

Co-operative Education Materials Advisory Service.
International Co-operative Alliance.



FIELD EDUCATION DEVELOPMENT

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**Organising a Small
Co-operative Library**

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CEMAS – what is it?

- CEMAS is a project within the International Co-operative Alliance working on the improvement of materials and methods for cooperative education and training in developing countries, with particular reference to the needs of members and committee members
- a clearing house for information and advice on education and training
- a production unit, producing prototype materials, manuals and reference booklets
- an ideas bank for the use of all cooperative educators and trainers

ICA 00683

MFV 5767

International Co-operative Alliance

Organising a Small Co-operative Library

incorporating the Short Guide for
Co-operative Libraries and Documentation
Service



Co-operative Education Materials Advisory Service

in conjunction with the Working Party of Co-operative
Librarians and Documentation Officers,
International Co-operative Alliance



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CEMAS, ICA, Geneva

ISBN 92 9054 006-0

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15 route des Morillons, CH-1218 Le Grand-Saconnex, Geneva, Switzerland

Objective

The objective of this publication is to enable the reader

- Properly to organise a small collection of books, publications, documentation etc., so as to make them available for lending
- To classify and catalogue such material
- To organise the actual lending of books, publications, documentation and other materials suitable for education and training activities in co-operatives

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A General Introduction

In carrying out the objective of this publication as outlined on the previous page, CEMAS is using as its basis an excellent short guide for Co-operative Libraries prepared in 1962 under the auspices of the International Co-operative Alliance Working Party of Librarians and Documentation Officers.

Although written nearly a quarter of a century ago, this guide is still highly relevant and appropriate for use by anyone, with or without training in librarianship, to organise a small but effective co-operative library.

Its republication is therefore most timely – indeed we would acknowledge that it is long overdue – and we are pleased that the practical information it contains is again available to librarians and amateur librarians who wish to promote a wider and deeper knowledge of co-operation in all its aspects among their fellow co-operators.

The Importance of a Co-operative Library

We cannot overemphasise the importance of a co-operative library. Even if it is only on a small scale, it has a potential to grow. Please read carefully the remarks of Mr W.P. Watkins, the former Director of the ICA, in his original foreword to this publication. A co-operative library is not a luxury or a mere auxiliary to co-operative activity. On the contrary, a co-operative library is a vital working tool for co-operators in organising and administering their societies, deciding policy and training recruits. Learning from experience, from trial and error is not good enough – sometimes that experience is painful and learning from mistakes can be costly. Painful experience and costly mistakes can often be avoided simply by reading and following the warnings and advice of experts in appropriate co-operative books, journals and other publications.

Then again a co-operative library is a stimulus to innovation and progressive change. Co-operative organisations can stagnate if they are not receptive to new ideas on co-operative development. Co-operative libraries can be a vital source of these new ideas if they make available to co-operators the wealth of thought and experience to be found in co-operative literature.

It is sometimes argued that a co-operative library is not needed if there is a good public library available in some form which carries a co-operative collection of books. All too often, however, these collections in public libraries are restricted to reference use only, whereas a co-operative library can be a specialist collection of co-operative literature and other education aids available **for lending** to members – a great advantage particularly if some members have to travel considerable distances to the library.

Making a Start

In many co-operative field offices and sometimes even in co-operative societies, there are books, documentation, publications etc. available, which are very seldom used. The main reason for this is that these books are not organised in a proper way, or are hidden away somewhere. Very often you can see a pile of books in a dusty corner or perhaps in a filing cabinet.

Without too much effort – and using the advice given in this manual – the field education officer should be able to organise a small collection of books, publications, documentation and other material in a proper way, so that they are available for lending purposes.

Such a library at a co-operative field office is intended mainly for use by employees and members within the co-operative.

Thus, this library should contain literature dealing with co-operative matters, to serve as a source of inspiration, reference and materials for developing management procedures and training events.

“The Short Guide...”

“**The Short Guide for Co-operative Libraries and Documentation Services**” was written by the late Cornelius Kamp, an eminent Dutch co-operative librarian and former Chairman of the ICA Working Party of Co-operative Librarians and Documentation Officers.

Main emphasis in this Guide is on the question of cataloguing publications which perhaps is a question likely to cause anxiety to the amateur librarian who is fearful that the ordered display of books is too technical a task for the amateur, particularly if a library grows and grows. However, the reader will find that the method of cataloguing outlined by Mr Kamp is clear and logical which should enable the librarian to produce or at least locate any book in the collection when it is required.

*We wish in this introductory chapter to supplement the **Short Guide** with further advice which we feel will be helpful to a field education officer inexperienced in organising a co-operative library.*

Location of the Library

Even if it is a small collection of books located in the field education officer’s office, use one or two **open** bookshelves. Do not have the books locked away behind glass doors so that a key has to be produced every time a would-be borrower wishes to examine a book in the collection. This inhibits the borrower, makes him or her feel psychologically (even though wrongly) that books are lent only with reluctance or difficulty, and eventually may discourage the member from using the library at all.

Always display openly on easily accessible shelves what is available for borrowing – this will promote the use of the library.

Of course, when the library is unsupervised the office should be kept locked to prevent theft or unauthorised borrowing.

If it is a larger collection of books, try to find a separate room where the books can be housed on open bookshelves. The same security rules apply.

Wherever the library is located, it should be prominently signposted with a notice indicating clearly when it is open to members, particularly if its opening hours differ from the normal office hours.

