800) under the most common form of the author's name with the "see" references to be made when necessary. Taha Husain under the same name. This means, then if a modern name does not include a family or a commonly known or distinctive name then it is entered under the first name followed by the other strings of names:

Ahmad Hassan Muhammad
Abdul-Hadi Muhammad
Hasan Mahmud

The recommendations of Sheniti and Mahdi of the entry under the best known or the most distinctive part of the name was approved by the Regional Seminar on the library development in Arabic-speaking states held in Beirut in 1959. It was also approved by the International Conference on Cataloguing Principles held in Paris in 1961. (31)
If we recognise the fact that Muslim names are not alike, and that they have been very much subject to cultural differences, then we can conclude that future theories and practices in their treatment of Muslim names should be made in accordance with the regional cultures and the regional languages. The problem as related to establishing the proper form of entry of a Muslim author is of two parts: (1) the lack of a standard authority list, and (2) the insufficient coverage of Rule 54 "Names in the Arabic Alphabet" of the Anglo-American Cataloguing Rules. (32)

At present, cataloguers have to check all authority lists and references of Arabic Muslim names such as Carl Brockelmann's Geschichte der Arabischen Literatur, Ibn al-Nadim's Fihrist, Ibn Khalikan's Biographical Dictionary, Sarkis' Mujam al-Matbuat al-Arabiyya wa al Marraba, and others, in order to verify the proper form of entry of a Muslim author. This operation requires a great deal of time and effort on the part of the cataloguer.

As a solution to this problem, an attempt should be made to establish a Standard authority list, international union catalogue or cataloguing in publications for Muslim authors. Any one of these three will help the cataloguer a great deal
in establishing the proper form of entry of Muslim names and save him a lot of time and energy. Also the Anglo-American Cataloguing Rules related to the treatment of "Names in the Arabic Alphabets" need to be expanded so as to include a section for each Muslim region which has a distinct language and a distinct culture.

2. Periodicals

The Arabic periodical publication is arranged according to the classified order, subheaded by classification number and arranged in alphabetical sequence. Each entry to any periodical contains the following information in the following sequence; full title (including former title, if any), year of the title first published, place of publication, publisher, frequency, holding (with first available volume and closing date, in case the title is ceased or merged with another title), and location. (See Appendix 8.15.)

The publications of international associations, institutions, societies, etc. are entered under their names, whereas the publications of regional associations and societies are entered under the names of bulletins, journals, annuals, etc. Entries for the names of societies should also be in the script of the publication. For example, the Industrial Studies and Development Centre is a Saudi society located in the
Saudi capital, Riyadh. It issues publications in English and in Arabic. Its Arabic publications should be entered under the Arabic form of the name:

مكتب الدراسات والتنمية الصناعية في الرياض

This entry would be filed in the Arabic catalogue. Its publications in Roman languages would be entered under a translated form of the name rather than under a transliterated form. English libraries would enter it under:

Industrial Studies and Development Centre,
Riyadh.

In order to keep bibliographic control for the benefit of bi-lingual readers name-cross references can be made from one form of the name to the other in the appropriate script catalogue:

Industrial Studies and Development Centre,
Riyadh.

See also
مكتب الدراسات والتنمية الصناعية في الرياض

This entry would be filed in the English catalogue before the first entry for that name would be the entry:

مكتب الدراسات والتنمية الصناعية، الرياض

Industrial Studies and Development Centre,
Riyadh.
Under the current practice of transliteration the entry for both the English and Arabic publications of the Centre would be:

Markaz al-Abhath Wa-al-Tanmiyah al-Sinaiyah, Riyadh

Now, a little thought will show that this entry is of no use to anyone. For the reader who knows only English the Centre's publications in Arabic are of no use, so that he does not care one way or the other whether Arabic script publications are entered in English or Arabic. The Centre's English publications may be of use to him but he cannot possibly find the entry point because though transliterated, it is still in Arabic. True, he can be referred to it:

Industrial Studies and Development Centre, Riyadh

See

Markaz al-Abhath Wa-al-Tanmiyah al-Suna'iyyah Riyadh

But why should we require him to go through the cross reference? It has done nothing but waste his time. On the other hand assume that the reader knows both English and Arabic. Then the Centre's Arabic publications are accessible to him directly in Arabic script. For English publications he is in the same
situation as the English only reader. Why require him to go through a transliterated entry?

Corporate entries using the common name of the place should also be in the script of the test. The common name in Arabic for Saudi Arabia is "al-Saudia". Therefore Arabic text publications would be entered under: English publications would continue to be entered under: Saudi Arabia.

Subdivisions of political bodies should follow the form of the first part of the entry. Arabic script publications of Saudi Arabia's Central Department of Statistics should be entered under: English publications of that body should be entered under:

Saudi Arabia. Central Department of Statistics.

Current practice would have this entry under:


This last form of entry will help no-one, but will actually hinder the user for the same reasons that transliterated entries for society names will hinder him. Bibliographic control is effected by suitable
cross-references in the appropriate script catalogue:

Saudi Arabia. Central Department of Statistics

See also

سعودية، دائره الإحصاءات العامة

أنظر أيضًا

Saudi Arabia. Central Department of Statistics

8.5.3 Summary of relevant rules for cataloguing Arabic Materials

1. General rule

In the European catalogue, file Arabic material after the European material (i.e. file the Arabic alphabet at the end of the European one). In the Arabic catalogue file the European material after the Arabic.

2. Cataloguing of Author's names

(i) Arabic names

Begin with the well-known form of the name and follow this with the full name on the next line. Include in the full name the man's own name (Ism) and that of his father only. After the two ism's place the distributive name (nisba) and then, in parenthesis, the Kunya, followed by important nicknames after the phara

("called" in the English catalogue).
The well-known form usually consists of a nisba (a distinctive name indicating the tribe or birthplace). Include this also in its proper place in the full name in the second line. Give references from the first name (ism) and from other well-known forms.

Notes:

a. Use the grandfather's ism as little as possible although, in cases where the grandfather's ism is the part under which the man is well known, it will have to be included.

b. When the well-known name consists of more than one element, all parts of it are given in the first line of the name, except where it consists of a Khitab plus a nisba, then catalogue under the nisba with a reference from the compound form.

c. If the well-known form is unique, and there is no possibility of two authors bearing the same name, omit the full name and give the well-known form alone. In this case, give a reference from the full name.

d. Enter the name under the ism only when this is the best-known form or when the man is too obscure to be known under a shortened form of his name.
e. Always use Brockelmann's Supplement as a standard for the main headings if they are not already in the catalogue.

(ii) Arabic names in the English catalogue.

a. Place the well-known form in capital first. Follow this by the ism's (two only) in lower case, followed by a comma and then the Kunya (surname of relationship), for example, Al-Harbi, Abdullah.

b. The order should always be exactly the same as in the Arabic catalogue except that in the latter, the well-known form of the name is repeated a second time, whereas it only appears once in the English catalogue. If the Arabic catalogue uses a shortened form of the name, with references only from the full name, the English catalogue should follow the same procedure.

c. When the name is entered under the ism and the reference from the ism, the first comma should come after the father's ism.
(iii) Modern names

a. Enter modern writers under their first names if their names consist of ism's only.

b. If they are commonly referred to under a standard name or have a family name, enter them under this with a reference from the first name.

c. Treat all names of the nisba form as family names and in cases of doubt regard any final name which is not an ism as the standard form and enter under this final name.

d. Enter names with more than two elements on two lines, as for classical names.

e. Enter names of two elements only on one line by simply inverting them.

(iv) English names

Follow the surname by a comma and then add the first names or initials as discovered from Arabic books. Follow this by the English form of the name in lower case letters and in parentheses.

Use whatever form of the name the ALA code would use if the name were in Roman script.
Make references in the English catalogue with all necessary cross-references. If several different transliterations of a name occur, use the most common and make the references from the others. If the name does not occur in transliteration on the book or already in the catalogue, a reference in the English catalogue must be sufficient.

In added entries place the qualifying word in parentheses after the name. When the name is an English one, this word comes after the English form of the name. Words to use are (Editor), (translator), (joint author), (illustrator).

(v) Corporate entries

Place under the form given in the ALA. There must be only one form of sub-heading code. All entries will be filed in one sequence.

3. Filing of names

(i) Entries are filed in the order of the Arabic alphabet, arranging word by word and alphabetizing letter by letter to the end of each word.
(ii) An initial article is neglected, but an article in the body of the heading counts as part of the word to which it belongs.

(iii) The words Ibn (son of) or *Abu (father of) are always filed as if they were written in full.

(iv) Filing continues to the end of the first line of the heading when the heading consists of two lines, or as far as the comma when this exists. Entries of two lines are always treated exactly as if they had a comma at the end of the first line. In both cases a new sequence of alphabetising starts after this point. A dash (-), or parentheses, also breaks the sequence in the same manner.

4. Form of entry

(i) Imprint

a. First mention the place of publication then the publisher, and then the date of publication. If only an English imprint is available then begin this at the extreme left in Roman script.

b. Place any part of the imprint in square brackets if not found as a printer's or publisher's note somewhere in the book. For example, if the date is obtained from the preface, place it in square brackets.
c. A series only occurring in Roman script in the book must be left in that script, and, if it cannot be fitted onto the same line as the rest of the imprint, start on a new line, beginning at the extreme left.

(ii) Place of publication

a. Use the shortest form of the place that is possible, without altering any part of the name.

b. An exception is Riyadh, al-Saudia.

ג''אידאדה הסעודי

(c. 'No place' is

נ''ב"סדא

(iii) Publisher

a. Always use the name of the press, unless the actual name of the publisher is given.

(i.e. אל"סא"ג)

b. Include the word'מיס (press) unless followed by a personal name. If both the name of the press and the personal name of the printer appear, prefer the latter, unless the name of the press is very well known and often occurs in books without the name of the printer.
c. If both the name of the press (or printer) and the publisher appear in the book, but the publisher is not expressly mentioned as such prefer the former.

(iv) Date

a. Use Christian dates whenever they occur.

b. If no Christian date occurs in the book use the Muslim date followed by $\text{\textit{A. H.}}$ (A. H. in the English catalogue).

c. 'No date' is $\text{\textit{\textit{میں}}}$

(v) Marginal works

Treat works in the margin as separate works bound in the same volume, that is, give them a complete set of cards with cross-notes on the main card of each work. The main card of the main work must have notes on all the works which are printed with it. Treat as the main work the one which is nearest the top of the central section of the page. It must also be printed up the right way and go through the work to the end, unless a portion of the work is expressly mentioned as a supplement.
5. Correlation of the catalogues

(i) English works

Place all cards in the English catalogue and transliterate any Arabic names, with references in the Arabic catalogue.

(ii) Arabic works

Place all cards in the Arabic catalogue. Enter any English names in the Arabic catalogue if it is possible to find transliterations for them without inventing them and give references in the English catalogue.

(iii) Translations

Treat as original works in sections (i) and (ii) above but give references under the author's name and not under individual title of work in the catalogue in which the work might be expected to appear.

If a work is in two or more languages catalogue the work according to the language of the title page, with the necessary references to enable the other part to be located.

Note: If the work is entirely in Arabic with only an English title page, catalogue by this in the English catalogue, with references in the Arabic.
(iv) Works with two title pages

a. If the work is in one language, catalogue by the title page in the language in which the book is written.

b. If the work is in the language of both (or all) the title pages, make a complete set of entries for each part of the work, with a note on each referring to the other.

Note: all added entries of personal names as well as title entries whenever used, which are in the opposite catalogue to which they would normally occur, must have cross-references in the other catalogue.

Make series entries only in the language in which they occur in the book.

6. Subject entries

Note: The classmark must always appear on the opposite side to the author heading in normal cards, that is, Arabic cards, in the Arabic catalogue and English cards, in the English catalogue.
(i) For works in Arabic to be shelved in the European part of the library, place the classmark to the left of the card on the main card, as with an ordinary Arabic classmark; on the subject card, place it on the right and to the right of the author heading. For example, on the main card:

KT

and on the subject card:

(ii) Similarly with the English works in the Arabic part of the library. On the main card place the Arabic classmark to the right and on the subject card to the left of the author heading. For example, on the main card:

WENSINCK, Arthur Jan

and on the subject card:

WENSINCK, Arthur Jan
8.6 PLANNING LIBRARY SERVICES

The depth and breadth of information services provided by the social science libraries is the main characteristic which strongly differentiates them from other libraries. The major effort of the social science libraries and other special libraries is devoted to: (1) disseminating new information as quickly and efficiently as possible to the staff members of the organisation and (2) answering specific reference questions that arise. Informational requirements of the staff may range from the need to keep abreast of happenings or developments in their particular field, to a need to be educated in an unfamiliar area in order to make a decision on research, operations, personnel, or future plans. The value of a library and a librarian to an organisation can be measured by their ability to provide for such needs. Some of these objectives of providing effective services are defined and described in this chapter.

8.6.1 Routing and current awareness services

In almost all organisations, certain staff members want to see each new issue of a specific journal. Staff members may look at them in the library or they may prefer that each issue be sent (routed) to them. When periodicals are routed, the library records (for each title) the names of interested staff members and automatically routes the publications as soon as possible when they are received in the library.
In some organisations having many readers, the most effective way of giving library users an opportunity to see the contents of a new publication is to keep it in the library for a week or a month before it is allowed to be circulated. Briefly displaying current journals encourages readers to come into the library and scan the publications, giving all users an equal opportunity of access to the newest printed information. To inform staff personnel of new articles available, the library may reproduce and route tables of contents of journals. The names on the routing list for each issue may then be determined broadly by the specific requests that result.

In addition to the general routing described above, there is the important function of individualised routing or current awareness service to members of the organisation to provide for individual information needs of users. (See also Appendix 8.15.) A library staff well-informed in the relevant subject fields and having a good knowledge of their user's needs and interests, can in many cases determine who would be interested in specific books or articles or other newly received materials. In small organisations the librarian can probably remember the interests of each person. In larger organisations, however, a card file of a computer list correlating the subjects and the names of interested staff members may
have to be kept. This service provided by the special librarian reduces the time a library user must spend checking lists or bibliographies to ensure he knows of new articles of interest. Some organisations have utilised computer services to match the new material against user interests in an SDI (Selective Dissemination of Information) system. Thus, one of the purposes of a library is to distribute quickly and appropriately the new publications received, particularly from abroad, or from obscure sources.

8.6.2 Reference services

Social science libraries are so varied in their organisation, purpose and function that it is difficult to generalise. It is probable, however, that with relatively few exceptions, reference work is more important and takes up a large portion of time in social science libraries. This is especially true of libraries created to serve the needs of some working organisation, such as a company, research association, or government department. These libraries are often created with the express purpose of saving time which research or executive staff would otherwise spend, searching for information, and reference and information work is their major purpose and the aim to which all their organisation should be directed. The needs of the reference service dominate and control all aspects of the library's work. It will therefore be necessary
to consider all the processes which go on in a library from this point of view, i.e. with reference to the way in which they contribute to the successful answering of enquiries and the provision of information.

The reference service of a library can often be the most effective way of supplying these answers, because of the librarian's training in techniques of working with literature and information. At a minimum level of service, the librarian would maintain a collection of necessary reference books, locate simple factual answers to questions, be able to direct users to possible sources within the library and be able to identify and obtain other printed information sources.

At the top level, constituting maximum service, is a library with more available time, knowledge, responsibility and staff. The library and information service is able to provide even the most elusive answers, freeing the valuable time of the user from information searches. This maximum level of service requires librarians and information officers to have a thorough knowledge of the subject field, of the literature available, of the bibliographic tools that are guides to the literature and equally important, of organisations that have specialised personnel that might have published on the subject or be doing research in the field. They are so well aware of
the clientele, their interests, and the current literature that they are able to plan for their needs and provide useful materials before they are requested.

This level of reference service varies from answering a simple request to a complete search of the literature available on a particular subject. Such a search might result in the provision of statistics or a few factual statements, or the provision of a considerable array of material, articles, sections of books, memoranda, etc., dealing with the subject of the request.

One of the chief problems of the social science library in Saudi Arabia is to find a balance in the use of man-power resources between (1) acquiring and organising materials and (2) disseminating information. Management, including the library staff, must maintain the library workload at a level that enables the library to utilise most effectively its major skill - helping a user to find his answer. The librarian learns much in the library's subject fields when acquiring and organising publications that can be effectively used in reference assistance to users.

8.6.3 Circulation services

In most social science libraries there are two categories of items: those that can be borrowed and those tightly controlled for use in the library. By far the largest
is apt to be those materials which can circulate freely among clients. This includes monographs, periodicals, unclassified technical reports, vertical file materials, trade catalogues and pamphlets. The length of the loan may or may not be stipulated. Although an official policy may state that books are loaned for three weeks, what usually happens is that no attempt to recall is made until another person requests the item. Libraries may make periodic efforts to recall the items which have been on loan for many months, but this is usually not high on the list of priorities of busy librarians.

Many organisations find that circulation of bound volumes is unwise, they are often unavailable when needed, especially in the case of popular or important titles. With the widespread use of photocopying equipment, there is little reason to circulate bound journals. Reference books are not loaned as a general rule, unless a reader has a special need that can only be satisfied by a loan for a day or so. Another type of material that is restricted is classified reports, whether they have a military security classification, are classified reports, or are classified as 'company confidential'. In these cases, circulation rules require that the borrower have proper credentials for the loan. Reports having company security restrictions may be limited to distribution to those at a particular level of authority or in a certain department. The length of the loan period for classified
material is often quite generous, sometimes greater than that for books or journals.

It is not common for social science libraries to charge fines if material is returned late or to charge for replacement if it is lost. For a spirit of cooperation and mutual sharing is more effective than the imposition of fines in getting materials returned promptly. If, on the other hand, a classified report were lost, an investigation would be essential. One problem is that of the borrower who goes on vacation or a lengthy business trip, and forgets to notify the library in advance of this absence. In many cases, it is necessary to get permission to send a clerk to the vacant office to retrieve the missing book. Another matter that can be troublesome is checking the records of those about to leave the organisation, in some cases a procedure is established so that all such people are required to check with the library before they can be cleared for their departure. Without this employees might leave with valuable books and material. A plan for checking such people is necessary.

(1) Circulation Records

Among the many systems of lending library materials those best suited to small social science libraries are: book card systems using a pocket inside the cover of the book, with a card on which the call-number, author and title are
typed beforehand, or call slip systems, using a blank form which the borrower must fill in with call number, author, title, his name and number or address.

A multiple call slip system, in which three slips, often of different colours, are printed in a set with carbon (or carbonless copying paper) is the most suitable for medium-sized libraries (circulating up to 5,000 items per month). (See appendix 8.16) One slip is filed by date due, one by call number, and one in the book itself.

For larger libraries in developing countries punched cards reduce the clerical work in connection with circulation. Edge-punched cards sorted with hand needles, are suitable for large social science libraries. A single edge-punched card can be coded (punched) on different edges for date due, author or call number, and borrower. Thus one file can do the work of three ordinary card files.

The smaller social science libraries should keep their loan records simple. If the clientele is limited, say to the research staff only, a scheme using a single book card, filed by author, is best. For large social science libraries a main file by call number is needed in order to locate books not on the shelves, and a second file by due date so that books are kept moving and available
to all. A third file arranged by borrower is seldom necessary. Loan periods vary according to the intensity of demand for certain materials. Two or three weeks is usual but longer periods (one to four months) are usually allowed to faculty members or researchers. Loans of periodicals are often restricted, especially where a photocopying service is available.

Certain materials needed for constant use must not circulate. These reference books include many dictionaries, encyclopaedias, handbooks, and sometimes standard texts which are briefly consulted by main trainee students.

In some social science libraries there are training programmes in the use of the library. Certain texts which must be used by large classes and which are available in only one or a few copies, are often placed on "class reserve" and may be borrowed only for two hours, or overnight. Books should be placed on such reserve at the instructor's request, or according to the librarian's judgement.

The largest social science libraries which decide to apply automation to this operation have at least four types of systems from which to choose, as described by Bahr. (33)

- Offline batch processing systems which rely on host computers to generate circulation printouts.
- Offline batch processing systems with an optional online book status enquiry.

- Distributed processing systems in which all local functions are online but certain functions are handled by a host computer.

- Stand-alone online systems.

The pitfalls and problems outlined in the next section apply to the automation of circulation systems. Care must be taken to ensure that there is sufficient need for automation before carrying out such a project. Once circulation records are machine-readable, many statistical applications become possible, such as determining which subjects are most heavily borrowed or which department of the sponsoring organisation makes the greatest use per capita of the collection.

(2) Interlibrary loans

Even when a library does not lend to individuals other than its own registered borrowers, the courtesy of loan is usually extended to other libraries. A standard printed form is used for requesting loans. Some libraries prefer to send photocopies rather than loans of certain materials; rare or fragile material is seldom lent. Books in print and easily purchased books should not be borrowed or lent, nor books for popular reading or extended use. Before a loan is requested from another
library, every care should be taken in checking that the information is not contained in other sources in one's own library, and in verifying the bibliographic reference to the book in standard sources. (See appendix 8.17.)

The use of large regional or national online databases, some of which offer an automated method for handling online interlibrary loan requests, has resulted in faster service than traditional borrowing through manual means. The fast-growing OCLC database is an example of a large system which has provisions for computer-controlled processing of interlibrary loans. An article by Tallman describes the efficient operation of the OCLC system as it applied to online interlibrary loan transactions for a sci-tech academic library system. (34) (See Section 8.7.1.)

(3) Photocopying

One of the needs of library clients is for photocopies of certain library materials for personal use. Providing copies makes library materials more readily available to users throughout the company and provides the advantage of keeping the material in the library for those clients who do not or cannot use photocopies of material. One of the aspects of photocopying that deserves careful attention by managers of social science libraries, is the need to stay within the law on copyright as it affects photocopying. In general, the copyright law in Saudi Arabia, passed in 1976, after years of controversy and
debate, allows the making of a single copy of a portion of a copyright work if done for non-commercial uses and if done in lieu of copying a work by hand. The guidelines issued by the Special Libraries Association are useful for those uncertain as to what is legal copying and what is not. Many libraries prefer to make photocopies rather than to loan items to other libraries because of rising postal rates, the possibility of loss of items and the nuisance of having materials out of the library.

8.6.4 Bibliographic Services

Literature searches conducted in response to specific requests may result in a selected or comprehensive list of references, a formal bibliography, a report of the information obtained, or collected publications for examination. Guidance may be offered to a client who wishes to perform his own literature search. When necessary, the literature searcher may use the resources of other libraries or the library may arrange for an outside agency to conduct a literature search.

To meet current and future needs the social science libraries may on their own initiative prepare selective or comprehensive bibliographies, with annotations or abstracts. When commercial indexing and abstracting
services are inadequate for a particular library's needs, the social science library compiles continuing bibliographies, indexes, abstracts, or digests of pertinent current literature as an efficient means of providing its clientele with needed information. Provision of special indexes to sources of information and to specific data is also an important reference function.

(1) Abstracting:

Many types of materials in social science libraries are of so much importance to their clientele that abstracts must be prepared. Periodical articles (in journals not covered by published abstracting services), local social science reports and patents are three types of material commonly abstracted in these organisations.

The abstractor must be able to reduce many pages of prose, graphs, tables and charts to a clear statement of the purpose and nature of the item being analysed. An article by Weil describes the nature of abstracts and how they are prepared.\(^{(36)}\) Informative and indicative abstracts are the two generally recognised types of abstracts. Informative abstracts are quite detailed in style and provide a clear summary of the contents of the original item, citing sufficient details to bring out its salient points. Indicative abstracts, on the other hand, are less
detailed. They provide a minimum of information, normally mentioning only the topics treated by the original without going into detail about them.

Naturally, informative abstracts are more time-consuming to produce and more demanding of the skill of the abstractor. They are also more helpful to readers than the less detailed indicative types. In many social science libraries the preparation of abstracts is an important part of the services expected by their clientele.

(2) Indexing:

Indexing is the third basic procedure and involves the preparation in list, card file, or other form, of an array of references to topics, names or titles in books, periodicals, reports, patents, or other non-book materials. Whilst similar to subject cataloguing, indexing implies greater specificity and depth of subject analysis and inclusion of more kinds of material. In some cases it replaces cataloguing which is traditionally viewed as preparing two or three subject entries, and in other cases, it is a supplement or extension to cataloguing. If, for example, a very new subject becomes of vital interest to an organisation and there is little in print yet available, it may become necessary to index
in depth every item concerning the subject. On the other hand, if an organisation's major interests are well covered by such commercial indexes as the Business Periodicals Index, or Public Affairs Information Service Index, it is unwise to use the library's resources to prepare special abstracts. However, preparation of a specialised index allows the librarian to use terminology geared to the needs of his own organisation. Computer-based systems of the most simple and the most complex types substitute other devices for the development of a controlled vocabulary. The KWIC (Key word in context) index and some of its variants are produced by simply preparing an alphabetical printout in which each title appears under each key word that it contains. Only the author, title, and source of each document are converted to machine readable form.

Social science libraries may also prepare indexes for such materials as executive committee minutes, annual reports, or confidential company data. The special librarian may, because of his knowledge of subject analysis systems and techniques, also be called upon to assist members of the organisation with arranging personal information files or to recommend indexing systems for special office files.
(3) Citations of information material:

In many instances a library or information centre will be expected to provide citations to publications which would be of interest to enquirers. This practice is so common because in many cases the enquirer may need only the citation and not the original source, or may wish to postpone examining the original source until another time. Whatever the reason, the enquirer has a right to expect that citations will be prepared in such a way as to identify the cited item clearly, without ambiguity and to provide enough data to facilitate obtaining the cited material.

At the present time there is no single standard method which is universally followed, of preparing citations to literature and other informational material. Several different methods are in use, each having its own proponents and detractors. In recent years a national standard for bibliographic references was issued by the American National Standards Institute (ANSI), which was approved by the major library associations in the USA and other prominent national groups. (37) A condensed version of the aforementioned standard appears in an article by Mount, and gives enough information to cover the preparation of most of the simpler types of citations generally required. (38) Both the standard and the article provide for two styles of annotations, one giving the
minimum needed to identify an item properly and the other giving more data, such as the type of reproduction equipment needed to utilise a non-print item.

(4) Translating:

In many social science libraries the clients must be kept aware of developments found in foreign language publications. There are several ways of accomplishing this, for example the publication of cover-to-cover translations of major journals, or the publication of translations of occasional articles or books of major importance. In many cases the time lag caused by waiting for others to make translations for general distribution is far too long, requiring the social science libraries to employ one or more translators. This requires subject competence, translating skills, and competence in writing, if abstracts or digests are involved.

Those who have translating skills in complex subjects are generally highly paid, but providing timely, accurate translations is usually well worth the cost to the organisation. Most staff linguists spend their whole time translating. In addition to writing abstracts or complete translations, they are often called upon to read an abstract or to summarise orally the contents of a periodical article or patent, to a patron who requires some idea of the contents rather than a formal written summary.
As an alternative to having a staff translator, some organisations rely on outside commercial translating firms or reliable freelance translators. Whilst this eliminates the need for the usual fringe benefits usually paid to full-time employees, the cost of translations done on a freelance basis may be so high that an organisation with frequent need for such a service might find it cheaper and more convenient to have a staff translator. Those interested in a summary of the sources of translations, the role of translating firms, and translations handling at an indexing service should consult an issue of Science and Technology Libraries, a journal that covers this topic. (39)

(5) Literature searching:

A literature search is an extensive search for information on a specific topic, not usually confined to a single fact, and ranging through all the library's resources. It must be undertaken systematically, starting, if the topic is an unfamiliar one, with a social sciences encyclopaedia or dictionary so that the librarian may become familiar with the subject. All possible clues should be obtained from the person requesting the search, as to what the information is to be used for, what the project is and how the information may be related to other known facts or larger topics. Patient and pleasant
questioning, if possible supplying at the same time some
general reference material, will lead the librarian to the
specific problem. For an extensive search, it is essential
to find out the exact scope of the topic, the earliest
date of information likely to be of use and the depth,
that is to say the thoroughness of search or minuteness
of information desired.

(6) Search technique:

In outline: (1) list pertinent terms as key words, to be
looked for in catalogues and indexes; (2) use the card
catalogue and bibliographies, national, subject, trade,
as well as lists of technical books, to find monographs
on the subject or books which contain a chapter on the
subject; (3) search abstracting journals and periodical
indexes, starting with the latest volumes and working
back through earlier ones; (4) search each index under
each key word, keeping written notes of unsuccessful
tries as well as actual items found; (5) obtain the
original texts and periodical articles; examine them
for further literature references and add them to the
search record; (6) if the item is a trade product or the
information might be patentable it may be necessary to
search government patent indexes. (7) Having located
certain authors who have written on the desired subject
search author indexes for further material, similarly for
corporations, etc. (8) Look for ready-made bibliographies, review articles and other short cuts. See particularly *Social Sciences Index, Index Bibliographicus, Bibliographic Index, Bibliography Digest in Social Sciences News,* review periodicals and review annual or state-of-the-art serials. (9) Carry the search to a reasonable length, until further search reveals little new information, then consult the patron again, asking whether sufficient information has been found or a more complete search is required. (10) Edit the material found for consistent and complete bibliographic reference by author, by sub-topic, or by source, etc.

(7) Editing and calendars:

Because of the knowledge a librarian has gained of material in printed form, his assistance may be utilised in the preparation and production of the organisation's publications. This service may be limited to checking bibliographic form, yet it may extend to editing articles and even to writing them. Literature passing through the hands of the librarian contains information regarding meetings in specific fields. This knowledge can be translated into a calendar of coming meetings or events of interest to members of the organisation. The programmes of meetings can also be collected and kept in the library for those interested in further information.
8.7 PLANNING LIBRARY AUTOMATION SYSTEMS

Although the original meaning of the term "automation" referred to a drastic replacement of human operators with mechanical and electrical devices overseen by a computer, the current use of the word means the application of a computer to a particular process.

