
Report on My Library Internship in America

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I worked for four months at San Francisco State University Library from September 10 to December 21, 1974. The areas where I worked included the Order Department, the Processing Department, the Catalog Department, the Humanities Library, the Creative Arts Library, the Phonorecord Library, the Social Science, Business, & Ethnic Studies Library, the Education Library, the Science & Technology Library, the Curriculum Library, the Special Collections Department, the Circulations Department, and Reserve Book Room.

After that, I worked for three months at University of San Francisco Library from January 6 to March 21, 1975. I worked at the Catalog Department, the Acquisitions Department, Special Collections Department, Periodicals Department, Circulations Department, Reserve Book Room, Reference Department, and Documents Departments.

During my vacation I visited City College of San Francisco Library on December 24, 1974, San Jose State University Library on December 26, 1974, University of Santa Clara Library on December 27, 1974. I also visited the San Francisco Public Library and its Chinatown Branch.

I spent three days at the Library of University

of California at Berkeley and three days at the Stanford University Library. I attended the meeting on International Standards For Cataloging organized by the Library Insitute's Planning Committee, at Rickey's Hyatt House Hotel, Palo Alto, October 18—19, 1974.

I visited Los Angeles Public Library on March 24, 1975, University Research Library, University of California at Los Angeles on March 25, 1975, Hamilton Library, University of Hawaii on March 27, 1975.

The Asia Foundation gave me roundtrip international air transportation between Seoul and San Francisco, and a living allowance for a period of up to seven months.

During staying at America Mrs. Clem H. Shevelev, Program Co-ordinator of The Asia Foundation, Dr. Mary MacWilliam, Associate University Librarian of The San Francisco State University, and Dr. Robert L. Gitler, University Librarian of R.A. Gleason Library have done to me many kindness. I owe them my best thanks and never forget them.

This is a report of my experience.

1. The Acquisitions Department

The Acquisitions Department is responsible

for obtaining books and other library materials by purchase, gift, or exchange. The scope of acquisitions work includes selection of materials, formulation of selection policy, collection development, selection of vendors, and acquisition plans, searching, ordering, receiving, paying for, or acknowledging receipt of materials, preparation for binding, and keeping of appropriate records.

The standards, procedures, and priorities established and maintained by the Acquisitions Department are reflected in the satisfaction of the library's users.

The Acquisitions and Cataloging Departments work closely together to process materials as quickly and economically as possible. They obtain as quickly as possible the materials required by the Public Services Departments for user service.

1) Selection of library materials

The acquisitions program of the library endeavors to reflect the educational objectives and curricular needs of the university. The library will acquire titles which support specific graduate and undergraduate programs as well as interdisciplinary works, and those broader in scope than any particular subject area.

Faculty members of each Department are invited to recommend works pertinent to the field in which they specialize, as well as titles of broader scope, falling within the Department's subject area. The library staff is responsible for the selection of general and interdisciplinary works and the development of the collection as

a whole.

Through a selection project in economics, sociology and philosophy, I better understood how to select books on those subjects. Most of the selection information is from book reviews in scholarly journals. It is a good method library materials are selected by faculty members, librarians, and occasionally students.

2) Bibliographic Searching

The function of bibliographic searching is to find pertinent bibliographic information about titles, under consideration for purchase and to eliminate unwanted duplication. The searcher's work determines the future of an order and is also used later if the book is acquired and cataloged. Requests for purchase are generally submitted on Request to Order Forms (RTO). It is the responsibility of the Acquisitions Department to verify and complete the information provided before an order is placed. The procedures of Bibliographic Searching are to verify in a) the Public Catalog, b) the In-Process File, c) Books In Print, and d) the Proof Slip File.

I think bibliographic searching is useful for the ordering and cataloging of books. Therefore I will apply this bibliographic searching to Seoul National University Library.

3) Purchase Order Preparation

Orders searched are typed from a Request to Order Form (RTO) which is accompanied by polaroid exposure of the entry in the Library of Congress (LC), or National Union Catalog (NUC) or a Proof Slip (PS). The Purchase Order Form produces a number of slips for

department records, that is 1) Purchase Order, 2) On Order, 3) Fund Slip, 4) Faculty Member Notification, 5) Proof Slip-Hold, 6) Proof Slip-Suspense, 7) Report, and 8) Encumbrance Slip. I am interested in Purchase Order Forms because of the variety of uses it serves.

4) Standing Order

Standing orders are used to obtain series of books automatically. Standing orders have special cards for receipt of volumes. The first volume is ordered on regular purchase order forms. Later volumes have special forms typed when the book is received. They include: 1) In Process, 2) Fund Slip, 3) Faculty Notification, 4) Proof Slip-Hold, 5) Proof Slip Suspense

5) a) Seoul National University Library uses Accession Numbers, but, most of American University Libraries do not use Accession Numbers. This problem is worth considering.

b) I also worked in Receiving, Bookkeeping (invoicing), and in Gifts and Exchanges with other libraries. This work content is similar to Korean library work, but I want to increase communication between Korean libraries and American libraries, especially in gifts and exchanges of library materials.

2. Cataloging Department

1) Classification

Most American university libraries use the LC classification schedule. But the Seoul National University Library uses the D.D.C. schedule. I will consider which classification schedule is more useful for our University Library. D.D.C

is easy for the user to memorize, but the major divisions are limited. In the future, scientific categories will expand considerably, and become numerous and complex. It is difficult to determine precisely how the development of science will affect the structure of the D.D.C. When I come back to my country I want to discuss this problem with our Korean librarians.

