

Library collections Among Selection Policy, Evaluation Criteria, Organization and Maintenance

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Abstract :

This research aims to clarify what the Library collections are, in terms of types and shapes, also to know the methods that were used in evaluating the library collection in the libraries and information centres, regardless the type of library whether it is children's libraries, school libraries, public libraries, university libraries or specialized libraries as well as electronic information sources which are available within the library collection , knowing the selection policy ,its motives and tools that the library uses them acquire the appropriate sources of information for its collection and its suitability to the needs of the beneficiaries, knowing their opinions and the extent of benefiting from their use of the sources of the information which are in the library, in addition, the operations of preserving, organizing, maintaining, perpetuating library collection , the processes of exclusion of sources that are not beneficial, diagnosing strengths and upgrading them, as well as weaknesses points and developing appropriate solutions for them, developing appropriate suggestions to develop them and bring them in line with scientific development , research and study needs.

Keywords: *Library collection types and shapes, selection and evaluation of the Library collection, maintenance of the Library collection.*

1.The general framework of the research

1.1 The problem of the research

The research problem is to answer the following questions:

- 1- What is meant by Library collections, and what other names are they given?
- 2- What are the components and forms of the Library collections which acquired by libraries and information centres?
- 3- What is the extent of using technical processes to improve the quality of library collections?

1.2. The importance of the research

The importance of the research lies in knowing the most important components of the Library collections and the factors that affecting their selection as well as the basic principles which are based on them, also reviewing methods for evaluating library materials for selection purposes, and knowing the methods of maintenance for the various balances, in addition is to reveal the most important differences between the Library collections in different libraries.

1.3. Research objectives: The objectives of this research lie in:

- 1- Providing a theoretical framework on the concept of Library collections and their forms.
- 2- Highlighting the quality of Library collections in providing the best services for the beneficiaries.
- 3- Inspecting the most important technical operations to which Library materials are subject.

1. 4. The Research Methodology :

The research intends to employ the historical curriculum, which is considered one of the integrated scientific research methods, as a clarification of the facts, depending on primary and secondary sources, in studying the Library collections according to types, shapes, selection process, conservation, organization and maintenance.

2. Library collections (between Forms and types)

2.1. What are library collections:

The library collection is considered one of the most important elements of the library's position and identity, as it is the active expression of the systematic growth of library collections, which indicates to us the process

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of planning a program for providing Library collections in order to get responding to the current needs as well as obtaining collections that respond to future requirements, with all its components, which represents a continuous chain of dynamic activities that converge together to form an integrated circuit ¹.

2.2. The concept of library collections:

It is all what library information centres that acquire and collect from library materials, whether printed or non-printed, working to organize and prepare them in a best way for the beneficiaries of library services ². The term library collection is a very broad and general term, which can be used to know all the vessels, means, resources or channels through which information can be transferred in its various forms (printed, audio, visual, written, etc.) from the sender (writer, author, researcher, to the recipient (reader), the information needs to be transferred to a transmitter or to a channel or medium and a receiver. Library collections are means, and vessels for transferring information from the sender to recipient, as the term "library collections" means everything that can be collected, preserved, organized and retrieved to produce it to readers, learners and researchers in various libraries and information and documentation centres, there are many terms as synonyms for this term, the most important of which are : Knowledge Resources , Information Materials , Library Holdings, Information Resources , Library Materials ³.

2.3. Forms and types of Library Collections: There are several forms and types of Library collections:

2.3.1. Book or printed materials ⁴: Considering the book materials or printed materials are the basis of the various Library services and are the backbone of them. Therefore, one of the main goals of libraries in general is to provide the various reading materials that develop the habit of reading, as their inclinations among the beneficiaries of them, this means that the printed materials are an integral part of Library holdings, which include materials that printed on the following materials:

1-Books: Publications with more than 48 pages, which include many types as:

- **Reference books: It includes the following types:**

A-Abstracts

B - Statistical books

C- Encyclopaedias.

D- Geographical references

E- Dictionaries and glossaries.

F- Annual books (yearbooks)

G- Biographies books.

H- bibliographies

- **Non-reference books: They are divided into 6 categories:**

A- Translations books.

B- Official publications.

C- Single and single Book

F- introductory books.