Publicity

This logically brings us to the question of publicity. The field education officer should not be unduly modest about his collection of co-operative literature even though it is small – it can grow. Do not be content with having a sign outside the library simply indicating its opening hours, nor with merely mentioning to acquaintances that there is a co-operative collection available. Use whatever means you can to bring the library to the attention of your members. If there is a society magazine or bulletin available, do not hesitate to send in a short article pointing out the value of such a library and stating clearly when it is open for use. Even a small paragraph in a co-operative or other publication is better than no publicity at all.

Send out leaflets or circular letters to appropriate organisations, auxiliaries or if possible generally to members telling them about the library, how it can help them and, of course, its opening hours. If you can afford to have posters or notices printed highlighting your library then send them to appropriate organisations and centres for display. Check that they are subsequently displayed and at suitable premises or sites. Even hand-written posters and notices are acceptable if they contain essential information about the library.

Do not let your efforts rest there. Send out **accessions lists** of interesting new books the library has acquired; write articles about it from time to time telling how it is expanding. Keep the library in the public eye.

“The role of the librarian is to bring to the attention of others information which would be useful to them in the day to day performance of their jobs – information which they would not otherwise have come across” – Bernard Howcroft, Chairman, ICA Librarians’ Working Party.

Responsible Staff

The field education officer should have the overall responsibility for the operations of the library, i.e. the selection, ordering and classification of books, keeping a catalogue and dealing with lending procedures.

Selection of Books

The choice of books should be carried out with care and objectivity. It should not be a question of chance, but should follow an established plan. The plan should indicate what types of books, publications and periodicals the library should have. The co-operative employees at the area office, together with one or two representatives from the co-operative region, should form the committee which establishes the type of books that should be ordered. The field education officer should be the chairman of this committee and should carry out the decisions made by the committee. He should see that he has up to date list of publications from ICA CEMAS, ILO MATCOM and other publishers dealing with co-operative matters, for distribution and discussion at the selection meeting of the committee.

Lending Systems

The library is principally intended for employees and co-operative members. Special lending forms should be kept by the field education officer (see **Short Guide** Section 3.1 Lending of Books).

In addition a date label can be inserted in each book on which the date is stamped when the book is due back.

The librarian may imagine that the lending forms should be kept in alphabetical order according to the borrowers' surnames but he should ask himself: "What does the library really need to know? Who has which book?" "This book is not on the shelves: who has it?" Usually the latter question is asked. It is better then to have the arrangement of loan forms **by author** as advocated in the **Short Guide** rather than by borrower. It is far easier to go through an author/title search rather than have to go through all the loans recorded against each individual borrower.

Lending Periods

Books may be borrowed at any time during the month but in deciding on a lending period the question of accessibility should be taken into account. How easy is it for a significant number of members to travel to the library? In many cases members may have a considerable distance to travel, therefore a reasonable borrowing period should be allowed. The usual period is four weeks from the date the loan was made.

One simple method is that books may be borrowed at any time during the month but should be returned during the first week of the next but one month. For example, books issued during April should be returned the first week in June. By checking the file of borrowers once a month, the field education officer will notice if a book has not been returned on time. If so, he must then remind the borrower.

However, account must be taken of new publications which are likely to be in great demand. In this case a shorter period of loan is justified to enable more readers to see a new publication within a reasonable time.

See to it that each new publication is marked by using a stamp indicating ownership (eg. This book belongs to the XYZ Co-operative Office). Stamp the book in a number of different places.

If a book is lost or damaged, the borrower should bear the cost of replacing it.

Handouts and Cuttings

Originals of handouts should be kept in files, using an index based on the subjects in the classification list.

A handout belonging to a certain subject should be put in the applicable file. There is no need for a catalogue system. However, prepare a register of all handouts and cuttings by writing down their titles on the first page in the file. Write the titles under their appropriate subjects.

Photographs

On the reverse side of each photograph give relevant information, i.e. place, date and what it represents. Put the photograph in an envelope on which you have also written the information, and put the envelope in a small box. If you have a number of photographs, arrange them in subject order, according to the subjects in the classification list. If you have the negative, put it together with the photograph and place the box in a cabinet. Prepare a register of all photographs to keep in a file.

Slides

The procedure for organising slides is very much the same as that for arranging photographs. Write place, date and title on the plastic frame, with a felt-pen. Put the slides in an envelope, one or more envelopes for each subject. Put the envelopes in a small box, which is then placed in a cabinet.

Even better than envelopes are the transparent plastic wallets (about 15 cm x 10 cm) available for any number of slides from 6 to 36, with a pocket for notes.

For slide-shows, label them by writing the title on the front cover. Put them in boxes and place the boxes in a cabinet.

Prepare a register of all loose slides and slide-shows. Keep the register in a file.

Tapes

Each tape or cassette normally has a cover. Write down the title of the recording on the cover. If it is a local recording, also write down the date and place. Put the tapes/cassettes in small boxes for placing in a cabinet. Prepare a register of titles for all tapes/cassettes. Keep the register in a file.

Equipment

1. One cabinet with room for boxes for the two or three catalogues, photographs, slides and tapes.
2. Five small boxes
3. Open bookshelves. The number depends on the number of books. Include space for additional material in the future.
4. One open bookshelf for periodicals/magazines.
5. One ownership stamp with pad and one date stamp.
6. One file containing forms for ordering books, lending forms and registers for photographs, slides and tapes.
7. *One file for handouts and cuttings.*
8. Envelopes for photographs and slides.

