

Cataloguing and Management of CD Attached with Books in Library

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Abstract. With the rapid development of science and technology and information electronics, the carrier types of library documents have become diversified, and the CD attached with books is one of the more and more widely used library document carrier types. According to the actual work, there are still a series of problems that need to be solved urgently and many challenges are faced. This paper analyses the basic features and cataloguing forms of the CD attached with the books, and puts forward the operable path for the effective management of the CD attached with the books in the library.

Introduction

CD attached with books is a form of literature publication in which paper and electronic materials are used together as a carrier. As a new type of document carrier, CD attached with books have many remarkable advantages, such as the large amount of information stored, the wide range of them, easy to use and audio-visual and so on, the variety and number of books and publications containing CD attached with books are becoming more and more numerous, and they are also very popular among consumers. Most of the contents in CD attached with books are explanations and supplements to the contents of books. CD attached with books have also become an important form of document collection in the library. However, because of the special medium and various contents, the processing, cataloguing and keeping of the CD attached with books are restricted to some extent. Therefore, according to the characteristics of the CD attached with books, the scientific cataloguing of the description, so as to give full play to its maximum value, has become the key issue to be solved at present.

Characteristics of CD Attached with Books

Incompleteness. The CD attached with books is a kind of explanation and supplement to the book content through the new times, such as video, picture and text. The book and the CD form an organic whole, complement each other, have different value and function, both of them are incomplete. Only by working together can the greatest value be brought into play. If there is only one aspect, then the other one loses the meaning of existence. The CD with the book is an object attached to the book, and cannot be taken as a whole alone, so it is incomplete [1].

The Indirectness of Reading. The CD attached with books is an electronic version. If you want to read it, you must use the relevant equipment and auxiliary means. You can not read it intuitively and conveniently like a book. Without relevant reading devices and auxiliary reading devices, the CD with the book is equivalent to an item that cannot play its value, and it will also affect the reading effect of the book to some extent.

Special Vulnerability of Medium. The CD attached with books is a kind of medium which is made of modern science and technology to store information. Using laser to attach the information to the optical disk, the storage of information is large and the retrieval is convenient, which is its particularity [2]. The vulnerability of CD media with books is reflected in the sensitivity of the photosensitive surface and the easy appearance of scratches, wear and stains in use, all of which will affect the reading effect of information. Therefore, in the process of use, we must pay attention to protect the surface of the disc, avoid wear and pollution, in order to ensure the use of the effect.

Diversity of Formats. The format of the CD with the books is diverse and different from the single boring format of the traditional book, which includes a CD with its own running interface, an electronic document in hypertext linked form, a folder for storing information, a type of storage in a format such as video or audio and so on.

The Present Situation of Cataloguing and Management of CD Attached with Books

In the practice of cataloguing and managing CD attached with books, due to the rapid increase in the number of CD attached with books, the scientific processing and management of CD attached with books has become an urgent problem to be solved. Most libraries have unified and standardized process and management methods for the paper-based edition of books and documents. However, there are still some problems in cataloguing and management of CD with books, which are mainly reflected in the following situations:

First, libraries collect the CD attached with books separately as the attached description of the books, not cataloging the CD with the books, but each CD has its own number, according to the number to carry on the collection management. Although such a large management method saves the processing cost of cataloging, it is not easy to retrieve without cataloging, and as an attachment of books, and has a large number of kinds and great difficulty of complete statistics [3].

Second, some of libraries have been catalogued, but the CD does not have a separate bar code, and its complete collection information can not be reflected.

Third, at present, many libraries still lack the relevant equipment and information technology conditions, and they are unable to make readers click on the CD to view directly when searching, and now, with the development and use of the CD attached with books database with the book, readers can browse or download online directly through searching. This convenience reduces the use of CD itself and makes the library no longer attach importance to the management of CD attached with books [4].

Acceptance Processing and Cataloguing of CD Attached with Books

Acceptance Processing of CD Attached with Books. The CD attached with books generally arrive at the library with the books, and library arrange for the acceptance of the CD attached with books. The CD attached with the books is usually attached to the last page of the book or to the middle page as an accessory to the book, or exquisite or rough. At the time of acceptance, the staff should firstly check whether the CD is consistent with the book. If the title of the book is inconsistent with the CD, it is necessary to open the CD to read the information and carefully compare the information with the contents and information of the book. Secondly, check whether the number of CDs is equal to the number of books, avoid having books without disk or disk without books. Thirdly, check the CDs for scratches and breakages to ensure that they can be used properly, if any problems should be dealt with in time. Finally, staffs register according to the different categories and prices of the CD, put it into the CD box for collection and protection, and affix the corresponding bar code on the front or side of the box, each disc has a separate number, Check and accept the property as a property number to facilitate the collection and inventory of the property. After the CD cataloguing is completed, the book mark should be printed according to the request number and affixed on the front of the CD box.

Cataloging Mode. First, to the book-based, CD attached with books is treated as its accessories of the description. The content of the CD attached to the book itself is an explanation and supplement to the content of the book. However, at present, the specific contents of the CD attached with books are not clearly stipulated, on the contrary, it specifies the physical characteristics of the CD, such as size, material, shape, etc. Naturally, CD attached with books will appear as attachments to books, and their cataloguing is based on the information of books. As far as this cataloguing method is concerned, the contents of the CD with the books are mostly the interpretation, extension or supplementary explanation of the related content of the subject book, such as audio, video material, picture and so on. The CD and the book are an organic whole. If the CD with the books

exists away from the book, it will have no value of its existence and use. At present, many libraries use this way of cataloguing, but there are still many problems. First of all, as an attachment to the book, the CD with the book was not separately arranged and included in the case. As a result, the CD was lost in the course of borrowing and returning the book [5]. The CD is small and damaged. If it is lost, it will not be easy to recover. Even if recovered may have been destroyed, which has a certain degree of impact on the preservation and management of literature; Secondly, as an annex to the book, the CD with the books has no detailed understanding of its contents, which may lead to the use and waste of resources, and have not been effectively developed and utilized.

