



PNU University

English in Library and Information Sciences(1)

(For library and information sciences)

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بسم الله الرحمن الرحيم

پیشگفتار ناشر

کتاب‌های دانشگاه پیام نور حسب مورد و با توجه به شرایط مختلف یک درس در یک یا چند رشته دانشگاهی، به صورت کتاب درسی، متن آزمایشگاهی، فرادرسی، و کمک درسی چاپ می‌شوند.

کتاب درسی ثمره کوشش‌های علمی صاحب اثر است که براساس نیازهای درسی دانشجویان و سرفصل‌های مصوب تهیه و پس از داوری علمی، طراحی آموزشی، و ویرایش علمی در گروه‌های علمی و آموزشی، به چاپ می‌رسد. پس از چاپ ویرایش اول اثر، با نظرخواهی‌ها و داوری علمی مجدد و با دریافت نظرهای اصلاحی و متناسب با پیشرفت علوم و فناوری، صاحب اثر در کتاب تجدیدنظر می‌کند و ویرایش جدید کتاب با اعمال ویرایش زبانی و صوری جدید چاپ می‌شود.

متن آزمایشگاهی (م) راهنمایی است که دانشجویان با استفاده از آن و کمک استاد، کارهای عملی و آزمایشگاهی را انجام می‌دهند.

کتاب‌های فرادرسی (ف) و **کمک درسی** (ک) به منظور غنی‌تر کردن منابع درسی دانشگاهی تهیه و بر روی لوح فشرده تکثیر می‌شوند و یا در وبگاه دانشگاه قرار می‌گیرند.

مدیریت تولید محتوا و تجهیزات آموزشی

Table of Contents

PREFACE	VI
ACKNOWLEDGEMENTS	VII
STUDY GUIDE	VIII
Unit 1: LIBRARIES: TYPES AND FUNCTIONS	1
Unit 2: ELECTRONIC BOOKS	21
Unit 3: INFORMATION TECHNOLOGY AND LIBRARIES	41
Unit 4: CATALOGING AND KNOWLEDGE ORGANIZATION (1)	57
Unit 5: CATALOGING AND KNOWLEDGE ORGANIZATION (2)	73
Unit 6: REFERENCE SERVICES	93
Unit 7: DIGITAL REFERENCE SERVICES: THE FUTURE OF REFERENCE SERVICES	111
Unit 8: LIBRARY AUTOMATION	129
Answer Keys	145
Glossary	167
bibliography	171

PREFACE

This volume is designed on the basis of the demands of the Library and Information Sciences students for reading English textbooks in their field of study. The reading selections acquaint the students with a variety of topics related to Library and Information Sciences. The purpose of the book is to increase the students reading comprehension ability by improving their vocabulary, and by the skills involved in using context clues.

It is assumed that the reader of this textbook studies independently; hence, the general aims and behavioral objectives of each unit are specified. Moreover, the comprehensive answer keys of the book give the answers in a concise, organized manner. The book also contains a glossary in which the important words used in the book with their Persian meanings are given.

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Khasseh – Alijani

STUDY GUIDE

The objective of this book is to increase your reading skills in the field of Library and Information Sciences, and to help you become more independent readers. The book is divided to eight units, each unit comprising the following parts:

Word Definitions and Exemplifications

This part includes the definitions and exemplifications of the words that are assumed to be necessary to review before reading the main passage of each unit. The three exercises provided in the section will help you learn the meaning of the words and use them in sentences on various topics related to Library and Information Sciences.

Reading Passage

The reading passages of 8 units of the book have been taken from English essays on a variety of topics related to the field. The main purpose of this part is to familiarize the student with typical authentic reading selections; to increase his/her reading ability; and to help him/her perceive facts, ideas, arguments, etc. found in each passage. The four exercises provided in this section will help you get a better view of the topics related to library and Information Sciences.

Word Information Exercise

In this part, you can improve your vocabulary by understanding how words can be changed to form different parts of speech. Several words are derived from the main passage of each unit and their parts of speech are given in the Word Formation Chart. You should read this chart carefully and do the exercise that follows it. In this way, you will learn how to use a word in a variety of ways.

Translation

There is an ever-increasing demand for the student to become acquainted with the translation skills. The final part of all the units includes two exercises related to translation skills. Firstly, there is a short passage which should be translated into Persian. The student is required to read the whole passage carefully and translate it into fluent Persian. The translation must be technically correct, and the influence of English language should not be detected in the choice or order of words. Finally, several technical words and phrases are selected to be provided by their Persian equivalents.

The Answer Keys

Since the book is designed for independent study, the students can find the answers to all the questions of the various parts of each unit in the Answer Keys.

Glossary

The English-Persian glossary includes all the important terms appeared in first section of the units.

