Classify Your Home Library
Muhammed Siyad P S
College Librarian, Library Division, MES College, Erumeli, Kottayam District, Kerala State, India

Abstract—this document gives information about how to simply classify Book and Printable Materials at home.

Keywords — Home Library, Processing Book, Local Classification, Call Number, Self cataloguing, Indexing, Retrieval of documents.

I. INTRODUCTION

Every person in the world knowingly or unknowingly involved in the art and or Science of Classification. In a Vegetable Shop, Textile Shop, Stationary Shop or a House Wife a clerk everybody arrange things according to a suitable pattern so as they can easily locate when they need it. Now a day’s most people have their own collection of Books and Other print documents such as Magazines, News Paper Cuttings, and Special Editions of various Publications etc... And it is a general fact that when we are in urgent need to a piece of information of course that is in our collection but all our efforts to locate the same become futile. This is because of lack of scientific arrangements. Classification of Documents in accordance with Library Science Theories like in Big Libraries is not possible to a layman. It is not specially say that appointing a Librarian for maintaining Home Collection is also less practical. Here we are going to understand a kind of Local Classification System only suitable for a Home Collection. There is some sort of theory based activities even if simple to understand.

II. PRELIMINARY WORKS

Preliminary works include processing of documents such as Binding, Stamping, and Recording etc...

a. Processing is simple. Firstly prepare a possession seal having our name, phone number and space to enter book number. Affix it on the front page of book.

b. Bind damage book

c. Bind loose leaves or pages of same subject as one book
   • Initially take separate files for keeping loose pages or cuttings of same subject then bind it.
   • Bind all required volumes of a specific magazine (1 year) as a book

d. Give numbers serially irrespective of subject, language or size of books

e. Keep a Register of books. Which includes:
   • Serial number
   • Title
   • Name of Author
   • Date of Receipt
   • Mode (gift/purchased)
   • Price
III. CONSTRUCT CLASSIFICATION CODE

It is the major activity we need to follow for setting our home library. There are many codes, schedules and schemes for classifying books and other documents. We described a simple one locally developed.

First understand the following table for English Books.

<table>
<thead>
<tr>
<th>SERIAL NUMBER</th>
<th>TITLE</th>
<th>NAME OF AUTHOR</th>
<th>DATE OF RECEIPT</th>
<th>MODE</th>
<th>PRICE</th>
<th>CALL NUMBER</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add some more columns like publisher and supplier if you wish.

Serial number of a book should be same both in the Book and Register. This number should be writing with Red ink both in Register and Book. In the case of Book it should be writing on the possession Stamp in the front page against the space after Book Number. Treat the magazines and loose sheets get bind as a book.

Please keep in mind that it is very useful if you entered all these details in an excel sheet. We can make different kind of indexes from it.

Assign more numbers like E11, E12, E13... for more subjects to this table as per your preferences. Also you can rearrange this table as per your priority. Similarly take numbers as M00, M01, M03...for Malayalam Works, H00, H01, H03... for Hindi Works etc...

Then see the following pattern of coding the authors.

- R K Narayan: NAR
- Jawaharlal Nehru: NEH
- M K Gandhi: GAN
- Kabir Das: KAB
- Mulk Raj Anand: MUL
- George Eliot: ELI
- Bertrand Russel: RUS

Take first 3 letters of popular name of the author. Let us classify a book. For example.

SILAS MARNER by GEORGE ELIOT

First inspect where it falls. Is it a novel or story or essay or..? It is a novel. Then the call number for this book shall be E02 ELI-S

Note that E02 is the number for Novels. ELI is the first three latter of author’s popular name. Then what is –S. It is the first letter of the title. All these three codes, representing the subject, author and title form the call number of that book. It should be written on the front page of the book with a pencil. Then paste a sticker on the spine of the book to write this number on it.

Shape of the sticker may be oval or square. Size shall be 4cm. X 2.5cm. How it affixed on the book. It is paste on the spine leaving 3cm. from bottom.
When we affix the spine stickers on all books and arrange these vertically on the shelf the spine stickers comes in a line. Ensure the number is easily readable while pasting. Write the number on the sticker with a point marker pen as shown below.

IV. SHELF ARRANGEMENT

Arrange the books get numbered and stickered on the shelf. First E00 then E01, E02...consider the alphabetical order of author code to arrange within the same number. i.e. Same subject number with different authors.