D- Comprehensive or Synthesis Books.

E - textbooks ⁵.

2-Periodicals: are the publications that are issued in organized periods, have one distinct title with a sequential numbers, carrying new and modern information. Among the advantages of periodicals are ⁶:

A- The speed with which information is published and updated.

B- Thematic diversity.

C- Summarizing the advice articles while maintaining the focused objective coverage.

D- The emergence of some periodicals in the form of searchlights or extracts, which facilitates access to the required information.

E- It is written in several pens, meaning that there are multiple views and different ideas.

F -It contains information not found in the other.

There are three types of periodicals:

A- General periodicals: searches for everything.

B- Specialized periodicals: search on a specific topic.

C- The series: issued in successive numbers and at irregular times

3-Manuals(tiny books): It is a non-periodical publication that is lesser than the size of the book, it is an information vessels which are lesser than 48 pages , as it comes separately and independently, also it is complementary to the collections if it is well utilized and selected, it provides all subjects just like the books.

4- University theses: This is an Library container whose contents are approved by an accredited academic body after its supervision, as it is not published, if it is published it becomes a regular book.

5- Governmental publications: are the publications and documents that issued by official and semi-official domains, treaties and laws.

6- The Researches: It is revealing the research issued by experiment stations or research institutes.

7- Bulletins: are information containers with limited pages. They are issued by an official or unofficial authority, they are often informational bulletins that serve the authority that issued by them.

8- Manuscripts: It is what is handwritten or written automatically on a typewriter or computer, it has not been published, nor has any people circulated, or distributed it.

9 - Articles: It is an information container usually issued in the periodical, its topic is often specific with few pages⁷.

2.3. 2. Non-printed materials⁸:

A- Optical materials: They are the materials that depend on the visual sense in obtaining information such as: models, globes, posters, pictures and drawings.

B-Audio materials: are materials that rely on the hearing sense alone to collect information such as: CDs, audiotapes and magnetic wires.

C - Audio-visual materials: They are the materials that depend on hearing and vision together simultaneously, such as: video films.

2.3.3. Film thumbnails : The importance of film thumbnails is demonstrated by :

A- Economy in conservation places.

B- It helps to speed the circulation of publications and documents.

C- The economy in expenditures.

D - the enormous abbreviation in the form of information vessels

E- The ease and speed of information retrieval.

F- Keeping documents from theft and forgery.

2.3.4. Electronic information sources: It is an important aspect of positive transformations in providing appropriate and accurate information for researchers and beneficiaries from libraries and information centres of all kinds, especially that many of the traditional printed information sources have started to appear electronically, it is possible to divide the sources of electronic information from various angles in the light of its substantive field or the producing sides of it, or according to which there is no benefit from it, as follows:⁹.

2.3.4.1. Electronic information sources according to coverage and substantive treatment, has divided into:

A- Objectivity with specific and precise specializations: It deals with a specific topic or related topics which are related to each other or a branch of human knowledge, as treatment in this type is often in-depth and benefits specialists more than others. Examples include: Biosis / NTIS / MEDLINE / AGRCOLA.

B- Objectivity with comprehensive specializations or non-specialized: It is characterized by the comprehensive and objective diversity in the data it contains, and these sources are useful for specialists and non-specialists alike.

C- Publicity: It has media and political orientations for the general public, regardless of their specialties, scientific and cultural levels, as we can divide it into:

- **News and political (media):** deals with the current issues and local news in a manner which is understood to all people. These sources derive their information from newspapers and public magazines.

- **TV information sources:** It is one of the modern types of electronic information sources, and it is distinguished in the nature of the information it provides in that it answers the requests of ordinary people and meets their needs, it is the result of the new information society, which fills one of the gaps in information services in libraries that focus mostly on information services For researchers.

2.3.4.2. Electronic information sources according to the authorities which is responsible for them, are divided into¹⁰:

A- Electronic sources of information belonging to commercial institutions that aim to financial profit: they deal with the information as a commercial good and can be produced, sold, or distributed.

B- Electronic sources of information belonging to non-commercial institutions: These are not intended for material profit as a basis in providing information services, insofar as they seek scientific and cultural goals and service to researchers, it may be owned or supervised by others such as - cultural institutions or as universities and institutes, or regional and international societies and organizations, or government institutions which were funded by governments or shared institution.

