



Survey on the Need of Labelling Tools Kit

Riche Cythia Johan*, Ardiansah, Dini Suhardini

Library and Information Science*, Faculty of Education*, Universitas Pendidikan Indonesia, Indonesia

Correspondence: E-mail: riche@upi.edu

ABSTRACT

Labelling books is one of the technical activities in the processing section of the library. This research is an initial study of the need to provide tools for labelling books, so as to provide convenience in the technical process of pairing bibliographic information in one book. The survey method was conducted on 21 librarians working in school libraries in West Java province. The results obtained were that every school librarian already had technical competence in processing library materials, and stated that they needed tools for the process of placing book labels. The librarians state that labelling is one of the library management activities to make the align collections or shelving easier for librarians so that collections can be accessible to library users. It is also beneficial for shelf reading to check if a library collection is improperly shelved and effectively locate missing or stolen books. In addition to accessibility and shelf reading purposes, spine labels also give a sense of tidiness in the library because they are aligned and have the same size label used.

© 2023 Edulib

ARTICLE INFO

Article History:

Submitted/Received 05 Jan, 2023

First Revised 19 Jan, 2023

Accepted 19 Feb, 2023

First Available online 07 Mar 2023

Publication Date 31 May, 2023

Keyword:

Library Technical Processing,

Spine Label Books,

School Library,

Tool Kit.

1. INTRODUCTION

Libraries are institutions that acquire, organize, and distribute printed and non-printed information. As a source of information, libraries are expected to collect, organize, package, and deliver information rapidly. The activity of organizing information is one of the main parts of the process of packaging and presenting the information. This activity is intended to assist library users rapidly retrieve the information they require. Organizing is such a common activity that we frequently perform it without much thought. Library organizing material because retrieval is essential; for example, library acquisition processes are organizing material which is printed or non-printed (digital) library collection, so that can be utilized to assist the user and librarian in recalling the material. We organize because we need to retrieve. For instance, kitchens are organized so that cooking equipment is easily accessible for chef or kitchen staff whenever they needed. (Taylor, 2004). In libraries context, retrieval of information is used to make it easier for users and the library to access and process the acquisition of library collections.

Researchers will elaborate the context of the acquisition of physical collections when the acquired or purchased collection arrives at the library's acquisition division. The collection would then be processed according to the rules. The purpose of collection development is to select materials to serve the information, educational, and/or recreational needs of its primary service community. In terms of collection development policy, classification and cataloguing become the primary processes (Evans, et all. 2011).

This process followed by a physical arrangement process, such as placing a call number or labelling on the physical collection (books) to make it easier for users to retrieve the books and for the librarian to inspect and reorganize the books to the library shelves. The purpose of labelling is to facilitate information retrieval as then users may access books based on their classification. Labelling is utilized by librarians to rearrange books on library shelves.

Currently, the library concentrates solely on the bibliography process, data entry into the library information system, and the electronic (online) catalogue. However, few parties focus on the process of labelling library materials. The researcher intends to provide a technical description of how the labelling process in the library is not performed manually but is instead aided by a tool that can improve the labelling process simpler for librarians.

Following the development of the digital age and technology, as it is today, almost every aspect of life is closely related to technology and libraries that are changing. Including libraries that always develop according to the times, libraries in the digital era will still maintain the image of the library as a place for printed libraries. Therefore, it is necessary to cultivate the ability of librarians to manage libraries by following the times, one of which is in book labelling activities.

Labelling activities are also one of the stages of organizing information, the activity of collecting information before it is presented to users so that it is easier for users to find and use the information available in the library. The National Library Standard (2011) stated the organization of this information begins by describing library materials, classifying them, giving them a subject title, and systematically arranged with guidelines that apply nationally and internationally. After presenting the classification, the title of the subject is labelled on the back of the library book. However, this labelling activity still uses the manual method or has yet to use a unique tool. Hence, it takes a long time, and aesthetically, the labels installed in library collections differ from the exact placement. Therefore, in this study, the author seeks information about the librarian's need for a tool to assist labelling activities.

The presence of innovation in the library sector encourages rapid changes, especially in the automation of professional tasks in libraries ranging from information organization, collection development, storage, information preservation, and information library to the accessibility of information services (Hartono, 2018). The library must continue to develop following the conditions of the times in which the library is located. Ranganathan (1931), one of the Five Laws of Library Science, namely Library is a growing organism, puts forward the library as something that develops, in this case, the development of a library. Libraries follow the science and innovation that are found.