E01 E01 E01 E01
ELI-S, ABI-D, ZEN-P, YON-K

Are there, and then arrange those books on the shelf as the following order.

E01 E01 E01 E01
ABI-D ELI-S YON-K ZEN-P

Graphical Picture and a real picture are given below to make clear idea.

Before E01, E00 must come. Classify the books one by one. Arrange them on the shelf without gap. While coming a new one with same subject number place it in between the right numbers. End of the row of books shall be extended to create places. As in our example first we arrange our shelf without E01 ELI-S. Later we have got it. Then place this book in between E01 ABI-D and E01 YON-K.

V. INDEXING

By indexing here we mean creating Author, Title and Subject Number Lists. Each list must cover all information in the register we prepared. As we discuss earlier if we create the Register on an MS-Excel sheet, it is easy to sort these indexes. These lists facilitate different way of searches to our collection. If one knows the Title only he can peruse the Title list or it may be author list. Subject Number list will be useful only after familiarising with our system. One who looks for a book by Title list will get the subject Number. Then he can moving to the shelf and locates it.

Assume that we entered the details on an MS-Excel sheet as following:

<table>
<thead>
<tr>
<th>SERIAL NUMBER</th>
<th>TITLE</th>
<th>AUTHOR</th>
<th>DATE OF RECEIPT</th>
<th>MODE</th>
<th>PRICE</th>
<th>CALL NUMBER</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15 Poets</td>
<td>Chaucer et al</td>
<td>01.18.2014</td>
<td>Purchased</td>
<td>115</td>
<td>E03</td>
<td>CHA-F</td>
</tr>
<tr>
<td>2</td>
<td>Sceptical Essays</td>
<td>Betrad Russel</td>
<td>07.05.2011</td>
<td>Purchased</td>
<td>85</td>
<td>E04</td>
<td>RUS-S</td>
</tr>
<tr>
<td>3</td>
<td>Silas Maner</td>
<td>George Eliot</td>
<td>10.10.2010</td>
<td>Gift</td>
<td>100</td>
<td>E01</td>
<td>ELI-S</td>
</tr>
<tr>
<td>4</td>
<td>Symposium</td>
<td>Plato</td>
<td>01.06.2009</td>
<td>Gift</td>
<td>87</td>
<td>E04</td>
<td>PLA-S</td>
</tr>
<tr>
<td>5</td>
<td>Sons and Lovers</td>
<td>D H Lawrence</td>
<td>05.04.2007</td>
<td>Gift</td>
<td>65</td>
<td>E04</td>
<td>LAW-S</td>
</tr>
<tr>
<td>6</td>
<td>Future Shock</td>
<td>Alwin Toffer</td>
<td>09.01.2007</td>
<td>Purchased</td>
<td>106</td>
<td>E04</td>
<td>TOF-F</td>
</tr>
</tbody>
</table>
Further MS-Excel gives facility to search by using tool “Find”. Besides If one wishes to install a library software at that time it is very easy to export the excel sheet which reduces a large burden.

VI. RETRIEVAL

How our System works. We need a speech by Nehru. Where does it falls. First check index for our book. Ensure availability. Trace the subject Number. Move to the shelf. Locate the Number. Take it and feel happy. Due care will be given while assigning a Subject Number to the Book.

VII. CONCLUSION

This article does not anticipate any arguments with existing conventional systems of Knowledge Classification based on various renowned Codes of Classification by Library Professionals. It is counted that more volumes of our published documents are with individuals than by libraries. Unfortunately as per my experience, most of the books keeps by individuals are found not useful. It is because they are unable to arrange it in such way of easy retrieval. This article mainly aims to those people who have good collections of books and other documents at home but feel disappointments due to very less use of their collections. I wish to make all published documents become useful by keeping the First Law of Library Science “Books are for use” in my mind.
ACKNOWLEDGMENT

Apart from my own, the single most important influence on this writing has been my wife, Shani Sayed. MA. B.Ed., who has been keeping my children away from me when I am thinking about or writing this, help me to type all these using word. Show much patience. Actively participate in the writing by arguing point after point. Several friends mainly Jerrin Jose Mathew and Jalal P A who read my Article more than three times and suggests me some changes. A special note of gratitude owes to all persons who help me to complete my dream into fact.

REFERENCES
[2] Images from Google images