

A Guide to Periodicals Section

By

J. Akanga

E. Kariuki

B. Saava

F. Kachero

A. Mwangi

E. Obach

Introduced and Edited by
A. Noreh (Mrs.)

1991

TABLE OF CONTENTS

Pages

GeneralIntroduction- (Mrs.Noreh)	1-2
Processing of Periodicals- (Mr.Kachero.	3-4
Stacks-(Mrs.Mwangi.	5
Subscription Invoicesand Accounts-(Mr. Akanga).	8
International Photocopy Service-BLDSC-(Mrs.Obachi)	9-10
Canadian Serial Publications-(Mr.Saava).	11-12
Statistics -(Mr.Saava).....	13-15

General Introduction

Periodicals Section situated on the Lower Ground Floor of J.K.M. Library is open between 8.00a.m. and 4.00p.m. on Monday to Friday. The section remains closed on Saturdays and Sundays. The current Periodicals on display on Ground Floor and the bound Periodicals on Lower Ground Floor can be used even when the section is closed but they should not be taken out of the library. Only material on Interlibrary Loan can go out of the library otherwise Periodicals are for use in the library only. A Periodical may be defined as any publication issued at regular intervals and on a continuing basis, e.g. on a weekly basis, monthly basis, quarterly basis, and even on a daily basis as in the case of daily newspapers. The term periodical is used interchangeably with other terms such as journal, serial, continuations, magazines all meaning the same thing. Periodicals carry the most recent information discovered in the various subject areas and are supposed to be very efficient research tools they are preferred by researchers and academic staff. Undergraduates tend to avoid the use of Periodicals but all the same, they are still encouraged to utilize periodicals services whenever they visit the library.

The eleven branches of the University Library have each a small section of Periodicals holdings serving their respective subject areas.

The University Library subscribes to approximately 4000 Periodical titles.

These titles are distributed to the various branches either after being received and recorded at Jomo Kenyatta Memorial Library or in other cases

they are posted directly to some branches from the publishers. It should be mentioned here that Periodicals Section is slowly being decentralized so that eventually branches are going to receive materials directly from the suppliers. International Photocopying Service is also being decentralized so that the branches can handle their own requests. In the meantime, handling of invoices and payment is still centralized.

Some of the functions of Periodicals Section include liaising with the teaching departments and acquiring what they need for teaching and research purposes. The functions may be listed as follows:

- a. Acquisition
- b. Processing
- c. User service, e.g. Literature searches using abstracting and indexing journals

-International Photocopying Service
-Inter-library Loans,
and finally the general administration of the section and
coordination
of the various activities undertaken by the section such as
selection
by the various branches, placement of orders for the same,
control of
expenditure and collection development in general.
The eleven branches earlier mentioned to which Periodicals are
sent
include:

- i. Architecture, Design and Development Library
- ii. Chiromo Library
- iii. Diplomacy Training Institute Library
- iv. Institute for Development Studies Library
- v. Institute of African Studies Library
- vi. Kabete Library
- vii. Kikuyu Library
- viii. Lower Kabete Campus Library
- ix. Medical Library
- x. Parklands Campus Law Library
- xi. Population Studies Research Institute Library, in addition
to

Jomo Kenyatta Memorial Library which is the Main Library.
It is hoped that this manual will enlighten those who work in
the
library but are not sure what goes on in Periodicals Section and
any other
Person who may be interested in the area of periodicals. While
not
comprehensive, the manual has nevertheless attempted to
highlight the
functions and the daily procedures of Periodicals Section.

Processing of Periodicals

After determining (L.e , selecting) which journals are needed in the library, we subscribe or order for them. This process is done jointly by the Periodicals and Acquisitions Sections.