2.3.4.3. Electronic information sources according to the type of information, which are divided into:

A- Bibliographical Databases, which are the most common and the oldest in emerging, they provide descriptive and objective bibliographic data that guide us to full texts with extracts of those texts or information.

B- Non-bibliographic electronic sources of information:

1- Full text electronic sources: It provides the full texts of the required information such as articles, periodicals, conference research, full documents, pages of encyclopaedias, newspaper clippings, reports, or government publications.

2- Numerical sources of information: These sources focus on providing quantities of digital data such as statistics, metrics, standards and specifications in a specific subject such as population statistics, in marketing, business management and companies.

3- Textual sources of information with numerical data : Textual numeric (databases) and includes many manual books and guides, especially in the field of trade. It gives very brief textual information along with

facts and figures, and now it includes various other fields, including a variety of selection tools in the field of libraries.

2.3.4.4. Electronic information sources according to availability or availability of information style, divided into ¹¹ :

A- Electronic sources of information by direct contact: (Online): They are the local, regional and global databases available , spreading in the world that allow libraries and information centres the opportunity to obtain information sources electronically through remote communication networks which is linked to the computers available in the library or the beneficiaries. It provides the beneficiary with the ability to obtain sources of information located in remote locations and distributed in more than one location outside the library and the information centre.

B- Electronic data sources on CD-ROM: It can be considered as an advanced stage that came to fill some first type of gaps, many authorities have turned to using these rules as alternatives to the direct automatic search or online service, after most of the information sources were available on these disks.

C- Electronic Information Sources on Magnetic Tapes: This is considered one of the oldest electronic information sources. And its use was associated with the widespread use of electronic computers in libraries, where libraries unload what they need on their computers and use them as appropriate to the needs of their beneficiaries.

2.4. The importance of library collections and their role in providing library services ¹²:

A- Library collections are considered as supporting materials for curricula .

B- It is an auxiliary materials for research and studies purposes.

C- It helps individuals to face the challenges of daily life in a specific society.

D- It provides individuals with the information necessary to meet recreational and cultural interests.

E- It provides the necessary information that helps in the best development of the burden of their profession or trade.

F- It is used for the purposes of secondment, guidance and reference services.

3. Choosing library collections

3.1. General principles for selecting library collection ¹³: Selection is a process of comparing and deciding on appropriate sources of information after comparing them with other sources to choose the best and most appropriate ones for the library collection, this process requires extensive knowledge of the materials already in the library and the ability to evaluate these materials in order to choose what corresponds and develops the library collection there are general principles that must be taken into consideration when selecting Library collections. We summarize them as follows:

A- The selection process should be determined by the goals and philosophy of the library, meaning that should serve the goals and objectives of the library.

B- The selection policy should be clear and written, to which the library shall abide and review from time to time for modification or development.

C- It must be set good standards and criteria appropriate to the materials you choose in terms of form and content.

D- Evaluating the current collections of the library, and this includes Selection and evaluation of the basic collections by adding modern books

E- The requests of the beneficiaries are a influencing factor in the choice, but this does not mean that the library meets all these requests, especially if the required material only benefits a specific beneficiary or a small number of readers.

F - All library community members should be chosen after an objective study of their need for information.

G- The gifted and exchanged books must be treated exactly the same as the books purchased in relation to selection.

3.2. Selection Tools of Library collection :

Library collection selection tools can be divided into collections into two parts ¹⁴:

3.2.1. Traditional selection tools:

A- Printed selection tools: These include:

- Indexes of printed libraries.
- Catalogues and publishers' announcements
- Bibliographic (national - commercial - specialized - global) lists.
- The collection scout book

B- Non-printed selection tools: These tools are as follows:

-Actual selection of library material.

- Book exhibitions.

- Non printed Library catalogues.

3.2.2. Accounted Selection Tools: It is one of the new developments which has witnessed by libraries and information centres in the late twentieth century, it provides Accounted selection tools which were represented by databases and data banks of all kinds and their modern products from compact discs CD-ROM as well as the Internet, which played an important role in the field of developing sources of information in

libraries, which has become an important source in selecting, ordering and purchasing library materials and doing the following in that domain:

- A - Checking new titles and ordering them from publishers .
- B- Knowledge of the status of information sources (available on the market or not available).
- C Providing bibliographic lists of publishers and bookstores.