Following the development of Library and information science, labelling activities that have long been using the manual method, namely conventional pasting, are considered not optimal and outdated. Therefore, a Labelling Tool was designed and developed to facilitate labelling activities in the library. This prototype is expected to provide convenience and a new experience in labelling collections in the library. This tool is expected to help librarians work to achieve top performance in serving users. This tool can make labelling easier, equalize the location of labels, and also speed up labelling activities in the library. Pedit (2009) argues that libraries can keep up with technological advances and developments, but there are still challenges for libraries in keeping up with technological developments. Technological developments create competition between fellow information provider institutions. Labelling technology is made to optimize library performance, answering technology implementation from labelling tools. It can be that libraries innovate based on the challenges of this modern era.

2. METHODS

This study aims to determine the effectiveness of librarians in using labelling line tools when labelling library collections. This study uses a descriptive method using a quantitative approach—data collection using a survey method. One survey research instrument usually uses a written questionnaire, Connaway & Radford (2017). Questionnaires were given to 21 librarians in 22 from school library institutions in the West Java province.

3. RESULTS AND DISCUSSION

3.1 Recapitulation of Labelling Needs Based on Information Gathering

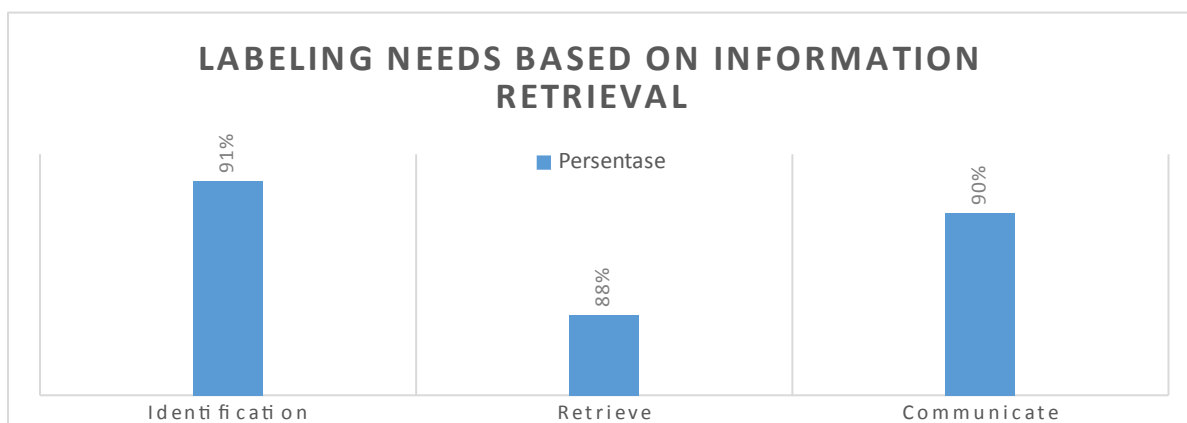


Figure 1. Labelling Needs Based on Information Retrieval

Based on the results of the data obtained from distributing questionnaires to 21 research respondents who are school librarians, it can be seen that the need for labelling based on information retrieval from the identifying aspect has a score of 90%, the retrieve aspect is 88%% and the communicating aspect is 73%. Overall, it has a total score of 452 or 89.7%

which is included in the very good category. [Olalekan et al. \(2021\)](#), library users in locating, retrieving, and using information through library materials using some tools, such as an index, library catalogue, bibliography, classification, finding aid, registers, abstract, search engine, online databases, OPAC, shelf guides, etc.

Library catalogue as an information retrieval tool has a cataloguing manual for printed and graphic materials. Houghton Library Technical Services explains the materials that have been delivered to the cataloguing process can begin with the Book End-Processing ([Harney, 2022](#)). Book End-Processing is commonly known as physical processing. [Spidal \(2011\)](#) observed that the minimum physical processing practice such as a barcode placed on the front cover; institution name stamped on the title page and at least one on the edge of the book; one spine label covered with a label protector; one date due slip affixed to the inside back cover; and a security strip inserted in the book.

