



Acquisition and organization of non-book resources in National Library & Archives of I.R. of Iran

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Abstract:

Purpose: *This study shows the condition of the NLAI non-book resources with the five indicators: general type, format, language, production year and subject.*

Statistical society: *The statistical society of this research is the records of non-book resources in the National Bibliography Database of Iran.*

Methodology: *In this study, library and survey methods have been used. To gather information and determine the frequency, five check lists and for the statistical analysis descriptive statistics were used. Statistical data in this study by the use of the advanced search and Boolean operators in the comprehensive software of library and archive of Iran (RASA) are obtained.*

Conclusion: *As a result, we can mention that the Persian update printed and graphic of non-book materials, in the science, art, Iran's history and Islamic Revolution fields in compare with other subjects, have a better condition. This result reveals to pay attention for better future planning and NLAI activities for acquisition in the other formats and topics as well.*

Keywords

non-book resources, acquisition, organization, cataloging, bibliographic control, National Library & Archives of I.R. of Iran

1. Introduction

Non-book resources consist of information materials and carriers can be accessed in various formats other than books and periodicals. These kinds of resources have a wide range of data and significant information as well. Non-book resources have various formats and carriers of audio visual, cartographical, three dimensional and graphics materials.

In addition to books in libraries, non-book resources are also increasingly used. However, books still retain their main place in libraries, but must also accept the fact that non-book resources are continuously arriving at the library collection with pay attention to the special situation of these kinds of resources. Some, users prefer to use them even more than the books. (Faal, 2011)

Non-book resources have an important place in library services. They have major applications like entertainment, learning and information and other various applications. Non-book materials can frequently use as the means of recording information and events and to analyze the immediate and also used in historical archives. (Fothergill, Butchart, 1990)

Because of its content non-book resources have a significant position in the fields of culture, history, sociology, communications and even in the education and information fields. (Malih, 2002)

National Library of Iran has more than seven hundred thousands of non-book resources which are stored in various formats and are increasing every day.

2. Acquisition

National Library of Iran has several kinds of informational materials in the forms of books, magazines, newspapers and manuscripts which are not as “non-book resources”. Other resources except the mentioned materials are non-book indeed. Collection of these resources is less than the records of books and periodicals. And in 2011, about 20,000 non-book resources are added to the collection of resources. Currently exist 56 types of non-book resources in the NLAI¹ which are the following groups:

- ✓ **Audio musical & nonmusical resources:** sound discs, sound cassette, compact discs, reel, cartridge reel;
- ✓ **Electronic resources:** floppy disc, CD&DVD ROM;
- ✓ **Geographic resources:** atlas, globe, map, architectural map;
- ✓ **Graphic resources:** banner, labels, envelopes, posters, stamps, calligraphy, technical drawing, carpet design, pictures, flash card, card, caricature, block, contacts, educational plate, painting, negative, chart;
- ✓ **Multimedia resources (Kits):** "a collection of several different information carriers";
- ✓ **Print resources:** standard, statement, brochure, clipping, dissertation, calendar, pamphlet, research project, reports;
- ✓ **Three dimensional resources:** games, puzzles, flag, sculpture, stamp, medal;
- ✓ **Video & projection resources:** slides, transparencies, film (8 - 16 - 35 mm), film strip, Videodisc, Video cartridge, Video cassette, microfiche, microfilm.

¹ National Library & Archives of Islamic Republic of Iran

2-1 The acquisition ways of non-book resources

2-1-1. Deposit law: Law based on the unwritten works deposit dated 1999 passed by the meeting of the HCCR¹ 441 All producers of governmental and non-governmental agencies must deliver two copies of non-written works to the National Library.

2-1-2. Award: Collectors who many of them are the most prestigious scientific and cultural personalities award their resources to the library. This kind of acquisition in the library is in the desirable situation.

2-1-3. Shopping: On the bases of the articles of association National Library purchase the non-book resources from the internal and external centers.

The NLAI for better implementation of the mentioned items, do the following ways:

- ✓ To inform and communicate with universities to provide undergraduate senior and doctoral thesis;
- ✓ Encourage collectors and producers of non-book resources to share resources and information content in the science community and its effectiveness in the science production process;
- ✓ Collection of the resources related to national and international conferences;
- ✓ Communication and signing agreements with governmental and nongovernmental organizations, local and foreign research centers to gather information and materials such as documents, reports and research projects;
- ✓ Communicating and consulting with the ISIRI² and collect sets of national standards;
- ✓ A huge collection of non-book resources through mergers with other organizations (the Ministry of Culture and Islamic Guidance and National Document and Organization).