3.3. Importance and motivation of choice ¹⁵:

The reasons that drive the various libraries in the process of selecting library materials can be listed in the following points:

- A- The magnitude of intellectual production at the local, national or international level, this leads to the difficulty of obtaining all that is published.
- B - The library budget is always limited and this means that it cannot buy everything you need, choosing within the available financial capabilities.
- C- The space reserved for storing Library materials is usually limited and usually designed to accommodate a limited number of books, Library materials and furniture hardware.
- D- It is necessary to choose until the library fulfils the principle of delivering the right book to the right reader at the right time
- E- The political, social and religious conditions that society is going through as well as the emergence of poor-quality books. It is imperative for libraries to choose the appropriate form, language and content.

3.4 Affected Factors the selection of Library Collection :

There are a number of factors affecting the selection of Library collections that can be summarized as follows ¹⁶.

- A- Type of library.
- B- The nature of the library community.
- C- The size of the library
- D- The size of the budget .
- E - the geographical location of the library.
- F-The nature of the entity responsible for the selection process.

3.5. Selection of Library collections in different collections¹⁷:

The foundations and principles of selecting library materials are general and stable, but they differ somehow from one library to another. There are children's libraries, school libraries, general libraries, university libraries and specialized libraries. This difference is due to the following factors :

- A- Type of library.
- B- The library budget.
- C- The library's beneficiaries' community.
- D- Services provided by the library.
- E- The nature of the collections which are acquired by the library.
- F- The goals and functions of the library.

4. Criteria for evaluating library collections: Libraries are interested in assessing their collections of libraries to identify weaknesses and strengths points in them, so that they can address weaknesses in some collections, maintaining the strengths of others in other collections, as the evaluation of collections is to measure the performance of the library's holdings , and assess its effectiveness and fulfilment of the needs of the beneficiaries and.

4.1. Criteria for Evaluating Printed Material ¹⁸.

4.1.1. Criteria for Evaluating Books and Manuals.

There are several criteria for evaluating books and Manuals (tiny books):

- A- Composition and preparation.
- B- Objective treatment .
- C- The physical form and the price.
- D- content and arrangement

4.1.2. Criteria for assessing different editions and translations of books:

- A- The text: complete, brief, commented, annotated.
- B- The investigator, editor, or translator: his qualifications, experiences, and relevance to the book.
- C- Date: to know the validity of the scientific material in relation to its history.
- D- Printing and binding: their suitability for the book.
- E- Price: For other acceptable editions.

Editions vary from material to:

- A- Commercial Edition. B- Special Edition. C - School Edition.

4.1.3. Criteria of assessing reference works: The reference must be evaluated before acquisition, as there are some criteria that must be observed :

- A - Coverage area (intellectual field).
- B - Organization and arrangement and its complement.
- C- The reference material and its appendices.

D - The formal aspects

E- Preparing the reference.

4.1.4. Periodical evaluation criteria: There are several of basic evaluation points that must be taken into account when subscribing to a periodical, including:

A- The nature of institution's mother that issues the periodical.

B- The subject of the periodical.

C- The level of modernity.

D- The technical numbers of the periodical.

E - Edition.

F-The level of succession and the type of readers directed to them.

G- Content

H- How to handle topics.

4.2. Evaluation of Audio-visual Materials. There are several approved criteria for evaluating audio-visual materials in libraries , as follows¹⁹:

4.2.1. Objectively, it includes:

A- How true is the information. B- How recent the information is. C- The mentioned facts.

4.2.2. The Extent of the relevance which includes:

A- The appropriateness of the terms which are used for the level of beneficiaries.

B- How the idea fits with the level of the beneficiaries.

C- The suitability of the container that used to handle the subject.

D- The suitability of the title for the treated topic.

4.2.3. Coverage extant includes:

A- Full coverage of the subject. B- Partial coverage of the topic.

4.2.4. Technical aspects.

4.2.5. The extent of interference.

4.3. Evaluation Criteria of film Thumbnails ²⁰:

There are three forms of criteria for evaluating movie thumbnails :

4.3.1 Bibliographic Criteria: it includes some questions:

A- Does the publisher provide us with external auxiliary materials such as indexes and index cards, also is the index complete or brief?