Automation has been part of the world of larger social science libraries for several decades. During that time the cost of computers has decreased remarkably, as have prices for associated equipment such as computer terminals. There have also been innumerable applications of computers in a large number of these organisations so that it is no longer the exclusive province of large or wealthy libraries and information centres to introduce computers into their activities. During this period, most librarians have stopped thinking of computers as some sort of mysterious, evil force which eventually would put ordinary librarians out of work.

Computers are being seen as devices which can easily handle a large amount of low-grade routine work often done inefficiently by humans. Computers also perform certain complicated activities which are not feasible for humans to do. Thus, computers are widely regarded as enabling libraries and information centres to offer certain
services more quickly, more accurately and more economically than could otherwise be provided. Yet there are few if any designers of computerised systems who will promise overall cost savings. As Boss describes it in his excellent guide to the basics of automation for library managers,

The cost of performing a single task may be reduced, but total operating costs may rise because more work is being done (40)

He goes on to say that:

... the consensus among those who have studied the costs and benefits is still that improved services are a more compelling reason to automate than are possible reductions in costs.

He states that one of the most significant decisions of a library manager's career is to decide whether or not to automate one or more activities in the unit.

Boss points out that there are at least four options open to the library manager contemplating the question of automating a particular activity. (41)

(i) To purchase a complete system, including hardware (the computer and peripheral equipment) software (computer programmes) and training sessions, from a commercial vendor. This is usually referred to as a turn-key stand-alone system.
(ii) To do the project within the library using a computer located either within the library/information centre or within the sponsoring organisation.

(iii) To use two or more computers, usually with a small computer in the library linked to a larger computer located either in an outside commercial organisation or in the library's sponsoring organisation. (This is usually called a distributed processing system.)

(iv) To join a library network which would provide computer services.

Each option has its strengths and weaknesses. When the library contracts for a ready-made system, there are few if any, development costs, the system may be ready immediately, and it is probably already in good running order. On the other hand, the library would normally have little or no input into the system so that its own particular needs could not be met as well as if a system were designed specifically for the library. When the work is done entirely in the library, there are heavy costs for such features as developing the overall design of the system, the creation of programmes, and training. A lengthy project would undoubtedly be required.
A distributed processing system reduces the capital investment of the library since it uses an existing computer. However, sharing a computer with another organisational unit might force the library into broader institutional procedures and schedules. The central computer staff may not be familiar with library needs, so that an outside consulting firm might be needed to do part of the programming.

Reliance on library networks has been quite successful in many cases, such as shared cataloguing projects (which also have been found to aid interlibrary loans). This option reduces the capital outlay for would-be members since the only costs are a membership fee and obtaining a terminal.

There are vast differences in the size, speed and cost of different models and types of computer available. The current range in cost is such that even small libraries may be able to afford computers in the microcomputer class. More about comparative costs will be found in chapter eleven which deals with library equipment.

8.7.1 Library automation projects

Thousands of individual automation projects have been developed over the years in various libraries. Special libraries and information centres have probably been the source of the greatest number of projects, whereas
university libraries may have the lead for overall size and complexity of projects. University libraries have relatively large quantities of data to manipulate compared to the traditionally smaller special libraries. Circulation records, number of volumes in the collection, or the number of serial records to control at universities are so large they require more expensive and elaborate automation projects than would be suitable for most special libraries.

The most common library automation projects have been involved with circulation records, serial records, catalogues, acquisitions records, and information retrieval. In large social science libraries it would probably be safe to say that serial records, online local databases and routing systems for periodicals have been the systems most likely to be developed.

Social science libraries/information centres have also been active in developing other automated systems, including book catalogues, acquisition functions, computer conferencing, and SDI (Selective Dissemination of Information) service. Computer conferencing denotes a system whereby comments on a given topic or paper are fed by independent observers into a central computer which consolidates the data and makes it instantly
retrievable by participants. A paper by Siegel describes the use of this technique in updating a database being created by the National Library of Medicine (NLM). (42) SDI service refers to the selection by the computer of bibliographic items in a database which would match the previously recorded sets of topics of interest to participating clients, usually done on a regular basis each time the database is updated.

Many computer applications have incorporated the use of microforms, such as those in which computer-stored data are printed onto microfiche. This combination of technologies called computer-output-microfilm (COM), has the merit of being both easily updated and inexpensive to duplicate and has been used for such purposes as creating substitutes for card catalogues.

There are countless applications which could be made by automation in special libraries/information centres. The next section is concerned with some of the decision-making techniques that must be used by a manager in making wise decisions about automation.

8.7.2 Planning automation projects

The use of automation in social science libraries requires careful planning and analysis before a decision is made to go ahead. Boss cites the example of a library which
decided to automate its electro-mechanical circulation system because of long queues and delays at the circulation counter. Before the project began a consultant noted that the problem was due to the practice of renewing expired borrowers' needs at the circulation desk thereby slowing down circulation activities. (43)

By transferring the renewals away from that desk the problem was solved and the library saved the time and expense of automating the system. Even strong advocates of automation point out that automation is not a panacea for all library problems and that certain activities need not be automated.

The following are some useful guidelines for the planning of automation projects:

(1) Define the library's problem:

It is essential to make a careful statement of what the problems appear to be. Since they may be more serious or subtle than the manager realises, it is difficult to make statements as to possible solutions and costs at this stage. It may be decided that an expert is needed, whether from within the sponsoring organisation or from outside. Careful checking by the manager of the credentials and performance record of the person concerned is recommended before hiring. The possible ramifications of employing an incompetent person are too great a risk to take.
(2) Methods of gathering information:

To have a consistent set of information on which to make informed choices, data must be gathered about the library's current operations, good and bad. After the project team has been presented with the first broad overview of current practices, they then begin to focus on the area with the greatest potential for improvement. This is done by systematically gathering data about each functional area and breaking down each major area into further areas of analysis. For example, if the area of concern is circulation some possible sub-functional areas might include check-out desk activities, check-in and return areas, sorting of items, checking for items on the reserve list, preparation of overdue notices and bills, fines, accounting, etc. The idea is to break up a broad area into manageable pieces so that the various activities are understood and problem areas can be easily identified. These areas become the focus for further exploration of the underlying causes of the problem, once identified. (44)

(3) Analyse the library's operations:

This step must be done carefully including an analysis of any parts of the operations which interrelate with the problem areas. As is evident in the example cited above, a consultant who looked at only circulation activities
and did not note how they were affected by reader registration would have failed to do the job of analysis adequately. The analyst must be sure the problems as originally identified are accurately stated. As Boss put it "one must be careful to identify the problem, not the symptoms". At this point the analyst may discover that the problems are different in number and scope than originally hypothesised by the manager.

(4) Synthesise alternative solutions:

It is rare that only one solution to a problem is viable, but there can be one solution which is far more suitable than any others in terms of effectiveness, overall cost, or speed of accomplishment. At this point, the analyst must confer with the manager to decide how to redefine the problems and pick the best solution, specifying expected costs, time requirements, and the scope and benefits of the proposed project. The library manager should be the person to define the specifications. Boss recommends that the specifications be grouped into "must", "highly desirable" and "acceptable if reasonable" categories.

(5) Iterate the steps to increase the detail and ensure that the problems would be adequately solved:

In any project having significant costs and importance to the unit, the manager and the analyst or consultant must double-check their plans to make sure that some major snag
has not been overlooked. Repetition of the planning also allows for greater detail in the written project proposal, which would then be submitted to higher management for approval.

The final step in the project may recommend the development of an automated system using computers already on hand or else stand-alone types to be under library control. The recommendation might be to develop a system with personnel hired specifically for the project (if not already available within the organisation), or it may be recommended that a ready-made turn-key commercial system be purchased. Combinations of these solutions are also possibilities. The more complicated the problems, the more likely that variations in the solutions would be considered. There is a great deal of literature available on making managerial decisions about problems involving automation. For example, a paper by Landa discusses the factors involved in deciding whether or not to contract for outside service considering costs, quality of service, contract content, negotiations, etc. (46)

The respective merits of having a computer within the unit versus sharing one with other departments or organisations are discussed in an article by Elchesen. (47) Even the topic of providing for backup equipment in the event of
catastrophes that could affect computers, is dealt with. A paper by Gilchrist discusses how to plan for such dire eventualities as fires or floods. (48)

8.7.3 Implementing automation projects

There are many things to consider before implementing an automation project. Some major considerations are as follows:

(1) Dealing with vendors:

There is almost always a vendor involved, whether to provide some hardware, software, or a complete system. It is important that the specification in the "must" category be written into the contract, particularly those that could be called performance standards. Delivery schedules, terms of payment, and acceptance plans must be included in the written contract. Some practical words of warning about working with vendors are given by West and Butler; their advice is to watch out for a contract in the following situations: if you cannot understand from the contract what you are buying; if you cannot get a firm schedule with dollar penalties for late delivery; if you cannot get firm estimates on operating costs; if nothing happens at any stage for more than three months; or if your vendor says that library problems are really very simple. (49)
(The proceedings of the meeting which contain the above-cited article were succeeded the following year by a set of conference papers dealing with the economic and legal aspects of negotiating contracts for automated library projects. These are also recommended for library automation planning.)

(2) Staff training:

When a contract has been signed, the manager should brief staff members on the content and scope of the project, including such points as how it will affect their duties and the services offered to users. Turnkey operations involve training sessions run by the vendor's staff, but in any case where there are enough employees involved it is wise to appoint one staff member to be responsible for training, including instructing new employees and retraining all others if system changes occur during implementation.

(3) Records conversion:

There are several viewpoints regarding the extent to which old records being automated need to be converted when a new system is made ready. Depending upon the type of project involved, conversion could range from zero for an online cataloguing (involving closing the card catalogue
after a certain date) system to fifty per cent for a circulation record. If a system is begun using only new material, it may take years before a significant amount of data is converted. There are commercial firms which specialise in data conversion, which is an expeditious but expensive way to handle conversion. Competitive bidding is recommended if the project is large because of the great variations in prices charged by various companies.

(4) Selling the programme:

Once a newly automated service is available, the manager must inform the social science library clientele of the changes and let them know how the project will affect them. Careful planning should precede this activity so that it is done effectively. Some techniques that should be considered are articles in local newsletters, house journals, newspapers, leaflets, demonstrations for clients and displays featuring photographs or samples of the new systems.

8.7.4 Outlook for automation

There is every evidence that more and more social science libraries and information centres will become involved to some extent with computerised activities. Whatever the extent of the activity managers must realise that a
certain amount of risk is involved. Boss has written a helpful chapter on this topic, citing some past failures and why they failed. (51) On the positive side, an article by Friedman provides a case study of a successful computerisation of a special library's cataloguing and circulation records. Included in the article are cost data and man-hours spent. (52)

Zeh has described a series of improvements which range from a computerised indexing system to the use of computer-output-microfilm (COM), in what he calls an integrated information system. (53) It is essential to keep a balanced attitude towards automation - not being afraid to get involved, yet bearing in mind that it is not a wise step for every library in every instance.

8.7.5 DOBIS/LIBIS: An integrated on-line library management system

The reasons which are behind my selection of the DOBIS/LIBIS computer as an automation system for social science libraries in Saudi Arabia are as follows. The first major reason is most of the university libraries, King Saud University, the University of Petroleum and Minerals and King Abdul Aziz University, and the largest social science libraries such as the Public Administration Institute, the Ministry of Financial and National Economy and the Ministry of Planning, have already started to use
the DOBIS/LIBIS system and had practical experience with this system which would be desirable to ensure good cooperative efforts with the rest of the social science libraries in the country who could be certain of using the same automation system.

The second major reason is the DOBIS/LIBIS system's dialogue language can easily be translated from English into other languages. Additional facilities make it possible to run two or more dialogue languages which are available to meet the Arabic language requirements.

DOBIS/LIBIS is an online, integrated, interactive system that includes the major library functions of searching, cataloguing, circulation and acquisitions processing for a network of libraries. The integration of all library functions in a network environment permits sharing of computer resources and costs while enhancing the value of the shared catalogue. All files are updated in real-time. Full authority file control is supported for all indexes to the database. Attention has been paid to the interface between the system and the user in an effort to remove all computers from the dialogue language. (54)
In 1971 the University of Dortmund in West Germany, started work on the Dortmunder Bibliothek System (DOBIS, Dortmund Library System). The Catholic University of Louvain in Belgium subsequently started development work with the Louvain Integraal Bibliotheek Systeem (LIBIS, Louvain System). DOBIS/LIBIS is a result of the joint work of these two universities with IBM.

The searching, cataloguing and maintenance modules were developed at Dortmund and are thus called DOBIS. Circulation, acquisitions, much of the background processing, and the batch programmes were developed at Louvain and are called LIBIS.

Versions of the system, or parts of it, are running at the University of Louvain, at the University of Dortmund, at the College Biblio-Centre in Scarborough, Canada, at the University of Pretoria, South Africa, at the University of Perugia in Italy, and at the National Library of Canada in Ottawa and as mentioned above, the University of Petroleum and Minerals, the King Saud University, the King Abdul Aziz University and the Public Administration Institute, the Ministry of Financial and National Economy, and the Ministry of Planning libraries. Each of these institutions has modified the base system in accordance with their requirements. (55)
There are strong library and data processing arguments in favour of integrated, online library management systems. Since holding, circulation, and acquisition records are all related to bibliographic records, it makes economic and procedural sense to store the catalogue records just once, but make them available throughout the system when needed. (See Fig. 8.10.)

Similarly, authority file entries can best be controlled when an entry is stored only once, no matter how many bibliographic records are indexed by that entry and how many copies of these records are held. When provision is made for choosing authority file-entries from the files instead of re-entering them each time a document is ordered or catalogued, authority file control and accuracy are increased.

The library staff should be able to use an online system simply and directly. Various techniques can be used to simplify operation, to reduce keying and to make the system approachable by people who are not data processing experts. DOBIS/LIBIS was therefore designed with these three goals in mind:

- An integrated system;
- Strong authority file control;
- Can be used directly by the library staff and its borrowers.
8.7.6 System organisation

The system is designed not only for an individual library with its branches but also for a network of libraries. Fig. 8.10 is a diagram of the DOBIS/LIBIS library network structure. The system catalogue is the pool of bibliographic records shared by all member libraries. Attached to it is the system holdings file giving the names of those libraries holding each document in the system catalogue. The system catalogue has author, title, subject, classification, publisher, ISBN, ISSN, LC card number, and other number indexes. These indexes serve not just as indexes to the bibliographic files but more importantly, as the system's authority files as well. Fig. 8.11 is a summary of the indexes available.

A file of local copies, held separately for each library in the network, indicates how many copies of the document a particular library holds and the copy information for each library. In addition to the local holding files, each has the local files needed for circulation and acquisitions.

Thus if a library uses the circulation portion of the system, it also has a circulation file, borrower files, and a file for fines. Although the practice should be
Fig. 8.10: Structure of the DOBIS/LIBIS Database
<table>
<thead>
<tr>
<th>Document File</th>
<th>Primary Indexes</th>
<th>Secondary Indexes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bibliographic</td>
<td>Names, Titles, Subjects, Classification, Publishers, ISBNs and ISSNs, LC card numbers, Other numbers</td>
<td>Vendors, Library funds, Borrower names and numbers, Order numbers</td>
</tr>
<tr>
<td>Copies</td>
<td>Call numbers</td>
<td>All bibliographic indexes, Borrower names and numbers, Order numbers</td>
</tr>
<tr>
<td>Borrower numbers</td>
<td>Borrower names</td>
<td>All bibliographic indexes, Borrower numbers, All bibliographic indexes</td>
</tr>
<tr>
<td>Circulation</td>
<td>Borrower names</td>
<td>Borrower names and numbers, All bibliographic indexes</td>
</tr>
<tr>
<td>Fines</td>
<td></td>
<td>Borrower names and numbers, All bibliographic indexes</td>
</tr>
<tr>
<td>Order</td>
<td>Vendors, Library funds</td>
<td>All bibliographic indexes, Order numbers, Vendors, Library funds</td>
</tr>
<tr>
<td>Invoices</td>
<td></td>
<td>All bibliographic indexes, Order numbers, Vendors, Library funds</td>
</tr>
</tbody>
</table>

Fig.8.11: Summary of Indexes to DOBIS/LIBIS files
discouraged because it decreases the value of the shared catalogue, a library may also maintain its own local catalogue files separate from the system catalogue.

The structure and location of the files are entirely independent of the location of the terminals used by the libraries in the network. For example, a university library might have a centralised cataloguing department and allow departmental libraries to initiate orders individually, but receive all incoming documents centrally. Obviously the terminals for circulation activities have to be located at the circulation desks of both the main and the departmental libraries.

8.7.7 System configuration

The DOBIS/LIBIS programmes are written primarily in PL/1. A few are in assembly language for performance reasons. The real-time monitor is CICS/OS/US (Customer Information Control System), which in turn runs under any IBM OS (Operation System). The system has run on computers ranging in size from an IBM System 370/Model 135 to a Model 16B. It does not require a dedicated machine, but runs in a partition just as any other job. It uses direct access devices for storing all records. With the exception of batch printing operations, which are
done on a high-speed printer, and the printing of single documents done at a typewriter terminal, all searching and updating are done from IBM 3270 display terminals. A scanner attached to the terminal is used to read bar-coded labels identifying borrowers and documents for circulation.

The maximum number of bibliographic records and copies for one installation is 2 billion. Up to 2 billion borrowers may be registered with the system. The maximum indexable length of all types of alphanumeric keys in the system is 255 bytes. Although a special internal format is used to give good response for real-time updating and to support the multiple indexes to the bibliographic records, the full LC MARC format for monographs and serials can be utilised for both input and output. Response times depend upon the mix of jobs running in the host CPU, the number of terminals attached, the amount of memory available for the system and the amount of activity on the terminals. (57)

8.7.8 DOBIS/LIBIS functions

For purposes of explanation, the system is broken into several natural subdivisions, corresponding to a large extent with the way librarians think about the departments in a library. Although it is impossible to describe each
of these functions in detail, some of the most important features are summarised here to give some idea of how they operate.

(1) Searching:

Searching is an important system function, both in its own right and because this display sequence is used when any file in the system is searched. In circulation and acquisitions, the choice of files is different but the sequence of displays is the same. Searching also allows the illustration of the dialogue language of DOBIS/LIBIS.

Searching begins with the choice of a file. Fig. 8.12 shows the list of the files available for searching the catalogue as they are displayed at the terminal. Those listed on the left are the authority files and indexes for the system catalogue. Those on the right are indexes for the local catalogue and the local copy files. At the top of the display are one or more headings that tell the user exactly what he or she is doing, in this case "searching". Subsequent displays add to this heading to show the file being searched and so forth.

Near the bottom of the display is an instruction: Enter number. Instructions for display always appear at this place on the screen. The user has chosen to enter an "I", including that a search is to be made of the system
<table>
<thead>
<tr>
<th>Searching System files</th>
<th>Local files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names</td>
<td>Names</td>
</tr>
<tr>
<td>Titles</td>
<td>Titles</td>
</tr>
<tr>
<td>Subjects</td>
<td>Subjects</td>
</tr>
<tr>
<td>Publishers</td>
<td>Shelf list numbers</td>
</tr>
<tr>
<td>Classification</td>
<td>Copies, volumes</td>
</tr>
<tr>
<td>ISBN/ISSN</td>
<td>Document numbers</td>
</tr>
<tr>
<td>LC card numbers</td>
<td></td>
</tr>
<tr>
<td>Other numbers</td>
<td></td>
</tr>
<tr>
<td>Document numbers</td>
<td></td>
</tr>
</tbody>
</table>

Enter number
1-

Fig. 8.12: Selection of files in searching

<table>
<thead>
<tr>
<th>Searching Names</th>
</tr>
</thead>
</table>

Enter search term
hoff

Fig. 8.13: Entry of the search term
names file. Only the single character "I" has been entered. The remainder of the display was created by the system. User input is brighter than system-supplied information when it is displayed at the terminal. This difference is indicated by using boldface type for user input and normal type for system-supplied information.

The system's dialogue language can easily be translated from English into other languages. Additional facilities make it possible to run two or more dialogue languages simultaneously. For example, the system can "talk" to one user in English whilst another user might have Dutch as a dialogue language and a third still another language. If the dialogue language were German, all of the characters not in boldface type would appear in German.

After an index has been chosen, the system requests entry of a search term (Fig. 8.13). This term must be at least one character long but need not be an exact match with any entry in the indexes. The system ignores capitalisation when searching, and so it is easier just to enter lower-case characters.

The system uses the search term only to display the portion of the appropriate file immediately surrounding the search term in alphabetical order (Fig. 8.14). Fourteen lines from that file are displayed: one
Searching

Names

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Van Hoboken, Anthony</td>
<td>1887-</td>
</tr>
<tr>
<td>2*</td>
<td>Hofferee, Arthur, Charles, Ernest</td>
<td>1897-</td>
</tr>
<tr>
<td>3</td>
<td>Hoffnung, Gerand</td>
<td>1900-1967</td>
</tr>
<tr>
<td>4</td>
<td>Holst, Gustav, Theodore</td>
<td>1874-1934</td>
</tr>
<tr>
<td>5</td>
<td>Holst, Henry</td>
<td>1899-</td>
</tr>
<tr>
<td>6 x</td>
<td>Holywood, John</td>
<td>1900-1967</td>
</tr>
<tr>
<td>7**</td>
<td>Verein Holgblasinstrumentau. Arbeits</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Van Hoogstraaten, Willem</td>
<td>1884-</td>
</tr>
<tr>
<td>9</td>
<td>Humperdinck, Engelbert</td>
<td>1854-1921</td>
</tr>
<tr>
<td>10</td>
<td>Hungarian String Quartet</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Husa, Karel</td>
<td>1921-</td>
</tr>
<tr>
<td>12</td>
<td>Hutschenwizter, Wouter</td>
<td>1796-1878</td>
</tr>
<tr>
<td>13</td>
<td>Hutschenwizter, Wouter</td>
<td>1859-1943</td>
</tr>
<tr>
<td>14</td>
<td>Huybrechts, Albert</td>
<td>1938-</td>
</tr>
</tbody>
</table>

Enter number or code

3-

t new term  f forward
i new title b backward  d detail

Fig. 8.14: Section of the Name Index
immediately before the search term and then the succeeding thirteen entries in alphabetical order. At the left of the display are the numbers 1 to 14. These numbers are arbitrary numerical designations for the entries from the name file that are listed on the display. The symbols immediately following the line numbers give additional information about the entries listed. An asterisk indicates that diacritical characters are included in the entry; an "x" indicates that there are cross-references for that entry; the slash on line 7 indicates that the entry had to be truncated for display purposes. (57)

Corporate and conference authors in the name file and all titles in the title file are permuted so that an entry may be found under each word that is not a stop word. There is a separate stop word list for each language and for each file that can be permuted. This is particularly useful for double-barrelled surnames of authors, for example, van Hoboken, which appears under both "van" and "Hoboken", and for corporate authors. At the right of the screen appears the number of documents indexed by each of the entries. The bottom three lines are used to display the mnemonic codes applicable at this point in the procedure. For example, a user may wish to page forward or backwards in the name file by entering an "f" or "b". Entry of an "f" will lead to a display of
## Searching

### Names

### Short information

<table>
<thead>
<tr>
<th>Hoffnung, Gerard</th>
<th>Hoffnung's encore</th>
<th>1968</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffnung, Gerard</td>
<td>Birds, bees and storks</td>
<td>1960</td>
</tr>
<tr>
<td>Hoffnung, Gerard</td>
<td>Hoffnung's acoustics</td>
<td>1957</td>
</tr>
<tr>
<td>Hoffnung, Gerard</td>
<td>Hoffnung's companion</td>
<td>1957</td>
</tr>
<tr>
<td>Hoffnung, Gerard</td>
<td>Hoffnung's symphony</td>
<td>1955</td>
</tr>
<tr>
<td>Hoffnung, Gerard</td>
<td>Maestro the</td>
<td>1953</td>
</tr>
</tbody>
</table>

Enter number or code

5-
t new term
i new file
w show file    e end

---

Fig. 8.15: Short bibliographic information
Fig. 8.12, allowing the user to switch to a different section of the file for searching. Entry of an "i" takes the user to Fig. 8.11 so that a different file may be searched. The authority file detail (subfield codes, MARC indicators, notes and cross-references) for a particular entry is displayed when a "d" is entered. If the line number of an entry is chosen, the system displays a short summary of each document associated with that entry (Fig. 8.15). Here the first author and title from the system catalogue as well as the publication date are displayed. Entry of a "w" asks the system to display the file again (Fig. 8.13). Entry of an "e" indicates that searching should be terminated.

Entry of the number of the appropriate short description leads to display of the complete bibliographic information (Fig. 8.16). The standard descriptive section of a bibliographic entry is shown at the top: title, remainder of title, publisher, place, data, collation. This is followed by a summary of all the elements in the bibliographic record. Entry of the mnemonic code "s" causes the system to display short bibliographic information again (Fig. 8.15). From the bibliographic information, those libraries holding copies of the document can be displayed if a "k" is entered. Choice of one of these libraries leads to a display of the copies owned by that library and to full copy information.
Searching
Names
Full information Document 39471.


Names: Hoffnung, Gerard
Titles: Hoffnung symphony orchestra The
Subjects: Music/Humour
Notes: remain: by Gerard Hoffnung colatn: 64 p., ill., 25 cm.

Enter code
-

| t | new term | K copies | s short |
| i | new file |
| w | show file |

Fig. 8.16: Full bibliographic information
Experienced users tend to use a facility known as "command chaining" - strings of answers that cause the system to skip intermediate questions in a sequence. For example, the command chain "1 hoff" entered at Figure 10 leads to an immediate display of Fig. 8.13 without the intervening Fig. 8.12.

(2) Cataloguing:

Original cataloguing begins with a search of the shared cataloguing to ascertain whether the document is already in it. The librarian may choose to enter a new document, modify an existing document, or duplicate a bibliographic record in order to catalogue another edition or a similar document.

(a) Types of data

There are three general types of data in a catalogue record: authority file entries, codes and free text.

Entries to the authority files are made only after the existing authority file has been consulted. For example, to enter a subject heading, the user tells the system that subject headings are to be entered. The system then asks for a search term in order to display a section of the subject file. If the heading
is already in the subject authority file, the user selects it from the screen by entering its line number and it is added to the document. The user is not required to re-enter the subject heading. If, however, the subject is not already present it can be added to the file; the user selects the MARC indicators for type of heading (topical, geographic, etc.) and the source (LC, NLM, etc.) from code tables and then types in the heading itself. Entries may be made in all the files without the necessity of having a document in the catalogue with that entry on it. Thus it is possible for the user to enter subject headings or descriptors from tape, thereby decreasing the typing required of the librarian and increasing the accuracy and consistency of subject heading assignments.

Tables are used throughout the system to standardise and simplify entry of coded data. Many of the fixed and leader fields in MARC have a limited number of possible values. Thus, it is often more convenient for the user to choose an entry like "portraits" from a list of possible illustrations than to have to memorise the fact that "c" is the proper code to use.
Many of the coded fields in a MARC record are filled in by DOBIS from default tables. Each library in the system has its own set of defaults for cataloguing so that the cataloguers from that library may tailor the procedures to their own requirements. For example, most documents catalogued at a university library have illustrations, are in book form and are written for adults. Thus, these fields can be automatically filled in by DOBIS for the cataloguer. Defaults can, of course, be changed during the cataloguing procedure.

(b) Processing

When a library acquires a copy of one of the documents already in the system catalogue, the librarian needs only to locate the bibliographic information for that document, indicate that the library now has a copy, and enter the copy's location and call number. DOBIS marks the system holdings file to indicate that the library now holds a copy of the document and stores the copy record in the local holdings file.
The advantages of shared cataloguing increase as the size of the shared catalogue grows. One of the big advantages of DOBIS is that each bibliographic record can be identified from many indexes. This increases the probability of finding a record and thus decreases the amount of original cataloguing that must be done.

As copies are catalogued, they are posted automatically to print queues for production of catalogue cards, inclusion in the new accession list, printing of the bar-coded label for circulation, etc. The queues to be posted are defined separately for each library in the network. These queues may be changed online if they do not apply to the copy being catalogued.

DOBIS/LIBIS provides a number of procedures for catalogue and authority file maintenance. For example, an author's name might be entered incorrectly in the catalogue because of a mistake by the cataloguer or perhaps because of a change in the cataloguing rules. The cataloguing for all documents in the system by that author may be corrected at once with one of the cataloguing maintenance functions.

(3) Circulation:

The subfunctions available under the area of circulation are listed in the circulation summary screen shown in Figure 8. The most important of them are described briefly in the following paragraphs.
<table>
<thead>
<tr>
<th>Circulation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 charge out</td>
<td>8 loan policy</td>
</tr>
<tr>
<td>2 check in</td>
<td>9 fine policy</td>
</tr>
<tr>
<td>3 Document status</td>
<td>10 overdue policy</td>
</tr>
<tr>
<td>4 Borrower status - name</td>
<td>11 dates library is closed</td>
</tr>
<tr>
<td>5 Borrower status - number</td>
<td>12 semi-permanent loan</td>
</tr>
<tr>
<td>6 Replace document label</td>
<td>13 change master number</td>
</tr>
<tr>
<td>7 Replace borrower label</td>
<td>14 send overdue</td>
</tr>
<tr>
<td></td>
<td>15 generate pre-printed label</td>
</tr>
<tr>
<td></td>
<td>16 delete borrowers label</td>
</tr>
<tr>
<td></td>
<td>17 correct borrower name</td>
</tr>
<tr>
<td></td>
<td>18 delete paid fines</td>
</tr>
</tbody>
</table>

Enter number or code

end

**Fig. 8.17: Circulation subfunctions**
Circulation policies control the length of time a document is loaned to a borrower, the amount of fine to be charged if it becomes overdue, and at what interval overdue notices are to be sent. These are different for each library in the network and can be displayed and changed online.