Stationery

1. Catalogue cards
2. Forms for ordering books.
3. Forms for lending books.

Suggested Reading List for Fuller Information

1. **Pandey, B.D.**
Organisation and Management of a Co-operative Library and Documentation Service – a Short Guide.
2. **The Organisation of the Small Public Library** (UNESCO Manual for Libraries)
Two booklets published by the ICA Working Party of Librarians and Documentation Officers in its series "Co-operative Library Guides" are:
3. **Howcroft, B. and Wagner, I.**
Press cuttings 28 pages.
4. **Schnabl, L.**
Archives: a Short Guide to their Selection, Presentation, Organisation and Use.. 47 pages, illus.

How CEMAS can Help

CEMAS, the Co-operative Education Materials Advisory Service of the International Co-operative Alliance works on the improvement of materials and methods for co-operative education and training in developing countries. In addition to producing prototype materials, manuals and reference booklets such as the one you are now reading, CEMAS also serves as a clearing house for materials, information and advice on education and training – particularly in the field of co-operative member education.

Our direct target audience comprises mainly of co-operative field workers – i.e. field officers responsible in one way or another in the promotion of co-operative development at the field level. Our services are therefore at the disposal of co-operative field workers. CEMAS can help by providing advice and guidance on co-operative literature, such as may be required for a small co-operative library. In most cases we may not be able to physically provide all the materials required for a small co-operative library, but we can at least provide advice as to what is available elsewhere and how to get access to it.



A Short Guide for Co-operative Libraries and Documentation Services

by C. Kamp

Late Head of the Documentation Service of CO-OP Netherlands,
Rotterdam, the Netherlands

Former Chairman of the Working Committee of
Co-operative Librarians and Documentation Officers
of the International Co-operative Alliance

First published in 1962. Revised 1986.
Reprinted and published by CEMAS in 1986

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Original Foreword

This short guide is a contribution made by experienced librarians who are members of the I.C.A. Working Party of Co-operative Librarians and Documentation Officers, to the Alliance's Programme of Technical Assistance to the co-operative organisations in the newly-developing regions of the world. Experience has shown that the progress of the Movement everywhere depends directly upon the effectiveness of co-operative education and that this depends in its turn on the existence of co-operative unions properly equipped for educational and training activities. No union, no co-operative college, can carry out its tasks in this field without a library. A library is more than a mere collection of books. It is a selection of literature, properly classified, carefully stored and efficiently managed by a responsible person who will devote time and thought to making it as helpful as possible to those using it.

The aim of the short guide is to give practical guidance to anyone, whether with or without training in librarianship, who is responsible for establishing and building up a library of co-operative literature and documentation. A library of well-selected books and brochures, supplemented by newspaper cuttings and other documentary material, is an indispensable tool for any kind of sustained co-operative activity, whether it be educational, propagandist, administrative, commercial or industrial. It enables policy to be framed and action be taken, not on guesswork or a vague recollection of events and decisions, but on precise knowledge and accurate records. It enables new recruits to the co-operative movement and those undergoing training for specific tasks to master by reading the subjects of which they require a competent knowledge.

The present short guide contains all that is essential for a beginning. It is for those who use it and apply its teaching to demonstrate by the progress made by the libraries in their charge, that they need and can benefit from the complete manual of co-operative librarianship which the Working Party of Co-operative Librarians and Documentation Officers has already compiled.

W.P. Watkins

Former Director of the International Co-operative Alliance

0. Introduction

0.1 Why a Short Guide for Co-operative Libraries and Documentation Services

During the third meeting of the Working Party of Co-operative Librarians and Documentation Officers of the International Co-operative Alliance it was considered that there was a need, or that a need might arise for some guidance on the organisation of co-operative libraries or documentation services within co-operative organisations in general, and more especially within those organisations in the developing countries. In the latter case, the documentation services would probably be administered either by an untrained librarian or a full-time non-librarian member of the staff, at any rate in the initial stages. Therefore, the Working Party decided to write a manual for co-operative libraries and documentation services.* This manual deals comprehensively with the problems connected with library and documentation work, but it was felt that, in addition, there was a real need for a simpler guide to help those establishing a co-operative library on a small scale. To meet this need the present short guide has been compiled, which contains only essential information in the broadest outline.

Should more detailed information be required it can be obtained from the following sources:

- (a.) the complete manual mentioned above
- (b.) the Working Committee of Co-operative Librarians and Documentation Officers of the International Co-operative Alliance.
- (c) the Co-operative Education Materials Advisory Service of the International Co-operative Alliance.

02. What is the meaning of Documentation ?

Before we can set up a library or a documentation service, we have to know what is the nature, origin and purpose of documentation work. The best definition of documentation is given by the International Federation of Documentation, viz.:

* Manual for Co-operative Libraries and Documentation Services by Dr. W. Kellerhals and C. Kamp.

Documentation is the collection, the classifying and the dissemination of documents of all kinds in the field of human activities.

We see that this definition contains three parts, viz. :

- | | | |
|------------------|---|--------------|
| 1. collection | } | of documents |
| 2. classifying | | |
| 3. dissemination | | |

These three different parts of documentation work will be discussed in Sections I, II and III respectively.



I. Collection of Publications

1.1 Sources of Supply

Information on new literature can be obtained from several sources e.g., catalogues and advance notices sent out either by publishers themselves or booksellers; bibliographies, book reviews, and accessions lists of large national libraries as well as co-operative documentation services.

The actual collection of publications can be made in three ways:

1. Purchase
2. Gift
3. Reciprocal exchange

1.1.1 Purchase

(a) General

Books and pamphlets are purchased only when they are absolutely necessary and useful to the organisation concerned. The best way is to deal with one bookseller, who gives reliable service and has a wide selection of books.