B- Does the publisher provide us with internal aids, such as lists of contents for each language or the index card preceding each material in it?

C- Are the pictorial materials the same as the versions of the materials included in the auxiliary materials?

4.3.2. Administrative Criteria: It also includes some questions:

A- Is this project a duplicate of another project?

B- Does the publisher have a respectable reputation in this field?

C- Is there a specific time period to complete the project?

D- Can the publisher supply printed copies of paper from the microcosm?

4.3.3. Technical Standards: It also includes some questions:

A- A- Does the publisher provide standard bibliographic references to these materials ?

B- Does the publisher guarantee that their thumbnails are free from chemical remains?

C- Is he ready to submit samples for the chemical examination?

D- Does he guarantee that his thumbnails can be used on the different types of devices available?

5. Maintenance of the Library collections:

5.1. Preserving and organizing various library materials: The preservation and organization of Library materials is carried out according to several basic processes and procedures through ²¹:

A- Choosing books and publications before purchasing them based on the strong look and covers that provides a longer life for cultural materials.

B- Examining books and cultural materials that are arriving to the library.

C- Providing good storage and shelves which are suitable for all cultural books and materials.

D- Ensuring of a good use of the books and Library materials, whether by readers or by library staff.

E- Take appropriate and necessary decisions regarding the maintenance, restoration and binding of books and cultural materials.

F - The permanent organized supervision of maintenance and binding operations, as ensuring that maintenance and binding operations that are completed.

G- Take appropriate decisions regarding books and cultural materials that must be preserved and which ones should be anticipated.

5.1.1. binding for different library materials:

Binding, is the process of assembling printed or parchment pages in a cardboard cover and covered in leather or fabric and the prints that need to be bound are:

A- Books that are frequently reviewed, such as reference books and books that are expensive or that have lost or executed their edition and have their scientific value.

B- Newspapers and periodicals because they are subject to damage and tearing quickly.

5.1.2. The importance of binding and its problems ²²:

A- Protecting library materials, such as books and periodicals, from frequent use and making them vulnerable to damage quickly.

B- It makes library materials easy to carry and move and makes them less thick.

C- Makes it easier to write on the heel of the book.

D- The process of organizing bound library materials becomes easy and possible.

Despite the importance of binding, there are some drawbacks, including:

A- The financial cost, which includes the cost of sending the material to the volume and the cost of returning it to the library.

B- Binding delays the publication to beneficiaries and deprives them of the opportunity to use them directly when they arrive at the library.

C- The process of photographing bound material is usually difficult.

5.1.3. The procedures that are made by the library's binding department:

A- Prepare lists of books, periodicals or cultural materials to be bound.

B- Good twine is used in good binding.

C- Cover the carton with excellent wax that makes it strong.

D- Makes the volume four equal sides to write the author's name, title, part number and library name.

5.2. Weeding and exclusion operations.

5.2.1. Weeding and exclusion Methods: exclusion can take place through several methods, as shown ²³:

A- Some libraries set aside a certain time during the year to perform collection checks and exclude books that are of no benefit

B- This process is done through the inventory of Library holdings to determine the addresses that are excluded.

C- It may be possible for the people making the choice to think of a new book and to choose a new book in order to exclude another book already on the shelf.

D- Focusing on old editions to replace them with new editions.

E- Focusing on the duplicate copies that were purchased at a time when they were in great demand and no longer needed.

5.2.2. The Reasons of exclusion: Among the factors that drive libraries to carry out the process of exclusion, we mention as follows:

A- A place to make more space on the shelves.

B- To renew library materials, especially those which are damaged.

C- The development that accompanies society and considering the cultural level of individuals.

D- Keeping abreast scientific development and the desire of the librarian to include everything new to the library.

E- To provide a lot of efforts required to organize and maintain the holdings.

F- Attention to quality, not quantity, therefore exclude what does not matter to the beneficiaries.

5.2.3. Problems and Constraints of Exclusion: There are many librarians who are not funded to make this operation for the following reasons ²⁴:

A- This process takes time and effort from workers that can be devoted to other library work.

B- This process is costly to cover the other shortcomings of the library.