Charge out and check in are straightforward. The borrower number and the numbers on the labels are read with a bar-code scanner. The borrower's record in the file is checked to verify his or her right to borrow. Optionally, the document records can be read and the copy's call number displayed. The loan period is calculated automatically from the loan policy. When a document is returned, the fine is likewise calculated automatically from the fine policy.

Status information for a borrower includes the documents on loan, fines due, fines paid and holds placed, as well as the usual fields needed for borrower records such as addresses, telephone numbers, etc. Fines may be recorded as paid, holds may be placed, and the values for various codes and other fields may be changed online.

The circulation status of all copies of a title or of a single copy may be displayed. This information includes the borrower, the date borrowed and the date due, renewals
made, whether the document has been recalled, and when, and whether there are holds on the title or on the copy.

A damaged borrower label or document label is replaced by requesting that a new label be printed at a typewriter terminal near the circulation desk. Documents may be loaned from one departmental library to another on a semi-permanent basis. The documents are treated, for circulation purposes, as if they belonged to the borrowing library.

(4) Acquisitions:

The acquisitions function includes placing orders, receiving copies and invoices, controlling library funds, claiming, and renewing subscriptions. Both monographs and serials are handled. The acquisitions subfunctions are listed in Fig. 8.18. Some of these are discussed briefly below.

When a document is to be ordered, the vendor of the document and the library fund to be debited are first identified. Then the bibliographic record is found in the system catalogue. If the desired document is not already in the catalogue it can be added. LIBIS then displays an order summary, filling in many fields with the order defaults tailored for each library and vendor.
Fig. 8.18: Acquisition subfunction
Individual fields may be changed as desired before the order is placed. If the document is to be circulated to a borrower when it is received, the borrower file is searched for the name of that person and the hold recorded in the files.

Documents and invoices may be received individually or together. In both cases, the document ordered is identified with either the bibliographic indexes or the order number. The number of copies received and/or the invoice information is noted.

Periodic searches of the order file by programmes locate those orders that are complete and where the invoices can be paid. The order numbers of these invoices are posted to a queue so that LIBIS can prepare financial information for the accounting department.

The acquisitions status for all documents in the order file can be found with any of the bibliographic indexes and with the order number statistical information about vendors and and library funds is available online.

Each library in the network has a claim policy that defines when the various types of documents ordered are to be claimed. The claim forms are printed with the report writer (see "Background processing" below).
Interlibrary loans are handled in a similar way to purchase orders. Provision is made for the documents to be treated as a copy temporarily assigned to the borrowing library. A special function is used to return the loans to the lending library.

(5) Maintenance:

Maintenance is a function used primarily by programmers responsible for taking care of the system. It includes programmes that display statistical information about the condition of the files and that allow direct changes to records in the file. The utilities provide unload, re‐load, and reorganisation facilities for the files. Files are reorganised when large numbers of records added to the files degrade system performance.

(6) Background processing and batch programmes:

This subfunction supports the input and output not only of bibliographic records but also of circulation and acquisition records in an interface format. As documents are catalogued, their numbers are automatically posted to queues for production of catalogue cards, accession lists, and so forth. When these queues are emptied, information is taken from the system and local files, put into an interface format, and written in an output file. Batch programmes are then used to print the required catalogues or forms.
In addition to batch programmes for cards and catalogues, there is a report writer that can be used to print forms needed for circulation and acquisitions. Each library may design its own forms and use the online form design programmes to enter them. The format for overdue notices, recall notices, orders, and the like may thus be tailored for each library in the network.

Records from the system are written on an output file when a queue is ready for printing. The report writer then processes these records, printing the information in them according to the format given in the print specification. It can sort the records before printing, number pages, print fields conditionally, underline, print vertically sum fields, print totals, and print fixed information.

8.7.9 Security

Access to the system is restricted to those persons registered as users. (Borrowers are those persons who may borrow documents, and thus information about them is found in the borrower files. There are of course, individuals found in both file categories who may borrow documents as well as catalogue them.) Each user has a name used to log into the system and a password. Both must be entered correctly before the system will allow access. The password
is entered and changed by the user and is stored in encoded form. Knowledge of the encoded form does not permit reconstruction of the password.

With each user is associated a set of authorisation levels that control the amount of access he or she is allowed in each of the system functions (searching, cataloguing, circulation, maintenance, etc.). If the user is not authorised to use a particular function, the system will not allow him or her to access it. Authorisation levels are controlled by the one or two people at each installation who perform system maintenance. (60)

Although searches in the catalogue are allowed without authorisation or password, changes to the database require authorisation and a password. With the exception of the system catalogues, to which any cataloguer in the system with the appropriate authorisation level may make additions, a system user may update only the files for his or her local library. The system thus ensures that the local data are wholly the property of the local library and only that organisation can effect changes.

All updates to the file are journalled before the changes are made. If a hardware or software failure causes operations to be broken off before an update is complete, the update is completed automatically by the system the
next time it is started, and before any user is allowed to log in. Furthermore, the update procedure has been so designed that the database always remains consistent throughout all stages of the update. Thus, even if a programme error prevents the successful completion of an update, the files can still be used correctly until the error can be fixed by system personnel.
REFERENCES


18. Thompson, Lawrence. op. cit., p.280.


22. Ibid., p.101

23. Ibid., p.115-116

24. AACR, p.3


32. Ibid., p.77.


51. Boss, op. cit., p.34


CHAPTER NINE

PLANNING THE LIBRARY BUDGET

Budgets may be defined as estimates of revenues and expenditures for a given unit or organisation, for a given time period, usually the fiscal year. In most social science libraries there is virtually no revenue; in this case the budget is confined to expenditure. The fiscal year is determined by each organisation and it may coincide with the calendar year or may begin at any time chosen by the organisation. Budgets may be prepared to cover time periods longer than one year, but this is uncommon.

Another way of looking at budgets is to see them as vehicles for presenting top management with proposed programmes of action. Subsequent approval of the budget would indicate approval of the programmes. The latter concept probably has the most validity in organisations in which management prefers to have new programmes presented as part of the annual budget process, rather than to deal with them in separate documents. However, it should be noted that an administrator is sometimes free to submit plans for new projects at any time in the fiscal year.

9.1 TYPES OF BUDGET

Various types of budget have been identified in the literature, but most types are covered by four variations:
(1) Lump sum budget: This is even more simple than the line budget. It consists merely of one sum of money with no breakdown into purposes for which it will be used. Fortunately, it is not a commonly used method. It places a great deal of responsibility on the administrator to use the sum wisely and is virtually indefensible if questioned by top management. (1)

(2) Line item budget: This is commonly used and simple to grasp. It is merely a line-by-line listing of items for which funds are allocated. There is no real indication as to how they are to be used.

(3) Formula budget: There are a few organisations which use formulas to determine how funds will be allocated. A well-known example of this is the Clapp-Jordan formula for budgeting collections at university libraries. (2) Although not widely used, it is a good example of an attempt to take the guesswork out of budgeting for academic libraries. The formula is based on the number of graduate students, faculty size, number of doctoral degrees granted, number of departments served, etc. For each element a lump sum is allocated. Obviously, the results are no more accurate than the factors built into the formula. Other formulas have been proposed which deal with the number of staff members needed for a certain size of clientele, served by a social sciences libraries. One reason that such budgets are not widely used is the difficulty of arriving at formulas that work.
Programme budget: This is the most complicated type of budget to prepare, but it is also the most useful. It has the advantage of supplying much information about the uses of funds in relation to specific programmes or projects. Programme budgets are best used to inform top management of services or projects in relation to their costs. It is possible to get a much better concept of a particular activity from this sort of budget.

9.2 PREPARATION OF BUDGETS

Before preparing an annual budget, administrators or the head of the library, need to consider what changes should be made in services and the collection, and whether they should be made. It is not a process that can be hurried if it is to be done well.

Another preliminary step is gathering statistics to help determine the basis for costs included in the financial budget and to prove the viability of the figures, should they be questioned by top management. For example, the librarian should not overlook data on costs of literature which is published annually in journals such as Publishers Weekly and Library Journal. Percentage increases in costs over recent years are useful in estimating costs of publications for the future.
There is little in the way of accepted standards in social science libraries for certain important portions of the budget, such as the appropriate number of staff members to serve a given number of clients. The ratio of people served per professional varies tremendously from one social science library to another, even if the user population is identical. Thus in estimating the budget, one should not count on finding some authoritative source that would serve as a justification for the size of the staff. Some figures, such as professional staff salaries, listed in the annual SLA survey, are easier to justify.

In preparing a budget, the delicate subject of allowing for inevitable costs arises. In some sectors, it is more or less expected that the budgets proposed all contain a certain percentage of over-provision, which, when allowed for, leaves the true figures for funds actually required. In other circles excess budgeting is definitely discouraged by management. The manager must tactfully find out the practice at his or her organisation. Excess budgeting is not recommended if the goal of management-accuracy in planning is ever to be realised.

In establishing projected costs the manager must consider many factors, some more obvious than others. Inflation is one which is unlikely to be overlooked. Other cost
increases may be due to change in operations, such as the use of more elaborate data processing equipment to speed up operations. This change in equipment would undoubtedly include higher costs for equipment, leased or rented, together with costs for maintenance (10%-15% of the purchase price). Impending expansion of a company into new fields will certainly lead to increased costs for bringing the collection into line with the expanded subject interests.

9.3 BUDGET OPERATION

The direct costs involved in initial establishment of social science libraries are of two kinds: (1) purchase of equipment and preparation of the space assigned to the library, and (2) purchase of the basic collection and, in some cases, allowance for extra manpower to organise the materials for use. If a consultant is engaged, his fees may also be considered as an initial cost. There may also be travel costs if the librarian is sent to visit other libraries for up-to-date ideas and methods.

9.3.1 Equipment

The size of the collection and the kinds of materials to be housed (anticipated numbers of books, journals, reports, etc.) will influence equipment cost estimates. Final determination of the kinds of equipment and furniture to
buy is best made by the librarian, who should be responsible for determining the number, type, and quality of cabinets, book shelves, etc., and other kinds of equipment needed.

General information from which to estimate costs of shelving and card catalogues is given in Chapter Eleven. Prices of office equipment such as microfilm readers or printers, desks, filing cabinets, and typewriters, can best be determined at the time by consulting local suppliers.

Preparation of the space to be used is also a matter of local determination. It may involve partitions, flooring, lighting, wiring or other adaptations, in addition to decorating. The amount needed in the operating of the budget will vary from year to year, but provision should be made for replacing items such as typewriters, and for adding more equipment, as the use and the collection grow. One year a film reader, the next a few filing cabinets and the next an extra section of card catalogue cabinets may be added. In years when the library's space is expanded or it moves to new premises, larger expenditure for new equipment will of course be planned as part of the expansion costs.
9.3.2 Publications

Selection of the basic books and periodicals needed is one of the first tasks of the librarian, and close estimates of their cost can be made on the basis of his selections. To make a rough estimate, the information on cost of publications presented in this chapter might be used as a guide. It is suggested that the regular annual budget for purchase of publications be estimated first. In general, a special fund for the basic collection should be set at four to six times the annual figure if extensive back files of many indexes and periodicals are needed. Funds for purchasing books, periodicals, indexes, reports, information services, microfilm, and other materials are the second major component of the budget. Here it is necessary to consider the nature of publications in the subject fields to be covered and the general needs of the organisation - whether periodicals are more numerous and important than books, whether back files of many abstracts, and/or indexes, are needed, whether five- or twenty-year runs of periodicals are required, and whether they should be in their original form or in microform.

If publications in several subject fields are needed and thorough coverage is necessary, the library will acquire more publications than if only one field is covered, or if several fields are to be covered in a general way.
The librarian can establish budget estimates according to these factors after studying the needs and wishes of the organisation and the publications available.

A study of several social science libraries in Saudi Arabia shows that book collections range in size from under 100 volumes to 50,000. The medium is 4,000 and the average is about 6,400. For preliminary planning for social science libraries in Saudi Arabia the following guidelines should be useful:

(1) Books:
The number of books purchased per year ranges from under 100 to as many as 5,000 in social science libraries. The average is in the region of 200-500 books per year. For all books published in 1983 the average price was $22.20; for business books the average was $17.23, and for economics the average was $20.34. (5)

(2) Periodicals:
Most social science libraries in Saudi Arabia have from 200 to 700 periodical subscriptions, although some range to over 2,000. The average number is about 300, and the average price in 1983 was $17.71. Average prices in selected subject fields for 1983 were: business, $16.90; economics, $24.38; management and administration, $65.47; other social sciences, $30.27; psychology, $25.79. (6)
(3) Published information services:

These are data sources such as legal reporters for commercial, patent or labour law, statistical services and similar publications. In some fields such services are an important part of the collection. For 1984 the average price of services in business was $300.03; in law, $200.97 and in science and technology, $70.85. Indexes and abstracting services and daily or weekly newsletters for special fields should also be considered in this category. All are expensive in comparison with books and periodicals and all must be carefully selected and evaluated according to the particular needs of the organisation. Published guides to the indexes and other services available in various subject fields may be found in the King Saudi University Library or in the Public Administration Institute library in Saudi Arabia and will of course be known and used by the librarian, in planning the new collection.

(4) Reports, documents, and pamphlets:

Few studies have included useful figures on the number of non-book items social science libraries acquire and process each year. Probably every organisational library obtains more of these publications than it does books, and the majority receive twenty times as many. Some are free or inexpensive on cost and it is therefore difficult to generalise.
The methods of paying for such material vary according to the practice of individual organisations. Some buy through a dealer and handle payments as they would for books; others establish a revolving fund to be managed by the library for small amounts. Deposits, which can be drawn against, may be established with the United States Government Printing Office and with some other agencies that supply reports, documents, and photocopies. Many reports come in series on a subscription or membership basis. However the mechanics are handled, the budget for all such materials should be flexible at the beginning until estimates can be made on the basis of experience.

(5) Salaries:

Salaries require the largest of the operating budget, usually 70% to 80%. The proportions in sample budgets are given in table 9.12. In 1984 a Saudi Arabia Monetary Agency libraries salary survey indicated that the mean salary for participants was $30,000. Between 1983 and 1984 salaries were increasing by about $730, or over 6%, per year. Table 9.12 shows various salaries positions.

Further salary information by geographic areas, by industry, or type of organisation, and by age and education is given in a survey report. (8) This report covers professional personnel only and a new survey is taken every three years. Salaries for technical and clerical personnel can be estimated according to current local rates for the particular skills needed.
<table>
<thead>
<tr>
<th>BUDGET ITEMS</th>
<th>COSTS S.R.</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. ADMINISTRATIVE STAFF</strong></td>
<td>805,200</td>
<td>258,400</td>
</tr>
<tr>
<td>1 Head of the library</td>
<td>84,000</td>
<td>28,000</td>
</tr>
<tr>
<td>2 Assistant Head</td>
<td>76,800</td>
<td>25,600</td>
</tr>
<tr>
<td>3 Unit supervisor</td>
<td>72,000</td>
<td>24,000</td>
</tr>
<tr>
<td>4 Editor/Translator</td>
<td>67,600</td>
<td>23,200</td>
</tr>
<tr>
<td>5 Systems specialist</td>
<td>64,800</td>
<td>21,600</td>
</tr>
<tr>
<td>6 Information specialist</td>
<td>60,000</td>
<td>20,000</td>
</tr>
<tr>
<td>7 Bibliographer/Literature searcher</td>
<td>57,600</td>
<td>19,200</td>
</tr>
<tr>
<td>8 Reference librarian</td>
<td>54,000</td>
<td>18,000</td>
</tr>
<tr>
<td>9 Acquisition librarian/cataloguer</td>
<td>52,800</td>
<td>17,600</td>
</tr>
<tr>
<td>10 Documents librarian/reports</td>
<td>50,400</td>
<td>16,800</td>
</tr>
<tr>
<td>11 Abstractor librarian/indexer</td>
<td>48,000</td>
<td>16,000</td>
</tr>
<tr>
<td>12 Secretary</td>
<td>42,000</td>
<td>14,000</td>
</tr>
<tr>
<td>13 Typist</td>
<td>33,600</td>
<td>11,200</td>
</tr>
<tr>
<td>14 Clerk</td>
<td>24,600</td>
<td>8,000</td>
</tr>
<tr>
<td>15 Library Aid</td>
<td>15,600</td>
<td>5,200</td>
</tr>
<tr>
<td><strong>B. PUBLICATIONS</strong></td>
<td>472,800</td>
<td>157,599</td>
</tr>
<tr>
<td>1 Books</td>
<td>120,000</td>
<td>40,000</td>
</tr>
<tr>
<td>2 Periodicals</td>
<td>115,500</td>
<td>38,500</td>
</tr>
<tr>
<td>3 Published information services</td>
<td>95,000</td>
<td>31,666</td>
</tr>
<tr>
<td>4 Reports, documents and pamphlets</td>
<td>75,900</td>
<td>25,633</td>
</tr>
<tr>
<td>5 Non-book materials</td>
<td>65,400</td>
<td>21,800</td>
</tr>
<tr>
<td><strong>C. OTHER BUDGET ITEMS</strong></td>
<td>613,650</td>
<td>204,550</td>
</tr>
<tr>
<td>1 Equipment</td>
<td>167,700</td>
<td>55,900</td>
</tr>
<tr>
<td>2 Furniture</td>
<td>90,300</td>
<td>30,100</td>
</tr>
<tr>
<td>3 Maintenance</td>
<td>45,600</td>
<td>15,200</td>
</tr>
<tr>
<td>4 Supplies</td>
<td>39,450</td>
<td>13,150</td>
</tr>
<tr>
<td>5 Binding</td>
<td>33,900</td>
<td>11,300</td>
</tr>
<tr>
<td>6 Online services</td>
<td>92,100</td>
<td>30,700</td>
</tr>
<tr>
<td>7 Photostats and microfilm</td>
<td>31,500</td>
<td>10,500</td>
</tr>
<tr>
<td>8 Telephone, postage and telegraph</td>
<td>28,200</td>
<td>9,400</td>
</tr>
<tr>
<td>9 Travel</td>
<td>26,700</td>
<td>8,900</td>
</tr>
<tr>
<td>10 Outside services</td>
<td>21,300</td>
<td>7,100</td>
</tr>
<tr>
<td>11 Security</td>
<td>16,200</td>
<td>5,400</td>
</tr>
<tr>
<td>12 Membership</td>
<td>9,000</td>
<td>3,000</td>
</tr>
<tr>
<td>13 Hospitalisation</td>
<td>8,700</td>
<td>2,900</td>
</tr>
<tr>
<td>14 Insurance</td>
<td>3,000</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Saudi Riyal currency = 3.00 dollars (Dec., 1984)  

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1,891,650</td>
<td>630,550</td>
<td></td>
</tr>
</tbody>
</table>

Table 9.12 shows salaries and costs for annual budget of social science library, in Saudi Arabia according to the Saudi Arabian Monetary Agency, Salaries and costs for 1984.

Table 9.12: Annual budget for new social science library of Saudi Arabia in 1984
9.3.3 Other budget items

The remainder of the budget is similar to any departmental budget in an organisation. If space and overhead costs are budgeted separately for each department, these would be included. Insurance, such as property insurance, may also be a separate item for each department, as are social security and benefit plan deductions in some organisations. Other categories customarily included are discussed below.

(1) Supplies:
This item covers standard stationery and office supplies and such special items as catalogue cards and photocopy paper. Some special printed forms may be needed for circulation records, order records, indexing work sheets, periodical checking cards, or for memos of various kinds.

(2) Outside services:
Funds may be needed to pay translators, to obtain special literature searches or ongoing current awareness services, to rent computer time or keypunching services or to engage systems or programming help.

(3) Travel:
As is the case for professional and managerial personnel in other departments, funds are usually provided for attending meetings deemed useful by professional staff members. In addition, some organisations establish
special funds for visits to other social science libraries or information centres when: (1) a new library is being planned; (2) contracts should be made for cooperation between libraries or for special service arrangements, or (3) expansion into new fields requires the library staff to become acquainted quickly with the resources that have proved useful in libraries working in those fields.

The travel budget may also include funds for sending staff members to various training programmes, institutes, and short courses. These are very important at present since development in information work and data processing are occurring rapidly and such courses are an effective way of keeping up-to-date.

(4) Postage, telephone and telegraph:

Funds for postage and telephone or telegraph costs are necessary if they are not included in overhead or general operating costs. A 'petty cash' fund is also desirable since it is often necessary to obtain a book or publication quickly and with as little red tape as possible. Direct purchases in nearby bookstores, sending messengers to borrow or buy a publication, and the need to have copies made quickly at another library, are examples of uses for a cash fund.
(5) Membership in social science societies:

Membership in social science societies is very closely allied to periodical subscriptions since such memberships usually include receipt of societies' publications. In some instances no publication may be involved, but it will generally be advantageous to maintain membership in certain professional societies.

(6) Binding:

Binding can be defined as making a book out of loose leaf material. The advantages of binding are compactness, neatness, convenience of handling and security. The objections to binding are costs and certain inconveniences.

9.4 COST ANALYSIS

Many organisations in Saudi Arabia are using cost analysis data for purposes of budgeting and management control. It can be expected that over the next few years a body of experience will be accumulated to aid in the planning of cost analysis systems for individual libraries. At present, it can only be suggested that a new library should start with a procedure to collect the data necessary for cost analysis. If the organisation itself is using cost analysis procedures, the library's system can be set up in
parallel with what is being done in other departments, or the library, as a new department, might be used to test a proposed system. (10)

Basic functions that might be viewed as broad cost categories are the following:

- Awareness/screening costs, i.e. the cost of identifying what information is available.
- Cost of obtaining information, i.e. deciding whether or not to buy and if so the actual cost of information sets.
- Classification costs
- Storage costs
- Retrieval costs
- Dissemination and usage, i.e. cost of maintaining information flow in a current awareness and abstracting service.
- Removal, i.e. cost of eliminating material from information systems.

Information on the dollar costs of library functions can be used in planning, to estimate the cost of expanding a given function or of starting a new activity which may have some work components comparable to those already being measured. Conversely, if activities must be cut back, cost information is an aid in determining which functions should be reduced or dropped.
Even though it is possible to determine the dollar costs of specific library activities it is difficult to determine the dollar benefits. It is usually said that there are three ways to obtain information: conduct an experiment, ask someone who knows, or consult the literature.

For reasons of economy, and sometimes to maintain secrecy, consulting the literature is most effective, at least as a first step which may well eliminate the necessity for primary research. The advantage of a library or information service is that it can find the required information more quickly and effectively than the user is able to do so. The commercially available online information retrieval services have charges which include telephone line costs, direct online costs which range from $25 to over $100 per hour, depending on the databases accessed, the off-line printing charges ranging from $.04 to $.10 per item determined by the format required, plus the cost of the terminal in the library.\(^{(11)}\)

9.5 GUIDING PRINCIPLES

The budgeting process would be a farce if the various units within an organisation were able to overspend their budgets with no repercussions from top management. However, this is seldom the case; in most organisations top management cares a great deal about operating within the budget.
There are several steps a manager of a social science library could take to help to ensure that the library operates within its budget.

(1) Make sure the budget is as accurate as possible. If the budget that is finally approved presents hardships, talk to the administrator at once so that cutbacks in planned expenditures can be made before the unit runs out of funds. The administrator might even be able to have some funds restored if it becomes apparent that the unit cannot function effectively with a smaller budget.

(2) Inform the staff early in the fiscal year of any special problems that the approved budget presents. The library administrator will not be able to live within a budget if those on the staff with authority to commit funds are not kept fully informed of financial limitations. To avoid raising false hopes the administrator must not promise relief for a reduced budget until it is approved.

(3) Monitor expenditure regularly throughout the budget year to avoid sudden discovery that funds are liable to expire. A monthly review should be made and then perhaps weekly checks should be made during the last quarter of the fiscal year.
(4) Find out in advance if the organisation will allow for over-expenditure in one budgeted area, if counter-balanced by under-spending in another. Some organisations permit this.

(5) If there are still problems with the budget, decide which cutbacks would be feasible with the least effect on the operation of the unit. Tudor's article lists dozens of possible ways in which budgets can be cut, some being more applicable to a mid-year application than others. (13)

(6) The central agency for social science libraries in Saudi Arabia should supervise and administer the budget through its financial division. Also it should be responsible for identifying the level of necessary financial support and for recommending the amount of funding for planning and development to ensure adequate library services based on standards adopted by the central agency for social science libraries in Saudi Arabia.
REFERENCES


6. Ibid.

7. Ibid.

8. Ibid.


CHAPTER TEN
PLANNING LIBRARY COOPERATION

The main reason for the growth of cooperation among social science libraries and information centres has been self-interest - the acknowledgement that no one library can accomplish as much by itself as it can by working with others. A desire to provide wider service has also been a major factor in cooperation efforts.

The Cairo Expert meeting, 1974, (1) regarded close cooperation among library and information services as an effective means that could provide the best solution to existing problems facing the Arab countries. With this in view, the meeting recommended that:

Efforts be made to promote effective cooperation between all types of documentation and library services, particularly in the fields of cooperative acquisition of materials, centralised processing, the establishment of union catalogues and interlibrary lending systems.

Cooperation between all types of social science libraries and other libraries in Saudi Arabia and in libraries in the Arab States countries, is very feasible, simply because all these services are engaged in performing one common function - information storage and retrieval. From the following statements one can detect how important a cooperative venture in the library and information field is:
Cooperation among all types of libraries offers the opportunity to provide more service to more users. Its goal is increased quality and accessibility of library services and materials, elimination of unnecessary duplication of resources, better use of the services of professional librarians, and coordination and mobilisation of all resources of the several types of libraries. (2)

... libraries, linked together in common bonds of cooperation and understanding, like the strong links of a forged chain, will bind people together as mutually supportive members of the emerging information society. (3)

The following are examples of some of the types of cooperative projects, including regional library cooperation among various social science libraries in Saudi Arabia, cooperation with the Arab countries libraries and also international library cooperation.

10.1 COOPERATION AMONG THE SOCIAL SCIENCE LIBRARIES IN THE COUNTRY

Library cooperation can take one or more forms which the cooperating libraries consider will best serve their needs, severally and collectively. The following are some of the possible forms:

(i) Compilation of union lists of monograph and serial holdings.

What is involved here is concerted action by member social science libraries to produce a union catalogue of all their holdings, including a union list of serials which are invaluable bibliographic tools and location devices in
the successful implementation of any interlibrary lending scheme. In view of the shortage of qualified librarians, information officers and information scientists, and meagre and sometimes irregular financial allocations to libraries, the scheme would have to be based in one of the more regularly funded member libraries, whose staffing position is not critical at professional level. It would help if there were other member libraries, not far from the chosen base, whose professional staff could lend a hand on a part-time basis, in compiling the union list of serials, or producing the union catalogue of books. Another factor to consider is the distance of the base from the other member libraries, in which case a more centrally situated and accessible city with all or more of the other important factors, would be preferable. The city of Riyadh is one of the major industrial, scientific and cultural centres of the country. It boasts a variety of social concerns, scientific and educational establishments and higher and secondary educational institutions. All these concerns and institutions are served by a library network, with eighteen libraries belonging to various systems and administrative departments. The city of Riyadh appears to be the most suitable place and the most likely establishment to host the scheme.
The central agency for social science libraries should establish a division responsible for all aspects of library cooperation. The division should undertake a programme to develop a union list of serials and a union catalogue of books available in the social science libraries, and to undertake compilation of their bibliographies, indexes and abstracts on specific topics. These tools must be supplemented with additional publications in order to keep them up-to-date. By being aware of what other member libraries are producing, others will avoid unnecessary duplication since they have automatic access to what is produced by the organisations served by sister libraries. They can then turn their energies to the compilation of other current awareness publications for which they themselves are well placed to produce, for example, bulletins and accession lists.

(ii) Interlibrary loans

The lack of sufficient materials within each social science library in Saudi Arabia is a well known phenomenon. Where resources are limited, cooperation which allows each library to depend on the other to satisfy users' needs seems to be crucial. Interlibrary lending is the most outstanding form of cooperation. It can reduce the amount of duplication of material in the country, particularly expensive items. Once a publication is in the country it can be made available through interlibrary lending, to any user, no matter
where he is or where the publication is held.

To develop an interlibrary lending system for social science libraries in Saudi Arabia, the national library should, under appropriate legislation, be accorded a position to formulate a comprehensive interlibrary lending and acquisition policy for the whole country. The national library should be the centre of interlibrary lending activity. Such a central collection of materials, particularly of foreign literature, should be maintained in the national library for this purpose.

It should be borne in mind that an extensive collection of foreign literature is not needed. What foreign literature necessary to be acquired is only what is highly demanded in the country. It would be more economic to depend on international lending to meet marginal needs of the libraries in Saudi Arabia. The open availability of photocopies from huge stores of books and periodicals, such as the British Library Lending Division, makes it irrational to spend large amounts of money on building and storing a vast collection of foreign literature. Above all, an interlibrary lending system would not be a success unless the contributory factors to its success be made available. These factors include union catalogue and lists, efficient communication channels, transportation, postal facilities, telephone and telex facilities and photocopying equipment.
An effective cooperative venture on a national level creates the foundations on which the participation of the country in international cooperative activities can be established. It is irrational to expect that the country can participate and benefit from international cooperation activities when cooperation among library and information services at the national level is lacking. Therefore, if the country is to participate and benefit from international cooperation, it should first of all link its library and information services efficiently. Since library and information services in Saudi Arabia are public services, any cooperative venture at either national or international level will not succeed without the involvement of the government. What is needed is that the government issues adequate legislation to legally impose that library and information services in Saudi Arabia should work together with mutual benefits towards the achievement of their objectives.