3. Organization and cataloging

Librarians have always been trying to organize libraries materials based on the principles to retrieve information resources for end users. Cataloging is to describe the content of thought and based on laws that are accurate and consistent. Cataloging of audio-visual archives such as libraries and museums is a professional discipline. (Edmondson, 2004) Cataloging is not just recording and registration information simply and a matter of review non-book being collected. (Moradi, 2001)

Ronald Hagler in this regard says:

- ✓ Identify the types of information sources available;
- ✓ Identification of the existing works or works that are considered part of the work;
- ✓ Systematic collection of information resources in the libraries, archives and museums;
- ✓ Prepare a catalogue of information resources based on the standard rules of documentation;
- ✓ Provides ways to access information via the name, title, subject and other ways;
- ✓ Providing tools for determining the location of each data packet carries.

¹. High Council for Cultural Revolution

². Institute of Standards and Industrial Research of Iran

3-1 History of non-book resources organized in the National Library of Iran

Organizing of non-book resources at the National Library of Iran in a standard form started in mid 2001. The process of organizing non-book resources group that is a part of the Processing and Organizing Department. Average experts of this group in the last ten years have been 10 catalogers. We have organized approximately 170,000 non-book materials in this period of time as well.

3-2. The process of non-book resources Organizing

Chart 1 shows the process of non-book resources organizing at the National Library of Iran. First of all we receive the resources and after that in the second step we organize paperless the non-book materials and data entry, along with other steps are performed.

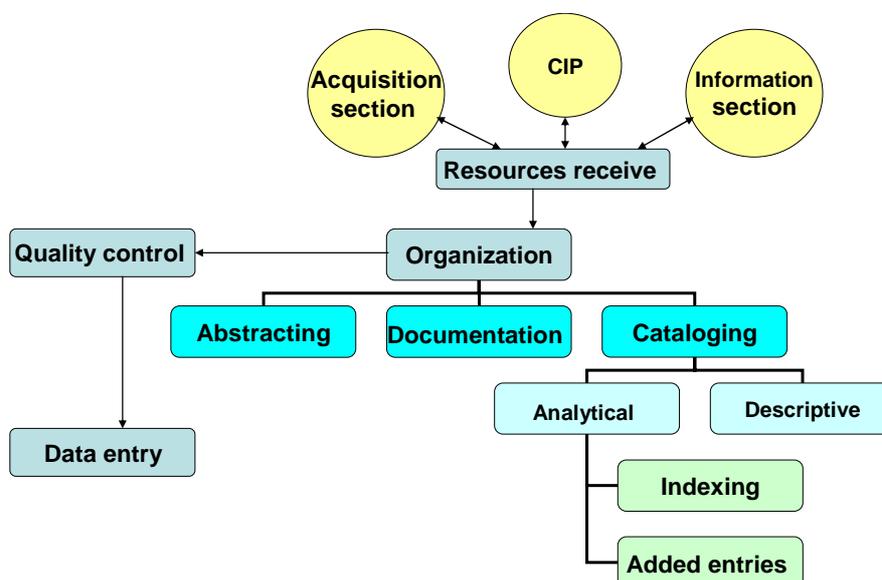


Chart 1. Organizing process

3-3. Tools and standards used

- ✓ National Library and Archives of Iran software (RASA);
- ✓ Cataloging using:
 - AACR2¹;
 - ISBD NBM²;
 - IASA³ cataloging rules;
 - Decisions based on the user's needs and local policies of the NLAI so called localization.

¹ Anglo American Cataloging Rules, Second Edition

² International Standard Bibliographic Description for Non-Book resources

³ International Association of Sound and Audiovisual Archives,

- ✓ Indexing using:
 - Persian Cultural Thesaurus (ASFAs);
 - Persian Subject Headings;
 - Library of Congress Subject Headings;
 - Persian Medicine Thesaurus;
 - Irandoc¹ Thesaurus;
 - Subject and general dictionaries, encyclopedias and bibliographic database.

3-4. MARC² based metadata standard usage

MARC application in non-book resources organization since 2006 has been started seriously. In this regard, Iran's MARC has been used which is the localization of the UNIMARC³. Table 1 shows Classification of non-book resources based on UNIMARC in the National Library of Iran. Worksheets types are designed according to this division and both major and minor fields' worksheets of 10 blocks and are made to describe any resource.