Unit 1

LIBRARIES: TYPES AND FUNCTIONS

General Aims

This unit is designed to help you learn a number of general and technical words involved in types of libraries and their functions, and to promote your technical reading comprehension.

Behavioral Objectives

After carefully reading this unit, you are expected to:

1. Define the meaning of the words presented at the beginning of this unit, and do Exercises 1.1.1 to 1.1.3.
2. Read the passage about types of libraries and their functions, and do Comprehension Exercises 1.2.1 to 1.2.4.
3. Do Word Formation Exercise 1.3.
4. Do Translation Exercises 1.4.1 and 1.4.2.

Word Definitions and Exemplifications

boast

v.

possess sth that one can be proud of

The city **boasts** one of the most famous libraries in the world.

contemporary

adj.

belonging to the same time; of the present time

Many **contemporary** writers praised the president's actions.

cornerstone

n.

an important feature or quality on which sth is based; a foundation

Libraries are the **cornerstone** of any civilization.

counterpart

n.

a person or thing that corresponds to sb/sth else

The cataloging supervisor phoned his **counterpart** in the other library for cataloging a new book.

debate

n.

argument; discussion

We had long **debates** about the location of the central library.

deploy

v.

use sth effectively

There are various methods to **deploy** Dublin Core metadata in digital libraries.

devote (oneself/sth to sb/sth)

v.

give one's time, energy, etc to sb/sth

Dewey **devoted** himself to the library profession.

didactic

adj.

designed for the purpose of teaching sth; intended to convey instruction and information; educational

I don't like her **didactic** way of explaining everything.

differentiate

v.

see or show that two things are different; distinguish

You have to differentiate between those who can't pay their library membership fee and those who won't.

digital

adj.

relating to or using signals or information represented as digits

A digital library is a library in which a significant proportion of the resources are available in machine-readable format (as opposed to print or microform), accessible by means of computers.

diverse

adj.

various; of different kinds

The library contains a collection of rare books on diverse subjects.

employee

n.

a person who works for sb or for a company in return for wages

If the normal work week is 40 hours long, a half-time employee works 20 hours per week.

forefront

n.

the most forward or important position or place

The new product took the company to the forefront of the computer software field.

foremost

adj.

the most famous or important; the best or chief

He was the foremost writer of his time.

glorious

adj.

splendid; magnificent

Several manuscripts of the glorious Quran are secured in the Library of Astan Quds Razavi.

huge

adj.

extremely large in size or amount

Every day a huge amount of newly created information is electronically

4 English in Library and Information Sciences (1)

published in digital libraries, whose aim is to satisfy users' information needs.

invaluable (to/for sb/sth)

adj.

extremely useful; priceless

As the Internet continues its exponential growth, it has become an invaluable forum for the sharing of ideas and information in a global community.

magnificent

adj.

splendid; remarkable

A lot of magnificent Islamic libraries are located in Iran.

mammoth

adj.

huge

He is engaged in a mammoth project.

massive

adj.

large, heavy and solid

He usually drinks a massive amount of water during a work day.

millennium

n.

a period of 1000 years, esp as calculated before or after the birth of Christ

In preparing our libraries for the third millennium, we must utilize new developments in the field of Information Technology (IT).

navigate

n.

move around a website, the Internet, etc

The 21st century requires that our learners be able to navigate effectively through the world of technology.

pioneer

v.

be the first person to develop new methods

High-density shelving is a type of library shelving pioneered by Harvard University in the mid-1980s.

preserve

v.

keep sb/sth safe from harm or danger; conserve

Computer technology can preserve the human cultural records of the past.

prominent

adj.

distinguished or important

Ranganathan played a prominent role in classification of knowledge.

relatively

adv.

to a moderate degree; quite; comparatively

"Library 2.0" is a relatively new term coined by public librarian Michael Casey in 2005.

remarkable

adj.

worth noticing; unusual or exceptional; outstanding

Payame Noor University has remarkable textbooks on Library and Information Sciences.

search engine

n.

a computer program that retrieves documents or files or data from a database or from a computer network (especially from the Internet)

One of the first "full text" search engines was WebCrawler which came out in 1994.

shelf

n.

a flat board, made of wood or metal for placing books, periodicals, etc on it

The books on the top shelf of his personal library are reference books.

utilize

v.

make use of sth

The extent to which the resources and services of a library are utilized by its clientele is called "library use".

virtually

adv.

nearly; almost

Today, virtually all laptops include an IEEE 802.11 device, enabling

them to connect to the Internet in a wireless environment.