(b) Ordering and receipt of books and pamphlets

To control the execution of the order and payment, it is necessary to make a simple note as follows:

Date of order	Author and title of book	Bookseller	Price	Date of receipt
1986 August 25	Lasserre La coopération	Mr. X	\$ 1.50	Sept. 5
August 28	Odhe Cooperation in World Economy	I.C.A.	\$ 3.00	Sept. 9
August 31	Ames, J. Cooperative Sweden To-day	SCC	\$ 2.50	Sept. 24

When the books are received the columns indicating price and date of receipt are filled in.

(c) Ordering and receipt of periodicals

The ordering and more especially the receipt of periodicals are referred to in Section 4.1.

1.1.2 Gift

Books, pamphlets and periodicals are occasionally sent as gifts from one organisation to another. Recipients should use their discretion regarding such gifts; retaining those useful to their organisation.

1.1.3 Reciprocal Exchange

This way of obtaining books, pamphlets and periodicals is the most efficient way for co-operative organisations, according to the experiences of European co-operative libraries. Since the first meeting of the Working Party in 1954, the reciprocal exchange of publications has increasingly proved to be the most effective means of obtaining co-operative literature.

The arrangement is as follows:

The documentation officers of the different co-operative organisations, who are members of the Working Party, make a voluntary and usually *gratis* distribution of their publications on a reciprocal basis. Any charges made are usually limited to the actual cost of the publication.



II. Cataloguing

2.1 Types of Catalogues

At least two forms of library catalogues are necessary, these are:

- An **author** catalogue and a **subject** catalogue.
- The author catalogue (vide 2.1.1) is designed to tell what books the library has by any given author.

The **subject** catalogue (vide 2.1.2) has to answer the "question what publications the library has?" on any given subject.

A third form of library catalogue may be useful, that is:

- A **shelf** catalogue (vide 2.1.3)

This catalogue is designed to indicate the location of the books on the shelves and is a useful control of accessions and withdrawals.

If there are three forms of catalogues it is advisable to have cards of three different colours, e.g. the author card white, the subject card green and the shelf card yellow. The usual size of the cards is 10 cm x 6 cm.

The cards should be filed in a card index cabinet.

2.1.1 The Author Catalogue

How to write a card for the author catalogue?

If we want to make an author entry, what data do we write on the author cards?
As a start we take the title-page of a book, e.g.:

PRACTICAL
CO-OPERATION
IN ASIA AND AFRICA
by
W.K.H. Campbell, C.M.G.
Cambridge
W. Heffer & Sons Ltd.
1951

The author card for this book would be:

1	Campbell, W.K.H.	Book number
2	Practical Co-operation in Asia and Africa.	
3 + 4	W. Heffer and Sons, Cambridge, 1951. 271 pp*	

1. Surname + forenames or initials.
2. Title and sub-title.
3. Imprint (publisher, place and year).
4. Number of pages, etc.

From this example it will be noted that the following data is mentioned on the *author card*:

The author's name: The surname followed by the forenames in full (if given), or initials

The title: This is given in full together with the sub-title. The latter is necessary, as it is often a better indication of the contents of the book than the main title.

The imprint: This consists of the publisher's name, the place of publication and year of publication. It is given on the catalogue card, because it is useful to know where further copies can be obtained. The year of publication is of value, because it may indicate how far the contents cover recent developments.

The number of pages, etc.: This number is an indication of the length of the work and therefore useful. If desired, the fact that a book has illustrations, diagrams, tables, etc. may be denoted by the following abbreviations after the number of pages – "illus.", "diags.", "tabs." It is not absolutely necessary however.

Series: It is possible that the book or the pamphlet is part of a series with a collective title. In that case the series title and the number of the volume is mentioned below the imprint between brackets.

REMARKS

(i) *The author's name*

Titles such as "professor", "doctor", etc. are not given except in cases where there might be confusion, i.e., in the case of two authors having the same surname and forenames.

* pp = abbreviation for pages.

(ii.) *More than one author.*

If there are two joint authors, enter the book under the name of the first followed by the name of the second. E.g. : Co-operative Democracy by J.A. Banks and G.N. Ostergaard will be catalogued under the heading Banks, J.A., and Ostergaard, G.N.

It may be useful to have a cross-reference card for the second name, which will read: "Ostergaard, G.N. ; see Banks, J.A., and Ostergaard, G.N."

Where there are more than two authors, enter the book under the name of the first author followed by "and others". It may be advisable to have cross-reference cards for the names of the other authors.

(iii.) *Corporate author*

It is possible that we do not know the author, but only the organisation, which published the book under the name of the corporate body, e.g. : Kooperativa Förbundet.

(iv.) *Anonymous literature*

Should neither the author's name nor that of the corporate body be known, then the book should be entered under its title.

Work Process, The	Book Number
The Work Process	
Geneva, 1983. 19 pp (Co-operative Education Materials Advisory Service, International Co-operative Alliance)	

REMARKS.

The title.

(i). *Second impressions, revised editions, etc.*

Occasionally books run into second impressions or are revised more than once. In such cases it is advisable for relevant information to follow the title, e.g. : Co-operative Sweden To-day, 2nd revised edition. Reference to the latter edition implies that the contents of the book may be more up-to-date than the original edition.

(ii.) *Two or more volumes.*

A book may be published in more than one volume. If all the volumes have been published under one collective title, then it is only necessary to mention the number of volumes after this title, e.g. : 2 vol.

However, if the title of each volume varies then the titles must be given, e.g. :

Vol. I Co-operation in Kenya 1925-1948

Vol. II Co-operation in Kenya 1949-1984.