We receive our journals via the Central. Mailing Office of the University of Nairobi, unpack them from this office, stamp them and arrange them in allocated areas for each staff to enter or indicate in the Kardex his/her portion. The details entered on the Kardex Card include:

- (i) The title of the journal
- (ii) The source of the journal, Le. whether we receive it as a gift or if we subscribe, the publishers - agents
- (iii) Year of publication
- (iv) The volume
- (v) Month referred to
- (vi) The issue number (if any)
- (vii) Date received
- (viii) Section, subject or sublibrary in which the journal maybe located.

The purpose of the Kardex which is just next to the office is to enable users know the periodical-holdings of the library and where they can be located.

After entering the details of a newly arrived journal by its subject, we display it in the display area located on the Ground Floor of JKM Library.

However, those which belong to sublibraries or different sections such as Africana, on indicating in the Kardex, are routed to their respective places. The journals can stay on the display long enough to attract the attention of the users, until we receive the next issue. After a period, we remove them and take them to the stack-room/store from where they can still be used with the help of Periodicals staff.

Stack-room is just a storage place for periodical issues pending binding. When we have a complete set of a volume we send them to Bindery Section where the same are bound, taken for spine-marking and brought back to Periodicals Section. Here, we note on the card in the tray for materials that are in the Bindery - where we would have noted before taking to Bindery - that the same have been returned. The Bindery tray is meant to show us which materials have been taken to Bindery and when taken. On the Kardex Card for the journal, we also indicate which volumes have been bound

to make it easier for our users to know which journals to go **straight** to and find on the shelves and which ones to seek assistance for from the office.

Having noted all these, the journals are shelved in their rightful places on the shelves - alphabetically - by their title and are again ready for use; but only within the library.

Obviously, we expect, a number of problems in process. With regard to our Kardex, for example, it is not easy to determine which journals are available in a given subject because entries are entered alphabetically.

Some of our clientele, despite the thorough orientation they go through, do not know how to use the Kardex. While not a big problem, there are some sub-libraries which receive some journals straight from the agents or publishers without passing through Main Library, notably Medical. It is not therefore easy for users based here to know whether certain periodicals are available.

Our display facilities (racks) are very few for our many journals

and new subscriptions and on few occasions, displayed journals disappear only to surface when others arrive. This is a case of selfishness on the part of users that characterises most academic libraries.

While accepted, our shelving by alphabet denies the library users to approach the shelves by the subject making it difficult for borrowers or any user to know "in a short time" the strengths or weaknesses and or holdings of the periodicals in their area of interest. The problems faced with regard to binding may have been touched elsewhere. But it is worth noting that the number of volumes allocated to this section for binding in a month are so few that it takes a long time for journals to reach the open shelves making it difficult to feed the shelves with the updated materials in time.

The stacks

The Stacks is a place where loose journals are kept, after being removed from the display. Loose journals are single issues of a title e.g. The Economist of 15-21 September, 1990. Most of them are complete issues and so they are tied neatly and kept in the Stacks. All the same even if they are incomplete they have to be kept safely in the Stacks.

When journals are taken to the Stacks they have to be arranged in a neat alphabetical order by title. They should be arranged properly so that when a reader needs any materials they can be easily retrieved. The Stacks is an important place in the library. Journals on transit to the Bindery have to be kept in safe custody. Complete issues are tied and put separately ready to be taken to the Bindery. The issues which are incomplete are kept in the Stacks for a longer period while waiting to receive the missing issues. It is unfortunate to find old incomplete journals not bound due to a few missing issues.

Another problem is lack of space in the Stacks when journals keep on overflowing and yet very few are taken to the Bindery. At times there is no space left and some have to be placed on the floor. This can be a problem especially when you want to get the journals for a reader. At times the staff responsible for the Stacks may not be available and hence no other member of staff would be able to locate the journals.

Currently the journals taken to the Bindery every month are very few considering that they are overflowing in the Stacks. This problem can be solved if the materials could be taken every week to ease the congestion.

Superseded issues of local papers from the display rack are transferred to Africana Section from where they are prepared and taken to the Bindery.