The limited funds of most libraries deem it impossible for the library to hold all the material its readers require. Where the need is insufficient, the library should be able to ask for aid from its neighbours, which help should also be reciprocated by that library.
Cooperation among libraries in developing areas should be encouraged. A means of achieving this could include personal acquaintance and professional cooperation among librarians, and recognition by library governing bodies and institutions, of the community of knowledge of the need and right of the genuine scholar to use information, no matter where it is located, provided there is no problem of confidentiality, and of the responsibility not only for immediate custodianship of certain pieces of property, but for the benevolent use of those pieces of knowledge for the common good.

Ways in which cooperation can be carried out include:

(1) Union lists of serials and avoidance of duplication of little-used periodicals.

(2) Lists of acquisitions, and consultation before purchase of expensive or specialised publications so as to ensure wise use of funds and best use of an item when bought.

(3) Agreement or understanding about special subject areas in order to avoid duplication, and ensure that at least one library in the area can supply basic materials.

(4) Recognition of the credentials of borrowers registered at other libraries, and of all genuine scholars.
(5) Photocopying or making available for copying material which is not normally lent.

(6) Pooling of surplus material for possible use by others.

(7) Telephone and other assistance to staff of other libraries.

(iii) Cooperative acquisition:

At the central agency for social science libraries a department can be created to handle the acquisition of expensive and rare materials, checking duplicate copies before an order is made. The department should establish contracts with foreign book trade sources, such as, publishers and booksellers or dealers, who specialise in social science material, in whatever medium they are issued - books, periodicals, indexes, microforms, tapes, etc.

The actual selection should be made by individual libraries who will draw on the knowledge and experience of administrators, consultants, social scientists and other experts in their organisations. The department should also be conversant with all the rules, regulations and procedures in foreign exchange transactions, so that final orders are made well in advance and payments for those received are made promptly.
Thereafter, either the consignments of various media are sent by publishers or dealers direct to the particular library for which they are purchased or to the central agent for social science libraries which then acts as a clearing house and effects speedy distribution on receipt, or after technical processing.

(iv) Exchange of publications

The material commonly exchanged falls into the following categories:

(a) duplicates;
(b) publications of learned societies;
(c) university publications;
(d) official publications;

The advantage of exchange of publications for social science libraries in Saudi Arabia are enormous. Non-commercial material may be procured in this way, and expensive material, otherwise obtainable only against payment in foreign currency, may also be acquired. By exchange, social science libraries can fill the gaps in their library collections. Through exchange of materials social science libraries will have access to the recorded knowledge of other countries and this will consequently contribute to the development of the country as a whole.
Exchange of publications between the social science libraries within the country is very limited, especially the exchange of accession lists. Some of the reasons which have contributed to this situation are the poor postal service, and the lack of a national library. In other countries the national library tends to play the leading part in the international exchange of publications and in most cases serves as the actual exchange centre. (5) Also, in the Middle-East, the political situation influences very much the exchange of publications as certain kinds of publications, especially those of military, political or commercial nature are not available.

In the Unesco Regional seminar on bibliography, documentation and exchange of publications, reference was made to the need for Arab libraries to cooperate in this field. The States represented at this seminar were urged to follow the example of Egypt and to ratify the convention concerning the exchange of official publications between States. The importance of exchange centres, both national and regional was also emphasised. Thus moves towards cooperation on both national and international levels in the context of exchange of publications may soon benefit social science libraries in the country.
(v) Storage

Some social science libraries in Saudi Arabia have space enough for some years to come, but others are already facing problems regarding lack of space. It is axiomatic that when the size of the collection in a library exceeds its space capacity that library will plan to store the less used and dated material. It would be more economic and beneficial for libraries to share a cooperative storage facility where the stored material can be available to any of them.

10.2 COOPERATION WITH OTHER ARAB COUNTRIES

Saudi Arabia shares with the other Arab countries, the same language, culture, history, traditions, geographical and political situations. In recent studies, these characteristics have been thought to be the most important factors favouring effective regional cooperation.

One of these factors is the recognition of cooperative efforts among all Arab countries to achieve the main objectives of the programme of Universal Bibliographic Control (UBC), whose main requirements were accepted, i.e. the national library (or other national bibliographic agency) takes responsibility for making the definitive and complete bibliographic record of its own
publications in accordance with international standards, for example, International Standard Bibliographic Description (ISBD). The national library (or other responsible agency) takes responsibility for establishing authoritative lists of its country's authors' names and for the authoritative form of name for corporate bodies within the country. Another responsible agency should take responsibility for approving transliteration schemes of national scripts into the Roman alphabet, taking into account modern transliteration practice. Special efforts should be made to achieve common transliteration practice on an international or at least a regional level in accordance with ISO standards.

Union catalogues are useful instruments of cooperation among information institutions within a country. They provide the basis for regional and international cooperation. A meeting of specialists from Arab countries should be organised to consider the most appropriate form of union catalogue or other cooperative mechanism for the region, analysing such questions as the extent of coverage of different types of material by participating institutions and the methodology to be used for processing (standardised rules, manual or automated systems, etc.). Full use should be made of existing experience in the field of automation in the region with emphasis on the need to achieve compatible formats and outputs.
Social science libraries should play an important role as information institutions, especially in their organisations, to reduce expenditure and provide better collections, and the provision of interlibrary lending services should be considered. Special attention needs to be paid to the need for the establishment of media resources centres in the Arab countries, since the aim of modern social science libraries can no longer be achieved through books alone. Social science libraries should become real cultural centres to serve their communities.

10.3 INTERNATIONAL COOPERATION

In this field, as in many others, professionals and specialists throughout the world recognise and proclaim the need for international cooperation, which is becoming essential in two categories. Firstly, it must be of benefit to each of the parties involved. Knowledge has no frontiers; all knowledge acquired in one part of our planet belongs by right to those working elsewhere. If it is transmitted rapidly to the different places where it may be of use, instead of having to be rediscovered each time, much effort is saved and better use is made of the available resources for the advancement of knowledge. Wherever it is transmitted, this new knowledge may in turn bring about further progress. In this way a cumulative process is begun in which each
party may participate and from which each may benefit. Secondly, this cooperation in a scientific field calls for and develops thought habits and behaviour that facilitate cooperation in other fields, creates an approach based on solidarity and mutual understanding, and thus helps to establish new cooperation in most of the social science fields. It must be recognised, however, that there are some examples of this type of cooperation which because of their limited scope, fall short of covering all possible areas of action. We must, therefore, give some thought to the reasons for these relative deficiencies and the means whereby different nations could cooperate more fully in this field.

(1) Cooperation in the field of educational and social sciences information

This cooperation has three major functions. It provides information and documents on education and other social science fields at international level, working in close cooperation with Unesco Headquarters, Unesco Regional offices for education and social sciences and official educational institutions in member States of Unesco, having regard to the fact that such information has become an essential instrument in the development of educational and social science systems studies on common problems of education and social sciences.
Secondly, organised international meetings or conferences on social science and education should be organised to discuss in detail a special subject recognised as being of international significance and approved within the programme of Unesco. The following description is limited to the first function which is also the most important.

(2) Public served

The cooperation will orientate its services towards the following categories:

a. ministries which to which belong social science libraries and education in member states of Unesco, educational administrators and policy makers. Their requests for information receive priority consideration;

b. international bodies, starting with Unesco Headquarters, helping these ministries in improving and reforming their services;

c. institutions professionally engaged in the development of social sciences and education at national level, particularly the social science libraries and centres of educational research and documentation;

d. international governmental departments and organisations active in the field of social sciences and education.
(3) Services

The following services will be provided, such as:

a. preparation of studies and reference tools addressed to social science libraries and educational institutions in general and produced for large dissemination;

b. preparation of bibliographies or documentation packages to answer specific requests for information coming from official institutions.

(4) Bibliographical information

On the international level, Unesco is developing a computerised data retrieval system for social and human sciences which is called DARE. The system is for data continuously being collected by the Unesco social sciences documentation centre, and whilst the service is primarily for internal use, it is also offered through individual arrangements and a publication programme, to research institutes, government bureaux, international organisations, social scientists and others.

The database for storage consists of elements of information on institutions, specialists, projects and published documents resulting from empirical studies. The system is a flexible man-machine arrangement with
three major subsystems; for updating, retrieval and indexing. The institutional file is now available and is being maintained currently. The specialists file is also available but limited to specialists interested in African studies; the research projects information and research publications files have still to be compiled and processed.

There are many long-standing tools for information work in the social science fields such as: the International Bibliography of the Social Sciences, the American Public Affairs Information Services, the Wilson Social Sciences and Humanities Index, the Australian Public Affairs Information Service and the more specialised publications, such as International Political Sciences Abstracts, Confluence, surveys of research in the social sciences and Business Periodicals Index.

These all have their uses but they also have disadvantages. For the most part, there is a long delay in publication. Some of them are more useful for the study of history than for locating current information. Much social science research does not require current information, but this situation is changing and there is an ever-increasing need for social scientists to be aware of current research.
First of all, there is the Social Science Citation Index. This attempts to cope with the problem of terminology by the use of natural language. Briefly, it consists of three separate but related, computer-produced indexes, the Citation Index, the Source Index and the permu-tern Subject Index. The Citation Index lists in alphabetical order, all authors cited in more than 1000 current journals and selected serial monographs. Anonymous items are listed in alphabetical order of cited publication. The Source Index which is also arranged alphabetically, provides full bibliographic details of each cited item. Permuterm is a contraction of permuted terms and the permu-tern Subject Index is compiled by pairing every significant word in each title in the Source Index with every other significant word in that title. This produces an alphabetical list of terms and co-terms with references to authors in the Source Index.

Another interesting new venture is in the economics field. It is Economic Working Papers, issued by Trans-Media Publishing Company, New York. The project started in the library of the University of Warwick and aims to make available microfiche copies of those journal-length papers which are produced in small editions for semi-private circulation amongst economists. There has been a proliferation of these in the last five years. They are generally circulated for comment and criticism and before publication in journals, contain much valuable information and are often difficult to track down. It
is hoped that approximately 1000 papers will be available each year and they will be mailed monthly to subscribers. The papers are provided by university departments of economics and business studies, and economics departments of large organisations, corporations and Banks in Britain, the Commonwealth, Europe and the United States.

A comparatively recent development in the social sciences is the issue of publications which list the contents of current journals. In recent years the Institute for Scientific Information had added behavioural, social and educational sciences to its weekly current contents series and the British Department of Trade and Industry's Central Library in London has produced a weekly Contents of Recent Economics Journals. There is another new English publication, Current Issues in Commerce and Finance, which is to be published bi-weekly a year by Quest Research Publications in London. Current contents covers the whole field of the social sciences and provides an author/address index which makes it easier to ask authors for reprints.

10.4 COOPERATION IN THE FIELD OF NETWORKS

A library network is a formal organisation of libraries formed for cooperative purposes, usually including telecommunication facilities or other automated access, for processing of the network members' cooperative records.
Even though social science libraries were not always the primary users for which the creation of the largest networks was intended, they have been members of almost every prominent network. Library networks with access to large databases are of particular importance to libraries catering for the social sciences since there is a large spread of the literature including monographs, serials, reports, etc., the full extent of which no one library could hope to hold. One of the largest is OCLC (originally called the Ohio College Library Centre but now changed to Online Computer Library Centre). It began as an online shared catalogue for its participants and eventually, special libraries were made eligible for membership. There are now more than ten million entries in the database. Each of its thousands of participants can locate titles of interest as well as have the computer prepare cards, COM output, or magnetic tapes. In addition, interlibrary loans can be processed by the OCLC computer resulting in quicker loans.

A network consisting of many university and research libraries is the Research Libraries Group (RLG). Many of its libraries include social sciences and special libraries devoted to such topics as the social sciences, business, education and sciences. RLG has its own database known as RLIN (Research Libraries Information Network), which allows for online shared cataloguing. RLG has also spent a great deal of effort on cooperative collection develop-
ment, including the agreement by members to be responsible for prescribed areas of collection.

Another example of a network involving special libraries is described in an article by Hamilton, who describes a multiple library cooperative maintained in Illinois. (7) A network consisting of libraries serving public utilities on an international basis is described in the paper written by Shirk and Davis. (8) Any number of networks or cooperative projects can be found described in the literature, ranging from simple ones to complex systems.

A thoughtful look at the broad national scene of networks is found in the article by Robinson. (9) It stresses how social science librarians have reacted to the existence of large networks and what the future holds. A publication prepared by the Special Libraries Association's Networking Committee provides brief but useful guidelines for those special librarians considering either joining a network or starting a new one. (10) Another Special Libraries Association publication of interest is the conference proceedings of a meeting aimed at reviewing the current state of networking among social science libraries, a publication edited by Gibson. (11)
10.5 GUIDELINES FOR COOPERATION IN SAUDI ARABIA

(1) What is immediately necessary is the establishment of a national central library advisory board, with policy-making and advisory powers, to improve and develop the social science libraries in Arab countries and to establish and maintain standards of library service. The membership of such a board should be representative of ministries directly concerned with parliament, educational and cultural institutions, library associations and all agencies interested in libraries, specialised information and research.

(2) A current national bibliography should be established in each country. It should be the responsibility of the national or other library designated as the copyright deposit library and the centre for the preservation of publications. There should be provision in the country for each national library to produce regular indexes to periodicals and to undertake such work as the microfilming of local newspapers.

(3) A plan of development is needed within each national library network to achieve the maximum degree of cooperation in such matters as interlibrary loans,
sharing of technical equipment, agreements on subject specialisation to avoid unnecessary duplication of acquisitions, union lists of periodicals, liberal accessibility granted by each library to readers of other libraries and mutual aid for in-service training of personnel. Such cooperation should gradually be extended.

(4) Development and establishment of social science libraries should be established by the ministries and government departments and organisations, to provide information and offer research facilities for social workers and scientific personnel. An extension is required of the scope of the micro-filming programme of Arabic manuscripts, collections of various libraries undertaken by the League of Arab States.

(5) The adoption is needed in each Arab country of effective and progressive library legislation to determine the responsibilities of central library authorities, establish standard copyright procedures, define the functions of each type of library and regulate the library profession. Such legislation should include the legal relief of the librarian from financial liability in respect of loss and damage, and the power to discard unwanted material. Uniformity of such legislation throughout the region is desirable and should be aimed at as far as is practicable.
(6) Adoption in the Arab States of standardised legislation on copyright deposit is also needed. Copyright deposit copies of books and other items should be sent directly to the national library and not through government departments.

(7) Improvement of standards of book production and trade by the common endeavour of governments, librarians and publishers and stimulation of the writing of Arabic literary and scientific works, and also of the publication of original or translated reference works, etc. Establishment of a regional scheme of cooperative acquisition of foreign publications, taking into account the special interests of the cooperating libraries, as a means of overcoming currency difficulties affecting the procurement of such materials. A regional union catalogue of foreign publications should be undertaken in connection with this scheme. Purchase of foreign materials should be facilitated by a wider use of Unesco book coupons.

(8) Immediately required is the establishment and adoption, of standard technical procedures in accordance with international practice, in order to permit the sound organisation of libraries and
to provide the standardisation necessary for all cooperative bibliographical effort. This involves, in particular, the adoption of a standard cataloguing code and classification system adapted to the needs of the region.

(9) The preparation is urgently needed of library tools such as a cataloguing code, a classification scheme and subject-heading lists adapted to regional concepts and requirements and Arabic translations or adaptations of technical manuals, dictionaries of library terms and basic professional publications. Assistance by Unesco in the preparation of a practical manual on library plans and standard equipment, especially for small libraries and the compilation of a directory of libraries of all types in the region, including social science libraries and other special libraries and giving full information on their holdings, special collections, activities, staff, etc.

(10) Establishment of more full-time library schools and adequate training programmes for various levels of library work is required in view of the fact that lack of adequate library training is the largest single factor retarding library development in the
area. Establishment by Unesco of a regional library school and encouragement of exchanges of librarians both within and outside the region is highly desirable.

(11) There should be the formation in each country of a national library association to promote the library movement and raise professional standards. Formation as soon as possible, of a regional federation of library associations, and publications of library periodicals is recommended.

(12) The Arab countries should promote and encourage the establishment and development of Universal Bibliographical Control, the aim of which is to provide immediate access to bibliographic information on any publication in any country. Emphasis should be placed upon the production of comprehensive national bibliographies, using the International Standard Bibliographic Description, where possible, and covering all types of publication, including books, dissertations, serial publications, maps, audio-visual materials, etc. Such national bibliographies should be produced by national libraries or other responsible agencies and should be based on appropriate depository legislation.

(13) The Arab governments be asked to take appropriate steps to actively participate in the General Information Programme of Unesco, setting up the
necessary machinery at national level to this end, and to devote particular attention to the International Serials Data System project. The governments of the Arab States should be asked to cooperate in the ISORID project (International Information System on Research in Documentation) of Unesco, by designating, if they have not already done so, their national information transfer centres for this purpose.
REFERENCES


11.1 INTRODUCTION

Planning means not only the physical plan of the building, but also the relationship between its parts and departments especially the basic relationship between the three main elements - readers, storage and staff. There are three stages of planning in the creation of a library building, the first stage of planning begins with the librarian who should know more than anyone else about the functional requirements of his library. In theory he should already know precisely what he wants, but in practice, when a new building is required he will have to refresh, clarify and systematise his ideas. Metcalf wrote:

> If the librarian can start work on his programme with a proper background for these seven preliminary matters, the battle is half won. (1)

These seven points are, briefly:

1. The librarian should learn as much as he can about library planning, from books and articles and from seeing new buildings, both good and not so good.

2. He should learn all he can about the educational programme of his organisation, in relation to his library.
3. The librarian must decide on his library philosophy, e.g. his philosophy of public service.

4. He should discuss in detail the problems thus arising with the administrative officers of the organisation.

5. A careful study of possible sites should be made.

6. He should learn what he can about architects in general, i.e. the method of selecting an architect for his building and what his working relationship with that architect will be.

7. The librarian should acquaint himself with building costs to enable him to plan realistically. The librarian should be ready to provide the architect with the two main sources of library-technical information: the librarian's brief, including the recommended sizes of departments and diagrams showing relationship of those departments. (See Fig. 11.21.)

The second stage of planning concerning the architect and librarian consists roughly of the following procedures:

a) the librarian should present his requirements for the various departments to the architect, together with tentative diagrams showing the functional relationships of departments;
b) the architect makes preliminary sketches from information given in the librarian's final brief and relationship diagrams. These are discussed by librarian and architect, together with the details regarding the exterior appearance, number of floors, etc.;

c) the architect confirms estimates of the approximate cost of the building with the quantity surveyor, i.e. whether the building can be financed with the amount of money available;

d) the architect is then instructed to prepare his working drawings, in association with the structural, mechanical, electrical and service engineers;

e) the building committee and the financial authority approve the sketch scheme and the cost estimate;

f) the architect and consultants send their working drawings to the quantity surveyor for preparation of the bills of quantities;

g) the bills of quantities are completed and tenders requested.

The third stage of planning is the structural stage with architect and builder receiving, considering and accepting appropriate tenders, the contract period is fixed and building is started. (2)
The relationship of the librarian to other people concerned can be the key factor in the successful creation of a good library building. The common practice in many ministries, government departments and organisations is for management to appoint a person from the staff to be in charge of the plans for moving or remodelling. The librarian acts as an intermediary between the organisation and the architects, decorators, furniture suppliers, etc. It is of paramount importance to convince this management person that the librarian is the one person who can provide the information necessary for the creation of a successful new library building.

In the relationship of the librarian and the management representative, the ideal situation would be for the librarian to be immediately introduced to the architect to permit him to deal directly with him in the planning of the building. The architect should have a written description of the librarian's requirements and the librarian should carefully analyse the situation of the library in the organisation. This is a very important aspect in the early stages of planning. The library should obviously be placed where it is needed most.
However, to achieve a successful building both the architect and the librarian must learn to appreciate that the other is an intelligent person with views which are of value and each should be prepared to listen to the other, especially when views are strongly held. Perhaps the ideal combination of how to achieve a satisfactory solution to the complex problems of this specialist building is an architect who sees the librarian's viewpoint, a librarian who knows exactly what is needed to ensure adequate public services and a public spirited library committee with vision and wisdom enough to give the experts a fair chance. (4)

The librarian should state what his requirements are early on for the number of square feet needed for the library. The library should not be allotted space left over after other departments have been determined. However, the librarian's information can certainly help ensure an adequate, if not generous, allocation of space.

It is essential to give the architect a written analysis of the library's needs. This should include discussion of the work patterns of both the library staff and the users. An architect may not have had any experience in designing a library, but he certainly will have experience in designing space to meet clearly defined needs. The other possibility is that the architect will have no objection to a librarian designing his own space. It is essential to
make specific measurements. The architectural firm is equipped to take care of technical details related to building. The librarian will have provided the architect with such necessary information as the work methods of all parties, consideration of the weight of equipment to be installed, existence of special collections that may need to be housed in special ways, etc. The architect should improve and give shape to the original layout plan and come back with specific draft plans, measurements and analysis of what it is possible to do for approval by the client.\(^{(5)}\)

The importance of understanding the functional characteristics of library buildings has been stated by John Henderson:

> Before the form or design can be developed, the function must be described by the librarian and understood by the architect.\(^{(6)}\)

The architect should be able to make useful suggestions for details of which the librarian may have omitted. Even if the librarian's contact with the architect is good, it is still very important to be sure to check the plans frequently throughout all stages of the project. Changes of all kinds can be made during the process of arriving at a final plan.\(^{(7)}\) Therefore, it is necessary to check and recheck to be sure that nothing essential has been changed. If the basic relations with management and the architect are good, the process will result in a library satisfactory to both the organisation and the librarian.
11.3 CLIMATIC FACTORS

The Tropics are characterised in the main by relatively high temperatures combined with excessive humidity such as in the West and the East and long periods of intense solar radiation and heavy rainfall in the North and South of the country. Protection against this solar radiation and humidity determines therefore, the elements of design and construction of tropical libraries. The objectives are to provide shade, keep the air temperature down, prevent desiccation and keep out intense heat radiated from the ground and surrounding buildings. A strong vertical treatment of facades creates satisfying deep shadows. East-west elevations are the most difficult since they face low morning and evening sun and only solid vertical obstructions can keep the low solar rays from the windows, so that curtains are necessary.

Sun control devices are a most noticeable feature of tropical and semi-tropical libraries. They are meant to intercept the sun's rays before the heat becomes trapped inside the buildings, thus rendering their interior uncomfortable for users. They may be in the form of verandah's, eyebrow projections, pierced screens and walls, hoods, egg-orates, vertical and horizontal fins or shutters. Today, it requires a good deal of ingenuity to invent a new sun control device. (8)
In damp or dry areas humidity control is needed while higher average temperatures and low humidity in the centre of the country cause the drying of paper and warping of bindings. The ideal humidity for the preservation of books is 45-50%. If the relative humidity is a long way above or below this range for long periods, control is vital for the long-term survival of library stock, and it is absolutely essential for rare and expensive books and for audio-visual materials. Central air-conditioning greatly affects tropical design. It is the only standard now acceptable for library buildings in our country, though attention should be given to traditional methods of building which have proved successful. Furthermore, the centre and the East of Saudi Arabia lies in the middle of the desert and is one of the areas which includes the major social science libraries. The region suffers from two strong summer winds, the south-east and east, blowing with destructive velocities of up to 160 Km per hour, intensifying the heat and eroding the soil, which is dangerous and damaging to buildings. The building has thus to be strong and stable. Roofs particularly, have to be well secured as it has been known for a live squall to peel off the aluminium roof of a large building. Also, it should be pointed out that if the panes of glass are too large severe winds can cause breakage from which serious damage may result.\(^{(9)}\)
The problem of dust can be very acute, particularly just before a storm breaks or during a sandstorm. It is desirable when planning, to site the library building with shelter from the prevailing wind if possible, e.g. in the lea of a hillside, and to provide a concrete or stone chipping path to the main entrance, and to provide that entrance with a porch. Possibly a wide lawn will considerably reduce the dust problem.

11.4 LIBRARY LOCATION

The location of a social science library is of prime importance to the departmental staff served, whether it is a single central library or a number of service points as appropriate to a particular ministry or institute building or group of buildings. Decisions regarding this location should be concerned primarily with providing as full a library service as possible with the minimum distance to travel to all those members of departmental staff it will serve. The following factors should be taken into account in the evaluation of the location for a social science library:

(i) The chosen location should be appropriate to the objective and function of the library.

(ii) The location of the library building should whenever possible, be where the largest percentage of users, existing and potential, have access to the
library frequently in the normal pursuit of their activities, the library location should also have conveniently available parking facilities.

(iii) An expansion of the library building is one of the crucial problems in deciding on a library site or location. The size of the location chosen should not only cater for the immediate needs of the building but also allow for future growth.

(iv) The orientation of the building on the site or location should, as far as possible, be ideal for all seasons, climates and other conditions, soil, ground and environmental conditions often affecting cost of building will need careful study.

Within most buildings there are both vertical and horizontal communications. As in most cases a larger number of staff are located on upper floors it is an advantage for the library to be located on the major communication route on the ground floor and close to the main staircase or lift, whichever is found to be in greater use.

Whenever possible the prospect of a central location within the departmental building or connected buildings, is worth considering to ensure that no one group of departmental staff are too remote from the service. Again, this consideration
includes both lateral and vertical communications and with all buildings the relationship of the library to the lift is most important.

Those departmental staff members housed at a distance from the library may frequently wish to use other common services and it could be to the library's advantage to be located near to any or all of the following: main registry of the building, staff restaurant or recreation rooms, shops or banks within the building and conference rooms or halls.

Plans for growth should be made at the time when the library location is selected so that allowance for additions to the existing building can be made. Hume (10) states that:

the library should be planned to give service for about 25 years before extensions are required, this being a figure carefully arrived at by city planners, architects and librarians ...

The architect has to provide the maximum degree of flexibility in a social science library building to meet the developments in library activities and techniques. This is emphasised by MacDonald (11) when he said:

However, current resources do permit building more adaptably than has ever been achieved, and that without the loss of any essential feature and without increase in cost ...
11.5 LIBRARY SPACE

The social science librarian in his early discussions with management, must know how many books, periodicals and other library materials are held, the rate of growth, the number of square feet required to house the collection now and for a period of time in the future, the space necessary for staff, special equipment and for library users. Alberta Brown\(^{(12)}\) has said:

> the special librarian does not plan a building rather the problem is to utilise the space assigned to the library.

The library staff will need working space in relation to the existing book stock and its growth, and readers and their demands. There is no common standard on the working space per head of staff. Thompson states that:

> the working space per head of staff in general work areas should generally be between 75 sq ft and 100 sq ft: staff largely occupied at single desks (e.g. typists) will need only 75 sq ft to 85 sq ft, but other specialists need 100 sq ft to 125 sq ft, with more for senior staff because they will be consulted by their colleagues. Individual offices will be from 100 sq ft to 300 sq ft, according to function. \(^{(13)}\)

Calculation of space required for library materials depends very much on the type of stacks used, their height, arrangement and space between them. One of Keyes Metcalf's\(^{(14)}\) formulae for estimating the collection area is that a square foot of floor space can house fifteen volumes or
- 497 -

eight volumes of bound journals.

He also suggests that

75 sq ft of space be used for faculty members on determining reading areas.

A count of reports in a given space

require 66 per sq ft of floor space if reports are housed
in filing cabinets.

Although Ralph Ellsworth(15) suggests

120 sq ft of space per library staff member, more than 100
sq ft per person seems difficult to justify unless a lot
of special equipment is required by the staff.

Regarding adequate space for readers, Peter Havard-Williams(16)
suggested that the area taken up by the readers chair should
be 0.90

ID

x 0.75 m (3' x 2'6").

This figure is realistic

and reasonable, as it will allow the reader not only to
sit up to the table, but will also allow him to move easily
from his chair and study
from the table.

sitting back holding a book away

As for carrels, Havard-Williams(17) suggests

that a table for 1225mm x 600mm (4' x 2') with a total
cubicle area of 1525 mm x 1225 mm (5' x 4') is acceptable.
This, with a 50 percent allowance for aisle space, is the
equivalent of Metcalf's suggested 2.8 M2 (30 sq ft) overall
allocation.

For a full discussion of reader seating and

especially carrel alternatives see Metcalf. (18)

Group

reading rooms and seminar rooms can be furnished flexibly
with groups of standardised (600 mm x 900 mm, 2' x 3')
tables placed together to form larger units according to
need.

As for chair heights, they need little comment

because they are a common factor in public buildings and
the architect will have his own source of standards.


However, Van-Buren (19) states they should be 430 mm (17") high; Havard-Williams (20) states 460 mm (18").

