DOCUMENT RESUME

ED 075 055 LI 004 291

AUTHOR	Shaffer, Dale E.
TITLE	The Pamphlet Library: Use of the Sha-Frame System.
PUB DATE	72
NOTE	14p.; (0 References)
AVAILABLE FROM	Dale E. Shaffer, 437 Jennings Ave., Salem, Ohio 44460 ($1.00, 10% discount over 100 copies)
EDRS PRICE	MF-$0.65 HC Not Available from EDRS.
DESCRIPTORS	*Cataloging; Information Sources; Information Storage; Library Acquisition; Library Collections; *Library Equipment; Library Materials; *Library Technical Processes; *Pamphlets
IDENTIFIERS	*Nonbook Materials

ABSTRACT

Pamphlets can be a valuable part of any library collection. Most pamphlets today are housed in vertical files which are impractical and actually limit their availability. This document is a 14-page, illustrated booklet describing the SHA-FRAME system of organizing pamphlet literature. Complete step-by-step instructions are given, along with sources for obtaining valuable pamphlets, advantages of the system, and simplified rules for filing cards. (Related documents are LI004289, 004290, 004292 and 004293.) (Author/DH)

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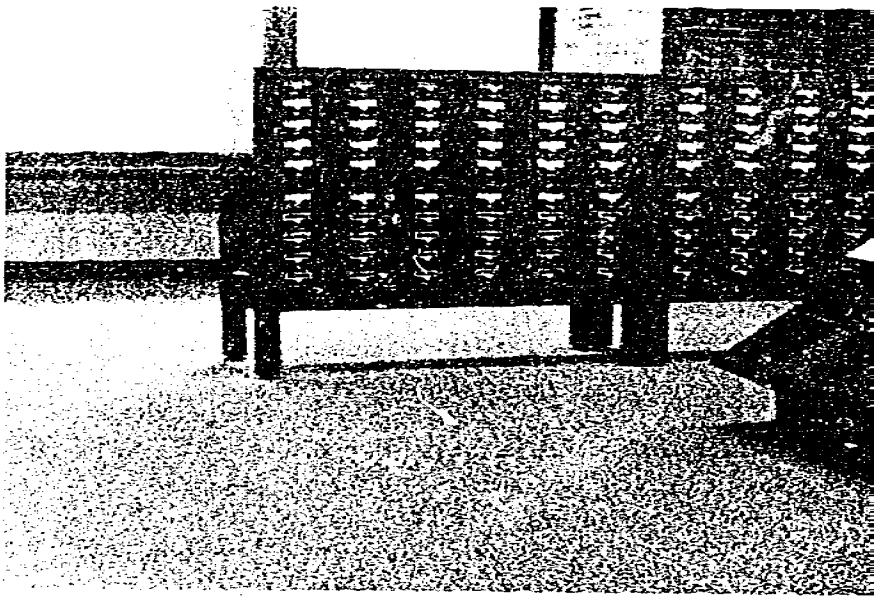

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Dale E. Shaffer

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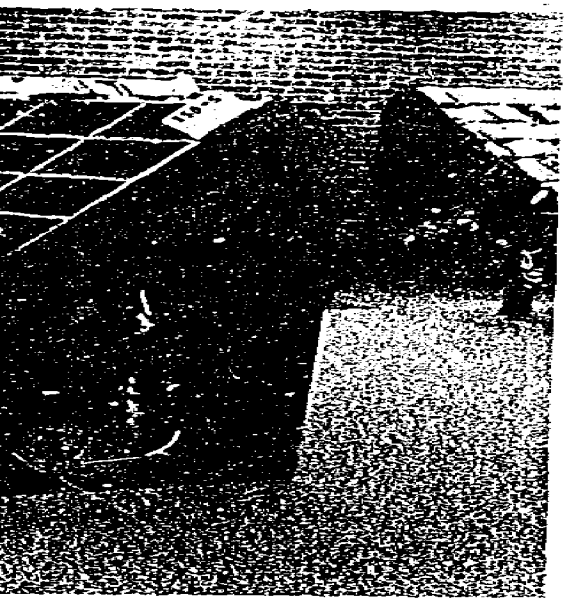

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The SYNTOPICON OF THE GREAT BOOKS OF THE WESTERN WORLD is organized around 102 great ideas. One idea is "Change" and that is the concern of this pamphlet. Specifically, the purpose is to describe a new and efficient system for organizing pamphlet literature in libraries.