Periodicals Invoices

Invoices which are received in the section are mainly from major journal suppliers. Some proforma invoices are sent directly from publishers for the purpose of advertising their new publications to which one can respond if there is need for the new journal.

Periodicals Section should understand the different types of invoices before passing them to Accounts. Accounts Section deals with the payment procedure. Proforma invoices normally imply payment should be made in advance. Other invoices without the word Proforma are normally paid for after the supply of the material.

Publishers who issue premier journals make a start-up with free samples to the Periodicals Section. At times, they offer attractive discounts on subscriptions through the adverts. At times the library considers the savings that will be made after examining the publishers offers and hence enters a subscription.

Invoices from Blackwells (U.K.) who are the main suppliers are more or less predictable than those raised from other sources which have to be thoroughly scrutinized as they may be advertisements.

Direct invoices from local or international publishers are those whose contact is direct. In this case there is no agent or middle man involved. The transaction is directly between Periodicals Section and the publisher.

It is the duty of the staff in Periodicals to identify periodical invoices as in some cases invoices belonging to other sections or libraries sometimes land in Periodicals Section by mistake. Invoice records in the section are kept in a Ledger Book.

Invoices received have to be counter-checked with records to ascertain that the journals listed on the invoice are subscribed to before the invoices are signed by the section head, recorded in the Ledger Book, copies taken for Periodicals files and the originals taken to Accounts for payment procedures to be made. It should be noted that there is a danger of paying for a journal to a publisher when the same journal is received through the known major supplier. So, the records are an important component of the process and should be able to guide the member of staff checking for such information. Statements are not entered in the Ledger Book. They are only passed

to Accounts Section as soon as they are received.

Wrappers from material supplied which were not prepaid for are passed to Accounts accompanying the invoices. This is evidence to Central Bank that the material on which foreign exchange was spent on actually arrived. The wrapper will normally have the address of the sender or supplier, the material destination address and at times the contents and the cost. Wrappers are therefore essential for purposes of accountability.

The credit notes are normally sent by the supplier when the supplier owes money to the institution being supplied. Maybe the ordered item is out of print or has ceased publication or maybe the supplier was overpaid for one reason or another. The credit note therefore helps in recovering the money or that same money could be used to purchase some other title. The credit note is a kind of a refund.

Blackwells, the major periodicals supplier, sends a monthly computerized information bulletin as a back-up service to assist the section monitor the condition of all past and present subscriptions. These may be messages, reports, claims or new titles (or mergers) information. These may even indicate change of frequency or complete cessations. In this way, invoices and records are updated to reflect such changes.

Abstracting and Indexing Services

Although it is difficult to provide individual attention to all library users, staff in Periodicals Section are attempting to help readers overcome the problem of reading mass periodical literature but at the same time aiming at literature searches at very specific levels, thus saving the time of the reader.

This literature search is achieved through three different ways:

- (1) Flipping through content pages of subject Periodicals
- (2) Indexing
- (3) Abstracting services.

Occasionally, a reader will come with a request or query in a certain

field or subject area. With the vast number of Periodicals published

daily, it becomes very difficult to decide where to look or start. This is then where the indexes and abstracts come in handy.

An index will provide minimal bibliographic details about an article

or subject and on how that information will be got, i.e. it directs one to particular periodicals, e.g. under one subject, several journal articles will be listed from which a researcher can benefit.

An abstracting tool will provide short summaries of the original article accompanied by adequate bibliographical description enabling the publication or article to be traced. If the abstract is informative, then the reader will decide whether to go for the original article or publication or abandon the search altogether.

Once the index or abstract has guided you to the particular article

or Periodical, then it is easier to trace it from the shelves and if it cannot be traced in the library, then borrowing from another library or photocopying will be done either locally or internationally.