1.1. Vocabulary Exercises

1.1.1. Match the words in Column A with their appropriate equivalents in Column B.

Column A	Column B
... 1. utilize	a. belonging to the same time
... 2. prominent	b. almost
... 3. didactic	c. argument
... 4. contemporary	d. make use of something
... 5. remarkable	e. various
... 6. virtually	f. a foundation
... 7. pioneer	g. magnificent
... 8. cornerstone	h. important
... 9. debate	i. large, heavy and solid
... 10. glorious	j. be the first person to develop new methods
... 11. invaluable	k. worth noticing
... 12. massive	l. extremely useful
	m. designed for the purpose of teaching something
	n. keep somebody/something safe from harm or danger

1.1.2. Match the words in Column A with their best Persian equivalents in Column B.

Column A	Column B
... 1. millennium	a. همتا
... 2. magnificent	b. قفسه
... 3. differentiate	c. در درجه نخست
... 4. prominent	d. بسیار بزرگ یا زیاد
... 5. employee	e. گوناگون
... 6. shelf	f. معاصر
... 7. foremost	g. هزاره
... 8. counterpart	h. متمایز کردن
... 9. huge	i. کارمند
... 10. diverse	j. برجسته
	k. پیشگام
	l. باشکوه

1.1.3. Fill in the blanks with the correct form of the following words. Use each word only once.

glorious	debate	didactic	utilize	invaluable
relatively	virtually	deploy	devote	preserve

1. It was a story filled with dragons, knights and princes.
2. The library contains many and unique resources for researchers.
3. Materials such as books and serial publications can be found on the shelves of every library, irrespective of its size.
4. Modern libraries should information technologies in the service of their patrons.
5. Reference librarians all their efforts to meet information needs of the users.
6. resources can be found in a special library.
7. After about the issues internally, we decided to accept the first solution.
8. Meeting information needs of users in a public library is a complicated task.

Reading passage

LIBRARIES: TYPES AND FUNCTIONS

INTRODUCTION

The word “library” was originally drawn from the Latin term liber, which means book. Historically, the libraries of the world have been

closely identified with the books that came to fill their shelves. As recent as the 1980s, it would have been possible to define the nature and future of libraries in terms quite similar to those used in the description of libraries in the fifteenth, the eighteenth, and the mid-twentieth centuries. The character of libraries has remained remarkably stable throughout some four millennia. Across those four thousand years, libraries were designed to effectively collect, organize, preserve, and make accessible the records of society. In practical terms, this meant that librarians, the managers of these ever-growing libraries, collected large numbers of books and periodicals, arranged them for relatively easy use, and made these collections accessible to at least part of the community (if not the whole community).

TYPES

While the digital revolution has forced an increasing debate about the future of libraries, much, nevertheless, remains the same. For example, for several centuries the principal types of libraries have remained unchanged. What differentiates these library types is the nature of their clientele; and thus governmental, public, academic, school, and special libraries are found, serving information-seeking patrons throughout the world.

NATIONAL LIBRARY

The first of these types to emerge in time was the library serving government. From the beginnings of centralized civilizations some five thousand years ago, it was necessary for governments to collect and organize for efficient use, large (and eventually huge) amounts of information.

In most countries there is a national library or a group of libraries maintained by national resources, usually bearing responsibility for publishing a national bibliography and for maintaining a national bibliographical information center. National libraries strive principally

to collect and to preserve the nation's literature, though they try to be as international in the range of their collections as possible.

Most national libraries receive, by legal right, one free copy of each book and periodical printed in the country. Certain other libraries throughout the world share this privilege, though many of them receive their legal deposit only by requesting it.

The Bibliothèque Nationale in Paris, the British Library in London, and the Library of Congress in Washington, D.C., generally considered the largest library in the world, are among the most famous and most important national libraries in the world. Their importance is due to the quality, size, and range of their collections.

SPECIAL LIBRARY

Another large and extremely diverse group of libraries can be categorized as special libraries that serve a wide variety of business enterprises. In any developed nation, thousands of special libraries serving companies offer sophisticated information services to the employees of their respective companies. These libraries are funded with corporate resources and thus consider their collections and services to be proprietary and accessible only to those who work for the company. Special libraries offer a wide range of services to company employees but focus on two: preserving and organizing vital records relating to the operation of the company, and providing a resource from which the research staff of the company can mine ideas for new products and services.

The librarians of special library also usually require a Master's degree with additional education or significant experience in the subject area. For example, most law librarians hold a law degree as well as a Master's in Library and Information Studies (MLIS).

PUBLIC LIBRARY

Equally significant are the public libraries of the world; that is, those libraries established as public trusts, administered with public funds,

and open to every element of the citizenry, from children to adults. Free and readily accessible to local inhabitants, these libraries constitute the very cornerstone of information access for citizens.

While these libraries offer many services, the emphasis on recreational or leisure reading is a unique characteristic of public library service.