Pamphlets can be a valuable part of any library collection. They provide current information that will update any book or encyclopedia. Many of them penetrate much deeper than periodicals into specific problem areas. Their cost is much less than for books, and their brevity usually means the topic is covered more to the point with fewer wasted words. George Thomason, a bookseller and friend of Milton, saw their value. He collected nearly 15,000 pamphlets printed during the years from 1640 to 1661. More recently, the Chief Librarian of the New York Public Library commented as follows: "Give me a library of pamphlets and I can answer any reference question."

Important as they can be, however, a majority of libraries continue to organize and house pamphlets in an inefficient manner. That is, they cram all forms, sizes and shapes of pamphlet-type literature into folders labeled with appropriate subject headings, and file the folders alphabetically inside cabinet drawers. This is not efficient from the standpoint of either the user or the library itself. An improved vertical file system - namely, the SNA-FRAME - is now available.

It was Longfellow who wrote that "In character, in manner, in style, in all things, the supreme excellence is simplicity." Equally true in librarianship, a simple procedure will bring about greater efficiency than an unnecessarily complex technique. The fact is, simplicity is often very complicated and difficult to create. Library techniques and procedures are most effective, not when they are created to serve the needs of professional librarians, but when they are simplified to meet the functional needs of both the patron and the library staff.

PROBLEMS OF ORGANIZING AND HANDLING PAMPHLETS IN LIBRARIES

The basic problem of organizing pamphlet literature in libraries is one of placing various types of soft-cover documents in suitable containers, according to some predetermined arrangement, so that any publication, when required, can be located quickly and conveniently by the patron. It is more than just a matter of storing miscellaneous material. The objective is to provide easy and quick access.

Defined in the NEW OXFORD DICTIONARY, the word "pamphlet" refers to "a small treatise occupying fewer pages than would make a book...issued as a separate work...with or without paper covers." Other definitions are used by various agencies requiring periodic statistical reports from librarians, and may restrict the term to documents having less than a specific number of pages. But regardless of how the term is defined, pamphlets are a problem to librarians primarily because of their general characteristics. They are soft cover; often flimsy; difficult to shelve; of various sizes, shapes, and thickness; sometimes of temporary value; free or inexpensive; and ordinarily not worth the time and expense of binding or cataloging as books.

For these reasons, there was a spirit abroad not too many years ago which condemned pamphlets as part of the library collection. Their worth, however, is great enough to overcome the many difficulties of handling them. Few reference librarians would disagree that the quality of service given in a library is dependent to a large extent upon the quality of its pamphlet collection.

DISADVANTAGES OF USING VERTICAL FILE CABINETS FOR PAMPHLET LITERATURE

In the January, 1936 issue of the WILSON BULLETIN FOR LIBRARIES, an article entitled "A Vertical File for Business Information" appeared. It was read before the New York Library Association and the author described procedures for building a vertical file. Her suggestions were these: (1) obtain file cabinets; (2) utilize

folders, label with a suitable subject heading, and file alphabetically; (3) collect pamphlets, clippings and government documents for the file; (4) paste clippings on letter size paper; and (5) utilize cross references where necessary.

Surprisingly, her suggestions, despite their obsolescence today, are still being followed by many librarians. Changing to a new system simply for the sake of change is usually not wise. But, when the logic of many disadvantages are as convincing as those that follow, the librarian would be foolish not to change his system:

1. Library materials hidden in closed file cabinets are not utilized to the extent they are when displayed openly. Materials not seen by the patron circulate less.

2. In order for patrons to use materials in file cabinets, the assistance of a library staff member is usually required. This is not true when materials are openly displayed for use on a self-serve basis.

3. File cabinets, along with the use of folders, are not the least expensive pieces of equipment to use for the housing of pamphlet material. Furthermore, they do not make greatest utilization of space available.

4. Pamphlets, because of their various sizes, shapes, and thickness, do not lend themselves conveniently to being housed in folders in file cabinets.

5. Expansion of vertical files housed in cabinets is difficult, time-consuming, and costly; folders must be continually shifted.

6. Pamphlet material within each file folder is difficult to arrange in any logical manner. Thus, more time is required to find a particular item.

