

Hart House Library

Managing Books

Acquisitions

Acquisitions, or the acquiring of new books for the Hart House Library happens in the following way.

- a) Library patrons leave book titles or the names of authors whose books they would like the library to acquire in the library's suggestion box
- b) Members of the Library Facility Committee make suggestions of titles/authors they would like to see in the library.
- c) The UofT Bookstore routinely donates books to the Hart House Library when the author has done a reading in the UofT Bookstore Reading Series
- d) Organizations outside of the university (usually it is a publishing company) book the library for a reading and donate the book(s) featured in the reading.
- e) individual donors or organizations donate books to the Hart House Library

Note: Before any books are accepted, formally cataloged, and added to the Hart House Library's collection; their suitability for addition to the library is discussed by the Library Facility Committee.

Be very selective. Just because the book is new or given to the Hart House Library for "free" does not mean it has to be accepted.

Cataloging Books

There are three steps to cataloging books.

1. stamp and stick
 - Stamp the front and back pages of the book with the Hart House **rubber stamp**.
 - Stick a **bookplate** on the inside of the front cover of the book
 - Stick a **security tag** on the *inside* of the back cover of the book
 - Stick a **bar code** sticker on the book

2. catalog the book
 - enter the book into the catalog
3. spine label and donor label
 - make a spine label for the book
 - make a donor label and stick it on the appropriate area of the bookplate

Culling Books from Library

Introduction

It is useful to cull books from the Hart House library for the following reasons.

- It is a small library with limited shelving space
- It is a waste of space to keep old books that nobody looks at or that have become irrelevant
- Donations were accepted indiscriminately by past committees to the point where the Hart House Library was no better than a dumping ground for other people or organization's unwanted books.
- Library needs to make way for brand new current books and not become stagnant

Book Appraisal

There are people in the book trade who can come into a library, appraise the collection and make recommendations about what books to keep and what books to discard. During the 2003/2004 school year an appraiser came into the Hart House Library and made recommendations on what we could discard. He left us with enough guidelines that we can decide ourselves about what books to keep and what books to discard. Use the following guidelines.

- In his lengthy career as an appraiser of books Mr. Hugh Anson Cartwright says that he only comes across approximately 10 books a year that are considered truly valuable.
- Book collectors do not want books that have been in a library. They are only interested in books that are in pristine condition. Books that have been in a library have worn covers, and have been stamped and/or had labels stuck on them. A book collector will not be interested in a book that has been in a library so don't be afraid to discard the book.

- Ask yourself if you would want this book in your home? If it is frayed or out-of-date would you want it taking up space on your bookcase.
- Use your common sense!
- Remember that books donated by other people ie: The Massey Foundation, are donated because they no longer wanted them either!
- Place a value on your time and labor. Ask yourself if it is worth your time and effort to maintain a book that nobody looks at or has become irrelevant.
- Do not waste money getting an old book repaired. It is more cost effective to invest your money into buying a new copy.
- Authors come and go as does what is a popular subject, therefore you should not be afraid to let books go.
- Keep a library's collection **RELEVANT!**
- Don't be afraid to let books go.
- Is the book signed by the author? Unsigned books have less value.
- Books have no value if they are missing the front pages stating the book's title, author's name, publisher and/or date of publication.

Discarding Books

Books the committee decides it does not want anymore can be discarded in the following ways.

- The committee can sponsor a booksale and use the money for library endeavors
- The committee can donate the books to other charitable organizations on campus
- Register the unwanted books with BookCrossing and leave them in the BookCrossing Zone
- Books that are falling apart and not good candidates for sale or donation do not have to be thrown in the garbage, but can be put out in recycling. If there are lots of broken books they can be picked up by a recycling company.
- Discard books in any other way the committee thinks is a good idea.

Note: Remember to put a discard sticker in discarded books. It offers an explanation as to why the book is no longer in the Hart House collection thus avoiding complaints, and it also means the book will not be returned to the Hart House Library.

