**BOOK MATERIALS**

According to Dr.P.N Gour “a set of printed literary pages forming a volume is called as book”. According to ALA Glossary “a literary composition especially a long systematic one is called book. According to UNESCO “a non periodical printed publication of at least 49 pages exclusive of cover pages is called as Book.

**NON BOOK MATERIALS**

According to Dr.P.NGour “materials other than books e.g. audiovisual materials, vertical file materials, globes, maps, newspaper clipping, graphic materials and pictures etc are called non book materials.

The non-book materials are:

1. Cartographic materials
2. Microforms
3. Sound recordings
4. Motion pictures and video recordings
5. Pictures

**WHY NBM ARE KNOWN AS SPECIAL MATERIALS:**

Non book materials are also given the status of special materials, because these are found in a special format and they need a special environment as well as special handling. These materials are organized, according to specific rules and regulations. E.g. CD’s, Cassettes, Globes, Maps, Atlases, etc. have their own shape (format), structure and size. Hence they are called as Special materials.

**PHYSICAL NATURE OF NBM:**

1. **Variation in shape:** Book materials have the same and single shape but NBM have their own specific shape e.g. maps, globes, A/V materials etc.
2. **Variation in size:** The NBM vary in size.
3. **Variation in temperature and humidity:** Each NBM need a specific temperature and humidity for its maintenance and future use.
4. **Variation in material:** The materials used in NBM also vary.

**SCOPE OF NBM:** The scope of NBM is vast than Book materials because of;

1. **Durability:** NBM can be used and can be kept safe for a long period e.g. A/V materials, globes, maps, etc can be used for a long period.
2. **Time saving:** Due to more space available in the NBM more information can be recorded on them. Thus due to this facility more information can be consulted quickly and easily. So NBM save the time of readers.
3. **New Trends:** It gives the new trend in the historical world. One of the example is the whole Encyclopedia Britannica, HOLY QURAN MAJEED, DDC, is available on just three or four CD’s etc.
4. **Compatibility:** NBM such as CD’s or floppies Diskettes and Harddisksetc having mush space as compare to book materials. Therefore more information can be inserted and stored in it. E.g. now a day the whole Encyclopedia Britannica, DDC scheme, etc are available in CD’s.

**ORGANIZATION OF NBM:**

The NBM have their own format. It has its own specific format, size, structure, and it needs a special environment to maintain it for a long period. Thus due to its special qualities, its organization in the library is also different from book materials. During organization of book materials we only kept in view the subject mater of the books but in case of organizing NBM there are some essential points, which are;

1. **Who will use the Materials:** It means the users or readers which include;

(1) The students

(2) Teachers

(3) Researchers

Thus during organizing the NBM these different kinds of users and their special needs should be kept in view.

1. **What is the Function of NBM:**  It means the NBM existing in a library used for which purposes and what kinds of information they are providing to the readers of which type they include;
2. **Reference materials:** It includes those NBM, which are used for reference purposes such as maps, globes, Atlases etc.
3. **Teaching Aids:** It includes those NBM, which are used by teachers only for the purpose to enhance their teaching skills.
4. **Text Materials:** It includes those NBM, which are used by the member students such as different documentary films, plays, etc.
5. **What Special storage and maintenance problems a special material possesses:** Each NBM is a special material in which each one having its own specific format and each one required a specific temperature and environment for its maintenance.There are a number of problems creating during organizing or cataloguing a NBM in the library.They are;
6. **Title Problem:** Sometimes NBM do not have title, due to which problems may create during cataloguing them.e.g A/V materials if they do not have any label or container or sticker, it will create problems for the cataloguer during cataloguing. Similarly a map, globe, or any other NBM without label, sticker or accompanying materials will produce problems during cataloguing.
7. **Establishment of Author statement:** During organizing NBM in the library problems may create because many NBM do not indicate who is responsible for its designing, who edited it, who compiled it etc.
8. **Bibliographical Description:** In NBM sometimes bibliographical description such as date of publication or releasing, name of publisher or releaser, place of publication or releasing, cartographer, illustrator, compiler, editor, translator, producer, director etc are missing or absent which are very essential for its cataloguing. Thus it also create problems.
9. **Decision making:** In case of author, translator, editor, compiler, cartographer, producer, director, photographer etc.are not found on NBM then it is very difficult to decide under which access point it should be entered in the catalogue.
10. **Professional Knowledge:** Like book materials there are involved rules and regulations and techniques in the cataloguing of NBM.If a cataloguer or a professional librarian do not know how to catalogue them, how to place them, how to operate them.etc, it will create problems during cataloguing. Apart from this there are also some technical terms using for NBM such as “VHS, DS, HD, VCR, VCP, AV, etc. Thus if the cataloguer does not know about these terms he can not catalogue these materials exactly.
11. **Special auxiliaries and equipment:** NBM such as CD’s, A/V tapes, Microfilm, microfiches etc need special machines or equipment to be operated and to get the required information. If these equipments are not available in the library its auxiliaries are useless.
12. **Special cataloguing tools:** In case of book materials for cataloguing purposes there are various special tools available such as sear list of subject heading, Anglo American cataloguing Rules (AACR II), library of congress subject heading etc. These can be used during cataloguing of book materials in the library, but for NBM there is found no suitable and comprehensive tool to be used for cataloguing purpose.
13. **Forged Materials:** Forged or printed materials can also produced problems in organization of NBM e.g.; if the NBM are pirated one and copied ordinarily on low cost materials, it will break off the valuable equipment using for that purposes. Similarly such materials normally do not possess statement of responsibility which is most essential for cataloguing purposes.
14. **Materials of international characters:** There are various international caharacters,signs, and symbols about which it is necessary for the cataloguer to know that for which purposes they are used.e.g ;
15. **+** The plus sign (+) is an international symbol used for hospitality.
16. **+)** Hospitalization in Islamic Countries.
17. **Etc.**