7. The use of a folder ordinarily means the tying up of many documents by one patron.

8. Locating a certain pamphlet having a specific title is not accomplished easily or quickly when file folders are used. Usually, there is no index or card file indicating the specific location of a pamphlet.

It is well to note that each of these disadvantages leads to inefficiency in some respect. This, in turn, leads to a waste of time, money, labor, materials, space, employee interest, and library effectiveness.

EXPLANATION OF SYSTEM USING THE SHA-FRAME PAMPHLET RACK

In the late forties a pamphlet entitled "An Information File in Every Library" was published by Delia Ovitz. In it she stated:

> Simplicity then must be the keynote of any filing system that is to fit the needs of the busy librarian. It should be practical and economical not only as to cost of installation but also as to cost of maintenance after establishment and at the same time must be capable of ready expansion... Many schemes of filing material have been evolved; no one scheme will offer a panacea for all ills.

Today there is a system designed to satisfy all these requirements; a scheme that does "offer a panacea for all ills."

The new system makes use of a set of bins called the SHA-FRAME (photograph on cover). Each SHA-FRAME unit holds approximately 2,500 soft-cover documents, and is suitable for any type library, whether it be a college, school, public, university, or industrial library. It can even be adapted for use in a business office or bookstore.

Actually, the SHA-FRAME pamphlet collection is a separate library in itself, and can be developed from the many sources providing free and inexpensive materials. The unit is constructed to hold pamphlets, booklets, monographs, bulletins, reports, circulars, brochures, catalogs, leaflets, paperbacks, maps, posters, government documents, music scores, and special issues of magazines.

In viewing the SHA-FRAME photograph the reader will note that it has seven rows of bins running horizontally. The four top rows (16 bins) are each approximately six inches in width and house SMALL pamphlets. Each of the next three horizontal rows (12 bins) are approximately nine inches in width and house MEDIUM sized pamphlets. Few in number, LARGE pamphlets over nine inches in width can be

shelved in the bin at bottom right. In each case, pamphlets are categorized by width size - SMALL, MEDIUM, or LARGE - and are filed vertically from left to right.

Weight of the pamphlets is distributed on both the bottom and sides of the bins. This is one important reason for the angle of slope used in design of the SHA-FRAME. Pamphlets stand neatly without bending from downward pressure.

Each pamphlet is assigned a unique call number in the upper left-hand corner. Numbers run consecutively and are assigned when the pamphlet enters the collection; i.e., 1-S, 2-S, etc.; 1-M, 2-M, etc.; 1-L, 2-L, etc. They are not grouped by subject but rather by accession number.

One simple title card is prepared as a main entry for each pamphlet, and it contains only the number, title, and tracing. Usable subject headings (key words) are selected by the librarian, but without the use of any rigid guide such as Sears' LIST OF SUBJECT HEADINGS or LC SUBJECT HEADINGS. In fact, the use of any formal listing of subject headings is to be avoided, since it will defeat one of the main advantages of the system; namely, quick and free selection of suitable key-word index headings. Some degree of consistency in choosing subject headings is, of course, desirable.

The pamphlet card catalog, then, is a separate alphabetical, subject-title index to every pamphlet available in the library. Cards, rather than the pamphlets themselves, are arranged by subject. In addition to title and subject cards, the librarian is free, of course, to make series and author cards if necessary. Sufficient headings should be used to adequately describe the contents of each pamphlet.

A set fee of $1.00 plus $1.00 for processing is charged for every pamphlet lost by a patron. No record of pamphlets is entered in the library's main card catalog.

The complete process of entering pamphlet material in the collection is described by the following steps:

1. Check titles in pamphlet card catalog to assure that incoming pamphlet is not a duplicate. A duplicate is simply added to shelf-list as c.2.

2. Stamp library identification marking on front cover and on first page of pamphlet.

3. Place self-adhesive label on front cover in upper left corner. (Label is 3/4" x 1" in size and available from the Highsmith Co., P.O. Box 25, Fort Atkinson, Wisc. 53538). Write the next accession number on sticker, legibly and in ink; e.g., 120-S, 120-M, 120-L. The last accession number must always be recorded for each category; SMALL, MEDIUM and LARGE. Each pamphlet receives a unique call number, which is merely a symbol for use in locating the pamphlet. A duplicate pamphlet is marked c.2 below the call number and noted on the shelf-list. It is not indicated on the main set of cards.