3.2 Recapitulation of Labelling Needs Based on Information Behavior

Based on the results of the data obtained from distributing questionnaires to 21 research respondents who are school librarians, it can be seen that the need for labelling based on information behavior in terms of the starting aspect has a score of 79%, the chaining aspect is 82%, the differentiating aspect is 79%, the extracting aspect is 73, 8%, the verifying aspect is 81.3%, and the ending aspect is 77.4%. Overall, it has a total score of 1,125 or 78.7% which is included in the good category. Sanchez (in [Tomlin & Kandarasheva, 2014](#)) she found that spine labels were the most popular form of physical processing.

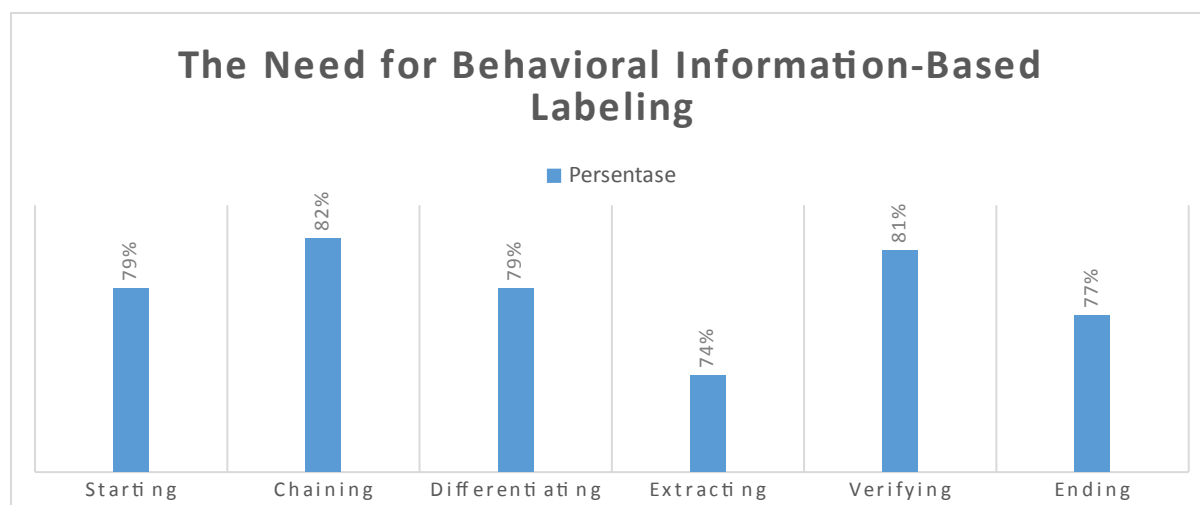


Figure 2. The Need for Behavioral Information-Based Labelling

Spine labels in physical processing practice, as stated by [Harney \(2021\)](#), is used as the default label for most materials in the library collection (e.g. books, CDs, DVDs, cased materials, and item for the reading room); The labels are defined as adhesive sticker labels that contain call number and other special notes. The call number is an address that tells the librarian and library users where the book is located. [Prabowo & Krismayani \(2019\)](#) stated that call numbers assist users in carrying out the information retrieval process by looking at the code on the book's OPAC, shelves and spine labels on the book.