REMARKS.

The imprint

(i.) *The position of the imprint.*

The imprint is usually found at the foot of the title-page; if not, it may be at the back of the title-page or at the back of the book.

(ii.) *Publisher different from printer.*

In cases where the publishers and printers are different firms, the latter can be ignored for cataloguing purposes.

(iii.) *Place of publication unknown.*

If there is no indication of the place of publication then insert – n.p. (no place).

(iv.) *Year of publication.*

The year of publication is usually inserted on the title-page, but it may appear elsewhere in the book. In the latter case it is put between brackets, e.g. (1979). Should the actual date not be published, but about known, then it is advisable to insert. (c. 1979) or (197-). Where the date is quite unknown the entry is "n.d." (no date).

2.1.2 The Subject Catalogue

As already mentioned the subject catalogue has to answer the question "What publications the library has on any given subject?" There are several types of subject catalogues – the principal ones being:

- Alphabetical subject catalogue;
- Classified catalogue: an individual classification,
a universal classification.

(a) Alphabetical subject catalogue.

The alphabetical subject catalogue lists the subjects alphabetically under subject-headings. It is essential to plan a table of headings suitable for the organisation concerned.

For example, a simple library dealing almost exclusively with, say, consumers' co-operatives might have the following subject-headings:

consumers' co-operation general points of view
consumers' co-operative movement at home
consumers' co-operative movement abroad
financing
dividend policy
staff problems
sales policy

Advantage of an alphabetical subject catalogue:

This form of cataloguing can be easily adapted to the requirement of any particular organisation.

Disadvantage of an alphabetical subject catalogue:

There is, however, a major disadvantage in using this catalogue, namely, that there is a great number of books and pamphlets which do not come under any one of the subject headings. This raises the problem of choice where there may be disagreement. Consequently it might be difficult to trace the literature catalogued according to a documentalist's personal decisions.

(b) Individual classification.

An individual subject classification has to be planned in the same way as the alphabetical subject catalogue, e.g. :

01 Co-operation general points of view
011 Co-operative history
012 Co-operative sociology
013 Members
0131 Meetings
01311 Board meetings
01312 Committee meetings
01313 Members' meetings
 etc. etc.

Advantage of an individual classification:

An individual classification not only meets the needs of a particular organisation, but is capable of modified extension which the subject-headings catalogue is not.

Disadvantage of an individual classification:

The great disadvantage of any individual classification is that there is always the possibility that it cannot be expanded sufficiently.

(c) A universal classification.

There are several systems of universal classification. In the opinion of the Working Party of Co-operative Librarians and Documentation Officers the Universal Decimal Classification (U.D.C.) is the most suitable for the co-operative movement. There is a simplified form of this classification appropriate to the requirements of a small library, or a library newly established (see Annexe II).

For example, a subject card would be written as follows:

334 (569.4)	Co-operation
Preuss	Book number
Co-operation in Israel and the World.	
Jerusalem, 1960. 289 pp.	

2.1.3 The Shelf Catalogue

As already mentioned the shelf catalogue is designed to indicate the location of the books on the shelves and is a means of control. The shelf catalogue is not always necessary. If the books are stored according to classification numbers, the subject catalogue cards also indicate the shelving as both the cards and the arrangement of the books on the shelves are in the same order.

This method of storing has the advantage that the books on the same subject stand together. It may be adequate for a small library; in a big library, however, there are at least two disadvantages:

- (a.) If a separate shelf is to be reserved for each subject, then it is essential to have plenty of shelf space; this is not always practicable.
- (b.) To overcome the shortage of space, books may be shelved according to their classification numbers irrespective of their subject. The disadvantage of this form of shelving is that it has to be disarranged continuously to make room for additional books.

One method of self cataloguing is to put the books in chronological order of entry, numbering 1, 2, 3, 4, 5, etc. An extension of this system is the combination of the number of the bookcase, of the shelf and of the book. For example 7.6.28 indicates the seventh bookcase, the sixth shelf and book number 28.

If the books are not stored in the order of classification numbers, it is useful to have shelf cards as a means of control. Such a card needs have only a simple entry, e.g.:

7.6.28

Preuss, W.

Co-operation in Israel and the World.

Jerusalem, 1960. 289 pp.

2.1.3.1 Storing of Pamphlets

It is generally advisable not to shelve pamphlets, slim annual reports, etc. with the books, as the former are apt to get lost or damaged. Small publications should be stored preferably in boxes of the size of an average book. Such boxes hold approximately 25 booklets. The boxes should be numbered and shelved in a special bookcase. The pamphlets themselves can be numbered as, e.g. B.6.9, denoting brochure box 6; brochure 9.

2.1.4 Accessions Lists.

The primary object of circulating accessions lists is to keep the staff of any given organisation informed of the books recently acquired. But the exchange of accessions lists with other libraries and documentation services is also very important.

Accessions list can be compiled in various ways:

- (i.) in alphabetical order of the authors names;
- (ii.) in order of the subject-headings or classification numbers;
- (iii.) in order of the book numbers.

The Working Party has recommended that the accessions lists should be compiled:

- (i.) in alphabetical order of the authors' names;
- (ii.) in two parts:
 - 1) books and pamphlets
 - 2) annual reports, year books, etc.

(See Annexe I)



III. Dissemination of Publications

The third and most important function of a documentation service is the dissemination of publications. This is the mainspring of the whole service. The value of a documentation service is determined by the efficacy of the distribution of publications.