Table 1. Non-book resources division based on UNIMARC standard

Code	Record type
a	Printed resources
e	Printed cartographic resources
g	Video and projection resources
i	Audio nonmusical resources
j	Audio musical resources
k	Two dimensional graphics
l	Electronic resources
m	Multimedia resources (Kits)
r	Three dimensional resources

¹. Iranian Research Institute for Information Science and Technology

². Machine-Readable Cataloging

³. Universal MARC

3-5. A unique initiative in Iran



The professional exhibition organizing of the non-book resources

The authors do not know exactly whether this kind of exhibition exist in other countries or not. It should be study more to clear that. But in Iran, since February 2011 at the National Library has started such a **permanent and professional exhibition**. It shows how to describe and organize non-book resources in 10 groups including graphic, print, geographic, electronic, projection, audio musical and nonmusical, three dimensional, video, and multimedia with a sample of resources.

In this exhibition experts provide technical information and details about the non-book resources. Its users are students, librarians, archive owners and sometimes foreign guests from other libraries. This exhibition is unique in Iran and has been held with the following objectives:

- ✓ Guidance and advice to libraries, information centers and archives in the national and international level;
- ✓ Complete organizing and cataloging non-book resources training programs at universities as practical;
- ✓ Motivate other information centers, libraries and archives, in order to organize the non-book resources better and faster and with the standards in this regard;
- ✓ Permanent and practical training for students, librarians, cataloguers and other enthusiasts in this field;
- ✓ To aggregate all of the non-book resources in one place in Iran with standard condition.

The exhibition is visible at the website of NLAI: www.nlai.ir

4. Definition of problem

In the process of organizing the library and computing resources based on descriptive and analytical elements, this creates the possibility that users of different ways to achieve their required information. With standard organizing and cataloging, information of each work or resource has appeared and these resources also can be set according to different criteria and standards. Thus we can achieve to enrich the organization and services to end users as well. General and specific types of

resources, language and year of production as well as their subject extent are the evaluation criteria. This study shows the condition of the NLAI non-book materials in accordance with the criteria and standards.

5. Research objectives

1. Review general type of non-book resources organized in the NLAI.
2. Review the physical form of non-book resources organized in the NLAI.
3. Review the language of non-book resources organized in the NLAI.
4. Review in the period of production of non-book resources organized in the NLAI.
5. Subject evaluation of non-book resources organized in the NLAI.

6. Main questions

1. The non-book resources organized in the NLAI, are in how many general groups?
2. How many formats are the non-book resources of the NLAI?
3. How many languages are the non-book resources of the NLAI?
4. In what period of time the organized non-book resources of NLAI have been produced?
5. What are the main subjects of non-book resources of the NLAI?

7. Conceptual and operational definitions

7-1. General type of resources: A term indicating the broad class of material to which an item belongs. (Anglo American Cataloging Rules second edition, 2003) This term is General Material Designation (GMD) in cataloging. In this study we mean, nine groups of non-book resources that have been classified according to the UNIMARC standard.

7-2. Physical form of source: A term indicating the special class of material to which an item belongs. (Anglo American Cataloging Rules second edition, 2003) This term is often non-book resources are listed in the physical description area and after the number. This term is Special Material Designation (SMD) in cataloging.

7-3. Language: In this research, we mean the writing and speaking language and it is determined in field 101 of block 1 of worksheet.

7-4. Production year: In this research, we mean the time of the production or publication of non-book resources. It is determined in field 210 of block 2 of worksheet.

7-5. Subject: In this research, we mean ten top subjects which have the supreme frequencies.

8. Statistical society

The statistical society of this research is the records of non-book resources in the National Bibliography Database of Iran.

9. Methods and tools for data collection

In this study, library and survey methods have been used. To gather information and determine the frequency, five check lists and for the statistical analysis descriptive statistics were used. Statistical data in this study by the use of the advanced search and Boolean operators in the comprehensive software of library and archive of Iran (RASA) are obtained.

10. Research background

The review of past researches shows that there is no research about the situation of non-book resources based on special criteria. But some research has been done about the descriptive cataloging rules and standards in NLAI, which can be mentioned as follows:

Taheri (2001) in her research has reviewed about the, acquisition, the patterns of organization, space services, equipment, budget and experts related to non-book resources in the National Library of Iran.

Aminalroaya (2006) in her research has evaluated the organization of non-book resources at the National Library of Iran in terms of descriptive cataloging and use of AACR2, as well as analytical cataloging and indexing and has reviewed the strengths and weaknesses of this material store and retrieval ways.