ACADEMIC LIBRARY

Academic libraries are those libraries that serve the students and faculty of the colleges and universities of the world. The collections of these academic libraries can range from a few thousand well-chosen volumes in the library of a small community college to the approximate ten million volumes found in the complex system of libraries serving Harvard University in Cambridge, Massachusetts. Unlike their public library counterparts, the academic library is little concerned with recreational or leisure reading and is devoted almost exclusively to the collection, preservation, and preparation for use of scholarly research materials that may never be widely used but are viewed as having research significance.

SCHOOL LIBRARY

The school library is devoted to the support of the educational programs of elementary and secondary schools in countries throughout the world. Heavily oriented toward didactic material viewed as useful by schoolteachers, the school library is an integral part of the education of children.

Perhaps it would be appropriate to end this section on contemporary libraries by noting the great variations in the number and nature of libraries that exist from country to country and continent to continent. The most extensive system is that found in the United States, which boasts some 8,500 public libraries, over 3,500 academic libraries, and tens of thousands of government, school, and special libraries. This massive library system is managed by some 250,000 professional

librarians. Most of the Western European countries also have large and well-supported systems, but Eastern Europe, Africa, and most of Asia lag far behind. Thus, it should be no surprise to find that American and Western European libraries have also taken the lead in deploying information technologies in the service of their diverse clientele.

FUNCTIONS

Librarians continue to carry out a series of basic functions in making information readily available to their clientele. Perhaps first and foremost in the functions carried out by libraries is the never-ending collection of recorded information for the users of libraries. Hundreds of thousands of librarians have devoted millions of hours to the assembly of the tens of thousands of library collections found throughout the world. Such collection development requires special awareness of the nature of knowledge production and the nature and extent of users' needs, and remains one of the most important functions of the librarian. The glorious fruits of the labors of those responsible for the collection development function over the years can be seen in the magnificent book collections to be found in the great national libraries of the world, such as the Library of Congress, with nearly twenty million volumes, and the national libraries of England, France, Germany, and Russia, with nearly as many volumes. Such collections, painstakingly assembled, represent a virtually complete memory of the cultural history of their respective nations, and as such remain invaluable. These print resources are now being joined by massive amounts of digital information stored in the computers of the libraries.

Once such large and valuable collections were assembled in countless libraries across the world, it next fell to the library profession to preserve those collections across time. Thus, librarians have pioneered techniques for restoring old books to usable states, and are leaders in the project to ensure that all future books will be printed

on materials designed to last for hundreds of years. Librarians have also been in the forefront of the discussion of the most effective ways to collect, organize, store, and preserve digital communications.

Large collections of books are virtually unusable without careful attention to organization for ready access. As a result, the cataloging and classification of library materials remains a central function of the libraries of the world. Using various classification schemes such as the Library of Congress Classification scheme or the Dewey Decimal Classification scheme, librarians have prepared detailed catalogs that act as efficient guides to the contents of their ever-larger collections. Providing author, title, and subject access to library collections, these catalogs remain essential to the proper utilization of any library. Librarians have also been working to develop search engines that will facilitate searching the multitude of databases available to library patrons via the Internet.

Finally, libraries must be interpreted for effective use. This library function is implemented by librarians who are prepared to answer user requests for specific information related to research projects and class work. Librarians also prepare a wide variety of reference and bibliographic tools designed to provide library patrons with guidance in the use of specific elements of the collections of a library, such as periodical holdings, book reviews, or biographies of prominent individuals. Librarians are particularly committed to providing extensive formal and informal instruction to users who are seeking guidance in navigating their way through complex library collections and gaining what librarians refer to as “information literacy.”

1.2. Reading Comprehension Exercises

1.2.1. True/False Items

Decide which idea is true (T) and which idea is false (F). Try to find a reason for your decision.

1.The character of libraries has remained remarkably stable

- throughout four thousand years. ☐
- 2.Special libraries are funded by public resources. ☐
- 3.The academic library is not concerned with recreational or leisure reading. ☐
- 4.What differentiates the types of libraries is the nature of their customers. ☐
- 5.Special libraries are heavily oriented toward didactic materials. ☐
- 6.Periodical holdings and book reviews are considered some kinds of reference and bibliographic tools. ☐

1.2.2. Using the information given in the passage, choose the best choice (a, b, c, or d) to answer the following questions.

1. According to the passage, what is the meaning of the Latin term "liber"?

a. paper	b. library
c. book	d. magazine
2. Historically, which type of libraries appeared first?

a. public libraries	b. national libraries
c. academic libraries	d. special libraries
3. Which of the following libraries is considered the largest library in the world?

a. Library of Congress	b. British Library
c. National Library of France	d. National Library of Medicine (NLM)
4. Which types of libraries constitute the very cornerstone of information access for citizens?

a. public libraries	b. national libraries
c. academic libraries	d. special libraries
5. The emphasis on recreational or leisure reading is a unique characteristic of libraries.

a. public	b. academic
c. school	d. special