Example (Shelf-List):

221-S	Water pollution: economic aspects and research needs.
pub., 6/2/72, .75.	
c.2, gift, 8/5/72.	

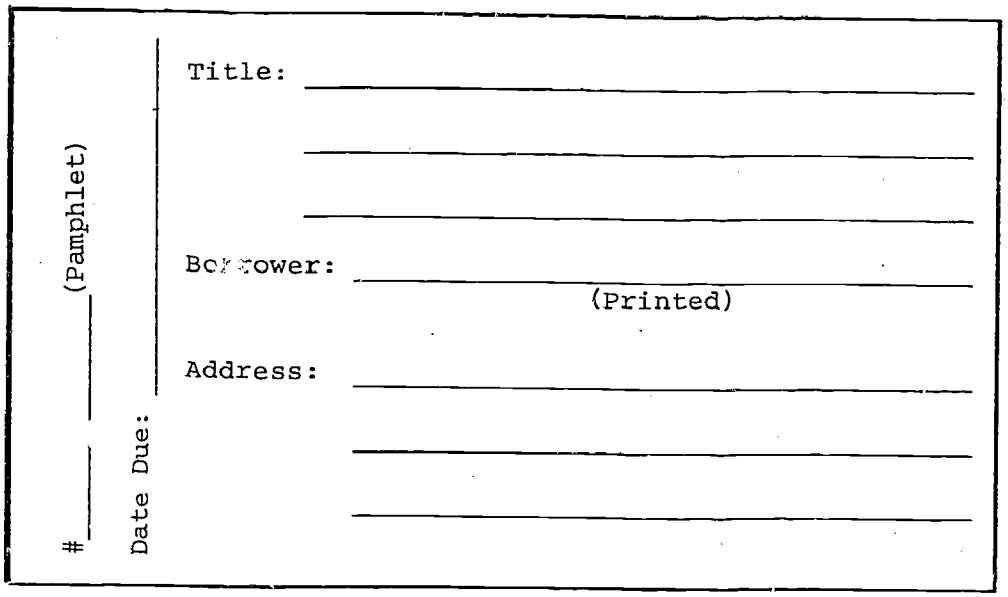
Multiple volumes should be indicated on all cards, including the shelf-list. Volume numbers are marked on pamphlet as part of call number.

Example (Main Entry for Multi-Volume Set):

1399-S	Tips on athletic training.
	Library has: v.1-10.

1. Physical fitness. 2. Athletics.
3. Sports - Training.

4. Paste date due slip inside back cover. No pocket or book card is necessary. To check out a pamphlet, the patron fills out the following slip:



5. Draw circle around title on cover of pamphlet. The words you circle should represent the title, distinctively. You may choose to use a short title. It will be used in the future when checking orders, so it should be reasonably accurate, especially the first word of the title.

6. On the back of the pamphlet, at the upper left, indicate key-word subject headings with Arabic numerals (1., 2., etc.), and other added entries with Roman numerals (I., II., etc.). You may or may not feel it necessary to include an author or series entry. It is unnecessary to choose added entries that begin with the same first word as the title. Remember, the card file is mainly a key-word index for locating pamphlet literature.

7. Prepare simplified catalog cards.

   A. Type a main entry using title as main entry.

1-S	Guided study and homework. 1. Homework. 2. Study methods. I. Strang, Ruth. (Series: What research says to the teacher.)

   B. Type another main entry (without tracing) to serve as a shelf-list card.

C. Type added entries.

(Subject card all in caps or in red):

	HOMEWORK.
1-S	Guided study and homework.

(Author card):

	Strang, Ruth.
1-S	Guided study and homework.

(Series card):

	What research says to the teacher. (Series)
1-S	Guided study and homework.
2-S	Teaching high-school science.
10-S	Reading in the high school.

D. Example of "see reference" card:

ALA

see

American Library Association

8. File cards alphabetically, word by word. Disregard commas and dashes. (See brief filing rules given on last pages of this pamphlet.)

9. File pamphlet by accession number in the proper category; SMALL, MEDIUM, or LARGE.

ADVANTAGES OF USING SHA-FRAME PAMPHLET RACK

One of the greatest advantages of this system is that valuable vertical file material is no longer hidden in closed drawers. The SHA-FRAME displays it openly and on a self-serve basis.