International Photocopying Service

Due to scarcity of funds, the University Library cannot afford to subscribe to all journals published or needed by the users. So when a user is in need of an article which is in a journal that we do not subscribe to or do not have for one reason or another, we use the above mentioned service. This is a service which helps us to get materials which are either out of print or not available anywhere within our interlibrary Loan Services.

The British Library Document Supply Centre, as the body that gives us the service is called, gives us requisition forms on request. These forms are to be accompanied by coupons which we use instead of hard cash. One coupon is valued at 165/-. We use coupons because we want to avoid the problems encountered at Central Bank during the foreign exchange transactions.

When a user comes requesting for the service, we ask him to write a formal letter for the request. This is for our records only. In the letter he gives the following details; the title of the journal, volume, year of publication, the title of the article, the author of the article and the exact pagination. The pagination is to enable us to give the quotation as to how much the user has to pay. The BLOSC charges 165/- (1 coupon) for every ten pages, i.e. if one wants anything that is between one and ten pages, he will pay 165/- and we use one coupon.

After the user has given us the request letter, we send him to our Accounts Section to pay. After he has paid, he is issued with a receipt which he shows to us before we can process his articles. Some users, mostly researchers have some money in their votes at the Finance Department. In such cases the user quotes his vote number and we go to Finance (Capital Section) to confirm that he has money in his vote. In this case we give him the services and send an invoice to the Capital Section to credit the money into the library vote. After this we fill the requisition forms which are in triplicate. We send two copies i.e. copy B & C to the BLOSC and we remain with the original for our records. After we have sent the request, then the user will have to wait for a maximum of two weeks to get the photocopies. The photocopies are usually sent by air as they are very light.

The BLDSC is computerised and therefore their services are very Prompt and efficient. They also insist that the requisition forms be properly and clearly filled so that their work can be easy. If there is any Problem the BIDSC usually sends a coded message to inform us as to what is going on

otherwise, they keep us informed.

Sometimes users request articles which infringe the copyright law.

In such cases the BLDSC informs us and even gives the address of the publisher so as to enable the user to write to them and ask for Permission to photocopy the item. When the BIDSC does not find the article or cannot send an article for one reason or another (which his very rare), they send back the coupons plus the requisition forms.

At the beginning of 1990the librarian in charge of Periodicals Section found it difficult to cater for all the sub-libraries in these services and decentralised this system. She argued that it was time wasting especially to the users to keep on checking for their photocopies.

So she decided that each sub-library should arrange to get coupons and requisition forms from JKML to enable them to give the services directly to their users without them coming here. So far three sub-libraries have started the services, L,e. Kabete Library, ADD Library and Medical Library.

These services are very important to our libraries and the BIDSC does its best to see that we have gotten the articles in time. The problem is that user education has not helped much since very few People are aware of the important services. It could help if we had posters pinned at every notice board to remind the users about these services.

Guide to Canadian Serial Publications

General

In 1983, the University Library began to receive Canadian serial publications on deposit terms. These serial publications were mainly reports describing and analyzing the various activities of the Canadian Government in its national life. The topics that were covered appeared well illustrated by statistical or graphical methods for educational or research needs.

Acquisition

According to the deposit terms, these serials were acquired by the University Library as gifts. Were these publications priced, the substantial savings made to the University in terms of subscriptions would become evident.

Processing

When these serials were received, the Periodical Kardex was experiencing a situation whereby the record cards were so tightly arranged. In such conditions the writer immediately improvised with a temporary Kardex from the existing tray where each serial record was input for the usual data. Routing to the various locations and campuses by departmental or functional relevance was done. When the old library moved to the new Jomo Kenyatta Memorial Library Building sometime in 1987, a new Kardex was acquired for the Periodicals Section, thereby releasing the old Kardex to accommodate these Canadian serials. All incoming serials have since then, been well accommodated. Hopefully, the necessary updates have been made as accurately as possible.