**(10)Knowledge of Foreign Languages:** If a NBM made by a country whose language is other than English then in such case it will create problems for cataloguer that who made it? What are the precautions for its special handling? What is its name etc? E.g. if all the information is provided in Russian or Japanese, Chinese, French, Hindi, etc then it is very difficult for the cataloguer particularly in Pakistan o catalogue them exactly.

**(11) Description of NBM:** Description of NBM means when during cataloguing of NBM name of the designer, producer, director, cartographer, compiler, editor, translator, releaser, distributor, title, edition, subject, date of release or publication, type of material, series, ISBN, etc are all established and entered fully in the catalogue, then it is called description of NBM .The description of NBM include usually the following;

**(i)** Title

**(ii)** Statement of Responsibility (Author, Corporate Body, Joint Author, Compiler, Editor, Translator, cartographer, Designer, Producer, director, etc).

**(iii)** Edition Statement.It is entered rather then 1st edition.

**(iv)** Material (whether it is made from plastic, wood, tin, rubber, brass, copper, etc).

**(v)** Publication and distribution.

**(vi)** Physical description.

**(vii)** Series statement.

**(viii)** Notes.

**(ix)** Standard Number such as ISBN.

**SOURCES OF INFORMATION OF NBM:**

1. The item itself.
2. Container.
3. Accompanying materials.
4. Other sources.

**PROBLEMS OF NBM:**

There are numbers of problems creating during organizing and cataloguing of NBM in the library, which are;

1. **Title:** As we know that in case of book materials, title page is the chief source of information. But in case of NBM sometimes NBM doesn’t have a title, due to which problem may be created during cataloguing them. For example A/V materials, if they don’t have any label or sticker on container, it will create problem for cataloguer during cataloguing, similarly a map, globe, or any other NBM without label is or accompanying material will produce problem during cataloguing.
2. **Physical details:** Every NBM has its own physical appearance (shape), structure, or size. So it becomes very difficult for a cataloguer to produce physical details to each and every NBM as per its nature. Thus it is also a problem created by NBM.
3. **Professional Knowledge:** Due to rapid changes in information technology new sort of devices for retrieval and storage purposes have been developed by the expertise such as CD’s, VCP, VCR, microfiche, microfilm, etc. So this rapid change in technology create problem for cataloguer to keep himself up to date with the professional knowledge.
4. **Auxiliary Tools:** NBM such as CD’s, A/V tape, microfilm, microfiche, etc. need special equipment and machine to be operated and to get the required information. If these equipment auxiliaries are useless.
5. **Storage Problem:** As we know that each and every NBM has its own shape, structure, size as per its nature, so there must be a problem regarded to its storage. So the storage problem of NBM has to be identified by the cataloguer.
6. **Forged Materials:** Forged materials or pirate materials can also produce problems in organizing the NBM.For example if the NBM is pirated one and copied ordinarily on low cost material. It will break off the valuable equipment used for that purpose.

Similarly such material does not possess any statement of responsibility which is most essential for cataloguing purposes.

**(7) Materials of international characters:** There are various international characters, sign, and

symbols about which it is necessary for the cataloguer to know that for which purposes these are used.e.g + for hospitalization, +) for hospitalization in Islamic counters. Etc

**(8) Knowledge of Foreign Languages:** If a NBM made by a country, whose language is different

from English, Urdu, etc. So it will create a problem for a cataloguer regarded to its bibliographical description while cataloguing such sort of NBM i.e. Japanese, Turkish, etc are not understandable for a Pakistani cataloguer.

**(9) Cataloguing Tools:** While cataloguing a book material, there are various special tools such as

Sear’s List of Subject Headings, AACR-II, L.C Subject Headings, but in case of NBM no comprehensive and suitable tool is available which is also a problem in cataloguing of NBM.

**(10) Decision Making:** In case of Author, translator, editor, compiler or any other bibliographical

description is not provided on NBM.Then it become very difficult for a cataloguer to decide under which access point it should be entered in the catalogue. These were the few problems which cataloguer faced while cataloguing NBM.

**KINDS OF NBM:** Basically there are two types of NBM.

1. **Projected NBMs:** Those materials, which are prepared by a machine and a machine, are used for it to retrieve the required information. Or those materials which are produced by a machine and then a machine is used as media to utilize the information is called projected NBM.Here media means any device or machine used to consult or prepare a NBM.e.g computer is used as media to consult a Floppy Disk or a CD.Projected NBMs are,Filmstrips, Microfiche, Microfilms, Films or Motion Pictures, Floppy Diskettes, CD’s etc.
2. **Non Projected NBMs:** Those materials, which do not need any device to be used to retrieve or to consult the required information, is called non projected NBM.In other words for consultation of such type of materials there is no need of media. These are: Maps, Globes, Kits, Charts, Dioramas, etc.