An Analysis on the Book Disorder in the Library and Its Countermeasures

Jing-Jing LI\textsuperscript{a}, Er-Qi DING\textsuperscript{b} and Xi-Min LI\textsuperscript{c}

Air Force Engineering University, Shaanxi, Xi'an, China

\textsuperscript{a}bigboy11272000@126.com, \textsuperscript{b}928869602@qq.com \textsuperscript{c}34313284@qq.com

Keywords: Book management; Disorder; Periodicals.

Abstract. In view of the increasingly prominent phenomenon of book disorder in book management, this paper analyzes the cause of the disorder and proposes several feasible governance measures based on the actual work.

Introduction

Periodicals are an important part of information resources and the books widely used by readers. However, in the process of sorting out periodicals and reading, the phenomenon of books disorder has become increasingly prominent, which brings great inconvenience to book management and reading. Books disorder refers to the phenomenon that books are not placed in designated shelves or designated positions due to various reasons. Although the phenomenon of books disorder has not directly caused the loss of periodicals, it has led to the misplacement of many periodicals, which will not only affect the utilization of periodical resources by readers, but also affect the shelf of subsequent periodicals if it is not corrected in time. Meanwhile, it also makes it difficult for readers to obtain the current issue, but also makes the position of the back issue on the shelf unclear.

The Causes of Book Disorder can be Analyzed Roughly from the Following Aspects:

(1) Errors in the process of book entry, warehousing and relocation. In the merger wave of colleges and universities in the late 1990s, most of the libraries of colleges and universities have been moved. In the process of large-scale relocation of library collections, due to time constraints and heavy tasks, large areas of books are unavoidably disordered, it is unavoidable to cause large-scale disorder of books, especially at the junction of the beginning and the end of two rows of shelves. Some copies of books are bought in batches. In data catalogue, the standard is not uniform, which makes a book have multiple call numbers and scattered on several shelves. Finally, the original series of books could not be put together completely. Some books are entered into the library with a wrong bookmark, which is inconsistent with the cataloging data in the system, so that the reader cannot find the desired book on the corresponding shelf based on the retrieved data.

(2) The promotion, education and management of readers are insufficient, and the guidance work for readers is neglected, which finally caused troubles to staff in putting on shelves and arranging shelf and for readers in borrowing.

Some readers come to the library to read books every day, but they are not familiar with the catalogue of periodicals and lack or pay little attention to the mastery of book classification and arrangement rules. When readers come to open-shelf libraries, they do not know and master the classification of books and the knowledge of book shelving beforehand, not know the difference between the call number and the barcode number, not read or understand the classification number of Chinese books posted behind, not know where the required books are, but to select, read and look for books blindly in the library and put them in disorder, so that books cannot be returned to their original places. Some readers even use books as cushions, or casually put them on their study desks. This not only affects the reader's quick search for information, but also adds difficulties to the staff.
Private collection of books by readers is also an important reason for the disorder. Some readers like some popular books very much, but they can’t borrow them temporarily due to limited borrowing amount, and they are afraid that the books they want to borrow will be borrowed by others, so they deliberately pull out the books and put them in a corner of the shelf to make the next borrowing easily. But as time goes by, they forget about it and it is also difficult for the staff to find it, which makes these books unusable for a long time.

When readers take the book or return the book to its original position, due to different size of the books on shelves, thickness of the books, quality of the cover and compactness of the arrangement as well as the unbalanced efforts of the readers, it is easy to mess books. In this case, the vast majority of readers prefer to walk away. Some readers don’t pay attention to the closing time of the library. The library closes soon after they select the books they want to borrow, so they often pile them up randomly as there is no enough time to find the location of the book. Some readers deliberately misplace books due to the conflicts with the librarians.

(3) The librarian is poor in sense of responsibility and insufficient in professional quality, and the management system of the library is not implemented.

After the books are open for borrowing, some staff think that open shelf borrowing is self-service, so they do not shelf, arrange and inspect books, but to manage books even they don't understand books. They even believe that they can work as a librarian with only 26 English letters and 10 Arabic numerals. Due to the lack of management, a weak sense of responsibility, lack of operational skills to master modern facilities and weak ability to learn and supplement new knowledge, the chaos and misplacement of books cannot be effectively managed for a long time. The management system of the library is not implemented, which makes some staff regard the system as a joke. As a result, they do not implement it seriously and not check the staggered and disordered structure. The periodical literature is not arranged in time, which makes the books in disorder for a long time.