Faal (2011) With comparing the five standards: AACR2, RDA¹, FIAF², IASA, ISAD G³ and review of their rules of Persian non-book resources in eight groups of electronic, geographic, print, three-dimensional, audio, graphic, microforms and video & projection resources in 53 different kinds of non-book resources collected in the NLAI, has suggested a manual for descriptive cataloging in this regard.

11. Findings and answer to the main questions

First question: The non-book resources organized in the NLAI, are in how many general groups?

As can be seen in Chart 2 in terms of the general type of resource, non-book resources in 9 groups, maximum graphics resource with 66,259 and three dimensional resources and kits with 132 and 37 records the minimum resources have been organized in the National Library of Iran. As can be seen in Chart 2 print resources, video projectors, non-musical audio, musical audio, geographic and electronic are respectively ranked second to seventh.

¹.Resource Description and Access

². Federation Internationale des Archives du Film

³.General International Standard Archival Description

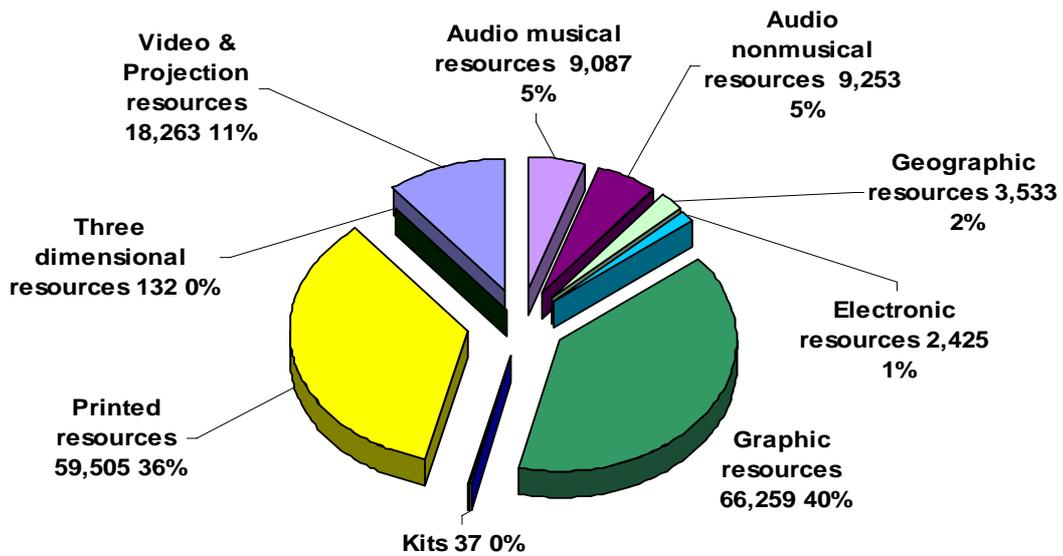


Chart 2. The quantity of non-book resources organized according to general type

Second question: How many formats are the non-book resources of the NLAI?
 According to Table 2, non-book resources that organized at the NLAI are 18 formats. Most of them are dissertation with 46,505 records; then the picture with 42,274 records, sound tape, slides, posters and standard, respectively, are next in rank. As can be seen in Table 2 atlas, educational plate, flash card, game, puzzle, video cassette and video disc, have the minimum records.

Table 2. The quantity of non-book resources organized according to format

row	format	quantity	percentage
1	atlas	50	0
2	card	5214	3
3	CD & DVD- ROM	4,060	2
4	dissertation	46,505	28
5	educational plate	60	0
6	flash card	252	0
7	game	50	0
8	map	3,483	2
9	picture	42,274	25
10	poster	12,153	7
11	puzzle	67	0
12	slide	17,346	10
13	sound disc	3,572	2
14	sound tape	19,731	12
15	stamp	2,047	1
16	standard	10,676	6
17	video cassette	825	0
18	video disc	92	0

Third question: How many languages are the non-book resources of the NLAI?

Based on the results and as can be seen in Table 3, 93% of the organized resources are in Persian. English, Indic, Arabic, French, Turkish and German languages, respectively, are next in rank.

Table 3. The quantity of non-book resources organized according to language

row	language	quantity	percentage
1	Persian	157,400	93
2	English	7,218	4
3	Indic	1,643	1
4	Arabic	950	1
5	French	515	0
6	Turkish	427	0
7	German	243	0

Fourth question: In what period of time the organized non-book resources of NLAI have been produced?