The initial arrangement of the open area is shown in Fig. 11.19. The 400 sections of shelving can hold 40,000 volumes, the 80 filing cabinets can store 28,000 reports, the 200 sections of shelving can hold 20,000 volumes of journals and the 24 tables can seat 48 readers. In Fig. 11.19 also partitions provide office areas for the librarian, assistant librarian and secretary, the processing area, staffing, receiving materials and non-book materials. The number of square feet indicates space for the entire library, this includes space for the collections, the work areas, service areas, and reading and study space. Allocation depends on the type of shelving or storage used, the nature of the collection and the major users of the library - their number, frequency of visits, time spent in the library. (21)

Space allowances for office workers and equipment are generally standardised and well known, for example, 100 sq ft per office worker is often cited. Space allowance for readers depends on type of seating selected, individual carrels, group tables, lounge chairs, and other arrangements which require varying amounts of space. With two readers per table, allowing peripheral space, about 75 sq ft. per person is needed.
1. Display area
2. Circulation counter
3. Card catalogue
4. Reference
5. Librarian
6. Assistant Librarian
7. Secretary
8. Private
9. Seminar Hall
10. Film materials
11. Non-book materials
12. Microform readers and printers
13. T. Men and Women
14. Copying machine
15. Staff area
16. Processing area
17. Receiving and storage area
18. Loading
19. Emergency
20. Carrels
21. Books
22. Reports cabinets
23. Reading area
24. Periodicals

Fig. 11.19: Floor plan of small size social science libraries
One factor in planning that is relatively unique to libraries relates to book stacks. Figures of 15 volumes per square foot of nett room area or 8 books per linear shelf foot are often used. These are based on standard 3 foot library shelves, sections 7 shelves high, and holding about 90 volumes, arranged by subject with space allowance for growth. Such figures will vary according to types and size of special collections or proportion of thicker volumes of periodicals, with the latter averaging 60 volumes per section. Floor loading requirements must also receive particular consideration in stack areas; 150 pounds weight per square foot is a commonly used measure. Figure 11.20 illustrates some of the possible variations in kinds of collection and space allocation in medium and large sized libraries. The number of square feet indicates space for the entire library is 30,000 sq ft. This includes space for a collection of 200,000 books, 50,000 bound periodical volumes, 1,150 current periodicals, 35,000 reports, and 15,000 microfilm titles. Space allowance for staff size indicates the numbers of six professional staff and ten non-professional staff. Space allowance for seating or readers indicates 240 seats, 18 individual study carrels, employees served at 880 location, research staff of 100 and an average of 150 users per day.
Fig. 11.20: Floor Plan of medium and large size social science libraries

- Seminar Hall
- Microfilm and Photocopy Room
- Librarian
- Assistant Librarian
- Cataloguing and Classification Acquisition Area
- Receiving and Storage Area
- Loading Area
- Emergency

- Books Area
- Reading Area for Books
- Reports Area
- Back Issues Periodicals Area
- Current Periodicals Area
- Reading Area for Periodicals and Reference
- Circulation Counter
- Copying Machine
- Display Area
- Reference Area

STUDY CARRELS
11.6 LIBRARY STRUCTURAL AREAS AND LIGHTING

The librarian should be prepared to act as the expert on library planning - possessing a working knowledge of the basic requirements for space, structural design and layout. Relying on the literature the librarian will have at least a working knowledge in these areas. These concepts will be modified by the peculiarities of the individual library regarding expansion and future services. Defined service objectives will open areas for discussion with the planning team, the architect or space planner.

The broad operating or usage functions should be pointed out to the architect of space designer, specifying areas for housing the collection, areas for readers to use the collection and areas for administration and operations. It is the responsibility of both librarian and architect to educate. Each function should be explained in some detail with regard to use and relationship. Particular functions of a library, for example, might be the following: audio/video facilities, administration, circulation/reception, reference staff, reader facilities, technical processing unit, and the collection of materials which may include a reference section and perhaps a quick reference shelf, periodical sections both for current and back issues, microfilm and special collections, circulating stacks and vertical files. Equipment essential to any one operation should be listed as part of that function, i.e.
microfilm readers as part of the microfilms location.

Once functions have been identified they should be flow-charted to show relationship. This has been done on the sample flow-chart (Fig. 11.21) which is envisaged for a library where service is rendered mostly through staff. High service areas - control desk, reference staff, card catalogue - should be near the entrance for both security and efficient service purposes. The diagram also shows that some reader facilities are high level service areas, especially for leisure reading or for quick service requests. Book stacks and the card catalogue must be convenient to both users and library staff. Quiet study areas are not high service areas, and thus can be positioned in a relatively low service area, for example, in the stack area. (22)

The function which makes the greatest use of the book copies should determine its location, or a special book section for answering telephone requests can cut down on traffic time, providing better service and greater productivity. It is essential that a flow-chart be prepared for the technical processing area to ensure that layout relates to work flow. This activity is actually the easiest to chart: stated simply, receipt - cataloguing and classification - processing - storage.
Fig. 11.21: Relationship of functions for space design

- Primary areas for service
- Secondary areas
- Tertiary (convenient access areas)
11.6.1 Entrance area

In most cases it is a staffing economy to have a single area which is both entrance and exit. As this is the first sight of the library for all visitors and users, it should be an attractive, colourful, open and well-lit area. As this area is likely to have most user traffic, it will be helpful to ensure that immediately inside the library there is sufficient space for visitors to consult the enquiry point, to record publications which they wish to borrow, to use the quick reference facility and check the catalogue, etc.

In a well planned section it should be possible for all these facilities to be in use at the same time. As few library users will remain long in this area, there should be clear guides to other sections of the library.

A number of displays are frequently set up within a library. It is also useful to have one either at or near the entrance, visible from the corridor outside and used to attract attention to the library. This display area would usually deal with current information on topical subjects, or materials of immediate interest to the organisation. Such an information display would be separate from any periodical display area within the library. (23)
In temperate zones and some buildings in tropical zones, this area will be generally remote from natural lighting. In these cases it would be useful to have an illuminated sign pointing to the library entrance. If there are notices or displays of book jackets, or other displays around this area, it is useful to illuminate them individually by means of spotlights. (24)

11.6.2 Enquiry and circulation area

This should be near the entrance and facing it as it is the first contact point for visitors entering the library. As it is one of the most important sections of the library, it should be seen without difficulty by all entering. The more informal the layout the more attractive it is to the library user. It is usually preferable to have a table rather than a fixed library counter. The enquiry point should also have material which is in frequent use, for example, the quick reference materials, the catalogue and possibly one or more of the sections dealing with current official publications, reprographic services, abstracts and indexes, in close proximity. Inevitably, the inside of the library will be brighter than the corridor. Inside the library and preferably slightly to one side facing the library entrance, will be an enquiry point. It would be advantageous if this enquiry point were given special illumination. Not only does it draw the library user's attention to this vital service, but a
brighter illuminated area naturally draws the visitor towards it. This additional illumination can be arranged by one or more spotlights focused onto the desk in front of the enquiry point staff. Care is needed to ensure that there is no indirect glare either for the staff member or the enquirer. The illuminance at table level should be 300 lux. (25)

The location of a circulation desk near the exit/entrance is ideal. The library staff members manning this desk would normally be the last contact by visitors leaving the library and therefore would be facing away from the exit. Desk space must be provided for both the loan records file and for recording new loans. In those libraries which maintain mechanical/electronic loan systems adequate space is needed to house the equipment used.

Sufficient shelving for returned books will also need to be provided adjacent to the loans record point. It would be an advantage to have near at hand a photocopying machine to assist the work of the loans clerk and, if there is an appreciable amount of microform material it would also be useful to have a fiche copier. In both cases, these machines will ensure that the originals of the material required for loan can be retained in the library for further use. The illumination will be that for a work desk, i.e. 300 lux.
11.6.3 Catalogue card area

Whatever form of catalogue is used, whether on cards or computer terminals with VDU attachment, or held in COM form, it needs to be sited near the main entrance since it is the key to the library stock. If COM catalogues are used then it might be an advantage to have one set with the cataloguers, one set on the enquiry point table, a set for users of the library and possibly an additional set at the loan records point. This last set will depend on the throughput of work in the library. The catalogue should also be near the enquiry point and reasonably close to the loan records point. Whatever type is maintained, the cataloguing staff will have to use it frequently and it should be reasonably close to their work area.

Where a COM (Computer-Output-in-Microform) catalogue is in use and for VDU's (Visual Display Units) operation, illumination should be 150-300 lux on the VDU table and the viewing image of the reader turned away from the light source. In both daylight and artificial light periods, it should be remembered that catalogue users will frequently take notes and consult printed materials. Lighting should be adequate for these purposes at all times. (26)
11.6.4 Library stock area

This is usually one of the larger collections of material in the library. Within the general access area the physical location of the library stock will depend upon priorities already given to other areas. Whilst it is useful to have natural lighting for this collection which is usually accessible to all, there are other sections which may have greater claim on what is normally rather a limited amount of available window space. The stacks containing this type of material should run at right angles to the window line so that light can penetrate as far as possible into the area between them. The width between the stacks should never be less than one metre and may be considerably wider, especially if there are floor loading problems. Whilst the general stock is in use by all sections of the library, it might be helpful if it were reasonably close to the study area.

If light is to reach the spine titles on the lowest shelves (300 lux) it has to be reasonably intense. The CIB lighting guide: libraries\(^{27}\) gives calculations for the lux required with and without sloping lower shelves, with direct light from a white tube and with light from a warm white tube behind an opal diffuser. An alternative method of lighting this area is to have an illuminated false ceiling with daylight, natural colour plus white, or white fluorescent tubes. As an economy measure, it is also
possible to have a lower overall light cover increasing to a higher light intensity when particular stacks are in use. This can be obtained by means of pull or other switches linked to additional light tubes. (See Fig. 11.22)

If there is no space for a false ceiling lighting can be switched on directly by pull switches. These switches should be at both ends of a stack where entry is possible from either side. It is better to have the fluorescent light tubes running the full length mid-way between each pair of stacks, at right angles to them.

11.6.5 Periodical display area

It is helpful if the current display of periodicals is close enough to be visible by the majority of the organisation's staff visiting it in order to scan the latest journals on their subject. The back files of periodicals may be housed further away in the library and some in a basement store. Possibly the ideal location for a "browsing area" with easy chairs, low occasional tables and/or individual tables and chairs, should be between the periodical display area and the back runs of periodicals. These two sections together form one of the larger collections of material in the library.

The purpose of the display area is more economically achieved by having an overall illumination of 300 lux for
Table 11.22: *Recommended Lighting Intensities*

<table>
<thead>
<tr>
<th>LIBRARY AREAS</th>
<th>Illumin. (Lux)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entrance</td>
<td>200</td>
</tr>
<tr>
<td>Enquiry and circulation</td>
<td>300</td>
</tr>
<tr>
<td>Catalogue card</td>
<td>300</td>
</tr>
<tr>
<td>Library stock</td>
<td>300</td>
</tr>
<tr>
<td>Periodicals display</td>
<td>300</td>
</tr>
<tr>
<td>Reading areas</td>
<td>300</td>
</tr>
<tr>
<td>Administration</td>
<td>300</td>
</tr>
<tr>
<td>Technical Service</td>
<td>300</td>
</tr>
<tr>
<td>Microforms and VDU's</td>
<td>300</td>
</tr>
<tr>
<td>Lecture and seminar rooms</td>
<td>300</td>
</tr>
<tr>
<td>Storage areas</td>
<td>300</td>
</tr>
<tr>
<td>Study carrels</td>
<td>300</td>
</tr>
</tbody>
</table>

**Lighting terms:**

- Colour rendering: under artificial light and compared with the same colour under natural daylight.
- Glare: a light is reflected from a surface e.g. polished surface or a reader's table.
- Illuminance: the measurement of light.
- Lumen: the measuring unit for a lamp or luminaire output.
- Luminaire: controls the light distribution and connects the lamp to the "supply circuit".
- Lux: is the amount of light filling one square metre.
- Munsell system: the lightness of the surface reflectance or value, the intensity of colour.
- Task lighting: the lighting considered most appropriate to the work undertaken.

the area and the individual display posters. A local and restricted lighting intensity of 300 lux would be appropriate. Care should be taken over reflection from glossy photographs or glossy covers of books or periodicals on display. This is usually eliminated by correct positioning of the light source or luminaire.

11.6.6 Reading area

There are two important factors for this area - light, and quiet and efficient use of the space available. It is suggested that individual study tables are usually more space effective than large tables catering for two or more users. This is because the first person to sit down at the large table spreads his materials across it, and encroaches upon the space provided for other readers. The single user table overcomes this problem. These individual tables are located at right-angles to the windows and users seated so that the natural and/or artificial light falls over their left shoulders.

A certain number of tables should also be reserved for use with more bulky or larger material, such as newspapers, atlases, etc. It is an advantage, as far as the library user is concerned, to have a certain variety in the study areas available. A number of social science libraries also have individual carrels or enclosed or semi-enclosed study areas. Although natural lighting in these areas
would be advantageous, the key point is lack of noise. Consequently it is often found that the carrel will have artificial lighting. The study area, whether it be tables or carrels, or easy chairs, should be close to the material likely to be used by its readers.

As a reasonably high light intensity is required, these tables, etc. can be located near the main sources of daylight. They should not face the windows but be sideways to the source of light with the reader seated so that the light again comes from his left side. (28)

Most readers seem to prefer a softer kind of lighting to read and study. Therefore, the lighting of this section could best be undertaken by pendant tungsten bulbs or by movable reading lamps (anglepoise) or by warm white or deluxe warm white fluorescent tubular lights. Economy is served by individual switches or pull switches for the light fittings. With pendant bulbs it is possible to have these on rail fittings so that they may be moved into the correct position if it is decided to adjust the position of the readers tables or carrels. (See Fig. 11.22.)

11.6.7 Library work areas

There are many links between the work area and the general access area or main library, and there is a continuing flow of library staff between these two parts, for instance,
cataloguers will constantly refer to precedents in the catalogue unless a fiche version is available. The periodicals recording and circulation section will be referring to both backruns of journals and the display of current issues. These and practically all other sections have links with the general access area of the main library, consequently, it is important to ensure there is no unnecessary waste of staff time spent in moving from one area to another. There are also links in the reverse direction from the enquiry point or the loans staff who will frequently need to know if particular books have been ordered, why they have not been received, when the order was last expedited, if the publication has gone for processing and those many other enquiries which help to keep the library on good terms with its clients. Each of the sections which form part of the library's work areas have their own characteristics and an examination of these will show which need to be closely linked and which can be separated. (See Fig. 11.21.)

11.6.8 Administration area

In the larger social science libraries it could be advantageous to concentrate certain library administrative duties rather than allow each section of the library to undertake them individually. This work would include the accounting procedures associated with the book vote, providing the
librarian with detailed monthly statements on expenditure. It would be responsible for sales of library and possibly those departmental publications not produced by the general government publishing agency. Other duties would include the compilation and general analysis of library statistics, staff records including leave and sick leave, timetables, and organisation of and attendance at interview panels. These are a series of normal office tasks undertaken by clerical/executive grades for which the usual accommodation and lighting will be required. (30)

The lighting required is linked to the work performed. The usual considerations of natural and artificial lighting already mentioned, in respect of the open plan library area, apply equally to the more restricted separate library work areas. Many of the routines undertaken in the library work areas require good lighting and can be placed adjacent to sources of natural light, with considerable advantage. (See Fig. 11.22.)

11.6.9 Ordering and receipt of publications area

Administratively these may be two separate sections but they are frequently housed together. Bibliographically the ordering section needs standard bibliographic reference titles, both current and retrospective, national bibliographies, plus numerical listings of International Standard
Book Numbers (ISBN's), all of which will be in constant use. Some of the bibliographical series received will be in microform and consequently the conditions necessary for the efficient use of a microform reader should be available. To check on material already in stock and to save duplication in ordering, the staff should have easy access to the library catalogue. Where a computerised cataloguing system is in operation, the ordering staff should have sufficient terminals and visual display units to check on existing library holdings.

Where the library has a COM catalogue system, the ordering section can have its own copy with the necessary microform reader. With computer ordering, additional space is required for the appropriate terminal and equipment. The amount of table and desk space required by each member of staff is larger than that normally allocated to the grades involved. The area allocated for the receipt of publications into the library, also requires extra shelving and considerable storage space not only for the temporary housing of books, pamphlets, etc., but also some longer term storage for incomplete sets of books, publications with missing pages, incorrect orders and deliveries of publications which await accessioning. This material will remain until additional items or corrected copies are received to complete orders. Accessioning the new material which it is decided to add to stock and to process, will be the next
action to take place. There should be a small amount of shelving to hold material awaiting this action.

The lighting for these areas, where much of the work is clerical and undertaken at desks, is similar to that needed by the periodicals circulation clerk - 300 lux at desk top level. In those libraries which have a mechanical ordering system, care should be taken that the VDU's are not in the full light as they will then be harder to read. This shading of the display screen can be arranged by turning the VDU so that it's back is to the light source or by having a small cover extending beyond and on top of the screen to give it a degree of shade. Receipt of publications is again a desk task with similar lighting requirements to those required by the periodicals circulation clerk. The shelving of materials before and after they have been dealt with, requires a lower degree of illuminance than for normal stack shelving.\(^{(31,32)}\)

11.6.10 Cataloguing and classification area

Because of their gradings they are frequently given a more generous allocation of space which should also allow them to house essential reference tools - classification schedules, cataloguing codes, dictionaries, decision files, etc. Some of the ancillary reference material used in this section may also appear in a micro format. Space for
materials awaiting decisions or action, or ready for transfer for processing, must also be provided. Where there is computerised cataloguing the number of staff required stays at approximately the same level as for the traditional system, but additional space is required for their equipment. If there is a COM catalogue, space for viewers will be required for each work desk. The staff for this section needs a reasonably high degree of natural lighting and additionally, quiet conditions to allow them to concentrate.

The lighting for these areas should be 300 lux. Many now have a partial mechanisation of both of these processes and consequently VDU's require a lower degree of illumination than normal stack shelving. (See Fig. 11.22.)

11.6.11 Periodicals area

The periodicals area should not be too far from the periodical display section of the general access area and the backruns of journals. It is advantageous to site this area in proximity to the loading bay, the post room or the lifts. The library administrative section which will be recording bills and accounts for periodicals and newspapers received, checking that missing issues are not paid for, etc., should be reasonably close at hand. Even when circulation records are computerised, considerable space is
required to house the small flood of new material received daily before it is recorded. If the records are not computerised, additional table space will be needed to maintain circulation lists and other related records. An area will be required close by to house material returned and awaiting filing.

Many social science libraries still have extensive backruns of journals. These take up considerable space, are not used quite as frequently as material in the main library stock area, and in consequence, can be housed separately and rather more compactly.

Lighting levels for this stack area should be equivalent to that for the library stack area or 300 lux overall. As the stacks are closer together, this may mean slightly higher wattage flourescent tubes of the same type as mentioned in the section on library stock areas. The corridors and passages leading past these stacks may have lower wattage light tubes of 100 lux controlled by a switch at the entrance to the room. The entrance to each stack area should have an on/off switch to illuminate the material shelved only when required.

11.6.12 Distribution area

This area undertakes forwarding of material to the general accessions area, distribution to the libraries in the group,
or distribution to individuals within the organisation. This area will require tables or shelves for sorting books, pamphlets, microforms, etc. If it is in a large library system, additional space is required for despatch boxes or other containers ready to transport material to each of the libraries in the group. Where there is a card catalogue, then copies of cards for the stock will also be sent out and additional sorting space for this process is required. Finally, despatch of material via the postal system of the ministry can be helped if there is space to bring in a book or parcel trolley so that it can be loaded directly from the shelves.

The distribution area should have good lighting and lighting levels should be 300 lux at the desk tops.

11.6.13 Microforms and VDU area

Where a COM (Computer Output in Microform) catalogue is in use and/or VDUs (Visual Display Unit) are in operation, lighting should be 300 lux on the VDU table and the viewing image of the reader turned away from the light source. During daylight periods, it is best to place this equipment in one of the less well lit areas of the library.

In both daylight and artificial light periods it should be remembered that catalogue users will frequently take notes and consult printed material. Lighting should therefore be adequate for these purposes at all times.
11.6.14 Lecture and seminar room area

Two kinds of lighting are required in this area. The platform or speaker's area needs full lighting of at least 300 lux. This can be arranged by spotlights fixed to the ceiling. The lighting for the rest of the area could be an illuminated ceiling or concealed lighting where warm white or deluxe warm white fluorescent tubes are required. The whole of this lighting should be adjustable and a dimmer switch installed.

There should be a blackboard or writing surface fixed at an angle to the vertical wall behind the speaker. The angle should be adjustable so that it can be clearly seen by all in the lecture room without any reflective glare. It should be positioned to the side of the speaker so that no shadow falls on it. The lighting of the blackboard should have a separate switch to control it.

Provision should be made for a film screen to extend from the platform end of one of the side walls or to extend down from the ceiling. These will normally be in front of the blackboard hence the need for a separate light switch. Power points are needed for projectors at appropriate points in the floor in front of the screen, or in a separate projection box at the back of the room. A press button system should link the speaker's rostrum to the control room, or there should be direct control of the
film projection unit by the speaker from his position in the front of the hall.

Depending on the size of the room, microphone power points and speakers are required at the front and possibly, the sides of the room. If a projection box is installed it should be linked to the speakers so that the sound track of a film or tape can be broadcast.

11.6.15 Prayer rooms

This provision has been ignored by most social science libraries and other libraries in Saudi Arabia. However, with constant requests by both staff and readers to conduct their prayers in the library, it is felt that it is necessary for libraries in Saudi Arabia as a Muslim country, especially for research workers who spend many hours carrying out their work. This service should be provided for both the library staff and readers who may wish to conduct part of their prayers five times a day.

11.6.16 Storage area

The social science libraries should have a storage area for its collections of books, periodicals, non-book materials, etc. It is useful therefore to have a library storage area near the loading/unloading bay at ground floor level or on a service road to the library building. This area can house
material once it is off-loaded and can store material until there is a convenient time for it to be moved. While it would require the installation of stacks and a carefully planned move, these expenses might be minor compared with the amount of space gained and the continued usefulness of the library's existing quarters. In estimation of how much a given storage area can hold, calculations must be made on the basis of conditions which apply to space closed to the public. In non-compact storage areas centre to centre spacing of two double-sided stacks should be 4'6". This allows for a clear space of 36" between stacks assuming that the shelves are 8" deep with 2" clearance between them, making the stacks 18" deep. A minimum of 4'6" aisle space between ranges of stacks should be made available to allow for expansion. Aisle space around stacks should also be taken into consideration. Likewise the height of stacks in a storage area might be as much as 7'6". There should be allowance for space in the area to cater for sorting tables, book trolleys and staff working in the stacks. Flourescent lighting is required in storage areas and they can run across or along the direction of the stacks, although the latter is less efficient. Light coloured finishes on floors, walls, ceilings and furniture are recommended for storage areas. Temperatures in the storage areas should be maintained within the range 60°-65°F. This is essential or rapid deterioration will occur. Losses without such provision would be costly. Air-conditioning is the best method of maintaining the above temperatures and humidity.
11.7 LIBRARY PHYSICAL CONDITIONS

11.7.1 Heating

The design of library buildings, social science libraries or otherwise, must take into consideration the need to reach agreed temperatures and humidity suitable for library working conditions and the storage of library stock, both book and non-book materials. The usual building heating system may be fully adequate for a library's needs. But, as with lighting, where special needs are identified, it is always possible to submit proposals to amend the temperature, air changes and humidity in the library and cater for these special circumstances.

The first stage is to identify the temperature requirements of the areas concerned. The basic problems concerned with thermal comfort in a building are detailed in an article entitled *Criteria for thermal comfort in buildings* (33). It will be noted that recommended temperatures for both book storage and working conditions vary slightly from country to country. In a number of countries there is a legal obligation concerning temperatures in offices. In the 1980's temperature levels in the working environment of a library are generally as in Western European countries where normally a similar temperature is preferred in both summer and winter, for sedentary work areas, 20°C, active work areas, 17°C. In North America in summer time the
temperature in library buildings should not exceed 24°C. It was noted that there would be discomfort to some readers if the temperature was allowed to exceed 25°C. In winter, it has been suggested that sedentary work areas of the library should not fall below 21°C.

In Saudi Arabia, the difference in temperature between summer and winter is not always very considerable. In many areas in the country, the contrast is between the rainy and dry seasons, which naturally affect the humidity very considerably. 22°C-27°C is an appropriate range of libraries' temperatures. In some areas of Saudi Arabia, such as the Central, Western and Eastern regions, air-conditioning will be in operation when the upper temperature level can be reduced to 24°C. (34, 35)

In book storage areas, as these sections of the library are in use only intermittently and then usually for short periods of time, it is thought that a minimum temperature of 12°C and a maximum of 25°C would be the outer limits. Other factors such as humidity, ventilation, etc. have to be considered and material in these stores should be examined at regular monthly intervals to ensure that mildew and other damage has not started. Particular care should be taken against leaving publications in direct sunlight, or close to a heat source in a temperature zone.
In any part of the world, the ideal temperature for collections of rare books or non-book areas is between 17°C and 20°C. Humidity is important and 45%-50% humidity is recommended. The cleanliness of the air should also be maintained which is most easily arranged by an air-conditioning programme. Even if the conditions in the building and in general parts of the library are not up to the recommended standards, it is always possible to organise a miniature special environment for the rare books area.

Where air circulation can be arranged, a change of air three times per hour is suitable for most temperature zones. If small rooms are in use as part of the library, then increased ventilation may well be necessary with air-changes up to six per hour. In hotter climates, specially in summer-time, or where the number of library users of the library service is high, there are other reasons for an increased number of air changes per hour, up to a maximum of eight. Care should be taken with controlled air circulation that there are an adequate number of vents to cater for this air movement, both in and out of the library. It is an advantage to have a slightly higher air pressure in the library than in surrounding areas as this will encourage dust to blow out of the library rather than into it. (36)
11.7.2 Air-conditioning

It is fortunate for social science library planners that optimum conditions for preserving paper are practically 50°F (12°C), for human beings 68°F (21°C). How can this be achieved in social science libraries in hot weather in the summer period as in the climate of Saudi Arabia? The answer may depend on the level of technology which can be afforded. The social science libraries in Saudi Arabia should have a full air-conditioning system to maintain constant temperature and humidity. The purpose of air-conditioning is to preserve the material collected by the library in the most effective manner and to provide suitable working conditions for those who organise and use this information. The air-conditioning system is automatically controlled by a series of temperature and humidity thermometers arranged in the library, ensuring a uniform atmosphere. It is important that these controls are positioned correctly to cover the various parts of the library, that they are working effectively and that they are not masked by furniture, equipment or fabrics, any one of which might impair their efficiency.

The advantages of full air-conditioning should not be taken lightly. The Parry Report states: (37, 38)

Firstly, solid particles of dirt, and liquid and gaseous forms of acids suspended in the atmosphere have a seriously deleterious effect on books and manuscripts resulting under the worst conditions in complete destruction of bindings,
paper and vellum. Secondly, even in Britain, excessive changes of temperature and humidity accentuate this deterioration and can also lead to additional destruction as a result of the growth of moulds, funghi and bacteria which such conditions favour. For these reasons it is essential that for the best conditions for the preservation of books, the atmosphere should be free from dirt and acidity in gas or liquid form and that temperature and humidity should be controlled; in fact these conditions are obtained only by the installation of full air-conditioning plant (water washers to extract liquid or gaseous acids, filters to remove solid dirt, heating, plant and refrigerating plant). In areas of highly-polluted air it is our view that library stocks, housed both in reading-rooms and stacks, can be preserved only in a fully-air conditioned atmosphere.

Full air-conditioning, is of course, very expensive, its costs being in many cases, approximately double that of the total of other forms of heating and ventilating. A more economical compromise, the plenum system described by Thompson,(39)

is seldom seen in libraries today. It is ironical that a library which decides that it cannot afford air-conditioning to serve the needs of books or readers may be forced to install it for the well-being of its computer.

11.7.3 Solar gain

Solar gain is the increase in temperature within a building as a direct result of sunlight. It is increased if windows have to be kept closed because of security or to eliminate outside distracting noise, etc. In a country like Saudi Arabia there is a need for control of the sun's effect on the library environment. In Saudi Arabia there are many ways
in which provision can be made against optimum impact of
the sun, e.g. by the attachment of fixed and permanent
sun shields or visors to the outside of the building, by
arrangement of corridors on the outer part of each build-
ing and rooms in the centre, by having large windows on the
non-sunny side and smaller ones elsewhere, by encouraging
the growth of shade trees near the buildings, by sun-blinds
inside the building, etc. The mention of external sun
shields above is the basic first step towards combating
the power of the sun. Normally these sun shields would be
part of the building as designed by the architect, and form
an enhancement to its external appearance. The
design of the building with an open corridor between the
library and the sunny side of the building is another method
of reducing the impact of the sun on the working environment.
Whilst these solutions are all structural ones, and form
part of the architect's original proposals, it is also
possible to add sun visors at a later stage. These are
most frequently in metal and can be fastened to the external
wall outside the library windows after construction has
been completed.

The use of fabrics against solar gain in the library may
be quite appropriate in temperature zones, but at times
have a rather different effect in tropical zones. For
instance, if a heavy concrete floor or wall is left un-
protected it absorbs the heat and will gradually disperse
it when the room temperature falls after sunset. If this area is covered by carpeting or fabrics, or heavy wall-paper, or if there are wood blocks on the floor, to a certain extent the sun is excluded from the floor, and from the framework of the building. Thus the storage ability of the concrete is reduced. (42)

In consequence the daily peak of the temperature is sometimes found to be higher after the introduction of these furnishings. Alternative systems may have to be introduced and the most effective are those which prevent at least some of the sun's rays from entering the library. There are forms of glass, used more frequently in the areas covered by this section than in temperate zones, which absorb and reflect at least part of the sun's rays. This glass is produced by most of the major manufacturers. There are also kinds of double glazing incorporating vertical or horizontal blinds between the two panes of glass which will reflect the sun's rays. These blinds can be brought into action either manually or automatically by photoelectric cells. By being contained in a double glazed unit the blinds are kept clean and free from damage.

11.7.4 Noise control

Most social science librarians will know of members of their ministries or government departments staff who use the library as a quiet place where they can produce reports
or read documents without being interrupted by the telephone or by visitors. For library users there is a level of acceptable sound - white sound, which far from interrupting their train of thought, does in fact enhance their concentration.