Prospective readers can ascertain the range of a library either by consulting the accessions lists (see 2.1.4), or by enquiring for literature by a specific author or on a specific subject. In the latter case, the documentation service deals with the enquiry through the author catalogue or the subject catalogue. In this case of enquiring for literature the borrower takes the initiative.

Occasionally a publication deals with a subject which a certain staff member of the organisation ought to know, but is unaware of. The documentation officer has to take the initiative to send the publication without any request from the staff member.

3.1 Lending of Books.

To ensure that books and pamphlets are not lost or mislaid, it is essential that all lendings should be conditional on completion of a lending form.

A sample lending form is given below:

Melusa District Co-operative Union		Documentation Department
Book number:		
Author:		
Title:		
Date of return:		
Name: Borrower	Date: 19	
Address:	Signature:	
.....		

It is advisable that lending forms should be completed in duplicate; one, signed by the borrower, to be filed in chronological order, the second to be filed under book numbers. A third copy could be useful and filed alphabetically under borrowers' names; this record would show the number of books lent to any one reader.



IV. Handling of Periodicals

Periodicals often contain important articles on a variety of subjects which are of a special interest to a given organisation. Therefore, this chapter will deal with all aspects of handling periodicals: their receipt and registration; circulation and storage (including binding). Also the cutting of periodicals and the eventual indexing of the articles.

4.1 Receipt

Periodicals received regularly should be registered on special cards. The front of such a card as shown below, gives the details which it is necessary to record, and the information entered on the back is a control on the regularity of receipt. Missing numbers should be acquired in order to keep the series complete. The specimen cards on page 19 have been completed as a guide. The cards are arranged in alphabetical order of the periodicals' titles.

A specimen card for registration of periodicals

(Front)

<i>Periodical: The Co-operative Review</i>		
Monthly	paper	
Volume from:	January to December	
Subscription:	Reciprocal exchange with CO-OP	
Publisher:	Co-operative Union	
Address:	Holyoake House, Hanover Street Manchester M60 OAS	
Bookseller:		
Address:		
Number of copies: 1		
Readers:		
Fisher		
Barns		
Wood		
Peterson		
Chesterton		
Howard		
Brown		

**A specimen card for registration of periodicals:
(Back)**

Periodical: The Co-operative Review				No. of bookcase							
Date of receipt	Issue		Co-pies	Date of receipt	Issue		Co-pies	Date of receipt	Issue		Co-pies
	Nr.	Date			Nr.	Date			Nr.	Date	
16 - 1	1	Jan.	1								
14 - 2	2	Feb.	1								
17 - 3	3	March	1								
3 - 5	4	April	1								
27 - 5	5	May	1								
26 - 6	6	June	1								
18 - 7	7	July	1								
18 - 8	8	Aug.	1								
12 - 9	9	Sept.	1								
13 - 10	10	Oct.	1								
17 - 11	11	Nov.	1								
29 - 12	12	Dec.	1								

4.2 Circulation

After registering a periodical a circulation slip should be completed in duplicate, quoting the information on the registration cards, (see page 18).

The top copy of the slip is attached to the periodical and the duplicates are retained in alphabetical order of the periodicals' titles. These duplicates serve to check the exact whereabouts of a periodical at any given time.

A specimen circulation slip is given below:

Melusa District Co-operative Union				
Documentation Department				
Periodical:		The Co-operative Monthly Review		
Issue:		12	Date: Dec. 1985	
Date of receipt: 27 December 1985				
To be read by:	To:	From:	Vide page	Initials
Fisher	27-12	30-12		
Barns	30-12	31-12		
Wood	2-1	3-1		
Peterson	3-1	6-1		
Chesteron				
Howard				
Brown				

4.3 Storing

After circulation the periodicals should be stored in a special set of shelves, preferably one divided into compartments. These compartments should be numbered in accordance with the numbering on the periodicals. The periodicals should be so shelved that the latest issue is always on the top.

4.4 Indexing of Articles.

Periodicals frequently contain valuable articles; these should be classified in the same way as books. Each article should have a subject card; these cards are filed by classification numbers. Occasionally an author card would also be useful. The examples shown below will only serve as an indication how these cards could be completed. Ultimately the cards should be filed in a special card cabinet.

334.511 (42)		Consumers' Co-operation
1986	Co-op	Co-op bread trade of vital concern.
20 Jun.	News	
press	cutting	

334.511 (42)	Consumers' Co-operation
Hough, J.A.	
Co-operative Retailing in 1985	
Co-operative Review 1986, pp. 6/9	
14.1.02	

Hough, J.A.	
Co-operative Retailing in 1985	
Co-operative Review (1986), pp. 6/9	
14.1.02	

4.5 Binding and Cutting.

At the end of the year, or if the volume is complete, periodicals can be bound or extracted.

The bound volumes are a part of the library and are numbered like books. The corresponding number is also entered on the cards of important articles.

The press cuttings are fixed to special folio size paper. The classification number is written at the top of the paper (right hand corner) and at the bottom of the paper the title and date of the periodical from which the article is extracted (right hand corner).

The cuttings may be stored in portfolios, which bear the same classification number as those on the cuttings themselves. The latter are filed in chronological order.



Model of a Standard Accessions List

Basevi, A. – Studi Cooperativi.

La Rivista della Cooperazione, Roma. 635 pp. (Collana di Studi Cooperativi 24). U.D.C. 334*

Summary*

Essays on the Italian co-operative movement; on the international co-operative movement; biographies; financing of co-operatives in general and credit sources for Italian co-operatives.

Bowen, E.R. – The Co-operative Road to Abundance;

the alternative to monopolism and communism.

Henry Schuman, New York, 1953. 169 pp.