Other advantages include the following:

1. Pamphlets can be cataloged simply - in minutes - by clerical personnel, and located - in seconds - by library users.

2. Processing costs are reduced to a minimum...simplified cataloging is performed by clerks rather than by a professional cataloger...binding costs are eliminated ...LC and Wilson cards are unnecessary.

3. Circulation of pamphlet material will increase significantly; e.g., at one library the increase was 51% during the first year...specific analytic entries are easily made.

4. The system is neat, organized, and quick and easy to use and maintain...a third-grader can use the system.

5. The system is a flexible one which permits all types of soft-cover material (including government documents) to be displayed openly for greater use on a self-serve basis...it provides for greater publicity.

6. Weeding and inventory of this part of the library's collection is easy and quick.

7. The system makes more effective use of library space than a system using file cabinets...the need for folders is eliminated.

8. Appearance of the book collection is much more attractive without pamphlet material being mixed with books.

The SHA-FRAME unit is designed to be an attractive and movable piece of library furniture. It is constructed out of wood and finished with either a light or dark stain. Dimensions are 49" long, 46" wide, and 59" high.

SOURCES OF VALUABLE PAMPHLET MATERIAL

Pamphlets are available from an unlimited number of sources; from business organizations, professional associations, educational institutions, foreign embassies, and the various agencies within the state and federal government. Listed below are several important sources from which thousands of valuable pamphlets can be obtained free or at a very low cost.

1. NATIONAL EDUCATION ASSOCIATION PUBLICATIONS CATALOG (1201, 16th St., N.W., Wash., D.C. 20036)

2. NATIONAL COUNCIL OF TEACHERS OF ENGLISH CATALOG (508 S. Sixth St., Champaign, Ill. 61820)

3. Modern Language Association of America (62 Fifth Ave., New York, N.Y. 10011)

4. MONTHLY CATALOG OF U.S. GOVERNMENT PUBLICATIONS (GPO)

5. VERTICAL FILE INDEX (Wilson Co.)

6. PUBLIC AFFAIRS INFORMATION SERVICE (PAIS)

7. Educators Progress Service:
   a. ELEMENTARY TEACHERS GUIDE TO FREE CURRICULUM MATERIALS.
   b. EDUCATORS GUIDE TO FREE SOCIAL STUDIES MATERIALS.
   c. EDUCATORS GUIDE TO FREE SCIENCE MATERIALS.
   d. EDUCATORS GUIDE TO FREE GUIDANCE MATERIALS.
   e. EDUCATORS GUIDE TO FREE CURRICULUM MATERIALS.

8. FREE AND INEXPENSIVE LEARNING MATERIALS (George Peabody College for Teachers)

9. FREE AND INEXPENSIVE MATERIALS ON WORLD AFFAIRS (Teachers College, Columbia University)

10. WRITERS AND THEIR WORK SERIES (Longmans, Green, & Co.)

11. UNIVERSITY OF MINNESOTA PAMPHLETS ON AMERICAN WRITERS (Univ. of Minnesota Press)

12. BERKELEY SERIES IN AMERICAN HISTORY (Rand McNally Co.)

13. CONTEMPORARY WRITERS IN CHRISTIAN PERSPECTIVE SERIES (William B. Eerdmans Pub.)

14. NATIONAL LEAGUE FOR NURSING PUBLICATIONS CATALOG (10 Columbus Circle, N.Y. 10019)

15. LIFE EDUCATIONAL REPRINT CATALOGUE (Time & Life Bldg., Rockefeller Center, N.Y. 10020)

16. General Electric Co. (570 Lexington Ave., N.Y. 10022)

17. CHAMBER OF COMMERCE PUBLICATIONS DIRECTORY (1615 H. St., N.W., Wash., D.C. 20006)

18. Foreign embassies (Write your congressman)

19. Special articles in duplicate journals, such as NATIONAL GEOGRAPHIC, can be made into valuable pamphlets.

20. PUBLIC AFFAIRS PAMPHLETS (381 Park Ave. South, NY, NY 10016).

21. SOCIAL STUDIES SCHOOL SERVICE CATALOG (10,000 Culver Blvd., Culver City, Calif. 90230).

SIMPLIFIED RULES FOR FILING PAMPHLET CATALOG CARDS

The pamphlet collection requires its own card catalog, located close to the pamphlets themselves. Pamphlet cards should not be inter-filed in the main card

catalog. The filing of cards for pamphlets is much easier than the filing of cards in the main catalog because key-word headings are brief and without lengthy subdivisions. For that reason, the 17 rules given below are very basic and easy to follow:

1. ALPHABETICAL BY WORD (GENERAL RULE) -
   Arrange cards alphabetically, word by word, alphabetizing letter by letter to the end of each word.
   e.g. Education, Secondary. / Educational research. / Educators. NOT Educational research. / Education, Secondary. / Educators.