Utility and Maintenance

The Kardex provides the retrieval function that links record to item (or material). At the Main J.K.M. Library, Humanities and Social Sciences Collections were the main destinations of these Canadian publications. Therefore, the majority of these publications should be found in the stacks in the Lower Ground Floor of the Periodicals Section. In the case of colleges or sub-libraries in the other campuses, the handling of these materials could be more or less the same as in the Main Library. The same can be expected of the routing to the Special Collections or Sections within the Main J.K.M.L. Of course, the University Library

Rightly works on priority criteria by according Blackwells Periodicals the maximum accommodation. Even when the Canadian serial issues become complete, processing them for bindery is still problematic given the above position whereby, already the 'standard' periodical materials expect a quota system to clear them from the entire system of University Libraries.

Evaluation

The University Library administration, as a gesture of appreciation to the Canadian Government can find time to assess or evaluate the size, distribution or their usage patterns to decide to integrate these serials fully into periodicals work. Take for example the decision as to whether or not to include these serials in the ongoing compilation of the Union List of Journals in the Universities or Higher Educational Institutions in Kenya or Eastern Africa.

Guide to Statistics in the Periodicals Section

1.0. General

The many and varied activities intended to provide an effective library and information service to the University Library users are organized along functional considerations or structures. This can be illustrated by the different kinds of information for which statistics are required and recorded. A glance at some of the record sheets or forms from the various library sections can be made as follows:

Cataloguing Coordinating, Circulation -diary taking of statistics and in Acquisitions.

The statistics forms are designed on a monthly basis although daily takings are provided for. Although sectional statistics are not entirely comparable, it can be demonstrated that the aims and Objectives of the University Library are achieved in group activities.

1.1. Aims and Objectives

The University Library has been one of the largest non-teaching service departments providing books or periodical-based resources to the academic programmes through staff and students. Published statements on the functions and objects of the four public universities are clearly summarised in part II of each University Act (revised editions: 1985-1987).

To promote the discovery, transmission, preservation of knowledge ... and to stimulate the intellectual life of Kenyans in particular and mankind in general is the summary statement. To achieve this, specific activities in periodicals administration and services should be properly the concern of the library authority or management. The Universities Rules (March 1989) have made specific and minimum institutional resource requirements to guide provision of periodicals services to the authorised library users. In the University Library, the activities tied to the objectives of the Periodicals Section include:

- a) The acquisition of serial/journal publications
- b) The processing of parts or (whole) received from agents or publishers
- c) The recording by title in Kardex of all journals receipts
- d) Despatch to sub-libraries or appropriate locations in the Main Jomo Kenyatta Memorial Library, (JKML)

- e) The displaying of journals by their broad subject groups and within them, by title
- f) Bindery duties: preparation, sending, receiving from Bindery (by titles and volumes) and records of numbers involved.
- g) Reader or user services including:
 - (i) User guidance, education on serials use
 - (ii) Literature searches
 - iii) Abstracting and Indexing services
 - (iv) International Photocopy and Document Delivery
 - (v) Interlibrary Loans
 - (vi) General administration of the section as a collective responsibility.

Statistics generated from activities at (a - f) are enumerations or counting of materials and parts, and are of a discrete type. Statistics generated at (g) though in quantitative terms are discrete, one can derive subjective data from them for inferential or predictive purposes as well. The subject of this report will concentrate on the recording activities in (b,c, and d) above.

1.2. What activities and Who does Them?

They have been mentioned in (1.1.) above. Each individual staff is issued with the relevant statistical form to supply activity information as follows:

1. Statistical Form B

The Library Assistant (trained or not) will record the number of journals issues received by JKML including all sub-libraries on a monthly basis. Daily keeping is provided for as well. These are issues as recorded on the Kardex and despatched by location.

2. statistical Form for JKML only

Designed for the Library Assistant where the number of journals recorded in Kardex is recorded, titles prepared for Bindery, sent and returned to section are also recorded, weekly.

3. Statistical Form D

Designed for typist to record all the typing and filing output