Graph 3 shows the production years of organized non-book resources in five periods. As can be seen the resources of 1971 and before it are not very much in accordance with the other years. And up to 2001, the quantity of non-book resources production is not significant. But in the last decades and up to 2012, can be seen high and significant development.

It is necessary to mention that we don't know the exact years of the 17,000 non-book resources, and they are estimated (with pay attention to their publishers and formats).

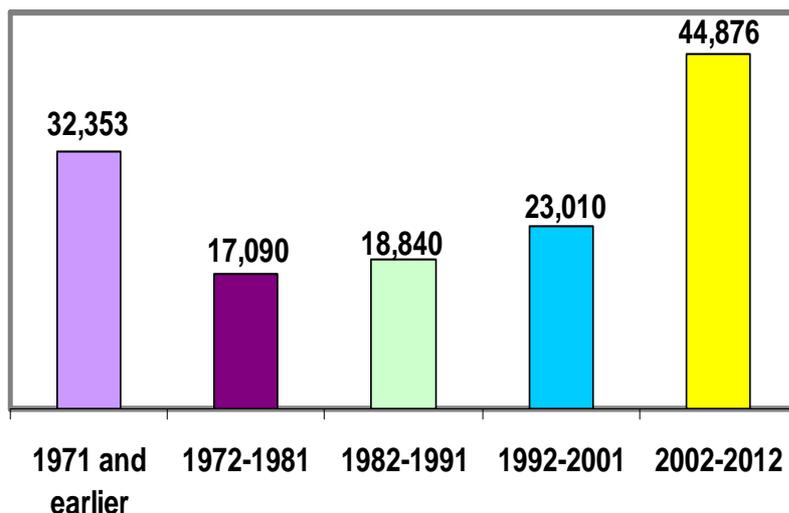


Chart 3. The quantity of non-book resources organized according to production years

Fifth question: What are the main subjects of non-book resources of the NLAI?

For responding to fifth question, 10 subject fields with the maximum frequencies have been investigated. It is necessary to mention that thesis with the high quantity of the non-book resources, in addition to the 10 subject areas studied, has many different issues in different fields of academic researches, like the humanities, medical sciences, basic sciences, agriculture, engineering, art and so on at undergraduate, graduate and doctoral degrees.

Table 4 shows the "history of Iran" among the other subjects has the highest degree in organized non-book resources. Then we can see "national standards" "Iran- Iraq War", "Iran Islamic Revolution" and others.

Table 4. The percentage of non-book resources organized according to subject

row	subject	percentage
1	history of Iran	35.3
2	national standards	14.4
3	Iran- Iraq War	10.3
4	Iran Islamic Revolution	9.4
5	Iranian music	8.3
6	national & religious speeches	7.7
7	geography of Iran	5.8
8	congresses, festivals & exhibitions	3.2
9	Imam Khomeini	3.0
10	Assembly of Islamic Council	2.6

12. Conclusion

Findings indicate that from the aspect of physical forms, thesis, picture, sound tape and slide have the greatest quantity of non-book resources organized in the NLAI. The amount of public groups, consist of print, graphics, audio and video projection resources is also influenced. Also in the subject research of non-book resources we came to this conclusion that the history of Iran has the greatest frequency. Most of the organized non-book resources are in Persian but there other languages as well. From the age of production point of view, non-book resources for the past 40 years have increased and most of them are related to recent 10 years.

As a result, we can mention that the Persian update printed and graphic of non-book materials, in the science, art, Iran's history and Islamic Revolution fields in compare with other subjects, have a better condition. This result reveals to pay attention for better future planning and NLAI activities for acquisition in the other formats and topics as well.

13. Recommendations

1. More attention for completing the non-book resources at the National Library of Iran;
2. To provide necessary experts for standard and scientific organizing of the materials and updating them;
3. To share the content of non-book resources especially in theses at the international level which have significant and update issues;
4. The purpose of the organization based on MARC is to share the content of the materials in the global scale, but it seems that many of countries have been stopped at the first stage, i.e., simply organizing and cataloguing. This means that the ultimate goal of helping users which is to share the content of the resources on the international level has been a bit neglected;

5. There is a deep gap to achieve a desirable level of knowledge exchange, knowledge management, saving costs, time management and correct information flow. So the librarians and experts in the entire world should pay more attention to them and fulfill their professional activities with more efficiency effectiveness, correctness and accuracy.

**“Thank you for your attention and hope to meet you at the National Library
of Iran in Tehran especially in
Non-book Resources Department”**

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