C- The possibility that the librarian will make a mistake during this process, as a particular book will be excluded because it has not been requested by the readers, so this book may become important after that.

D- In many cases, there is no authority to exclude to the librarian.

5.3. The Inventory of library collections:

Here, we make sure that the Library collections are presented, that they are in conformity with the official records to know what is missing from them and to identify the damaged materials.

5.3.1. Inventory method: The inventory process requires the following steps as followed:

A- Ensure that the books on the shelves are properly arranged, that each book is in its own location.

B - If you use the shelves list, you must make sure to arrange the cards according to the classification numbers.

C- The beginning of the inventory of the books should start with the classification numbers from the smallest to the largest.

D- After checking the books on the shelves, check out the borrowed books and the books sent to the binding

E- To follow the official methods of ending the topic of missing books as missing as a result of using the library.

5.3.2. Benefits and Purpose of the Inventory: An inventory of Library collections yields several benefits, as show ²⁵:

A- Knowing the missing books and addressing the missing.

B- Discovering books that are damaged or that are not suitable and not suitable for the beneficiaries' society, disposing them in an official way

C- See the books that need binding and restoration.

D- Knowing the extra books, which are free from restrictions in the library records, trying to determine the fate of these books.

5.3.3. Automatic inventory: The inventory process requires financial and administrative considerations, and those responsible for libraries make an inventory of their contents every period of time and record the inventory data on pre-prepared forms, and this can be done in a form especially after using the computer in office operations, as the book record number is entered using the optical pen (bar codes) .Also the computer system finally issues a list of all the records numbers entered.

5.3.4. Inventory problems: There are several problems with the inventory process in libraries, including:

A- This process is financially cost.

B- It requires great human efforts

C- You need a long period of time.

D- It is a disturbing process and it is not preferred by the beneficiaries

E - The inventory process will not lead to a result, especially in the case of lost books, as it will never be returned to the library.

5.3.5. Inventory dates: The inventory process can be done annually or once every two or three years or once every five years, depending on the size of the library, the number of collections and the number of employees in the library, it is preferable that the process be done annually in small and medium-sized libraries, it is preferable that the process be completed at an appropriate time such as summer holiday for school and university libraries ²⁶

6. The Conclusions:

1. The research clarified a comprehensive concept of office collections and the alternative terminology used, and concluded that the most accurate term is the term information sources, "it is an umbrella term, and the most widely used among researchers and specialists.

2-The research dealt with the forms of Library collections, their multiple aspects and divisions, as they were originally divided into two main sections, which are printed and non-printed materials, detailed what falls into each collection and each of these two sections.

3- The research demonstrated the importance of Library collections in serving the community and the need to develop them and make them available to all beneficiaries

4-The adoption of clear and specific policies and standards is very important in the field of library collection development.

5-Easy to browse and choose from the collections which were published via the Internet, tablets and other means.

6. The research showed the great importance of electronic information sources in providing appropriate and accurate information for researchers and beneficiaries in libraries, which contributes effectively to the development of library collections.

7- The research clarified the process of saving, organizing and maintaining office collections according to several basic procedures and providing good storage and shelves suitable for all types of information sources.

8- The research showed the importance of purification and exclusion operations for the sources of damaged information whose information has become obsolete and no longer needed and within limited time periods, this is done during the annual inventory which performed by the library staff.

7.The recommendations:

1- Attention to the most used forms of information sources, especially books in terms of quantity and quality, to match the criteria adopted for the adequacy of the numbers of beneficiaries to be supportive of research and study developments, especially after the development of means of communication.

2-Working on building a modern Library collections from traditional and electronic information sources, then examining them periodically to know their chronological age and the aging of information in them.

3-Introducing modern special techniques in building Library collections and enriching the library with the necessary electronic sources of information in light of information development in the internet environment.

4- Participating in electronic databases to benefit from them more broadly, and not limited to CDs, as well as linking the central library with its sub-libraries via the Internet, the Intranet.

5-Carrying out a periodic evaluation to know the negatives and positives of the collection for the purpose of enhancing the positives and developing solutions for the negatives, within a previous studied plan.

6-Preparing a plan for the purification process, excluding the damaged or no longer needed sources, and binding the sources for which there is increased demand from the beneficiaries, setting time periods to exclude the outdated books.

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