In View of the Above Problems, Based on the Practical Experience of Library Work, the Following Measures can be Taken to Rectify the Disorder

(1) Strengthening the publicity and education of readers and communicating more with readers. The unhealthy reading psychology and motivation of readers and the arbitrariness of their behavior are the direct reasons for the disorder, loss and damage of books and periodicals. Therefore, we should carry out active ideological and political education for the readers, especially strengthen the publicity and education for the freshmen to make use of the library collection and abide by the relevant rules and regulations. For example, our library carries out "Library Entry Education" for freshmen every year to help new readers understand the basic knowledge of book classification and retrieval and the rules and regulations of the library, organize readers from various departments to visit the library, help them establish a good habit of taking good care of books and obeying rules. A school-wide optional course of "Bibliographic Search" is set to enable the elective students to skillfully find the information they need.

Guiding and supervising readers to use Indexes. Indexes is a plate-shaped marker for the sorting of books and the storage location of the reader's card. Periodical disorder is closely related to the improper use of Indexes by readers. Each reader is given two reading cards after entering. They are only allowed to pick up one periodical at a time, and a card is placed after the periodical is taken. After reading, readers can find the other card according to the number of the reading plate in hand, and then place the periodical in your hand on the shelf accurately. This is convenient for readers who are not familiar with the library shelving method to return books to the shelf, but also limit the number of the books someone takes once as it will affect others' reading. Some readers are may not be accustomed to it at the beginning of implementation. The phenomenon of taking books without placing a card and taking more than one periodical at a time occurs from time to time. The staff must be patient. Before entering the room, an explanation and demonstration shall be given to the freshmen of each class. Certificates are issued after training to develop good reading habits. So that readers can
quickly find the reading cards you have placed, and return them correctly to reduce the disorder based on the numbers of shelves for the periodical.

In addition, we should often communicate with readers, hold reader seminars, listen to readers’ opinions and suggestions on the work of the reading room to improve them in time. We can also hold a series of activities to guide readers to read more books, such as reading day, excellent reader evaluation, overdue book return exemption, new book exhibition. We can ask the instructor and students to buy their favorite books or recommend new books to the library. Staff will purchase on site to enrich the collection. We can encourage readers to participate in the process of shelving and sorting, to experience journal work, and to participate in the process of self-education, so that they can know the rules of reading and understand the harm of disorder, thus developing good reading habits from the very beginning.

(2) Strengthening and improving the professional quality of staff, implementing the post responsibility system, and strictly enforcing the book management system. Efforts should be made to improve the cultural and professional level of the staff. Libraries can improve the professional quality of librarians in the form of various training courses, lectures, visits and studies, trying to make them make no mistakes, inspect and arrange the shelf frequently in the process of borrowing, proactively provide consulting services, and improve work efficiency and service quality. At the same time, we should strengthen the irregular assessment and evaluation of librarians, and carry out experience exchange and learning among managers in different reading areas. The staff should change the past situation that what they only care about is books instead of understanding books. To provide effective consultation for readers, they should improve their professional quality and master the knowledge of book classification and cataloguing.

In order to clarify the responsibility, we can check and arrange regularly in each shift. The collection must be counted once in each shift to check whether there are 5 volumes in each row and 30 volumes in each shelf. The number of readers entering the reading room and the number of the copies of the new publications on the shelves for borrowing in each shift shall be recorded to fully reflect the business situation on duty. Those who are found to lose a periodical must be responsible for finding out the cause and making an account, which is linked with the staff’s year-end assessment.

The library must establish and improve a scientific and reasonable reading management system to regulate and restrain the specific behavior of librarians and readers through these systems, thus reducing or avoiding the disorder of periodicals. The periodical disorder caused by periodical librarians due to poor sense of responsibility for their work, libraries should criticize, educate or deduct a certain amount of bonus as a punishment to warn others and reduce the disorder of their periodicals. Individual readers who make periodicals disordered must be punished seriously, and those with serious circumstances must be given disciplinary sanctions and certain economic penalties.