2. TITLE CARD (MAIN ENTRY) -
   Title entries are arranged alphabetically, considering each word in turn. The initial article is disregarded, but all other articles and prepositions are to be regarded.

3. DIFFERENT ENTRIES WITH SAME HEADINGS -
   When the same headings occur on different cards, use the line below the heading for alphabetizing.

4. ABBREVIATIONS AND ORGANIZATION INITIALS -
   Arrange initials and abbreviations as if spelled out in full (e.g., NEA = National Education Association), except "Mr." and "Mrs." which are filed as they are spelled when used in a title. Spell out in full initials and other abbreviations used for geographical names. A cross reference should be made from the full form whenever necessary.

5. INITIALS OF PERSONS -
   Arrange title card headings having initials for authors' names at beginning of alphabetical section (e.g., J.P. Morgan at beginning of j's): i.e., before a word beginning with the same initial. Author initials in added entry should be filed as though spelled out, if possible.

6. APOSTROPHE, ELISIONS, AND CONTRACTIONS -
   The apostrophe is disregarded (e.g., Librarian's, Librarians', O'Brien, Who's). Three dots at the end of a title heading are to be regarded as a period. Disregard umlauts and all kinds of accents and diacritical marks in foreign languages.

7. AUTHOR OR TITLE CARDS IDENTICAL (DIFFERENT EDITIONS) -
   If two or more cards bear the same title and author, arrange by edition, putting the most recent edition first (e.g., 3rd ed., 1st ed.).

8. COMPOUND NAMES, HYPHENATED WORDS, PREFIXES -
   Arrange compound names and hyphenated words as separate words (e.g., Spanish-American)...see exception under rule #12.
   Arrange hyphenated words, compounded with prefixes, as one word (e.g., co-education).

9. PREFIXES M' AND Mc -
   Names beginning with the prefix M' and Mc are filed as if spelled Mac, because they are so pronounced.

10. SUBDIVISIONS AND INVERTED HEADINGS -
    Arrange the subdivisions of a subject alphabetically. Make no distinction between the dash, comma or other punctuation marks (e.g., Art, Ancient; Art - History; Art, Italian).

11. TITLES IN NAMES -
    Disregard prefix designations (e.g., Mrs., Sir, Gen., Capt., Dr.) except in title entries.

12. WORD SPELLED TWO WAYS -
    When title headings begin with a word that may be spelled in two ways, choose the most popular spelling and file all titles under this form (e.g., labour and labor; audio-visual and audiovisual; photocopy and photo copy). A cross reference should be made from other spellings.

13. De, Von, etc. AS PART OF NAME -
    A proper name with a prefix is filed as one word.

14. INITIAL ARTICLES -
    Disregard initial articles (a, an, the) for both English and foreign titles.

15. FIGURES IN TITLES -
    Alphabetize as if the word were spelled in full (e.g., 1001 would be filed as if it were spelled one thousand one). Titles beginning with a date are filed as they are read (e.g., 1776 would be filed as if it were spelled seventeen seventy-six).

16. ROYAL PERSONAGES WITH SAME NAME -
    Kings, queens, princes, princesses, etc. bearing identical names are filed chronologically (e.g., Elizabeth I, Elizabeth II).

17. AUTHOR ADDED ENTRIES -
    File all name cards for a particular author together, disregarding designations of editor, joint author, trans., etc. Arrangement should be by title of work.

HOW TO PURCHASE THE SHA-FRAME PAMPHLET RACK

Price of the SHA-FRAME unit is $400 plus shipping costs. Delivery is ordinarily made within six weeks. Your purchase order should be sent to:

Mr. Dale E. Shaffer
Library Director
437 Jennings Avenue
Salem, Ohio 44460