Duplicates

It is not necessary to have more than one edition of any title because the Hart House Library is a non-lending library. It is also important to conserve shelf space.

Picking out duplicates is not always straight forward because different editions of the same title do not look the same. If the book is old often the printing on the binding has faded.

Over the last couple of years the duplicates have been culled out of the library, but there are probably a few that have missed scrutiny. If any other duplicates are found keep the one in the best condition and discard the other.

Selecting new books for the library

In the past books were passively accepted into the collection without much direction or thought over whether they were enhancing the collection or just taking up space on the shelves.

The trend now is for the Library Committee to be very selective about the books it chooses to accept into the collection. Strike a balance between adding titles that have stood the test of time and become classics and still attract people to read them; and adding titles that attract readers because they are fresh and topical to the collection.

Just because somebody has donated a book(s) or is offering to donate doesn't mean the committee is obliged to accept any books. Do not be afraid to diplomatically turn down donations of books.

The following are guidelines the Library Committee can use when deciding which books to allow into the Hart House Library's collection.

1. Does the library already have a copy? If so pass on the book. Only accept a duplicate if the intention is to replace an existing copy of a book with one that is in better condition.
2. Is the book too big or bulky to be shelved properly? Books that can't be shelved properly (no matter how wonderful the topic) just become another problem.
3. Does the topic of the book fit into the library's existing sections? If it does not then pass on the book.
4. Is a section already too full and not need anymore books?

5. Does the book have enough substance to appeal to Hart House Library patrons or is it too simple?
6. Is the book out of date, or no longer relevant? If so pass on the book.
7. Is the topic of the book suitable for the Hart House Library?
8. Is the book too extreme or offensive racially, politically or sexually? Then pass on the book.

Donations of Books from individuals or organizations

At this point in time, it is not that the Hart House Library does not accept donations of books from individuals or organizations, but through past experience the Committee found that it is better to *discourage* donations of books from these sources.

When an individual person wants to donate books to the Hart House Library this could mean 1 or 2 books or it could mean boxes of books. When an organization wants to donate books it could mean a box of books, or a small library they are disbanding.

Sometimes people will just leave books in the library on the trolley or tables. You will know these books do not belong to the library because they don't have the usual spine labels, tags and stamps. These books are usually of little interest to the library and should be either put in BookCrossing, donated to the college book sales or Library Committee Members can have them.

Why do people donate books?

- They want a special place to leave a book to remember a loved one
- They want to get a tax receipt for books they don't want anymore
- They don't want the books anymore and are looking for *anywhere* that will take them and Hart House is just one of the places they are asking to take the books.

History of donations

In the past The Library Committee were indiscriminately accepting donated books thinking it was a great thing to do because the books were free, and they also were afraid to offend anybody by declining the offer of a donation.

These donations were then left in big piles that were not dealt with for years. It was noticed that the books weren't necessarily of good quality, or suitable for the Hart House Library anyway.

It was then decided to discourage donations from individuals and organizations and to focus on the new and topical books that we get from the UofT Bookstore for free, and the

new books purchased using the Library Committee's budget for acquisitions. To keep the collection fresh it was decided that the Hart House Library was not longer a dumping ground for the outdated/unwanted cast-off books of others.

How to handle offers of donations

Usually if an individual or organization approaches Hart House wanting to donate books the Program Advisor is the first to deal with them. They will be tactfully told that the Hart House Library is not currently accepting donations.

If someone is particularly insistent about donating a book(s) avoid letting them drop off the book(s) at Hart House. Instead ask them to send an email to the Program Advisor listing the book titles accompanied by the author's name.

If the donor is simply looking for anyplace to accept their unwanted books suggest that they donate them to one of UofT's annual booksales. Impress upon them that the colleges use the booksale profits to better their own libraries.