On the other hand, there are the sounds made by activities within the library, e.g. visitors making enquiries or staff answering the telephone. In addition is the noise created by library staff moving stock, selecting and returning publications, noise from the air-conditioning, noise from the machines installed in the library, and noise from the use of library equipment. All these activities are appropriate to a working library. There is also the problem of noise from outside, e.g. traffic noise.

In any social science library, it is important to ensure that the impact of this noise is limited to an acceptable level for all users as well as the library staff, by:

1) The startling sound of the telephone bell can be overcome in part by muting the bell, or in areas which are continuously manned, by replacing the bell with a light. The telephone conversation can be reduced to some extent by having a large acoustic hood above the telephone. General conversation tends
to travel round the library by reflection from floors and ceilings as well as walls. Therefore to have a thick pile carpet on the floor and acoustic tiles on the ceiling will go some considerable way in reducing the effect of this noise.

ii) Movement on the floor above. The noise produced can easily be reduced by having that floor carpeted or by inserting a suspended acoustic ceiling in the library. (43, 44)

iii) Much of the noise from air-conditioning is continuous and becomes acceptable to those working in the library. However, where this sound becomes excessive it is possible to have the trunking bringing the air to the library examined and improved by the introduction of air baffles, etc. (45)

iv) Nearby machinery. Acoustic tiles set on the wall nearest the source of this noise would go some way in reducing sound levels but a more effective way is to have a gap between parallel walls rather than one wall of the combined thickness. (46)

v) Traffic noise. Normally double glazing is the most effective way of reducing external traffic noise. It is an advantage to have
glass of different thicknesses to prevent resonance. The wider the distance between the panes of glass (up to 150 mm) the more effective it is in preventing sound penetrating the library. (47, 48)

11.7.5 Colour

Colour can be used both to enhance and modify the existing physical appearance of the library. By the use of lighter colours it is possible to give the impression of space and light, even in a small room full of equipment. If a large room is available and adequate space can be given to each function, then it is possible to use a wider range of colours including those which are darker and those which give more dramatic contrasts. Examples of how this approach can be brought into effect are as follows:

(a) Ceilings:

A light colour applied to a ceiling will have the effect of giving height and in addition it will maximise the light available. Both features are important in temperate areas where there is a tendency to have comparatively low ceilings. In tropical climates like that of Saudi Arabia, it is found appropriate to have higher ceilings in order to limit an unacceptable build up of heat. The advantage to librarians in these areas is that he may use a much wider range of colours and shades. By using a darker shade on a high ceiling, the effect of a somewhat lower height can be given.
(b) Walls:

It is unusual to have anything but plain colours on the walls of an administrative office. Lighter colours tend to expand the distance between walls and darker ones will give the appearance of contracting this area.

(c) Floors:

If carpeted it is common to have a plain carpet or a self-patterned one. The lighter the carpet, the more difficult it is to keep clean. Some colours such as mid-blue, tend to show marks very easily. Wood floors, particularly parquet flooring, can give a most attractive and warm appearance. Other woodwork in the library can be toned to match these floors creating a harmonious effect, covering floors, shelving (in full or in part), catalogue cabinets, (where wood is used) tables and chairs, railings, balustrades, doors, and even in certain circumstances, wooden ceilings.

(d) Narrow areas:

There may be certain parts of the library which are long and narrow. Colour can be used to modify their appearance. For example, by using a darker shade on an end wall or door, a foreshortening effect is obtained. Where there
are pillars in such a passage type area, or other features, by using contrasting colours on these pillars or features only, to the eye they will become dividers and reduce the length of the areas.

(e) Wide areas:

Occasionally, in very large rooms, by using darker colours or shades the distance between walls can appear to be minimised and the user made to feel more at home, psychologically, in the library. In small areas a light colour scheme can give the appearance of more space. A judicious use of reflective surfaces (mirrors, or silver coated plastic roller blinds) decreases the feeling of working in a cramped area.

Many other ideas on how to use colour positively to improve or modify the physical appearance of the library in the interests of both readers and staff, will be found in general books on interior design. (49, 50, 51)

Another major area which deserves particular attention is the reading area or study tables. If it is possible to have a colour of shade for this area which will encourage work or study, or if there is a feature in the view of those in the area, which will carry this colour, then the ideal is reached. It will be remembered that separate primary colours for each area can really only by employed if these areas are in separate rooms.
For a library stock area, with its fairly close shelving, it is a practical advantage to have light colours to assist in reflecting the light source and to help in obtaining a clear working illumination. Areas of the library which have related functions, such as a current periodicals display, a subject display, a new books tier, etc., as well as being given special lighting can also be given a linked colour scheme to re-emphasise unity of purpose.

The use of colour in the library is very much a personal choice. It is particularly helpful to make a model or drawing of the library, or parts of the library, and to try out the proposed colour scheme on these before making any final decisions. A coordinated colour scheme would cover the paintwork for walls, doors, window frames, ceilings, curtains, chair covers, carpeting or floor covering, those items of office equipment suitable for painting, and woodwork which can be stained, grained and varnished or polished.

11.7.6 Fire protection and Emergency Exits

In Saudi Arabia, housekeeping and general operations, electrical failures and poor design are the main causes of fires. In planning fire safety of social science library buildings, two critical considerations arise: the need to ensure the safety of the users, staff and others; the need to preserve and secure the contents of the library.
In the planning of a complete system of fire safety it is necessary to approach the matter from three aspects:

(a) passive fire precautions: these would involve the design of the building and the selection of building materials in such a way as to minimise the risk of the spread of fire;

(b) active fire protection: this involves the provision of fire protection equipment to detect, warn of and suppress a fire;

(c) library operation, maintenance and organisation involving the maintenance of equipment, proper housekeeping, fire drills and organisation of a fire prevention committee.

It is desirable to select materials and types of construction that are either non-combustible or which have high fire-resistant ratings. Library building design should avoid the creation of combustible concealed spaces. Voids between a ceiling and the floor slab above, are good examples of concealed spaces through which fire can spread rapidly and where access for suppression of fire is difficult. Openings between floors should also be protected so that fire on one floor will not spread to the floor above or below. In the case of escalator/lift openings, fire-rated roller shutters which close in the event of fire would be necessary.
Provision should be made for the safe emergency evacuation of people as well as access by the fire brigade to the fire areas. Stringent regulations usually apply to the provision of fire escape stairs, although they all require alternative escape for the occupants of the building. Seventy per cent of libraries that answered the questionnaire reported that no emergency stairs or exits existed in their buildings, making them a veritable trap in the case of fire or earthquake.

Fire protection equipment should provide for detection, alarm and extinction. Apart from automatic extinguishing equipment there are also those operated by the occupants and by firemen. Early warning detection systems provide an opportunity for occupant action with portable fire extinguishers and fire aid hosereels before the advanced stages of fire development actuate the automatic fire suppression system. For twenty-four hour protection, an automatic detection system should be provided. This may comprise of thermal or smoke detectors, depending on the degree of sensitivity required, wired to a central indicator board located preferably on the ground floor, mainly accessible from outside but at the same time under the supervision of library staff.
The fire detection system sounds an alarm on detection of a fire to alert the occupants and also summon the fire brigade. The alarm should be able to give an "evacuate" signal or "standby to evacuate" signal. Alarms may consist of alarm bells or muted signals consisting of flashing lights, depending on the type of occupancy.

For special areas such as microfilm rooms, magnetic tape, etc., where water is damaging to materials, fixed Halon 131 installation can be applied. The system automatically discharges an extinguishing gas to put out fire. Prominent EXIT signs should be displayed on all egresses and the escape routes well illuminated by emergency lighting. A panel which serves as a directory of exits should be well-located.

11.7.7 Communication

The communication process in the social science libraries functions on two levels: internally and externally. The internal communication can be seen from the fact that it operates at several sub-levels: communication among library staff; between staff and readers; between staff and records (catalogue, the union catalogue and various bibliographic tools); between staff and library materials and between readers and the library materials.
However, it is not possible to do this in every case because of the need to locate the staff on all levels and in areas where they are required to provide services to readers. In view of this some means of electronic/electric communication (intercom or telephone) must be provided in all staff areas.

Both architects and librarians have not yet solved the problem of facilitating communication between staff in the public areas and those in the non-public areas. This is especially true in the case of staff members in reader services who are required to be on the move all the time, for example, the reference librarian who is consulting the catalogue or is in the stack area; the attendant who is shelving a book, the library assistant at the circulation counter. Any facility which reduces staff time spent in communication will over a certain period of time more than compensate for the initial capital cost. The flashing lights system for internal communication has the advantage of not disturbing readers and staff can be rapidly located without time-consuming searching. However, it also has a disadvantage in that staff have to be constantly alert to it as opposed to the individual contact of the bleeper system (similar to that in use by doctors in hospitals).
It is usually not easy for the library staff to communicate with readers who are in the stack areas or the reading rooms; nor is it easy for readers in these areas who require the assistance of the library staff to obtain assistance readily without having to travel some distance to the service point. In this modern electronic age, it should be possible for library staff to communicate easily with readers wherever they are located and vice-versa. One method is to have intercom facilities conveniently located in the public areas for the use of readers when they wish to communicate with the library staff located in various areas of the social science library.

Regarding communication between library staff and their records, since the ground floor tends to be the prime area of the library, this practice is frequently frowned upon by architects in developing countries, who prefer to relegate the processing departments to the basement area, if this is possible. While for some time to come it will be necessary to locate the processing staff on the ground floor to facilitate access to the various bibliographic records, increasing use of the computer in social science libraries will make this unnecessary in the future.

The reason is that the computer will allow easy duplication of the main catalogue in the form of the printed catalogue or COM-CAT. While the bibliographic records are stored in
the computer, the facility of on-line access will make it unnecessary for the work areas to be housed in the prime area of the ground floor.

Social science libraries staff have to work with books, periodicals, microforms, audio-visual material, etc., received by legal deposit. They should therefore be in a position to reach these materials quickly or have these items transported to them quickly. Hence there is a need for a fast means of vertical transport, namely a goods lift. The actual number and type are dependent upon various factors such as the number of levels (floors) to be served; the number of books that have to be transported; the number of staff who have to be transported as well as frequency of movement; whether the social science library operates a closed or open access system.

The external communication includes five categories which can be identified as follows: communication between the social science library and its immediate authority; among libraries, chiefly for inter-library lending and other cooperative purposes; between the social science library and external computerised databases; between the social science libraries and their suppliers; between the social science libraries and external readers.
The means by which the external communication of social science libraries can be facilitated are many and these are frequently not directly related to the design of a social science library building. Some of the external communication devices which can be identified are: the telephone, telex, computer terminal and motor vehicle. Adequate provision should be made in the design of social science library buildings for telephone trunking as well as for housing the motor vehicles which the library may possess.

The vertical communication where any social science library building with more than one floor will require some means of linking the levels. At the very least, conveniently located staircases must be provided. Although an open staircase is always more aesthetically pleasing and although it is not compulsory to consider provision of facilities for the physically handicapped, provision should whenever possible be made for transporting such readers. This also affects the planning in terms of access by ramps in addition to staircases. In lifts, the control must be in a position where paraplegics could reach it.

A social science library building of more than one level should have at least a service lift for transporting books. If funds permit a goods lift should be provided. This has the added advantage of being able to carry occasional
passengers, for example, handicapped persons who use the
library. If one or more lifts are provided they can be
passenger/goods/service interchangeably.

There should be a telephone for at least every professional
member of staff and those with need to communicate inter­
nally or generally. The architect must provide a flexible
linking system to cater for changing functions, and the
space for installation of a manual switchboard and tele­
phone equipment. In social science libraries inter­
library communication by telephone is usually supplemented
by telex and requests can be transmitted directly between
the libraries involved more rapidly and with less chance
of error. However, this system is expensive to install
and is only justifiable if the national library has
extensive external transactions. The installation of
computer terminals in national libraries of developing
countries can be justified only if the social science
libraries have on-line access to external bibliographic
databases and/or access to a computer for its daily
operations.

11.8 LIBRARY FURNITURE AND EQUIPMENT

11.8.1 Furnishing the library

The library furniture should be included in colour schemes
with floor coverings, furniture and equipment which have
been produced to cater for their particular needs. If
a high quality information service is provided, a similar high quality in the library environment will be expected by its users. By maintaining a high standard of furnishings for the library it should be easier to retain the quality of staff in all grades needed to run the library.

The institutional atmosphere previously found in some libraries, has not given way to newer ideas on interior decoration and design, formulated to both please the staff and users and encourage full use of the library services. It is suggested that when planning the interior design of a library, the librarian should put forward his own ideas for a coordinated scheme which can be applied overall but which includes modifications to take account of the purpose, size, height, shape, equipment and window arrangement of the area under consideration. Modern developments of library equipment by commercial suppliers tend to provide a more uniform and chapter service through mass production, a factor which can benefit the planner. The experienced librarian can provide a variety within the standard units available on the commercial market, by the careful combination of modular equipment, provided for cheapness, with a range of alternative fittings and coverings. This will give a practical service required to run an efficient system, plus sufficient variety to provide character and interest within the library area.
11.8.2 Floor covering

Often a library may choose two different types of carpeting, for high-use and for low-use areas. Extra durable carpeting or carpeting that can be easily replaced is often specified for places of heavy traffic, such as the entrance to the building, in and around the main lobby, or near the circulation desk. Often it is a good idea in some places to use a complementary carpet colour, so that when the main carpeting is replaced, one does not have to search for an exact match for the rest of the facility.

Specifications for carpeting should indicate pile height. The deeper the pile the more one sinks in. Luxury carpeting is not particularly good in a library. Book trolleys cannot easily move around on it. It is also important to know how closely the carpet is woven. Tight weaves are the best (the same is true for fabrics). (55)

There are many different ways to manufacture carpeting. If the carpet is woven, it should be woven directly through the backing so that the face yarn cannot be pulled away. Many types of carpeting do not need underlay. They can be directly glued to the library floor. However, "glue-downs" tend to be less acoustically absorbent and have harder surfaces than those that cover padding. They are more suitable for libraries. There are some carpet tiles that are not glued down but simply rest on the floor.
The tiles around the outside must touch something steady such as a wall, to keep the whole flooring from moving out of line. Unfortunately carpet tiles do not work well where heavy book trolleys are used as the trolleys can push them out of line.

If a new space is being designed, it is much simpler to purchase carpeting that is the size of the space and let it run under the stacks. If book stacks are to go over carpeting, the stacks must be levelled. Therefore carpeting pins should be ordered as part of the stacks.

Carpeting often hides flaws in the floor. One of the first indications that a floor is overloaded is out of whack stacks or lines of file cabinets. In large installations except earthquake areas, book stacks should be tied together with cross pieces across the top. File cabinets rarely require this action as they are more stable than book stacks.

If the librarian is choosing carpeting, it is wise to get good advice from a designer since the colour selected can do a great deal to enhance the beauty of the library. Solid colours are particularly bad in this regard, and a clever mix of colours may be very effective in disguising the dirt and mud often tracked into a library. It is important that the type of covering chosen be installed
before book stacks are assembled and put in place. Otherwise installation becomes vastly more complicated and the overall appearance also suffers.

11.8.3 Colour schemes for equipment and furniture

Normally, equipment and furniture supplied to the library will be finished in neutral colours, i.e. grey, buff, etc. Under this heading will be included all the equipment within the library area, whether made of wood, metal or plastic. But there is no reason why the librarian should not have the colour of these items altered to integrate them with his colour scheme. If the material is metal, e.g. filing cabinets, or metal tables or shelving, the colour required can be specified either before delivery or changed when the library is not in use. As has been mentioned (section 11.9.1) the colour and grain of wood throughout the library should be matched. A mid- to light-coloured wood, such as teak, can provide the library with a most attractive appearance which many consider appropriate to study and research. (56)

There are four basic colour schemes: colourless, monochromatic, related and contrasting. In a colourless scheme only black and white are used, although we would also classify as colourless some of the more neutral architectural designs in which only the "natural" colours
of the library building elements are used. Here the carpet may be grey, the ceiling white, and the walls either the colour of the natural elements or simply white. Libraries are moving away from the colourless scheme, once considered to be quite elegant.

In a monochromatic scheme, only one colour is used, either alone or in combination with black and white. In many libraries, the only "real" colour may be the bright carpeting. Wood shelving, wood tables and wood chairs of natural colour make up the rest of the colour scheme. This is a variation of the colourless scheme and is also going out of favour. (57)

A related colour scheme is one using colours that are close together on the colour wheel. Earth tones are one favourite variation - the rusts, oranges, browns and yellows. A livelier variation uses orange as a central colour and yellows and reds complement it. Here the problem may be too much colour and a large dash of white or "institutional buff" may be necessary to cool things off. For example, the ceiling and walls may be white, while the "hot" colours come from the carpeting, furnishings, and end panels of the stacks.

A contrasting colour scheme can be as lively as a related colour scheme but here the colours used are opposite each other on the colour wheel. Red and green
may be the central colours or one may use blue and yellow. The chief problem here may be the colour blindness of some users of staff members. If the colours are too vibrant, a large dash of white or some other neutral colour may be required to give the eyes a rest. The walls and ceiling may have to be painted in neutrals or pastels.

11.9 EQUIPMENT

11.9.1 Book stacks and shelving

There are two main types of metal book stacks - the bracket type and the standard or sheet metal stack. The bracket stack is the simplest type consisting only of a supporting column and a base that provides a means for hanging shelves. This type lends itself easily to either multi-tier or free-standing construction. It does the job well. Because of its simplicity, the basic bracket stack is also the least expensive means of shelving books and other materials.

The bracket stack is also extremely flexible. Because the shelves are supported at the rear of the shelf, it is possible to use shelves of more than one depth within a given compartment. Shelves are easily adjusted vertically. Most free standing stacks are now designed so that a single compartment may be removed from within a range to provide an aisle.
During the past few years, there have been a great number of developments in the bracket stack. As an example, there is now available a shelf designed primarily for the flat storage of newspapers. This shelf has flush brackets that do not extend either above or below the shelf. The shelves are so designed that they can be placed within four inches of one another vertically, and as there are no obstructions at the end of the shelf, they can be used to make what is for all practical purposes, a continuous shelf the length of a stack range. This type of shelf can also be used for the flat shelving of large books and periodicals.

Adjustable shelves equipped with dividers, which are themselves adjustable on one-inch centres, are used for the storage of pamphlets or material filed in regular file folders. This same type of shelf is used for shelving phonograph records. (58)

One of the problems faced by libraries which have closed carrels is that of fully utilising these areas. There is available a book shelf locker, which can be hung in bracket stacks as is a shelf, and which can be located adjacent to the carrels. These lockers provide privacy and protection. (See section 11.6.4.) The sheet metal or standard stack makes use of full depth dividers between each stack compartment and provides for supporting
the shelves at each end rather than at the back of the shelf. The sheet metal stack is not as simple or as flexible as the bracket stack. It is much more difficult to use shelves of different depths within a compartment and much less simple to rearrange the shelves. The sheet metal stack is more expensive, but is more attractive in appearance. However, when closed end panels and top covers are used with the bracket type stack, this advantage disappears. Shelves in this type of stack are usually adjustable on one-inch centres; however, there is a type available that is adjustable on half-inch centres. This may be an advantage when space is at a premium.

11.9.2 Chairs and tables

There is little special about the chairs required. The librarians' contribution is confined to providing information about the use to be expected, the categories of readers who will use them, and the atmosphere of the room. For example, he may object to plastic chairs in a very dignified ambience. Otherwise the material of which they are made concerns him little, as long as the chairs are suitable for the predicted use, preferably untippable, durable and easy to clean. Their cover material must not make readers uncomfortable, not make their clothes shine, and must not cause damage to the floor when moved. An inspection of all the chairs proposed should be made, preferably on the type of floor on which they will be used.
Tables suitable for all categories of reader are the common currency of the architect's world. The librarian will be concerned with rigidity and with the possible effect which the feet may have on floor surfaces. The position of the table legs in relation to readers' seating positions needs thought and tables should not have aprons. The material of the table tops is certainly of concern to every librarian. Leather is particularly attractive to use but is easily marked; linoleum and rexine are harder; vinyl very much harder and available in a wider range of colours and patterns.

A wooden table can be very attractive to the user; it marks less easily than leather or linoleum but if marks do appear, they are more difficult to remove. To renew a complete surface is a major undertaking. New developments in polyester coatings may make wood more feasible in the future; if veneered wood is to be used it is important to protect the edges against chipping by finishing them with a wooden strip or by levelling. The most durable materials are enamelled metal and plastic laminates but they feel cold and unfriendly and it may be this old-fashioned prejudice will pass and that future students will accept melamine as a normal writing surface. A very wide range of patterns and colours is available in these materials.
The layout of these tables has been described in subsection 11.6.6. Regarding table areas, Havard-Williams suggests that the area taken up by the reader's chair should be $0.90 \times 0.75\text{m}$. This figure is realistic and reasonable, as it will allow the reader not only to sit up to the table, but also allow him or her to move easily from the chair and study sitting back holding a book away from the table.

11.9.3 Study carrels

Most libraries should consider having at least a few study carrels to accommodate their readers who prefer privacy to sitting at tables in full view of other readers. For graduate students and researchers in social science libraries and other special libraries, carrels should be at least 5 feet wide with right and left pull-out shelves and shelving above the desk top; people may need to work with two or more books open at once. An even better carrel would be 5 feet wide and have a secondary work space at right angles, 18 inches deep and 4 feet wide with lockable drawers, book shelves and/or cabinets to keep books, paper, pencils and even confidential material.

Havard-Williams suggests that a table of $1225\text{mm} \times 600\text{mm}$ with a total cubicle area of $1525\text{mm} \times 1225\text{mm}$ is acceptable. This, with a 50 per cent allowance for aisle space, is the
equivalent of Metcalf’s suggested 2.8m$^2$ overall allocation. For a full discussion of reader seating and especially carrels alternatives see Metcalf. Lighting for carrels is mentioned in sub-section 11.6.6. The colour and material of the surface of the desk top should not be so bright as to produce glare. Carrels can also be used for microfilm readers, but in this case the tops should be three inches lower than the standard 30. This allows the reader to look down at the screen, thus avoiding the strain of having to look up.

11.9.4 Circulation desks

Most library equipment manufacturers make desks and counters for the circulation area. Many are modular, so that any combination of units with special features is feasible. Units may have foot rests for the attendant, or room for shelf list cards, or space for a book trolley in front of a book returns slot, or a variety of other features. Careful planning is important here so that the right units are selected. The chairs for the desk attendants should also be coordinated with the counter selection, so as to be the right height, made in a suitable matching colour and style, etc.

The height of the counter should be 1050mm and its width 300mm; beneath the counter there should be a 600mm wide shelf at table height with recesses beneath to enable staff
to sit at this counter. Shelves should be provided to take books requiring repair, books which have been reserved and reserved books awaiting collection. A telephone should be installed on the counter, there should be space for a selection of desk top reference books used at the enquiry point, both space and a power point for a microform viewer should COM catalogues be in use. Lighting for this area is mentioned in sub-section 11.6.2.

11.9.5 Catalogue cabinets

The experience of most social science librarians using card catalogues is that the space needed expands at a very fast rate. Most card catalogues are housed in banks of drawers. In order to provide adequate space for library staff and users to work at the catalogue together, the drawers should be spread out laterally as much as possible. As the library grows the lateral space available may be used up and the library will start increasing the vertical height of the catalogue drawers. Care needs to be taken to ensure that the lowest drawers are not so low that they cause discomfort to the staff when used for any length of time.

Card catalogue cabinets occupy more space than any other form of catalogues and may create a major storage problem in many social science libraries in developing countries.
like Saudi Arabia in the future. An answer to this problem lies in catalogue entries on microfiche. This will offer space savings but the quantity and positioning of necessary reading machines will be critical. Since catalogues vary in size and in the rate of growth Havard-Williams' caution needs heeding:

One can only state that the area allowed for each vertical tier of catalogue drawers in ranges must be twice the area of the drawers and the surface for consultation.(62)

The wooden catalogue cabinets are reasonably strong, are quiet in use and can be made with cut-away sides allowing cards to be turned over and read easily. They can have a gravity catch to prevent the drawer being pulled out of the cabinet. Many libraries use the size 150mm x 100mm which can contain a considerable amount of information; they contain 800-1000 cards in each drawer.

Because of the amount of small items of information in a catalogue and the need to have a variety of leads into this data - author, title, series, subject - it was an obvious choice for mechanisation. Thus the new catalogues appear on a VDU from a terminal. The cataloguers in the large library would like to have their own access to save time when they are in a separate room. The COM (Computer Output in Microform) catalogue and the viewers have to be duplicated for each access point, but they are considerably
cheaper than VDU's and terminals. All take up less space and usually provide a greater depth of service than the card catalogue.

Details of the location of the catalogue and lighting in the general access area will be found in sub-section 11.6.3.

11.9.6 Current newspaper stands

These consist of a split rod longer than the newspaper. This is placed on the outside and the inside of the centre of the pages. The two parts of the rod are fastened together and the extensions beyond the paper at each end rest horizontally on a notched stand with the paper suspended vertically. These are usually wooden pieces of furniture which can match the type and shade of wood throughout the library. An alternative method is to place each current issue in a plastic folder with an elastic or cord running from top to bottom of the centre of the newspaper to hold it in position. The front cover of this folder should be in clear plastic so that the title of the newspaper can be easily read. The housing of these newspapers with plastic covers is best arranged as described in sub-section 11.6.5 and sub-section 11.6.11.
Back runs of newspapers are kept for a few weeks/months only, because of the space they require. They are best stored in monthly batches with slightly longer thick cards above and below each bundle. The whole is kept together with a wide strap rather than with string. Permanent storage by hiding is seldom undertaken because of the cost, excessive storage space and rapid deterioration of the newsprint, etc. Where permanent records are required they are usually on microfilm though microfiche is easier to handle.

11.9.7 Periodicals display racks

As most social science libraries take a large number of periodicals there is no doubt about the attractiveness and ready availability of periodicals displayed in the special racks designed for this purpose with the upper portion of each journal cover clearly visible. However, those libraries with large periodical subscription lists may find that this equipment requires more space than they wish to provide. In this case, a compromise may be in order, with only the most popular current issues displayed and the rest in the stacks. An alternative is to use area in the stacks for current periodical issues, with issues lying flat, three or four titles to a shelf, usually arranged by title alphabetically. As by far the greater number of periodicals carry their titles on the
top half of their front cover, this is quite economical of space and when the locations are clearly marked with metal label holders, easy to use. A third possibility is to use display equipment, often constructed of metal, in which the shelves holding the latest issue of a periodical are hinged. Upon raising up a shelf one finds the area underneath designed to house the previous issues of the journal (unbound). This is not as economical of space as flat shelving but probably surpasses the conventional racks in this regard. Alternative methods of display of these current issues will be found in subsection 11.6.5, together with details of lighting in this area.

11.9.8 Lateral files and book trolleys

Lateral roll-out and rigid front roll-out files are available in units from 2 to 6 drawers high. Lateral roll-out files have hinged doors that are lowered or raised to allow the drawer to roll out. Rigid front roll-out files are just that: the front of the door does not drop down but the whole drawer retracts. Both these units lend themselves to drop filing. In the lateral file however, the clerk can drop or side file. If cost is a factor, it should be remembered that lateral roll-out files are more expensive than conventional files. In a comparison of cost per linear inch of filing space, between five drawer conventional units and lateral roll-out units, the latter
costs were higher. Before deciding to purchase lateral files, the librarian should seek the answers to these questions: (1) will the units save floor space? (2) will they provide the special advantages desired? (3) will they require additional purchases of special index tabs or file folders?

Other systems are available for high density filing. Mobile storage systems are designed to increase the existing capacity of any storage area by reclaiming aisle space. The equipment is mounted on mobile bases so that they may be moved manually or by mechanical means. Mobile units are laid out in rows one in front of the other. A reference is made by separating the shelf sections to open an aisle between the units. Aisles are much narrower. In mechanical systems, safety devices prevent accidental closing.

Conventional library book trolleys are available in a variety of sizes and capacities. The wheels should be adapted to the type of floor covering used, since a small wheel may be hard to turn when rolling over a thick carpeting. Some librarians have found the type of trolleys used in mail rooms preferable to conventional library types. They usually have a shopping cart type of handle for ease of steering and pushing, and they are usually less expensive. The appearance will be similar to two sloping shelves sometimes found at the bottom of
a book tier. There should be room for two of these shelves on each side of the trolley and a flat shelf at the bottom. A low beading on the two open edges of this bottom shelf will assist in retaining books and parcels whilst the trolley is in motion. No handles are required if reasonably strong, say 20mm thick, front and end boards form part of the trolley. The top of the trolley should not be more than 1050 mm from the ground, with its width 450 mm.

11.10 SPECIAL EQUIPMENT

The administrator of a social science library is often faced with a multitude of advertisements for new equipment as well as for newer models of older equipment. In each case, there are probably bewildering numbers of trade catalogues from manufacturers, jobbers and multi-purpose equipment sales firms. An article by Landau points out the implications of this development for libraries showing the effect of automation on handling records and documents. (63) A bibliography by Wright and Hawkins covers a wide range of technological innovations that have had or are expected to have an impact on libraries. (64)

It is not easy to keep a broad perspective about the new devices, some of which appear to perform better than earlier models or to offer some feature never before available in
a commercial firm's product. A few general guidelines for making selections may be helpful to those investigating new equipment.

(1) Operation:
- What features does the product offer compared to other makes and models?
- Is its design such that it would be simple both to operate and to teach others to operate?
- Would there be difficulties in getting spare parts and finding suitable maintenance service?

(2) Finance:
- Is the price reasonable?
- Is a lease available as well as outright purchase? Can rental or leasing fees be applied to subsequent purchase?
- How much does the service contract for maintenance cost? What is covered and what would cost extra?