U.D.C. 334

Summary

Discussion is centred on co-operative versus competition; communism is dismissed in a few paragraphs.

Cole, G.D.H. – Democracy and Authority in the Co-operative Movement.

London Co-operative Societies' Joint Education Committee, London, 1953. 16 pp.

U.D.C. 334.511 (42)

Summary

Lecture given at London School of Economics, mainly referring to the British Consumer Movement.

Moura, V. – Dez Faces do mundo.

Livraria-Editoria da Casa do Estudante do Brasil, Rio de Janeiro, 1954. 606 pp.

U.D.C. 334 (4)

Summary

Record of the author's tour in Europe in 1951. Countries and co-operative movements visited are Sweden, Denmark, Holland, Belgium, Switzerland, Italy, France, England, Spain and Portugal.

Nationale Coöperative Raad – Co-operation in the Netherlands.

Gravenhage, 1953. 24 pp., illus.

U.D.C. 334 (492)

Summary

Survey of the different types of co-operation in the Netherlands.

* Use of U.D.C. numbers and Summaries is optional.

Scott, S.M. – Central co-operative federations in the United Kingdom and Ireland.

Horace Plunkett Foundation, London, 1954. 52 pp.

(Occasional Paper No 8)

U.D.C. 334 (410)

Summary

Compares and analyses the structure of the national central federations (trading and non-trading) of the consumer, agricultural and workers productive co-operative movements of the United Kingdom and Ireland.

Schmidt, F. – Die Landwirtschaftliche Genossenschaftsbewegung in der Schweiz.

Verband schweiz. Konsumvereine, Basel, 1944. 112 pp.

(Genossenschaftliche Volksbibliothek, Heft Nr. 52)

U.D.C. 334.4: 63 (494)

Summary

History and development (up to 1942) of the Swiss agricultural co-operative movement.

Stuyvenberg, J.H. van. – Het Centraal Bureau, een coöperatief krachtveld in de Nederlandse landbouw 1899 - 1949.

Rotterdam, 1949. 520 pp., illus.

U.D.C. 334.4: 63 (492)

Summary

General development of Dutch agriculture after 1880 and agricultural co-operation. Development and structure of the Dutch central co-operative agricultural society "Het Centraal Bureau".

ANNUAL REPORTS

Consumers' Co-operative Association.

Annual report 1955.

Kansas City, 1955. 24 pp., illus.

G.J.D.C. Goedhartstichting.

Jaarverslag 1954 - 1955.

De Steeg, w.y. 18 pp., illus.

Köln, Konsumgenossenschaft.

Jahresbericht 1960.

Köln, 1961. 35 pp., illus.

Kooperativa Förbundet.

Verksamheten 1960.

Stockholm, 1961. 212 pp., illus.

Suomen Osuuskauppojen Keskuskunta.

Annual report 1960.

Helsinki, 1961. 44. pp.

Universal Decimal Classification

*Most important numbers of U.D.C. is 334:
(Co-operative Movement)*

Referring to Section 2.2 it is indicated once again that it is necessary to have a classification system to cover adequately all the subjects within a documentation service in order to ensure that the literature is readily accessible in that service. In the opinion of the Working Party, the Universal Decimal Classification (U.D.C.) is considered to be the best for the co-operative movement. It is a system that is the same all over the world and if all co-operative organisations would use the U.D.C., the documentation in all co-operative libraries and documentation services would be the same.

It is rather difficult to give a brief explanation of the U.D.C. system. Therefore it is recommended to read and to use Part III of the "Manual for Co-operative Libraries and Documentation Services" by Dr. W. Kellerhals and C. Kamp which deals in detail with the application of the U.D.C. in general and more especially with the application of the U.D.C. in the Co-operative Movement. As to the latter the most important numbers are mentioned in this annexe.

334 CO-OPERATIVE MOVEMENT – MUTUALITY

See also:

- 301.186.2 Co-operatives (sociology)
- 347.726 Co-operative law
- 381.814 Competition by co-operatives
- 658.114.7 Co-operatives (business sciences)

Field of application.

Only subjects which specially refer to the co-operative movement are classified under 334. Subjects which are of a general character, especially those which may refer to non-co-operative organisations, are classified under the proper U.D.C. number – e.g.:

- 336.2 Taxes
- 658.14 Financing
- 658.3 Staff

If it is necessary to emphasize the co-operative character, then it is possible to connect them with 334, or the special subdivision of 334 by the colon – e.g. :

05 : 334	Co-operative press
06.02 : 334	Member relations
06.053 : 334	Co-operative meetings
06.055 : 334	Annual reports of co-operatives
31 : 334	Co-operative statistics
329 : 334	Co-operative Party
336.2 : 334	Taxation of co-operatives
338.4 : 334.511	Own production of the co-operative retail societies
37 : 334	Co-operative education
374.24 : 334	Co-operative study circles
647.211 : 324	Co-operative women's guilds
658.14 : 334	Co-operative financing
658.156 : 334	Co-operative dividend
658.3 : 334	Staff of co-operative societies
659 : 334	Co-operative propaganda
791.43 : 334	Co-operative films

Sub-groups of co-operatives.

If there are no special U.D.C. numbers and if the subdivision cannot be arrived at by borrowing from the subdivision of other U.D.C. numbers, further subdivision may be achieved by the colon connecting the corresponding existing U.D.C. number and the U.D.C. number of the branch in which the co-operative society executes its activities – e.g. :

334.512 : 614.6 Co-operative funeral societies

Relations between co-operative movement and other groups – e.g.:

334 + 3-053	Co-operation and youth
334 + 321	Co-operation and state
334 + 331.881	Co-operatives and trade unions

Co-operative theory.