Inventorying Books

Closing the library down, and doing an inventory of the books is the only way the Library Committee has of knowing what books registered in the catalog are still in the library and haven't gone missing.

History of Inventorying Books

In the 2003/2004 school year, the Library Committee closed down the Hart House Library for the purpose of conducting an inventory. It is not know if an inventory of the library's books had ever been conducted before.

As the Library's electronic catalog on EXCEL was woefully incomplete (approximately 2/3 of the books in the library had not been entered in the catalog) the inventory had two parts.

- 1) account for the books that were already entered in the catalog
- 2) enter uncataloged books into the catalog

It took about four days but Committee members properly accounted for and cataloged all of the Hart House Library's books. The catalog has been faithfully kept up-to-date ever since.

Guidelines on how to conduct an Inventory

Now that all books in the Library are accounted for the inventory should only take one day if all Committee members help out. Take the following steps to conduct the inventory.

In advance of the inventory:

- Ask the Program Advisor ***well in advance*** to book the library so that it is closed to library patrons.

Note: It is best to close the library during the “quiet times” of the school year. That is in late December or early January.

- Print a paper copy of each section of the catalog
- Gather up the following office supplies:
 - highlighters
 - adhesive dots
- Make a sign to go outside the library informing people that the library is closed for inventory

On the day of the Inventory

- On the day of the inventory put a sign outside the library to let library patrons know that the library is closed for one day to conduct an inventory. It is easier to conduct an inventory without library patrons being present.
- Assign a section to each Committee member, or let them choose the section they would like to work on. Some sections are huge and should be broken down so that more than one Committee member can work on them.
- Each Committee member must check off what is on the shelf with what is on the printed list from the catalog. Please observe the following:
 - a) If book on list is also on shelf - tick it off the list and place a dot on the spine of the book. The dot on the spine is a clear way of knowing what books have or have not been inventoried and if any have been skipped by accident.
 - b) If the book on the list is not present on the shelf highlight the title of the book using a highlighter pen. This is a clear way to see what books are missing,

and then the Committee can decide if they want to replace it with a new copy or not bother replacing the book.

- c) If the book is on the shelf but not in the catalog (now that the library books have been properly cataloged this will be a rare occurrence) enter it promptly into the catalog.
- d) If the book is missing any of the following items put them on immediately. Have a supply of the following in the library during the inventory to attend to this minor emergency.
 - Security tags
 - Bar code tags
 - Book Plate
 - Spine labels
 - Etc.
- e) if any broken books are discovered during the inventory set them aside so that the Committee can decide if they want to repair the book, replace the book with a new copy, or decide the book has outlived its usefulness and relegate it to the book recycling pile.

When the inventory is done remember to remove all of the dots!

Recycling broken books

Books that are broken and not deemed worthy of being repaired are taken away by a recycling company. Currently we use a company called Paper Savers. It is environmentally friendly to have the books recycled instead of dumping them in the garbage where they end up in a landfill site. The recycling company can better deal with the toughness of a book's covers and binding than regular paper recycling which can only deal with paper.

When there is a pile of books to be sent out, ask the Program Advisor to phone the recycling company to set up a pick up time, and then arrange with the Facility Department to have the books taken out to the loading dock for pickup.

Repairing Books

Broken books can be repaired. We have the same person repair our books as the Robarts Library. He takes the time to treat each book individually and preserves the history and character of the book. A commercial book repair company would simply slice off the cover and pack the book into a new cover. This would not work for the Hart House

Library because we want to retain the bookplate, its dedication, and the year the book was donated to the library.

John Toyonaga
JTEX Bookbinding/Restoration
jtoyonaga@sympatico.ca
cell: 416-346-3518

There are three main reasons why books need to be repaired:

Rebacking

The spine of the book has fallen off or become partially torn, but the hinges are still intact.

Recasing

The book has fallen out of the cover. The pages are still bound they have just become “unattached” to the book cover.