2) Card Catalog

The catalog consists of two parts, that is, an official catalog (Main Catalog and Shelflist), and a public catalog (the Author/Title Catalog and Subject Catalog).

a) Author/Title Catalog

All books in the library's collections are listed in this catalog, both by author and by title. Entries are also made under secondary authors and editors, as well as under series titles.

b) Subject Catalog

The Subject catalog lists all library books under their appropriate Library of Congress subject headings. Instead of a subject catalog our library has a classified catalog. But we also need a subject catalog in the future. I am interested in Subject Authority files, Series Authority files which keep series' records in the same place, and the shelflist, especially as regards temporary shelflist records.

c) Official Catalog

The official catalog is divided into two parts. The first part of the official catalog is the main catalog. The other part is the shelflist. Even if the Main catalog and the Author/Title catalog are different, the Main catalog records are filed in the Author/Title catalog. When librarians

search for information on books, for example, to prevent the duplication of books, they can use the catalog composed of the Main Catalog and Author/Title Catalog. Therefore we can save card production and time by using one catalog. At the same time we can accomplish our purpose.

It is valuable to prevent the duplication of call numbers by using the shelflist when we classify books.

3) Proof Slip Cataloging

General procedures of proof slip cataloging are: a) checking the public catalog to see if the library already has the book, b) checking the Subject-Name Authority file, to see if the proper cross-references have been made, c) checking the Series Authority file (S.A.F.) to determine how any series is to be classed and if a series added entry is to be made, and if so, in what form it is to be made, d) checking bibliographical data from the book itself, and assigning a classification number.

I worked on proof-slip cataloging, original cataloging of books, theses, rare books, phonodiscs and serials. When I worked at the San Francisco State University Library my main work was classification and cataloging of Chinese, Japanese, and Korean books.

I think that card production and labeling in American libraries are faster than handwriting.

3. Periodicals Department

A periodical is a publication issued more frequently than once a year, and usually published at regular intervals over an indefinite period of

time. In R.A. Gleeson Library, University of San Francisco, periodicals are listed in the public catalog and in the periodicals catalog. The shelving arrangement for periodicals is alphabetical by title. Library users may select issues freely from the open shelves. The main activities of the Periodicals Department are:

- 1) ordering of new periodicals, entering of incoming periodicals,
- 2) claiming and replacement activities,
- 3) bibliographic checking of new periodical titles,
- 4) circulation of periodicals, and making of over-due periodical reminders,
- 5) providing reader assistance in the use of the periodical resources,
- 6) maintenance of audio-visual room,
- 7) preparation of periodicals for binding.

In comparison, there is a Periodicals Room in Seoul National University Library, and periodicals are also classified by D.D.C. with other books. It is a considerable problem to manage periodicals.

4. Circulation Department

The Circulation Department handles the lending of all library materials except reserved books, periodicals, documents, and pamphlets. Students, faculty, and staff of the university may borrow materials from the library collection. Most of the American libraries maintain a policy of free access to the stacks. Borrowers are responsible for locating their own materials in the book-stack areas. Those wishing to charge out materials should fill out the punched charge

cards.(McBee Keysort Punched Card Circulation System). A charge machine is used.The Seoul National University uses a closed stacks system. It uses a book card and a charge card in circulation procedures. It is valuable to think about the problems of an open shelf system and a closed shelf system. There are advantages to the open stacks system as well as closed stacks system. In circulation procedures the punched charge cards using seems to be less-consuming.

5. Reserve Room

Books which are required reading for university courses are placed on reserve by faculty members. Since these titles are in demand for intensive use by many students,the loan period is usually highly restricted to the following: two-hour loans, a overnight use, three-day circulation, and seven-day circulation. Books are listed two ways:(1)in groups of individual professors' names arranged alphabetically and course number, and (2) in a separate alphabetical file of author and title card. It is necessary to consider a similar reserve system in Seoul National University Library.

6. Reference Room

The reference function has several specific goals:

- 1) to instruct students in the use of the library's card catalog and other resources,
- 2) to provide answers to specific requests for information,
- 3) to furnish students and faculty with bibliographic and research assistance, and
- 4) to provide access to unusual materials not

in the library's collections through inter-library's collections through inter-library loan service.

Reference librarians serve as interpreters of these resources and as guides to the effective use of them.A primary responsibility of professional librarians is to assist faculty and students in all of their library activities.

San Francisco State University Library has several subject reference rooms.

Among the main activities of the library, reference work is very important. We must learn to have smiling faces, and smiling voices.

7. Interlibrary Loan

The main purpose of interlibrary loan is to make available to faculty and students materials that are not otherwise available in the university library, when such materials are required for research or professional needs. Interlibrary loan is a courtesy and privelege, and is dependent upon the cooperation of many libraries.

Every lending library has a right to impose its own conditions of loan, and those who use the Interlibrary Loan Service must observe the regulations stipulated by the lending library. Disregarding these regulations is sufficient cause for the suspension of borrowing priveleges.

An interlibrary loan system exists in Korea, but it is not yet sufficiently extensive. To remedy this situation it is necessary for the National University Library to formulate an interlibrary loan system. In the future it is also necessary to link all the university libraries of Korea in an interlibrary loan system.