3.3 Recapitulation of Labelling Needs Based on Information Organisation

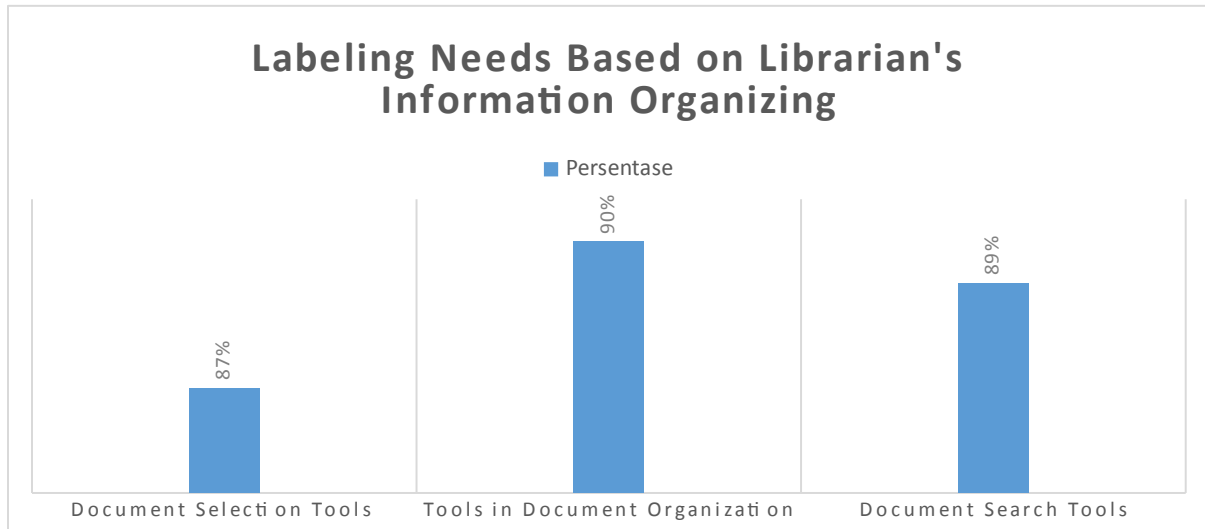


Figure 3. Labelling Needs Based on Librarian’s Information Organizing

Based on the results of the data obtained from distributing questionnaires to 21 research respondents who are school librarians, it can be seen that the need for labelling based on librarian information organization in terms of the aspect of tools in selecting documents has a score of 85.5%, the aspect of tools in document arrangement is 90 % and aspects of tools in document search by 89%. Overall, it has a total score of 595 or 88.5% which is included in the very good category. Stated that labelling is one of the library management activities to make the align collections or shelving easier for librarians so that collections can be accessible to library users. Moreover, spine labels are also beneficial for shelf reading to check if a library collection is improperly shelved (Daryono, 2016) and effectively locate missing or stolen books (Busayo, 2014). In addition to accessibility and shelf reading purposes, spine labels also give a sense of tidiness in the library because they are aligned and have the same size label used.

3.4 Recapitulation of Labelling Needs Based on National Standard

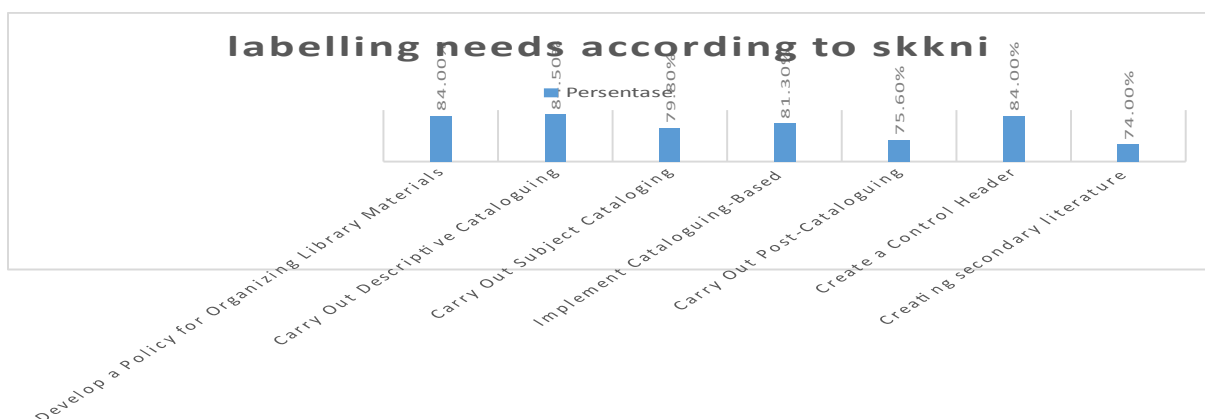


Figure 4. Labelling Needs According to SKKNI

Based on the results of the data obtained from distributing questionnaires to 21 research respondents who are school librarians, it can be seen that the need for labelling based on SKKNI in terms of the aspect of compiling policies for organizing library materials has a score

of 84%, the aspect of carrying out descriptive cataloguing is 84.5%, the aspect of implementing subject cataloguing of 79.8%. The aspect of carrying out computer-based cataloguing is 81.3%, the aspect of carrying out post-catalogues is 75.6%, the aspect of making header controls is 84% and the aspect of making secondary literature as a means of information retrieval is 74% Overall it has a total score of 1290 or 80.8 % which is included in the very good category. Tomlin & Kandarasheva (2014) also found that the majority of physical processing errors were related to spine label mistakes; they elaborated on the mistakes, including the call number, location, and volume number. From this statement, it can be known that spine labels are essential in physical processing practice.