The different co-operative theories are indicated by 334 in connection with the name of the creator of the theory – e.g. :

334	Gide
334	Owen
334	Schulze Delitzsch

Theories which do not have a special creator or the theories in general on co-operatives can be classified as 334.

History of co-operation

The publications on general history of co-operation can be classified as 334 (091). The history of special categories of co-operatives has to be classified with the U.D.C. – number of the co-operatives themselves. A “cross-reference” card can also be written on 334 (091).

Classification of countries

The co-operative movements in the different countries are indicated by adding the common auxiliaries of Place of the U.D.C. – e.g.:

334 (100)	International co-operative movement
334 (480)	Finnish co-operative movement
334.2 (43)	Credit co-operative movement in Germany
334.4 : 63 (54)	Agricultural co-operation in India
334.45 : 637 (52)	Co-operative dairies in Japan
334.511 (494)	Consumers' co-operative movement in Switzerland
334.6 (549.7)	Workers' co-operatives in Pakistan

As it is impossible to mention the U.D.C. numbers of all countries in the world, we only indicate those for the different continents:

Europe	(4)
Asia	(5)
Africa	(6)
North America	(7)
South America	(8)
Oceania, Arctic and Antarctic regions	(9)

U.D.C. numbers of co-operative unions, etc.

Co-operative unions	334 : 061.25
International Co-operative Alliance (I.C.A.)	334 : 061.25 (100)
International Co-operative Petroleum Association (I.C.P.A.)	334 : 665.5 (100)
Co-operative wholesale societies	334.511 : 381.31
Nordisk Andelseksport	334 : 382.6 (48)
Nordisk Andelsforbund	334 : 381.731.6 (43)

- 334.2 Co-operative credit societies**
- 334.21 Co-operative loan societies
Co-operative credit societies for a special purpose
- 334.25 Co-operative thrift societies
- 334.21/.25 Co-operative thrift and credit societies. Co-operative savings banks, Co-operative Raiffeisen banks.

334.3 Co-operative insurance societies

Mutual and aid societies

Friendly societies

- 334.311 Co-operative fire insurance societies
- 334.312 Co-operative building insurance societies
- 334.32 Co-operative transport insurance societies
- 334.33 Co-operative life insurance societies
- 334.337.123 Co-operative old-age pensions
- 334.338.1 Co-operative insurance against accidents
- 334.338.2 Co-operative sickness insurance
- 334.35 Co-operative societies for agricultural insurance
- 334.352 Co-operative livestock insurance.

334.4 Professional producers' co-operative societies

Co-operatives of private traders; transport co-operatives; artisans co-operatives; co-operatives of manufacturers; co-operatives of professional men

- 334.41 **Supply co-operatives – e.g.:**
- 334.41 : 664 Co-operative supply societies of grocers.
- 334.41 : 685.31 Supply co-operatives of shoemakers
- 334.43 **Service co-operatives – e.g.:**
- 334.43 : 362.11 Co-operative hospitals (of physicians)
- 334.45 **Marketing/productive co-operatives – e.g.:**
- 334.45 : 656.135 Transport co-operative societies
- 334.4 : 63 Agricultural co-operative societies

334.41 : 63	Supply co-operatives
334.43 : 63	Service co-operatives – e.g.:
334.43 : 631.361	Co-operative threshing societies
334.43 : 631.585	Co-operative pasture societies
334.43 : 631.6	Co-operative land improvement
334.636	Co-operative livestock breeding societies
334.43 : 636.2	Co-operative cattle breeding societies
334.43 : 636.4	Co-operative pig-breeding societies
334.43 : 636.5	Co-operative poultry breeding societies
334.45 : 63	Marketing/Productive co-operatives – e.g.:
334.45 : 633.71	Co-operatives for marketing of tobacco
334.45 : 633.72	Co-operatives for marketing of tea
334.45 : 633.73	Co-operatives for marketing of coffee
334.45 : 633.74	Co-operatives for marketing of cocoa
334.45 : 633.85	Co-operatives for processing of oils
334.45 : 633.91	Co-operatives for processing of rubber
334.45 : 634.3	Co-operatives for marketing of citrus
334.45 : 635.9	Co-operative flower auctions
334.45 : 636	Co-operative marketing societies of livestock
334.45 : 637	Co-operative dairies, creameries
334.45 : 637.4	Co-operative marketing societies of eggs
334.4 : 639.2	Co-operative fishery societies
334.5	Consumers' co-operative societies
334.511	Co-operative retail societies with a general purpose
334.512	Co-operative consumers' societies with a special purpose – e.g.:
334.512 : 614.6	Co-operative funeral societies
334.512 : 614.27	Co-operative chemists' shops
334.512 : 621.3	Co-operative societies for electricity distribution
334.512 : 628.1	Co-operative water supply societies
334.512 : 64.024.3/.5	Co-operative restaurants
334.512 : 662.6	Co-operative fuel supply societies
334.53	Service co-operatives – e.g.:
334.53 : 362.11	Co-operative hospitals (of patients)

334.53 : 64.024.1 Co-operative hotels
334.53 : 648.18 Co-operative laundries
334.53 : 728.1 Co-operative housing societies

334.6

Integral co-operatives

Workers' productive co-operative societies – e.g.:

334.6 : 63 Co-operative productive societies of agricultural labourers
334.6 : 69 Co-operative productive societies of labourers in the building trade
334.6 : 792 Co-operative societies of actors.



International Co-operative Alliance

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