(3) To improve the construction of Library buildings, arrange the layout of reading rooms rationally, and strengthen the construction of relevant hardware, special periodical shelves can be set up to put popular and easily lost publications together for watch. Or after a simple registration, they can be read, which can not only ensure the integrity of the periodical, but also do not affect the normal reading of the periodical. Mobile book carts can also be set up according to the major categories of books. For the book that the reader took from the shelf and read in the lending room without lending them, the reader only needs to put them on the borrowing table without the need to shelf by the reader. These books are collected at any time by librarians using a mobile book cart, without the need of shelving them immediately. The books can temporarily put on the mobile book cart by category, which can effectively solve the problem of disordered shelves. At the same time, in order to prevent readers from placing periodicals in disorder, the copies of some readable periodicals or popular periodicals should be appropriately added. In addition, in open-shelf periodical reading, books that are damaged or unsuitable for borrowing should be regularly eliminated or repaired in time. Illegible or dropped call number label shall be updated to avoid the readers being unable to put the books correctly on the shelves due to unclear call number. In addition, bookcases can be set up in several important places on campus (such as the dormitory area and the entrance to the teaching area), so that
the reader shall put the book to be returned into the bookcase nearby and the library staff go to the book returning offices regularly every day to collect the books. After timely handling relevant procedures, the staff in charge of each library shall arrange and put the books and materials on the shelves timely. In this way, it is possible to avoid the disorder caused by the reader when the reader does not know the bookshelf corresponding to the borrowed book.

Reasonable layout and scientific arrangement. If we have clearly marked the shelf number on the cover of each magazine and marked with the title and shelf number on the corresponding publications, set up a clear shelf mark to indicate the category and content of the books and periodicals in this shelf, it will be easy for readers to put the magazines they read into their original shelves, which can not only effectively reduce the occurrence of staggered shelves and disordered shelves, but also facilitate the management staff to arrange the shelves and shelf the new periodicals.

Improving bookshelves. At present, most of the bookshelves we use are single-sided shelves. These single-sided shelves can be replaced with double-sided shelves with a movable panel which is affixed with the cover of a periodical and its title. These covers are all fixed. Students can get the magazine they want only by pressing the cover and lifting the panel, and then put down the cover after taking the magazine. It is convenient for students to find information and make appearance of the reading room neat and beautiful.

Introducing the guide reading method of color bookmark. The color label guided reading method is mainly to use people’s sensitivity to colors and the intuitiveness of planar drawings, the method of combining color bookmark, shelf mark and plane map to show the distribution of the collection, the arrangement of the books of different categories in charts and different colors. It is a management method to guide readers to borrow intuitively, facilitate the staff to manage shelving and improve the utilization rate of books. Shelving labels formed by various colors and numbers are used to reduce the disorder of shelves and improve the efficiency of borrowing books. Practice has proved that the method of shelving label and color mark is very effective. Although it has increased the amount of processing before books shelving to some extent, this is a once-and-for-all method. The wrong book can be seen at a glance. It can distinguish for shelving quickly, so that it can minimize the disorder of the frame and greatly reduce the workload in the future. At the same time, when new books are added, the books shall be labeled and shelved and placed on the corresponding bookshelf.

Strengthening related hardware construction. Book monitoring system and camera can be set to effectively monitor the readers’ non-standard reading behavior and prevent the occurrence of disorder. In addition, libraries should constantly improve their technical services, such as providing advanced copying equipment. So that readers can copy the books and materials they need easily, thus curbing the private collection of books by readers and reduce the disorder.

To sum up, the phenomenon of disordered book shelving in the process of borrowing books and periodicals is inevitable, which is also a major difficulty in book management. Therefore, various measures must be taken to prevent and control it. In addition to improving the internal hardware facilities of the library and rationalizing the arrangement of shelves, more importantly, various forms of reader education should be carried out to continuously improve the quality of readers. On the other hand, librarians should gradually improve their management level and professional level in the services for readers to form a benign interaction between readers and librarians, minimize disorder, and create a clean, orderly, elegant and comfortable library environment.

References