(3) General:
- What has been the record of the firm in making reputable products?
- Is the salesperson helpful in arranging for current models of the equipment to be examined?
- What delivery date can be guaranteed?
11.10.1 Microforms

Microfilm provides a reasonable compromise to card catalogues and offers the advantages of immediate availability and uncluttered files.

There are several forms of microform: roll microfilm, normally 100 to 200 feet long; a pre-cut postcard shaped film called microfiche; the aperture card, a combination of a standard punch card with a rectangular space designed to hold a frame or frames of microfilm; the microfilm jacket, two pieces of mylar or acetate fused together to form channels into which strips of microfilm are inserted; and ultrafiche, 4" x 6" pieces of microfiche photographed at a very high reduction ratio to hold as many as 3,200 pages of information.

(1) Microfilm cameras:

A microfiche processor-camera films original documents and produces a completely processed and usable microfiche. The operator sits at a desk-size console and feeds in documents. The film sheet is automatically processed and dried inside the machine.

The basic microfilm cameras are rotary, planetary, and step and repeat. The rotary camera is generally the least expensive and the fastest. Documents are transported by a moving belt into the rotary camera and filmed as fast as an operator can feed them. Most rotary cameras are 16mm. The rotary camera accepts
documents of any length. Therefore computer printouts can easily be filmed and stored. Filming speeds of over 125 feet per minute are possible. Also, both the front and back of a document can be filmed at the same time.

Most planetary cameras are 35mm. Multiple reduction ratios are usually available without changing lenses. Planetary cameras are simple to operate; once initial adjustments are made, a clerk can operate the camera within a short time. Developments such as automatic exposure control, advanced optics, and cartridge loading simplify the job.

Step-and-repeat cameras expose a series of images on sheet film according to a predetermined format in multiple rows. The camera automatically positions the images on the film. The high cost of the cameras limits their use to high volume users. Nearly all step-and-repeat cameras use 105 mm film.

Aperture-cards are produced by special equipment. The processor camera manufactured by 3M microfilms documents up to 18" x 24" at a fixed reduction of 16 diameter on a single frame of microfilm. Loading is accomplished with a light-proof cartridge containing 500 aperture cards, mounted with 35mm silver negative microfilm. Documents are placed on a flatbed and filmed directly onto the film in the window of the aperture card. The
fully processed card is delivered in less than 60 seconds.

Several estimates should be obtained resolving such questions as:

1) Can documents be removed from the library?

2) Will there be staff to complete the job?

3) Will the present staff be required to assume additional duties?

4) Is there adequate space for the equipment?

5) Where will the security rolls be stored? What will be the cost of security rolls and storage.

When requesting a quotation, carefully specify needs. Request a list of other customers. Visit the plant; see a demonstration of the equipment. Read contracts carefully and ask questions about unfamiliar terms.

(2) Microfilm readers and reader/printers:

Problems encountered with 8mm or 16mm film (used frequently for book or journal reproduction) and 35mm film (used for newspaper reproduction, maps, engineering drawings and other large size documents\(^{65}\)) are relatively few.
Some users consider that inserting a fiche into a reader is easier than winding on a film or inserting a cassette and finding the correct frame.

In social science libraries both microfilm and microfiche readers and reader-printers will be required to cover the material likely to be received and stored. Users frequently prefer a machine specifically made for one type of microform.

(3) Microfiche readers and reader-printers:

This equipment is usually available for use within the library but additional portable readers can be made available for those members of the departmental staff who wish to read fiche in their own offices or at home.

Various reduction lenses are necessary to read 24x reduction (used for journal or book reproduction) or 48x reduction (used especially for Computer Output in Microform (COM)). It will be realised that fiche in 20 or 30x can be read quite easily with 24x lenses. The 24x and 48x reductions are mentioned as they are part of, or are being considered by British Standards and International Standards Organisations. Fiche format is more manipulable than film, more compact equipment can be used to read it and the duplication of fiche itself uses simpler equipment than that necessary for film.
It is possible to reach the section required in a journal or book more quickly than if the information is on roll film. Finally, film can easily be cut into short strips and inserted into a fiche-jacket for easier manipulation. (68)

11.10.2 Computer Output Microfilm (COM)

An economic, rapid and space saving solution to the paper explosion is COM. Combining the compactness of microfilm and the speed of computer provides a more effective information storage and retrieval system than either of them alone. COM recorders have a transfer rate of from 25,000 to 120,000 characters per second. They have an output equivalent to as many as 30 printers operating simultaneously. The information is displayed on the cathode ray tube screen in readable form. Microfilm records are produced by photographing the displayed information. Another COM method is the electron beam which uses the stroke method, like a pencil writing on paper. An electron beam writes a latent image directly onto dry silver microfilm. The transfer of information from magnetic tape to film varies from one piece of equipment to another.

Information can be retrieved from the retrieval codes and patterns generated by COM recorders from each or selected frames of information. Indexing is recorded on the film
simultaneously with the data. Information can be easily retrieved by the push of the button and viewed on a screen. The records can be connected directly to a computer for online operation or to a magnetic tape unit for off-line operation. Applications for COM include accounting reports, management reports, essentially anything produced by a computer.

A book by Kish offers guidance to managers in the use of COM equipment as well as other devices for handling microforms. (69)

11.10.3 Computer terminals

Terminals differ considerably in their speed of working and efficiency. Printout facilities which are also required when a VDU is installed, can be noisy for a library and care should be taken when selecting these, either to have a quiet machine or to install this machine under a small acoustic cover. The advantage of VDU equipment is that the mass of information which is found within a database can appear on the screen as quickly as it can be read and only selected and essential items need be printed. It would usually be more cost-effective for a number of the library staff to understand in detail the arrangement of the computer database, to deal with those enquiries which can be answered from that base.
The growing popularity of online searching has increased the prominence of computer terminals in social science libraries and other special libraries. Having a terminal and a telephone, is all a library needs in order to have access to millions of items stored in computerised databases. These and other characteristics of terminals are discussed in an article by Kaglauskas.\(^{(70)}\) There is a growing body of literature about the use and selection of such equipment.

11.10.4 Electromechanical files

Electromechanical files are available in a variety of sizes. Many are large units measuring approximately 3½' deep x 7' long and from 9'-20' high, with a varying number of carriers, depending upon the height of the machine and the size of the documents. Depending upon the size, one machine can store over 2,000 filing inches. The units contain carriers or shelves which rotate in either direction. On each carrier are containers or trays that store the documents. The machines are activated by pushing a button on a control panel; the selected carrier then rotates into position. The maximum cycle time is less than 30 seconds.

The machines are equipped with an electronic safety eye system which stops the machine instantly if a clerk should
accidentally move a hand into the moving carrier path. The machines do not operate if a tray is extending beyond the safety bar of the carrier. In areas where there are power failures, a hand crank is available to rotate the carriers. The machines can be used for tape storage, negatives, microforms, photos, cards, etc.

Another concept of bulk storage and retrieval systems is one manufactured by Supreme Equipment and Systems Corporation. The unit is a large cabinet that can store documents of varying description and sizes in the same machine. The unit can be added on to make it as long and as high as the physical dimensions permit.

Mechanical equipment efficiently utilises the ratio of filing inches per square foot occupied. It permits the library staff to provide rapid storage and retrieval procedures. Reported benefits accruing to the whole library operation include reduced filing and retrieval times, fewer kisfiles and improved morale.

11.10.5 Video recorders and videodisc players

Video-tape recorders and videodisc players offer many options not possible with conventional audiovisual equipment. Video recorders combine the sound and colour quality of motion picture film. The use of cartridges makes it easy for an operator to create or re-use tapes,
These features make video recorders of obvious value to many social science libraries. Videodisc players offer high quality reproductions, even if the option of making recordings is not available.

The cost of software remains a problem. The limited number of commercial titles available also is a problem. Points to consider in selecting equipment include several familiar factors, such as the quality of the images, dependability of the equipment, and availability of service or maintenance. An interesting project which involved the use of a videodisc and a microcomputer is discussed in an article by Sonnemann.

Our productions were stored on a videodisc: they ranged from a 16mm film on Canada's National Library to a history of the Canadian national anthem depicted in photographs, manuscripts and excerpts from printed documents. This material has combined with a microcomputer in which was stored a bilingual subject and title index to the material on the videodisc. Random access to the stored images gave the requestor quick response, unlike the slower access provided by videotapes or films, which must be searched sequentially, many possible applications can be foreseen for this combination of equipment.

11.10.6 Photocopiers

The large number of manufacturers of photocopiers allows social science libraries and other libraries to select from a wide variety of models, offering such features as
speed of operation, quality of copies, etc. All libraries need a photocopier near the loan records point to enable copies of key parts of periodical articles or brief sections in books to be taken. This facility is helpful whenever the materials are well used within the organisation, or when these extracts are required for long periods, or when the permanent loan of the information is requested to be added to an officer's personal reference collection, etc. Where members of the public use the library and wish to take extracts from publications, a coin-operated photocopier will save library staff time. Where coin-operated machines are provided it is also an advantage to have a change machine. There is a certain amount of noise from these machines and they should be away from the study or browsing areas.
REFERENCES

1. Metcalf, K. P. Planning academic and research
   75pp

2. Thompson, Godfrey. Planning and design of library
   1977, p.120

3. The Library Association. Better library buildings:
   Architect/librarian cooperation in their design.
   Proceedings of a seminar organised by the Architect/
   librarian Working Party of the London and Home Counties
   Branch of the Library Association, 14-15 March,

4. Burton Walter. Library planning London,
   Grafton &Co., 1927

5. Ellsworth, R. E. Consultants for college and
   University building planning. College and Research

6. Henderson, John D. The planning team: the librarian
   and library staff, the Library Board, consultants..
   In: A living library, edited by Martha Boaz, Los
   Angeles, University of Southern California Press,
   1957, p.10-11


8. Plumbe, W. J. Preservation of books in tropical
   and sub-tropical climates. London, Oxford


13. Ibid.


17. Ibid.


42. *Ibid.*


60. Ibid.


67. Ibid.


12.1 STANDARDS

A study of standards recommended for social science libraries should cover the following areas:

12.1.1 Objectives

The staff of social science libraries are responsible for providing library materials and services designed to meet the information requirements of the library users in fields pertinent to the purposes and work of the organisation. Social science libraries acquire materials and information for the organisations current and future needs. These materials must be organised for the most effective use by the library's clientele and staff. The objectives of the library regarding whom it is to serve and the services it is to provide should be clearly defined, preferably in writing. To be effective these responsibilities must be reviewed periodically and revised in accordance with changes in the organisation's activities and advances in library and information technology.

12.1.2 Staff

The quality of social science libraries personnel is the most important factor in the effectiveness of the library as an information centre for an organisation. The
personnel employed to carry out the objectives and functions of the library should be suitably qualified and competent. The librarian of a social science library should hold a degree from a library school of recognised standing and should have three years professional experience in a social science library; or he should be a subject specialist in the field pertinent to the organisation's work, who has demonstrated his professional competence through at least three years professional experience in a social science library. A combination of formal subject training and education in librarianship is desirable. The social sciences librarian must have administrative ability and a knowledge of or an aptitude for the organisation's functions and special areas of activity. In addition to being informed on current developments in librarianship and information technology, staff members should be encouraged and supported in programmes of study and reading in the fields of knowledge related to the organisation they serve. Staff members should be encouraged to contribute to their fields by engaging in committee work, holding office and attending local and national meetings. Clerical staff should have a high school education as a minimum requirement and be formally trained in the use of typewriters and other business machines such as terminal keyboards. They should be selected with specific reference to the technical skills and personal qualifications required. (For more detail see section 8.2 Planning library staff.)
12.1.3 The Collection

The social science library's collection consists of the information sources that are acquired, organised and administered for use by or on behalf of the library's users. Physically, the collection may include a variety of forms and types of material, not all of which are appropriate to a particular social science library; books, pamphlets, preprints, reprints, translations, dissertations and theses, periodicals, newspapers, indexing, abstracting and other services, transactions, yearbooks, reports, directories of organisations, external and internal technical reports, audio-visual materials and special collections. The library's collection includes all basic, frequently used, and potentially useful material. The range of subjects covered is determined by the objectives of the organisation, the depth of subject coverage in the field is governed by the nature of the organisation's work. The social sciences librarian is responsible for establishing specific acquisition policies pertaining to depth and extent of subject coverage, types of materials, gifts and exchanges. Policies and procedures for making materials and information accessible differ according to physical form, subject content and use. Standard systems and procedures in cataloguing and classification can sometimes be used, especially for book collections. Modifications of the basic principles of descriptive and subject cataloguing and classification
may be needed, however, for many special collections. The nature of information sources in social science libraries, often requires the creation of unique and special systems. Access to some parts of the collection and to special information may be through published indexes and abstracts. In many cases, a library must create its own indexing systems to meet its organisation's own special needs. Greater efficiency may be attained through the use of new tools such as electronic dataprocessing machines.

12.1.4 Services

The social science library functions as a service unit that provides information to further the objectives of the organisation it serves. Its total service programme is a dynamic one in which the staff anticipates needs and often obtains and presents pertinent information and materials before they are requested. It achieves its objective through reference and bibliographic services, flexible policies concerning loans and distribution of library materials, efficient dissemination of information, and other activities that encourage productive use of the library's resources. The social science library's reference service relies upon staff's special knowledge and experience, their knowledge of the subject interests and working methods of the library's users, the library's collection, and agencies or individuals outside the organisation that can supplement the library's resources.
To meet current and future needs the social science library staff may on its own initiative prepare selective or comprehensive bibliographies, with annotations or abstracts. When commercial indexing and abstracting services are inadequate for a particular library's needs, the social science library staff compiles continuing bibliographies, indexes, abstracts, or digests of pertinent current literature as an efficient means of providing its users with needed information. Provision of special indexes to sources of information and to specific data is also an important reference function.

The library's loan service includes an efficient charging and recall system. Loan policy must be flexible enough to permit maximum use of materials. The library may have a separate document control system for classified technical reports and other restricted library material. As a substitute for lending individual items, the library may provide photocopies. It is essential that the library comply with "fair use" practices as applied to copyright material. Social science libraries in communities that have large general library resources may depend upon other libraries for materials of peripheral subject interest. The staff is responsible for maintaining detailed information about sources for all types of material and for establishing a cooperative, reciprocal interlibrary loan programme with other libraries. (See section 8.6 Planning library services.)
12.1.5 Technical processing

A standard adaptation of the universally accepted Dewey scheme taking into account the specific needs of the country as regards Islam, Arabic language and literature, Islamic philosophy, and modern history, is required. The nineteenth edition of Dewey would be adapted. As for classification, a standard adaptation of the Anglo-American Cataloguing Rules would be preferred to devising a new one. However, to enhance the uniformity of data on the cataloguing card two things would be provided: cataloguing in publication (CIP), data is to be included in Arabic publications, and a standard form to be devised and distributed by the National Library to all libraries and information services in the country. This form should include very specific and interpret precisely, all the elements of data to be entered on the catalogue card. A standard subject heading list for Arabic works should be compiled, taking into consideration international practice in this concern. To establish standards for technical processing requires a coordinated effort of all Arab countries. In all, the establishment and use of standards in the areas considered above will eventually facilitate the concept of an overall uniform and compatible national library and information service. (See section 8.4 Planning technical services.)
12.1.6 Budget

The initial analysis of the library's responsibilities and recommendations for budgetary support should come from the social sciences librarian, whether the library has a separate budget or the allocation is part of the budget of a larger unit. The final budget is the joint responsibility of the social sciences librarian and his immediate supervisor. They must agree upon the desired scope and extent of the library's services and the estimated and allowable costs of those services in terms of staff, library material, supplies, operating expenses and professional association expenses. If a social science library meets the standards for staff, library materials and services, the portion of the library budget assigned to salaries, in Saudi Arabia, will normally fall within 70-80 percent range, provided overheads are not charged to the library budget. This ratio will assure a staff with the necessary qualifications to provide the services described in section 9.1. The initial budget for a new library will require a considerably larger percentage of the whole for basic library materials and capital expenditure. The initiation of programmes in new subject areas will require increased expenditure for publications. The spending of budget allocations rests upon the professional knowledge and judgement of the social sciences librarian. He may manage the financial records necessary to carry out his responsibility for
for financial administration of the library personally. In any case, he would maintain close liaison with the organisation's accounting department or business office.

12.1.7 Building and equipment

The social science library needs adequate facilities in a physical environment conducive to optimum use of the library's collections and services. In planning a new library or a relocation or expansion of existing quarters, the best results can be achieved through direct consultation between the social sciences librarian and the space-planning team of the organisation. The social sciences librarian is responsible for a precise and realistic statement of the physical requirements for collections, services, and staff activities. Initial choice of the library's location must permit space expansion for at least twenty years. As an organisation grows, the scope and activity of its library may also increase. Anticipation of this growth factor will eliminate the necessity of frequent moving of equipment and materials inherently difficult to move. The social sciences librarian in consultation with the architect and engineer, must plan for particular structural and installation features necessary for the library's service programmes. Special attention to the following is required:
(1) floor loads within structural allowance;

(2) quarters free from machinery vibrations, outside noise, and odours;

(3) adequate ventilation and moisture control for the preservation of library materials;

(4) proper quantity and quality of illumination for reading, study and reference use of library materials;

(5) appropriate placement of outlets for electrical equipment;

(6) the control of sound by acoustic treatment of ceilings, floors, and partitions.

The layout of a functional, efficient library is the joint responsibility of the librarian and the space-planning team of the organisation. Allocations of space vary, but they must allow for three major fields of activity:

(1) space for the library's service functions, e.g. reference, reading and study, loan services;

(2) space for storage, e.g. shelving and filing of the library's collections;
(3) space for the staff and technical processes, e.g. acquisition, cataloguing, etc.

The amount of floor space and specific requirements for each function are calculated on the basis of standard specifications and on the knowledge and experience of the librarian. He can also recommend both standard library equipment and equipment of special design. The reference functions of the library require equipment for reference resources in a convenient location with adequate space to facilitate their use. Desk space for reference personnel, space for catalogues, index, and other special equipment. Necessary equipment includes a separate service desk for the loan and return of library materials. Microfilm and microcard readers and photocopies for the use of staff and the library users may be located in the reference and loan service areas or in an adjacent partitioned space. Adequate table space in a quiet area must be provided for individuals who use the library for reading, study or research. Provision for individual study tables or carrels and for ready access to current issues of periodicals is also desirable.

The stack area for the book and periodical collections must be conveniently located and open for reader use. For security and proprietary reasons, a separate area to which limited access is provided may be required for
technical reports, classified documents, rare books or archival material. The social sciences librarian can estimate present shelf requirements on the basis of standard formulae. He sets up retention and discard schedules, estimates the growth rate of the collection, and forecasts the number of additional shelves needed within a given time. If less used materials are retained, they may be stored in a separate stack area where space may be less valuable or floor load allowance greater. The amount of space area needed for technical processes depends in large part upon the number of professional and clerical staff who perform the functions of the library. This area is used for the acquisition, cataloguing, classification, and indexing of library materials, physical processing of the material, preparation of books and periodicals for binding, and general clerical and secretarial work. It should be located where the necessary noise and movement will not be distracting to the library's users. Ample desk, table, counter, cabinet, shelf and aisle space and appropriate siting of equipment is necessary to provide efficient working conditions for the professional and clerical staff.

12.2 RECOMMENDATIONS FOR FURTHER STUDIES

In meeting the needs of the current and future further studies of the social science libraries in Saudi Arabia, the following recommendations for investigation were identified in conjunction with this investigation:
(1) Planning for the development of social science libraries in Saudi Arabia on a national level within the overall national development plans.

(2) Appointing an interim committee to review and approve the plan for the social science libraries and to initiate a draft for the social science libraries act and the legal deposit law. The committee may include the Deans of the seven Saudi universities, library affairs, the director of the Central Library Agency for Social Science Libraries and one or more international experts in the planning of library services.

(3) Provide dynamic leadership for social science libraries in the country to help establish a nation-wide system of library services to ensure the development of social science libraries and to provide the needed techniques and manpower for library services in Saudi Arabia.

(4) Seeking the assistance of regional and international organisations such as Unesco, IFLA, FID, the ICA and the Arab League Educational Cultural and Scientific Organisation (ALESCO). In so doing the country's needs and the possibilities to meet them through the assistance of these organisations should be identified first and then the need for assistance would be expressed to these organisations.
(5) Social science libraries legislation would be established to prove the national information system and facilitate international interaction. Legal deposit and copyright laws must be drafted with legislation to define functions and responsibilities of the various components of the system and to ensure cooperation and interaction of all the elements of the library system.

(6) In determining the requirements this study has recommended that social science libraries decree should be issued, and inclusion in the national development plan should be achieved, and the development of manpower resources should be planned.

(7) Establishment of a national library to coordinate the establishment and development of social science libraries.

(8) Establishment of the Saudi Arabia Library Association to provide its rightful role in the general development of social science libraries and to act as the organised voice of the profession's services. The association should be accorded legal status by legislation which would provide for its official recognition by the government and lead to power and authority to enable it to function effectively.
(9) The need to establish a national documentation centre which would acquire, process and make available for distribution government documents issued in the country as well as government documents of other countries.

(10) The Saudi Arabia national bibliography should be established to develop and maintain a bibliographic database relevant to Saudi Arabia, providing indexing services to articles in Saudi Arabia journals and newspapers, producing the national union catalogue and exchange of publications, nationally and internationally.

(11) In each ministry and government agency an office should be set up to coordinate the operations of production and distribution of government publications. This implies the creation of a government publications centre which would maintain the channels of communication with all ministries and government agencies to coordinate the entire publishing activities of the government. The centre would be the producer as well as the distributor of these publications. The centre should be located in Riyadh City, the Capital of the country where all ministries, government agencies, and most of the academic institutions are located. This location gives the centre a unique importance regarding coordination of the operations of government publications.
(12) Each government department library should contribute to a single bibliographic tool which would contain all government publications. This bibliography would be an aid to foreign resources and consultants as well as for international bibliographic control. Bibliographic information should be published in both Arabic and English.

(13) Promoting the publishing industry to secure a permanent supply of materials by ensuring the availability and coordinated function of all the publishing elements, i.e. editing expertise, credit facilities, printing equipment, technical experience, efficient means of distribution and a guaranteed market for the published work.

(14) Centralising administrative and processing work to maintain effective communication, cooperation and coordination among the libraries concerned; and to attain uniformity in the bibliographic description and organisation of library materials.

(15) Special attention should be given to the staffing needs of social science libraries. The central library agency should establish a job classification and an equitable pay plan, with commensurate salaries and fringe benefits, as a means of recruiting qualified Saudian and non-Saudian librarians to the library profession.
(16) Studies are needed to find out manpower needs of the different types of libraries, as well as the kinds of work for which trained people are most urgently needed. These kinds of studies should indicate the number of librarians and information specialists needed, the level of education required to meet personnel needs and the curriculum emphasis towards which social science libraries education should direct its attention.

(17) Studies are needed to determine the types of training necessary to upgrade the non-professional social sciences librarians which are presently employed and thus to create a programme of in-service training in the various skills and methods of library administration and teaching methods to raise the quality of the social science libraries services.

(18) In view of the limited supply of qualified personnel the technical processes of cataloguing, classification, etc. must be planned on a national basis to achieve internationally acceptable standards of practice, with the adoption of standard codes and systems nationally to facilitate optimum cooperation and exchange of publications.
(19) Cooperation among the social science libraries on a national level to reach greater acquisition and control of the information and to create the foundation on which the country's participation in international cooperative ventures will be based. Cooperation with libraries in other Arab countries, including book exchange, interlibrary loan service, bibliographic services and coordination of library resources.

(20) Study the feasibility of developing resource-sharing networks that are computer based and utilise telecommunication facilities, study cooperation cataloguing activities in the context of resource sharing networks.

(21) Application of modern information technology to ensure speed and accuracy in library and information procedures and services: foster better control on the rapid growth of and the increasing demand for information and to enhance the country's participation in and benefit from international information systems which almost all are at present computer-based.

(22) The application of modern mechanisation and computer technology to library processes and bibliographic services has been successfully undertaken in countries with advanced library
systems and similar measures should be envisaged for Saudi Arabia in the appropriate phases of library operations.

(23) Social science library buildings and equipment in Saudi Arabia needs one or more planning teams including librarians, architects, designers and consultants, which should be authorised to plan for necessary building facilities. The planning teams' responsibilities would include ensuring that the design for each library is based on a careful analysis of the community to be served, its socio-economic characteristics and projected growth, and the programmes envisaged to serve this population. Space requirements and furnishings should be determined by the size and type of library material housed, the number and kinds of readers to be served and the special needs of staff members. In general, library facilities should support the functions of the library in an attractive and open environment which will encourage and contribute to library use and functionally designed to suit the country's special needs and its extreme climate.

The social science library buildings should be economical in structure, in maintenance and in internal lines of communication for readers and staff. Floors should be level, to facilitate the transportation of books by trolleys.
Careful consideration must be given to the proper separation of noisy "talking" and quiet areas.

The primary need is easy access to books and since a library is an educational institution its departments should be arranged so as to display equally all its facilities to all readers. The secondary need is the reader's comfort, both physical and mental, in reading, reflecting and in writing, achieved by attractive but useful interior decoration by proper warmth, light, and correctly designed chairs. Provision should be made for storage of less frequently used materials, with reasonable and convenient access. Lifts and good artificial lighting now make basement or interior multi-storey bookstacks acceptable.

There must be adequate work space for staff, functionally arranged, giving them quiet working conditions and also easy contact with and supervision of readers. Careful provision should be made for the expansion of stock and for convertability for at least part of the reader, storage or staff areas. Any local cooperative storage scheme which might relieve this problem should be taken into consideration.
BIBLIOGRAPHY

ABDULGABBAR, A. The current trend of Saudi culture. Cairo, The Arab League, 1959, 187pp. (In Arabic)


ABDUL-HADI, M. F. Establishment of a list of Arabian subject headings in Social Sciences. Cairo, Cairo University, 1975, 17pp. (In Arabic)


AKROCH, A. The special library and its characteristics. Amman, Library Massage Bull., 10,(1), 1975, p.6-10. (In Arabic)


A.L.A. The special library concept of service.  
A.L.A., 3 (7), July, August, 1972, p.752-768

AL-FARSIY, F. Saudi Arabia: a case study in development  


ALLARDYCE, A. UAP and the exchange of publications.  
AL-QALGASHANDI, S. Subh al-A'sha Fi Sinaat al-Insha. (The light of Blind of Reading Digest), Cairo, Books House, Vol. 1, 1922, p.466 (In Arabic)

AL-SADHAN, M. The public administration Institute Library and Documentation Centre. Riyadh, The Public Administration Institute Library Bull., 1,(1), 1980, p.4-10 (In·Arabic)


ASH, P. J. Industrial ventilation in hot climates. Middle East Construction, a,(7), July 1976, p.27-31


BACKNELL, B. Building Services Research and Information Association Bibliography on hot and tropical climates air-conditioning. 1977, 5pp.


BLANC, A. Art of conruction, 4.1 Internal walls .. Part 3, Acoustics ... Architects Journal, 175,(8), 24 Feb., 1982, p.71-74


BROUN, Alberta, F. Planning the new library. *Special Libraries*, 49,(3), March, 1958, p.113-117


CELLI, J. P. Saudi Arabia libraries revisited. Leads, 23, Spring, 1981, p.6-8


CHAN, G. K. Third world libraries and cultural Imperialism. Assistant Librarian, 1977, p.134-140


DANA, J. The evolution of the special library. Special libraries, V, May, 1914, p.74-81

DANA, J. The President’s opening remarks. Special Libraries, 1, Jan., 1910, p.4-11


DEEMER, S. S. Online in Saudi Arabia. Information Technology and Libraries, 1,(1), March, 1982 p.36-40


DOCUMENTATION AND EDUCATION INFORMATION CENTRE.
Libraries in the Kingdom of Saudi Arabia. Riyadh, Saudi Arabia, 1976, 170pp (In Arabic)

DUDGEON, M. S. The scope and purposes of special libraries. Special Libraries, 111, June, 1912, p.133-139

EDWARDS, J. K. Floors and their maintenance. London, Butterworth, 1972, 164pp

EL-AKHRAS, M. ALECSO and special library collections in the Arab countries. Unesco Journal of Information Science, Librarianship and Archives Administration, 3,(1), 1981, p.55-59


FISHER, D. Lighting levels for working interiors. International Lighting Review, 32,(3), 1981, p.82-85


FORTY-FIVE NEW LIBRARIES IN RURAL SCHOOLS. OKASS Newspaper, No. 4253, 19 October, 1978, p.12-13 (In Arabic)


GILCHRIST, B. Implications to information systems design. Journal of the American Society for Information Science, 29,(6), November, 1976, p.271-277


HASAB, A. S. Cooperation facilities between libraries in Saudi Arabia. Riyadh, King Saud University Libraries meeting in 1980, 15pp (In Arabic)


HENDERSON, J. D. The planning team, the librarian and library staff, the library board; consultants ... In: A living library: University of Southern California Press, 1957, p.10-11


HOLDSWORTH, H. Library buildings in newly developing countries. Library Trends, vol. 8, 1959, p.286-293


IBM CORPORATION. DOBIS Librarian's guide. SB11-5019: Copenhagen, October 1978, 91pp.


IBM CORPORATION.  LIBIS - Batch programme description and operations guide. SB11-5356: Copenhagen, October 1979, 81pp.

IBM CORPORATION.  LIBIS - Online installation and operations guide. SB11-5312: Copenhagen, September, 1979, 81pp.

IBM CORPORATION.  LIBIS - Online librarian's guide. SB11-5311: Copenhagen, September, 1979, 81pp.