To minimize physical processing errors in spine label, the American Association of School Librarians (AASL) affirm the position statement on labelling practices that librarian should involve are classification and shelving practices that support library users' ability to meet their information needs and avoid reductive classification, and the librarian should avoid using prejudicial and identity-base labelling practice because it causes narrowed the audience by reducing or isolated some materials content, reading level labels also should be avoided by librarians because users browsing becomes tied to the materials that must be to read and readiness level of two persons of the same age may be different, and the last position statement on labelling practices is protecting user privacy by considering any content on its spine that allows other users observe their reading interests or reading level (American Association of School Librarians, 2021)

Besides the descriptive information on the spine labels that must be followed, some technical process where the labelling should be put is also vital for tidiness in the bookshelves. The University of North Dakota described 13 ways of labelling methods in their library (UND Library, 2022), and the method can differ from other practices in other libraries. Nevertheless, the label's consistency should be one width high from the bottom of the spine almost every library applied the same method in this issue (Philipps, 1999; UND Library, 2022).

4. CONCLUSION

The labeling stage is part of organizing library collection materials. The assessment of school librarians shows understanding and skills in labeling activities implemented based on standards set by the National Library. Collection labeling also adjusts to the needs of librarians and the information behavior of users. This aims to make it easier for librarians to organize collections and access for users who are looking for the intended collection.

5. AUTHOR'S NOTE

The authors declare that there is no conflict of interest regarding the publication of this article. The authors confirmed that the paper was free of plagiarism.

6. REFERENCES

- American Association of School Librarians. (2021). *Position Statement on Labelling Practices*. <https://www.ala.org/news/member-news/2021/03/aasl-releases-position-statement-labelling-practices>
- Busayo, I. O. (2014). Shelving , shelf reading and the challenges of shelving staff in academic libraries in Ekiti State , Nigeria. *International Journal of Library and Information Science*, 6(6), 116–121.

- Connaway, L. S., & Radford, M. L. (2017). Research Methods in Library and Information Science. In *Syria Studies* (6th ed.). ABC-CLIO
- Daryono. (2016). Penggunaan Label Warna pada Sistem Penjajaran Koleksi Buku di Perpustakaan Universitas Bengkulu. *Almaktabah*, 1(1), 85–96.
- Evans, E. (2011). *Transmedia television: Audiences, new media, and daily life*. Routledge.
- Jogiyanto Hartono, M. (Ed.). (2018). *Metoda pengumpulan dan teknik analisis data*. Penerbit Andi.
- Harney, R. F. (2021). *Books End-Processing: Labels*. Houghton Technical Services. <https://wiki.harvard.edu/confluence/display/HoughtonTechnicalServices/Books+End-Processing%3A+Labels#BooksEndProcessing:Labels-Spinelabels>
- Harney, R. F. (2022). *Books End-Processing: Workflow*. Houghton Technical Services. <https://wiki.harvard.edu/confluence/display/HoughtonTechnicalServices/Books+End-Processing%3A+Workflow>
- Olalekan, S.O., Mutiat, Y.S., & Oluwaseyifunmi, Y. A. (2021). Information Retrieval System as a way of Accessing Information Resources in the Libraries : An Overview. *International Journal of Academic Library and Information Science*, 9(7). 356–363.
- Pendit, V. G. (2016). Assessment center adaptation and implementation in Indonesia. In *Assessment centres and global talent management* (pp. 363-374). Routledge.
- Philippis, E. (1999). *Documentation Made Easy*. Friedrich Vieweg & Sohn.
- Prabowo, W. & Krismayani, I. (2019). Efektifitas Penggunaan Label Nomor Panggil Khusus Dalam Proses Temu Kembali Informasi Pemustaka di UPT Perpustakaan Universitas Dian Nuswantoro Semarang. *Jurnal Ilmu Perpustakaan*, 8(1), 114–123.
- Ranganathan, S. R. (1931). *The five laws of library science*. Madras Library Association (Madras, India) and Edward Goldston (London, UK).
- Sugiyono. (2016). *Metode penelitian kuantitatif, kualitatif dan R & D*. Alfabeta.
- Spidal, D. F. (2011). Physical processing of monographs by library technical services. *Library Collections, Acquisitions, & Technical Services*, 35(1), 1–9.
- Tomlin, N., & Kandarasheva, I. (2014). Ready or Not? An Assessment of Shelf-Ready Materials Management Practices in US Academic Libraries. *Library Resources & Technical Services*, 58(3), 153-163.
- UND Library. (2022). *Call Numbers and Spine Labels*. <https://libguides.und.edu/technical-services/catalogueing>