Restoration

When a book undergoes archival repairs to restore it to its original condition ie: a leather bound book needs to be restored.

Before books are sent out for repair, each book is reviewed by the Library Committee to decide if it is worth the money to have it repaired. If the general opinion is that a particular book is not worth repairing then it should be sent to recycling.

Note: Before sending a book out to be repaired ask if it would simply be more economical to purchase a new copy instead of having it repaired. In the case of a book that has become a classic it is better to purchase a new copy.

Special Edition Books

In the alcove of the library, is a locked glass cabinet that houses the Hart House Library's Special Edition Books. The titles of the Special Editions section are included in the catalog.

If a Library Patron wants to look at any of these books there is a sign indicating that they are to contact the Literary and Library Program Advisor. Perhaps once a year someone will contact the Program Advisor asking to look at the books in the Special Edition cabinet.

The criteria for determining what books are put into the Special Edition Cabinet, is not entirely clear. In recent years no books have been cataloged into this section. In many ways the Hart House Library is not the appropriate depository for books that need to be kept under lock and key. As the Special Editions cabinet is practically full it is best not to put any more books in this section.

Note: The same key that opens the Curator's Cupboard also opens the Special Editions Book Cabinet.

Showcasing New Books

Books new to the Hart House Library need to be showcased so that they are visible to Library Patrons. This can be done by placing them on the rack on the library's Information Table. As soon as people walk into the library they will see the new books.

To make it easy for other Library Committee Members to identify new books put a green dot on the spine. This way when they are attending to their shelving duties they will know to put the new book back on the Information Table and not on the shelf.

Starting a New Section

How would you go about starting a new section in the Hart House Library? Look at the need. Several years ago it was noticed that there were a lot of art books in different sections of the library. Some art books were in the Generalities section, some in the Biography section, and some were brought in from other areas of Hart House. That year's curator thought it was time to start up an *Art and Architecture* section. It was approved at a Literary and Library Executive meeting and implemented that summer. This new section now resides in one of the library's glass cabinets.

That is how this new section came into being. How would you start another new section in the library?

- Have you noticed any patterns in the comment box of titles suggested by library patrons ie: philosophy?
- Can the Generalities section be broken down further? Ie: take all of the philosophy books out of there and start a new section

Once the Committee has settled on the type of new section they want to create how do you go about deciding what books to put in it?

- What titles have library patrons put in the suggestion box?

- What titles are professors recommending? Do you know a professor you could approach to ask this question?
- What titles would a student majoring in philosophy suggest?
- What titles are currently being sold in bookstores?
- What would an internet search of the field of philosophy reveal as good books to put in a philosophy section?
- What other ideas does the Committee come up with to figure out what books to put in a new section?

Theft of Books

In spite of the security system, books are still stolen from the Hart House Library.

Theft takes the following three forms.

- Books are stolen and eventually returned.

People remove the security tags and the other labels, take the book, read the book and eventually *return* the book. They usually leave the book on the book trolley or abandoned somewhere else in the library. You will know it is a “stolen and returned” book because it has the Hart House ink stamp on the inside of the book.

We don’t know how long people keep the stolen books but every once in a while someone will mail a book(s) back to Hart House with a note saying that the book(s) have been in their possession since their “long ago and fondly remembered undergraduate years at UofT”.

- Books are stolen and never returned.
- Books are stolen and sold.

People steal the books and then attempt to sell them at a pawn shop or second hand bookstore. We know this because the pawn shop or bookseller phone Hart House and tell us that somebody was in their shop trying to sell a book with the Hart House bookplate and stamp inside. The type of book that attracts theft of this nature are big books with lots of pictures such as art or photography books. Thieves are attracted to this type of book because they think they can make a lot of money from them.

Unwanted Books

Books that the library doesn't want (ie: books somebody has abandoned in the library) can be dealt with in the following manner.

- Put them in BookCrossing
- Donate them to the college booksales
- Put them in recycling

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