

Introduction

The main purpose of the library is to provide information to members of staff as a background to their work.

Most of the library material is on Forestry and related topics.

It is classified into subjects according to the Oxford System of Decimal Classification for Forestry (ODC), except for a small section dealing with topics such as "management" not covered by this system. These are classified using the Universal Decimcal Classification (UDC).

Collection Organization

The library material is divided into groups for shelving.

BOOKS are arranged in classified order within four separate series-

Normal-sized books in ODC order

Large (F or Q) books in ODC order

Normal-sized books in UDC order

Large books in UDC order

PAMPHLETS are filed in cabinets in two series by ODC Number or by UDC number.

PERIODICALS are shelved in aplabetical order of title. Unbound volumes are in boxes showing the title on the label.

ANNUAL REPORTS are arranged in alphabetical order of the title of the issuing authority;

e.g. Forest Products Association (W.A.)

I.U.F.R.O.

NEW Zealand. Forest Service.

SERIALS are also shelved in aplabetical order of the title of the issuing body.

e.g. GREAT Britain. Forestry Commission. Booklets,

STANDARDS Association of Australia. Australian Standards,

U.S. Forest Service. Intermountain Forest & Range Experiment Station. General technical report,

WESTERN Australia. Forests Department. Bulletins,

A REFERENCE collection including dictionaries, glossaries, directories, W.A. statutes and Hansards occupies a small central set of shelves.

The DISPLAY stand holds some of the recent periodicals ^{and} ~~the~~ the new titles which appear on the latest accession lists.

Catalogue

The catalogue is the index or guide to the library collection. It is divided into sections.

The author/title catalogue has entries arranged alphabetically. The heading is by author, corporate author, editor or title. Serials usually appear only under corporate author, i.e. the issuing body;

e.g. U.S. Southern Forest Experiment Station.

General technical report SO-35.

Preservative treatment of hardwoods; by
W.S. Thompson and R. Koch. 1981.

There would be no entry under either author, THOMPSON or KOCH.

In the case of recent publications of the Forests Department, there is an added entry under the author's name;

e.g. WESTERN Australia. Forests Department.

Research paper 68.

The short-lived response to nitrogen and phosphorus by young *Pinus radiata* on sandy soil; by R. Moore. 1981.

There would be an added entry under the author - MOORE, R.W.

The classified catalogue has entries arranged in the order of classification which is actually by subject. Most entries are by ODC but there is a small section in the UDC classification. There is a card subject index at the beginning of this catalogue. It is not comprehensive as entries are constantly being added when new items are catalogued. Some examples of subject entries are:

Agro-forestry	264
Architecture	UDC 72
History	
- of fire	439
- of forests and forestry	902
- of Western Australia	UDC 994.1

Finding Material

If full bibliographic details, such as author, corporate author, editor or title are given, an item should be looked up in the author/title catalogue. Books and pamphlets are shelved according to their classification number which appears in the top left hand corner of the catalogue cards.

BOOKS have a black number on a white card and are distinguished from pamphlets by having (02) after the number. Large books have a Q or F in front of the number. Books in the UDC section have UDC printed before the number. Those classified by ODC, being the majority, are not so marked.

e.g. F UDC 681.14(02)

WHITBREAD, Martin

Microprocessor applications in business
and industry.

This book is shelved with the large books in the UDC section.

PAMPHLETS have a black number on a white card without (02) after the number.

— Large and small pamphlets are interfiled, though some numbers still have F or Q
— in front of them, indicating a large size. There is a separate sequence for pamphlets classified under UDC.

e.g. F 902(941)

WESTERN Australia. Forests Department.

50 years of forestry in Western Australia.

This large pamphlet will be found in the ODC section of the pamphlet filing cabinets, interfiled with smaller items.

SERIALS are entered in the catalogue on yellow cards with red numbers. The numbers are disregarded for shelving purposes.

e.g. WESTERN Australia. Forests Department.

Research paper

69 Selective low pruning in initially wide spaced
Pinus radiata in Western Australia; by
R.R.A. Fremlin. 1981.

245.1:174.75(941)

This paper would be shelved with the serials, under "W" (Western Australia) and numerically within this series, after Research paper no. 68.

ANNUAL REPORTS have a series heading in the catalogue - a white card with a black number followed by (047.1), the classification for "progress reports". They are not shelved in classified order but alphabetical order of the title of the issuing authority;

e.g. F 0(047.1)(946)

TASMANIA. Forestry Commission.

Annual report

These are found in the annual reports section under "T".

PERIODICALS have a title entry on an orange card and a black classification number succeeded by (05) the designation for "periodicals". The entry gives details of the holdings and the classification number is an indication of the subject area but is not used to find the item as periodicals are arranged in alphabetical order of title.

e.g. 27(05)

ARBORICULTURAL Journal. Middlesex,
Arboricultural Association, twice yearly.
2(9) September 1975 -

The journal is shelved with periodicals under "A".

Some journal articles of special interest have been indexed.

Catalogue entries are made under their author or title, on a white card with the classification number typed in red. The articles are to be found in the periodical named. The number is merely an indication of the subject, not a location device.

e.g. 182

HAVEL, J J
Application of fundamental synecological
knowledge to practical problems in forest
management. 1. Theory and methods.

Forest Ecology and Management 3(1) 1980
pp. 1-29

This is found in Forest Ecology and Management, shelved with the Journals under "F".

Subject Searching

When looking for publications in the library a a particular subject the classified catalogue should be used.

Most of the subjects are covered by the card index in the first catalogue drawer but if a particular topic does not appear there the printed guides to ODC or UDC should be consulted to find the classification number.

e.g.	Pulping wood	→	861.1 - appears in the card index
	Paper making	→	861.2 - does not, so the classification number would have to be found in the printed index to ODC.

If searching for material on a general subject, such as the pulp and paper industry, it would be best to look at all the catalogue entries from the main number.

e.g.	from	86	pulp industries (generally)
	through	861	pulp and paper manufacture
		861.1	pulping and pulp
	and	861.2	papermaking

This would provide a bibliography of items on this topic held in the library. A more comprehensive search can be made by consulting the annual indexes to Forestry Abstracts or Forest Products Abstracts. These are shelved with the periodicals (journals) under "F".

The library staff, particularly the library assistant, will help in the location of material and information.

Items, except a few reference books, may be borrowed by members of staff. The loan period is normally one month. Inside the back or, of very old books, the front cover, is a loan card which is left with the library assistant when the book is borrowed.