INTERNATIONAL CONFERENCE ON the improvement of Bibliographic Service. *Unesco Bull., Libr.*, 5,(1) 1951, p.2-5


JARJEES, J. *The special library in developing countries.* Damascus University Press, 1972, 162pp. (In Arabic)


JOHNSON, E. The special library and some of its problems. Special Libraries, VI, Dec., 1915, p.158-161

JOHNSTON, E. Special libraries: a report on fifty representative libraries. Library Journal, XXXIX, April, 1914, p.280-286


KENT, F. L. Library development in the Arab world. Review of International Documentation, 29(1), 1962 p.3-7


KOENING, M. E. Budgets and budgeting. Special Libraries, 68 (7,8), July, August, 1977, p.228-240


KYLE, B. Merits and demerits of various classification schemes for the social sciences. Unesco Bull. Libr. XIV, (2) March- April, 1960, p.54-60

KYLE, B. Some further considerations on the application to social science materials of up-to-date methods of bibliographical control and information retrieval. Journal of Documentation, 14, December, 1960, p.193-194

KYLE, B. Towards a classification for social science literature. American Documentation, 9, March, 1958, p.170-182


LANDAN, H. B. Contract services in the special library: the make or buy decision. Special Libraries, Vol. 64 April, 1973, p.175-180


LAPP, J. A. The growth of a big idea. Special Libraries, VI, April, 1915, p.58-61


MADKOUR, M. A. Information processing and retrieval in Arab countries: traditional approaches and modern potentials. Unesco Journal of Information Science, Librarianship and Archives Administration, 2,(2), 1980, p.97-104


McCONIGA, A. F. Acquisition innovations. Special Libraries, 66 (9), September, 1975, p.437-438


MATTHEWS, J. R. Choosing an automated library system. Chicago, ALA, 1980, 199pp
MEETING OF SUPERVISORS OF LIBRARY AND DOCUMENTATION SCHOOLS IN ARABIC COUNTRIES. Baghdad, December 11-16, 1976, 26pp (In Arabic)


MINISTRY OF EDUCATION. Brief report on libraries of Saudi Arabia. Riyadh, Saudi Arabia, 1974, 11pp


MINISTRY OF LABOUR AND SOCIAL AFFAIRS. Background of the activities of Labour and Social Affairs. Riyadh, Saudi Arabia, 1984, 185pp (In Arabic)

MINISTRY OF PLANNING. Central planning organisation development. Riyadh, Saudi Arabia, 1976, 354pp (In Arabic)


MOORE, N. Manpower planning in libraries. London, the Library Association, 1980, 32pp


MORRIS, A. E. Acoustic insulation. Middle East Construction. 6,(7), July 1981, p.70-73. (Includes buildings at Dubai, Salalah in the Oman, Doha in Qatar)
MOUNT, E. A national standard for bibliographic references. Journal of the American Society for Information Science, 28,(1), January, 1977, p.3-12


MOUNT, E. Planning the special library. New York, Special Libraries Association, 1972, 122pp


OLLE, J. G. Library history. 2nd ed., London, Bingley, 1971, 201pp


OSBORN, A. D. Serial publications: their place and treatment in libraries. Chicago, ALA, 1980, 486pp
OSBORN, A. D. Serial publications: their place and treatment in libraries, 2nd rev., ed., Chicago, ALA, 1977, 470pp


PARKER, J. S. Regional cooperation in library services: an opportunity for developing countries. IFLA Journal, 2(1), 1976, p.1-3


PENNA, C. V. The planning of library and documentation services. 2nd ed. revised and enlarged by A. Sewell and H. Liebaers, Paris, Unesco, 1970, 158pp

PHILBY, J. A pilgrim in Arabia. London, Robert Hall Ltd., 1964, 760pp


PLANNING AND ORGANISATION. Banking Training Institute, Riyadh, Saudi Arabia, 1982, 48pp (In Arabic)


RANKIN, R. The public library and special library. Special Libraries, XIV, May, 1923, p.76-43
REGIONAL SEMINAR ON BIBLIOGRAPHY, DOCUMENTATION and EXCHANGE OF PUBLICATIONS IN ARABIC-SPEAKING STATES

REDMOND, D. A. Small technical libraries. UNESCO Bulletin for Libraries, XVIII (2), March-April, 1964, p.49-76


SAUDI BRITISH BANK. A businessman's guide to Saudi Arabia. Riyadh, Saudi Arabia, 1982, 60pp

SCHWARTZ, M. Building planning for a new library. Law Library Journal, (2), May, 1968, p.73-87

SELLERS, D. Y. Basic planning and budgeting concepting for special libraries. Special Libraries, 64,(2), February, 1973, p.70-75


SHARIF, A. The factors which effect the development of librarianship and library education in the Arab countries. Inter. Libr. Rev., 11, 1979, p.245-257

SHARIFY, N. Cataloguing of Persian works. Chicago, ALA, 1959. 150pp


SHIHAB-ELDIN, A. Libraries: the information links to the future in: Workshop on the development of libraries and information systems and services in Kuwait and the Gulf area. 1980, p.20-22


SPIENZA, A. F. UBC: the benefits for developing countries. *International Cataloguing*, 3(2), April-June, 1974, p.7-16

SPECIAL LIBRARIES ASSOCIATION. *The special library role in networks*. Proceedings of a conference held May 5-6 1980, New York. Special Library Association, 1908, 296pp

SPECIAL LIBRARIES ASSOCIATION. *Special libraries: a guide for management*. New York, Special Library Association, 1975, 74pp


STRAIN, P. M. *Efficiency and library space*. Special Libraries, 70,(12), Dec., 1979, p.542-548


THOMPSON, A. *National library buildings*. Verlag *Dokumentation*, 1975, 141pp


VOSPER, R. and LEONE, I. National and international library planning. Verlag Dokumentation, 1976, 162 pp


WATERS, E. Special library education. Library Trends, 1, October, 1952, p.246-252


WHITE, H. S. Cost-effectiveness and cost-benefit determinations in special libraries. Special Libraries, 70,(4), April, 1979, p.163-169

WHITE, C. M. Sources of information in the social sciences: a guide to the literature. 2nd ed. Chicago, ALA, 1973, 702pp


WILSON, A. The planning approach to library management. London, The Library Association, 1979, 64pp


WORLD LIST OF SOCIAL SCIENCES PERIODICALS. Prepared by the International Committee for Social Science Information and Documentation. 4th ed., revised and enlarged, Paris, Unesco Press, 1976,


YEADON, W. *CIBS lighting guide for libraries.* London: Chartered Institution of Building Services, Lighting Division, 1982, 42pp


APPENDIX 8.1: Request form for Arabic and English materials

Request Form

<table>
<thead>
<tr>
<th>Name of requestor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Depart. or organisation</td>
<td></td>
</tr>
<tr>
<td>Request date</td>
<td></td>
</tr>
<tr>
<td>Signature of Depart. Head</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material requested</th>
<th>Library use only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>Cat.No.</td>
</tr>
<tr>
<td>Audio visual</td>
<td>Ord.No.</td>
</tr>
<tr>
<td></td>
<td>ISBN No.</td>
</tr>
<tr>
<td>Period</td>
<td>LC No.</td>
</tr>
<tr>
<td>Indefinite loan</td>
<td>Nuc. No.</td>
</tr>
<tr>
<td></td>
<td>PR No.</td>
</tr>
<tr>
<td>Docum.</td>
<td>PO No.</td>
</tr>
<tr>
<td>Notify</td>
<td></td>
</tr>
<tr>
<td>Micro.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

| Author                   |                                      |
| Title                    |                                      |
| Publisher and place of Publ. |                                      |
| Date of Publ.            | Price                                |
| Source of information    |                                      |
APPENDIX 8.2: Order form for Arabic and English materials

ORDER FORM

<table>
<thead>
<tr>
<th>Class No.</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>List price</td>
<td>Title</td>
</tr>
<tr>
<td>Date ordered</td>
<td>Edition or series</td>
</tr>
<tr>
<td>Date Rec'd.</td>
<td>Volumes</td>
</tr>
<tr>
<td>Dealer</td>
<td>Place</td>
</tr>
<tr>
<td>No. of copies</td>
<td>Publisher</td>
</tr>
<tr>
<td>Order No.</td>
<td>Year</td>
</tr>
<tr>
<td></td>
<td>Recommended by:</td>
</tr>
<tr>
<td></td>
<td>Fund charged</td>
</tr>
<tr>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Library address</td>
</tr>
</tbody>
</table>

- Place |

- Publisher |

- Year |

- Recommended by: |

- Fund charged |

- Cost |

- Library address |
APPENDIX 8.3: Record payment for English materials

<table>
<thead>
<tr>
<th>Publisher</th>
<th>Source</th>
<th>Fund</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ordered</th>
<th>Began</th>
<th>Expires</th>
<th>Date of Bill</th>
<th>Amount</th>
<th>Ordered</th>
<th>Begins</th>
<th>Expires</th>
<th>Days of Bill</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 8.4: Record of payment for Arabic materials

<table>
<thead>
<tr>
<th>الاسم</th>
</tr>
</thead>
<tbody>
<tr>
<td>المنسوب إليه</td>
</tr>
<tr>
<td>المبلغ</td>
</tr>
<tr>
<td>المصدر</td>
</tr>
<tr>
<td>المصدراً للبلات</td>
</tr>
<tr>
<td>رقم المنشأة المالي</td>
</tr>
<tr>
<td>الوقت</td>
</tr>
<tr>
<td>الطلب</td>
</tr>
<tr>
<td>طلب من</td>
</tr>
<tr>
<td>الشركة</td>
</tr>
<tr>
<td>النشاط</td>
</tr>
<tr>
<td>التكلفة</td>
</tr>
<tr>
<td>التكلفة بالعملة</td>
</tr>
<tr>
<td>النسبة المئوية</td>
</tr>
<tr>
<td>النسبة المئوية بالعملة</td>
</tr>
</tbody>
</table>
APPENDIX 8.5 Author, title and subject entries for English material (Dewey System)

330
B.K.E. Boulding, Kenneth Edward

Economics as a science
vii, 157p.

1. Economics 1. Title

Economics as a Science
330
B.K.E. Boulding, Kenneth Edward

Economics as a science
vii, 157p.

1. Economics 1. Title

Economics
330
B.K.E. Boulding, Kenneth Edward

Economics as a science
vii, 157p.

1. Economics 1. Title
APPENDIX 8.6: Author, title and subject entries for Arabic
(Dewey System)

مقدمة عام الاستمداد

مقدمة عام الاستمداد: تطبيق إجراءات الاستمداد 1977
1. القاهرة: دار المعارف, 1978
2. وقع

1- الاستمدادويل 2- المؤلف 3- الموضوع
3- الاستمداد الكامل

المؤلف

مقدمة عام الاستمداد

مقدمة عام الاستمداد والتطبيق 1978
1. القاهرة: دار المعارف, 1978
2. وقع

1- الاستمدادويل 2- المؤلف 3- الموضوع
3- الاستمداد الكامل
APPENDIX 8.7: Author entry (Library of Congress system - English and Arabic)

TL
709. Rose, Frank Xavier, 1914-

Young people's book of jet propulsion
Ref. and enl. ed., New York
Lothrop, Lee and Shepard, 1950

163 illus., port. 21 cm.
1. Jet propulsion. 2 Rockets
(Aeronautics)
I. Title LC 10
APPENDIX 8.8: Title entry for Arabic periodicals

<table>
<thead>
<tr>
<th>Arabic Title</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>كلية الآداب</td>
<td>Department of Literature</td>
</tr>
<tr>
<td>جامعة القاهرة</td>
<td>Cairo University</td>
</tr>
<tr>
<td>لغات وocrin</td>
<td>Languages and Literature</td>
</tr>
<tr>
<td>1970</td>
<td>1970</td>
</tr>
<tr>
<td>1971</td>
<td>1971</td>
</tr>
<tr>
<td>1972</td>
<td>1972</td>
</tr>
<tr>
<td>1973</td>
<td>1973</td>
</tr>
<tr>
<td>1974</td>
<td>1974</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arabic Title</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>سمكة الترتيب</td>
<td>Number of Issues</td>
</tr>
<tr>
<td>القاهرة</td>
<td>Cairo</td>
</tr>
<tr>
<td>1970</td>
<td>3</td>
</tr>
<tr>
<td>1971</td>
<td>4</td>
</tr>
<tr>
<td>1972</td>
<td>4</td>
</tr>
<tr>
<td>1973</td>
<td>3</td>
</tr>
<tr>
<td>1974</td>
<td>3</td>
</tr>
<tr>
<td>1975</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arabic Title</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>سمكة المجلات</td>
<td>Magazine Issues</td>
</tr>
<tr>
<td>القاهرة</td>
<td>Cairo</td>
</tr>
<tr>
<td>1970</td>
<td>0</td>
</tr>
<tr>
<td>1971</td>
<td>11</td>
</tr>
<tr>
<td>1972</td>
<td>13</td>
</tr>
<tr>
<td>1973</td>
<td>11</td>
</tr>
<tr>
<td>1974</td>
<td>13</td>
</tr>
<tr>
<td>1975</td>
<td>11</td>
</tr>
</tbody>
</table>
APPENDIX 8.9: Title entry for English periodicals

Saudi Gazette. v.1- 1975
Jeddah, Saudi Arabia: Okaz Press
and commission establishment.
V. Daily
1979-80
1981- No. 1

International social science journal v.1- 1949-
Paris: UNESCO
V. Quarterly
1963 v.15 No. 2
1964-73 16-25
1975 27 4
1976 28 1
1980 32 3-4
1981 33 1-

Social policy and administration v.1- 1967-
Oxford (UK) : Basil Blackwell
V. 3/yr.
Formerly: Social and economic administration
1980 v.15 No.1-

Institute of Muslim Minority Affairs Journal
v.1- 1979-
Jeddah(Saudi Arabia): The Institute of Muslim Minority Affairs - King Abdul Aziz University
V. Bi-annual
1979 v.1
1980 2 No. 1-
APPENDIX 8.10: Kardex forms - daily, weekly and monthly for English periodicals

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Vol. per year</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bound</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In bindery</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(Appendix 8.10 ... contd.)

<table>
<thead>
<tr>
<th>Title</th>
<th>NOS. per vol.</th>
<th>VOLS. per year</th>
<th>Frequency</th>
<th>Title page</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bound</td>
<td>Prepared</td>
<td>in binding</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 8.11: Kardex forms - daily, weekly and monthly for Arabic periodicals
(Appendix 8.11 ... Contd.)
APPENDIX 8.12: Kardex form for missing issues claims  
(Arabic and English periodicals)

<table>
<thead>
<tr>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CALL NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VOL.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISSUES DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COPS. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INVOICE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

We have not received the above title, please claim.

أصبحنا لم نستلم هذا العدد فلطفنا

We need a replacement of the above for our files.

نشتري أن نستلم هذا العدد لملحقنا

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Claims No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 8.13 Shelving list for Arabic and English periodicals

<table>
<thead>
<tr>
<th>Call No.</th>
<th>Title</th>
<th>Vol. No.</th>
<th>Year</th>
<th>Notices</th>
<th>العربية</th>
<th>السنة</th>
<th>العدد</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 8.14: Government documents cataloguing form - for English and Arabic

021.07
U.N. Eco. & Social Council
UN:06
Eco. & Social Council

Records - 57th Session 3 July-2 August
1974, New York
U.N. 1974
168 p.
# APPENDIX 8.15: Periodical routing form for English and Arabic periodicals

## PERIODICAL ROUTING SLIP

<table>
<thead>
<tr>
<th>PERIODICAL TITLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSUE NO.</td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requestor's name</th>
<th>Date</th>
<th>Photo. P</th>
<th></th>
</tr>
</thead>
</table>

The attached is routed to you as requested. Since other readers may wish to review this publication, please do not hold it any longer than two days. Please indicate next to your name the page numbers of any articles you wish photocopied. Copies will be made and forwarded to you. When you are finished with this item, please cross off your name and the item will be forwarded to the next requestor.
<table>
<thead>
<tr>
<th><strong>NAME OF BORROWER</strong></th>
<th>Call No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>I.D. No.</strong></th>
<th>ISS Reg. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DATE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AUTHOR(S)</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TITLE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>VOL.</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COPY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SIGNATURE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ADDRESS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Staff Member □ Visitors □ Other □

<table>
<thead>
<tr>
<th><strong>LIBRARY</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>APPENDIX 8.17: Interlibrary loan request form for English and Arabic materials</strong></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Applicant's Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Organisation</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Request Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Periodical title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Article title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Article Author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Book title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Book Author</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Vol.</strong></td>
<td><strong>Edition or No.</strong></td>
</tr>
<tr>
<td><strong>Publisher</strong></td>
<td><strong>Place of Publication</strong></td>
</tr>
<tr>
<td><strong>Source of Reference</strong></td>
<td><strong>User's code no.</strong></td>
</tr>
</tbody>
</table>

Please sign the form below

I declare that this publication is required only for purposes of research or private study.

| **Signature** | **Date** |
| **Signed receipt of item** | **Date collected** |

This is a form to request interlibrary loan for English and Arabic materials. It includes fields for the applicant's name, name of organisation, request date, periodical title, article title, article author, book title, book author, volume, edition or number, ISBN, publisher, place of publication, source of reference, user's code number, signature, date, signed receipt of item, and date collected.
1. QUESTIONNAIRE ON SOCIAL SCIENCE: LIBRARIES IN THE KINGDOM OF SAUDI ARABIA

Please answer each question as fully as possible from the information available to you at this time. Where alternative answers are given please tick appropriate boxes.

Identification

1. Name of the library ..............................................................

2. Full mailing address of the library ........................................

3. Type of library
   a. Academic library ....................................................... □
   b. Government library .................................................... □
   c. National library ....................................................... □
   d. Public library ......................................................... □
   e. School/College library ............................................... □
   f. Special library ....................................................... □
   g. Information Centre .................................................... □
   h. Other (Please specify) ............................................... □

4. Parent institution to which your library belongs: ........................

5. In what year was the library established? ..............

6. Hours per week the library is open ..............................
7. Number of seats ..............................................

Subject Coverage

8. Considering the subject coverage, into which of the following categories would you place your library?
   a. Natural sciences ................................. ☐
   b. Engineering and industrial technology ☐
   c. Medical sciences ................................. ☐
   d. Agricultural sciences ......................... ☐
   e. Social sciences and the humanities .... ☐
   f. All categories ................................. ☐

Administration

9. Name of librarian .............................................

10. Official title of librarian
    a. Director ........................................... ☐
    b. Librarian .......................................... ☐
    c. Information Officer ............................. ☐
    d. Library Assistant ............................... ☐
    e. Other (Please specify) ......................... ☐

Categories of staff

11. Professional staff (please state the number of professional staff employed in 1984).
    a. Librarians ........................................
    b. Information Scientists .........................
    c. Computer/Systems Analysts .....................
    d. Other (Please specify) ..........................
12. Sub-professional and technical staff. (Please state the number of sub-professional and technical staff in 1984.)
   a. Sub-professional staff
   b. Technical staff
   c. Clerical staff
   d. Other (Please specify)

Budget

(1) Income

13. From which of the following sources does your library derive its income for the year 1984, and the total library budget?
   a. Government
   b. Private
   c. Subscription
   d. Foreign aid
   e. Fees for services
   f. Total library budget
   g. Other (Please specify)

(ii) Expenditure

14. What was your expenditure on the undermentioned items for the year 1984?
   a. Books, periodicals, etc.
      Books
      Periodicals
      Microforms and other audio-visual materials
      Binding
      Administration
      Other (Please specify)
b. Wages and salaries

<table>
<thead>
<tr>
<th>Staff Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional staff</td>
<td>........</td>
</tr>
<tr>
<td>Sub-professional staff</td>
<td>.......</td>
</tr>
<tr>
<td>Technical staff</td>
<td>..........</td>
</tr>
<tr>
<td>Clerical staff</td>
<td>........</td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td>.........</td>
</tr>
</tbody>
</table>

Collections

15. What is the total number of books in your library?
Please give figures for books and bound volumes of periodicals.

a. Books ..............

b. Bound volumes of periodicals ......

16. How many of your book accessions were received on exchange or as gifts?

.................................

Periodicals

17. How many periodicals titles do you hold?

.................................

18. How many periodicals do you currently subscribe to?

.................................

19. How many of your current periodical subscriptions are received on exchange or as gifts?

.................................

Microforms

20. How many microforms does your library hold?

- a. Microfilms ..............
- b. Microfiche ..............
- c. Microcards ..............
- d. Others (Please specify) .........
Classification and Cataloguing

(i) Classification

21. Which of the following classification schemes do you use?
   a. Decimal classification (please state edition) ........................................... 
   b. Universal Decimal classification .................................................. 
   c. Library of Congress classification ........................................ 
   d. Bibliographical classification ........................................... 

(ii) Cataloguing

22. What form of catalogues are in use?
   a. Author .................................................. 
   b. Title .................................................. 
   c. Subject .................................................. 
   d. Dictionary .................................................. 
   e. Classified .................................................. 
   f. Indexes .................................................. 
   g. Other (Please specify) ........................................ 

23. What cataloguing rules are followed?
   a. Library of Congress ................. 
   b. Anglo-American Cataloguing Rules .... 
   c. ALA Cataloguing Rules ............... 
   d. ISBD .................................................. 
   e. Other (Please specify) ............... 

24. Does your library reproduce its own catalogue cards?
   a. All .................................................. [ ]
   b. None .................................................. [ ]
   c. Some .................................................. [ ]

Services

25. Which of the following services are provided by your library?
   a. Routing of periodicals  ............... [ ]
   b. Circulation of books, pamphlets, etc. [ ]
   c. Reference ........................................... [ ]
   d. Compilation of bibliographies ....... [ ]
   e. Literature searches  ....................... [ ]
   f. Accessions bulletins  ....................... [ ]
   g. Interlibrary loan  .............................. [ ]
   h. Current awareness  .............................. [ ]
   i. Abstracting and indexing .............. [ ]
   j. Photocopying  ................................. [ ]
   k. Translations  ................................. [ ]
   l. Carrels  ................................. [ ]
   m. Seminar room  .............................. [ ]
   n. Lounging, talking area  ............... [ ]
   o. Other services (Please specify) .... [ ]
26. Are your facilities open to the public?
   a. All ........................................ [ ]
   b. None ........................................ [ ]
   c. Some ......................................... [ ]

27. Do you charge fees for your services?
   a. All ........................................ [ ]
   b. None ........................................ [ ]
   c. Some ......................................... [ ]

28. What is the current total number of registered users of your library? ........................................

29. Information users (please rank the following user groups according to their demand for information services).
   a. Government departments and agencies [ ]
   b. Research institutes ....................... [ ]
   c. Higher educational institutions ........................................ [ ]
   d. General public ........................................ [ ]
   e. General staff ........................................ [ ]

Publication
30. Kindly list the publications of your library.
   1. ........................................
   2. ........................................
   3. ........................................
   4. ........................................
   5. ........................................

31. Other library contents (approximate number)
   a. Phonorecords ............................... [ ]
b. Audio tapes .................................  

c. Films .............................................

d. Filmstrips ......................................

e. Slides .......................................... 

f. Pictures ........................................ 

g. Maps ..............................................

h. Research reports .............................

i. Theses, dissertations ........................

j. Newspapers .....................................

k. Government publications....................

l. Other (Please specify) ......................

Book selection

32. How do you select which books for your library?

a. Course reading list ......................

b. Work personally recommended by the Institute staff ....

c. Work mentioned in another book or article ............... 

d. Searching bibliographies or catalogues on the subject ....

e. Library catalogue .............................

f. Books exhibition .............................
General purchase of books

33. How do your order your books and periodicals collection?

a. Through jobber
b. Direct from publisher
c. Book store
d. Through local agencies
e. Other (Please specify)

Library automation

34. Which of the following activities/services are used by your library?

a. Acquisitions
b. Cataloguing
c. Periodicals (processing)
d. SDI services
e. Current awareness
f. Production of:
   Union lists of periodicals
   Union catalogues of books
   Bibliographies
   Marc tapes
   Other (Please specify)
Cooperation

35. Are you cooperating with other libraries in any of the following activities?
   a. Acquisitions .................................... □
   b. Cataloguing ..................................... □
   c. Storage .......................................... □
   d. Reference ........................................ □
   e. Interlibrary loans ............................... □
   f. Publication exchange ........................... □
   g. Union catalogues/lists ........................ □
   h. Compilation of union lists of serials ............ □
   i. Other (Please specify) .......................... □

Library Building

36. What is:
   a. The area of the whole library? ............... 
   b. The stock capacity for books? ............... 
   c. The stock capacity for periodicals? .......... 
   d. The stock capacity for microforms? .......... 
   e. The floor space for library staff? ............ 
   f. The floor space for reading areas? ........... 
   g. The seating capacity for users? ............. 

37. What is the principal flooring material?
   a. Wool carpet ................................. □
   b. Nylon carpet ................................. □
c. Carpet tiles .......................... □
d. Lino tiles ............................ □
e. Cork ................................. □
f. Wood ................................. □
g. Other (Please specify) ............. □

38. Type of cooling and heating system?


Equipment

39. Do you have type and quantity of any of the following equipment?
   a. Photocopying machine .............. □
   b. Microreproduction .................. □
   c. Microreading ........................ □
   d. Microreader/printer .............. □
   e. Film projector ..................... □
   f. Slide projector .................... □
   g. Film strips ........................ □

Communication equipment

40. Do you have any of the following:
   a. Telephone .......................... □
   b. Radio-telephone .................... □
   c. Telex ............................. □
   d. Other (Please specify) ........... □
41. Do you have any computers? ...............  

Type of Computer  
a. .............................................  
b. .............................................  
c. .............................................  
d. .............................................  
e. .............................................  

Main difficulties  
42. What are the main difficulties with respect to the development of library services?  
a. Insufficient funds .......................  
b. Shortage of qualified librarians ...  
c. Lack of coordination and cooperation between the library and the Institution to which the library belongs .......................  
d. Library building space difficulties  
e. Lack of number of staff ...............  

Current future planning  
43. Please indicate your current planning for the future of your library.  
a. Establishing new branches ............  
b. Improvement of library services ...  
c. Introduction of computers, tele-types, telereference, teleprinter, etc.  
   .............................................  
d. Improvement of library staff ........  
e. New building ..............................
Comments

44. Any additional information you wish to give, or comments you wish to make, will be most welcome:

..............................................
..............................................
..............................................
..............................................

Thank you for answering the questionnaire.

Date of completion ..............................

Signature  ........................................
2. QUESTIONNAIRE SURVEY TO THE LIBRARY STAFF

We would like to know how satisfactorily your library services are performed and how they might be improved. Would you please give us your evaluation by answering the questions by placing a mark ( ) in the available position.

1. On average, how often would you use your library?
   - Occasionally
   - Frequently
   - Very often
   - Never

2. Which library publications do you use mostly?
   - Newspapers
   - Periodicals
   - Reports
   - Books
   - Indexes
   - Government publications
   - Microforms

3. How satisfied are you with the promptness of the library services?
   - Always satisfied (A)
   - Usually satisfied (U)
   - Dissatisfied frequently (D)
Bibliographic services  □
Reference services  □
Interlibrary loan services  □
Selected reading services  □
Loan Services  □
Routing of periodicals services  □
Photocopying services  □
Data searching services  □
Research activities services  □

4. What is the level of indepth subject representation in your field area?
   Adequate  □
   Selective  □
   Comprehensive  □
   Inadequate  □

5. Does your library place personal book or periodical orders for you?
   Yes  □
   No  □
6. How often are you able to get that new publication related to your field available in your library at the time you requested it?

   Occasionally [ ]
   Often [ ]
   Always [ ]
   Seldom [ ]
   Never [ ]

7. Does your library have access to computerised databases?

   Yes [ ]
   No [ ]

8. If you have interlibrary lending services, how would you rate this in meeting your needs?

   Satisfactory [ ]
   Highly satisfactory [ ]
   Average [ ]
   Poor [ ]

9. If you have photocopying services available what is your opinion of their efficacy?

   Satisfactory [ ]
   Highly satisfactory [ ]
   Average [ ]
   Poor [ ]
10. How many floors are there in your library?  

11. Floor loading:  
Stack areas  
Other areas  

12. How many separate buildings are there in your library?  

13. Type of cooling and heating system in your library  

14. How many staff entrances are there?  

15. How many public entrances?  

16. Lighting:  
Adequate  
Fair  
Poor  

17. Air-conditioning, heating and ventilation:  
Adequate  
Fair  
Poor  

18. Are there any special finishes e.g. acoustic tiles, external cladding, etc.?  
Yes  
No
19. What is the principal flooring material?

- Wool carpet
- Nylon carpet
- Carpet tiles
- Wood
- Other

20. Study desks and seating facilities:

- Adequate
- Fair
- Poor

21. Did you have some of the following facilities in your library

- Reading area
- Discussion rooms
- Study carrels
- Snack bar
- Staff lounge
- Smoking rooms
- Free reading rooms

22. Are there any of the following problems facing your library?

- Space
- Lack of staff
- Lack of funds
22. ... continued

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Shortage of administration</td>
<td></td>
</tr>
<tr>
<td>Lack of library facilities</td>
<td></td>
</tr>
<tr>
<td>Lack of library services</td>
<td></td>
</tr>
<tr>
<td>Building location</td>
<td></td>
</tr>
</tbody>
</table>

23. How sufficient are library hours in meeting your needs?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient</td>
<td></td>
</tr>
<tr>
<td>Very sufficient</td>
<td></td>
</tr>
<tr>
<td>Fair</td>
<td></td>
</tr>
<tr>
<td>Poor</td>
<td></td>
</tr>
</tbody>
</table>