Second, the way of separate description of CD with the books and subject of attached Books. Separate the cataloguing of books and CD with the books, in which the way of cataloguing and pawning of books remains unchanged, while the CD with books is catalogued as electronic publications and is separated from paper-based books. In order to store it in the CD library or electronic publication area of the library, it is important to note that the cataloging number of the CD attached with the books should correspond to the cataloging number of the book one by one. In this way, readers can borrow books, but also according to the corresponding cataloguing number to find the CD attached to the book. Normally, CD attached with books and the books attached to them do not necessarily circulate at the same time. Even if the book has been loaned, readers who need the CD can still find the CD attached with books by cataloging numbers and other information. The CD attached with books is also divided into main disk and review, which is provided to the reader by way of charge, and the main disc is stored in the library, so that the CD can be effectively protected. On the one hand, this way of cataloguing alone increases the workload of cataloguing of staff and makes the time of borrowing books and documents longer, but on the other hand, it is also an effective way for the library to preserve and develop and utilize the books and documents[6].

Management Mode and Optimization Strategy of CD Attached with Books

Management Mode. There are three management modes of CD attached with books in library, that is, centralized management, decentralized management and network management.

First, centralized management mode. In the mode of centralized management, the CD with the books is circulated with the attached book. In some small and medium-sized libraries, the number of books and documents is not particularly large, and the proportion of books with CD is small. In this case, CD will be circulated as attachments with books. In the process of circulation, if the original CD bag is used directly, if there is no self-made. To participate in the circulation of books with the CD will generally use retrospect, in circulation before the completion of the reetch work. In this way, books are also loaned and used on CD with the books, which to some extent promote the development and utilization of CD with the books knowledge, and at the same time facilitate reading and understanding of the contents of books, but they are easy to be lost and destroyed in the course of circulation, requiring higher maintenance, maintenance and management level of CD with the books, this method is more suitable for closed-end lending library.

Second, decentralized management model. The decentralized management mode requires CD and books to be collected and circulated separately. Because the CD with the books is easily lost and damaged in circulation, it is stored separately from the book in the CD library, the electronic publication library, and so on. The separation of the CD from the book means that the CD is no longer just an accessory to the book, so the content is no longer the extension and difference of the book, but also includes the reproduction of the content of the book. Readers need to borrow books first and then look up the CD library according to the number of books, which wastes the time of readers to a certain extent and even reduces the utilization rate of CD with the books. But this kind of way lends the CD generally for the review, the main disk may not lend, thus is advantageous to prevents the disc the loss, the damage, also is advantageous to the utilization of the reader to the books and disks [7].

Third, modern network management mode. The management mode of network needs the technical equipment such as optical disc tower, disk array, mirror optical disk server as support, so that the CD with books is compressed into ISO file and then the database of CD attached with

books is established. Through the library client readers can borrow from the online library to learn. In this management mode, readers can save borrowing time, borrow more efficiently and quickly, and the management of library is more convenient and effective, which is reflected in the information management of the books borrowed by the computer library administrators and the books attached to them. The modern network management mode not only avoids the loss and damage of the CD attached with the books in the course of circulation, but also allows many readers to borrow a CD at the same time, which greatly promotes the development and utilization of the contents of the CD attached with the books. However, the realization of this management mode requires high requirements for equipment and environmental conditions, large storage capacity, and safe and fast network environment. At the same time, the network management model needs more adequate funds, professional personnel and technology, advanced equipment to protect, there are still many libraries can not meet such requirements.

Optimization Strategy. Firstly, strengthening the publicity work of the CD attached with the books. In order for readers to have a deeper understanding of the function of the CD with the book, we should strengthen the propaganda through various channels and ways, so as to make full and effective use of the CD resources. For example, we can use short video to show the features and advantages of the CD with books, and more users can learn about this information on the front page of the library website. At the same time, we can make a set of easy-to-understand operation guide for readers to understand and master the basic operation process. In addition, it can also carry out observation and study activities, so that readers can directly receive the operation ideas and skills of the CD attached with the books, so as to help the users to operate and then improve the efficiency of the development and utilization of the CD attached with the books.

Secondly, improving the Professional quality of Library staff. The CD attached with the books contains large internal capacity, numerous and complicated disciplines, and requires the operation of computer and other professional equipment to manage the CD in the modern management mode, which requires the staff of the library to have higher professional quality and professional ability. In the daily work, the staff should be able to answer the questions of readers, but also be able to effectively guide the operation of readers, the professional needs and operational needs of readers, the staff must be able to meet. At the same time, for the daily maintenance and maintenance of computer equipment, the staff should also have sufficient basic computer knowledge and technology to support them in order to ensure that the root causes can be identified and addressed in a timely manner in the event of computer failure to provide a safe and efficient environment for readers to borrow [8]. Therefore, this requires that the library strengthen the training of staff members in basic professional knowledge and skills, enhance staff capacity in all aspects of their operations, and attach importance to the professional ethics of staff and help to build a sense of service, and enable the staff to better serve the library with the management of the service of CD attached with the books.

Finally, strengthening the control over the use of CD attached with the books, and protect the intellectual property rights of CD attached with the books. The library should strictly screen and control the readers and block the access to the IP which is not within the scope of use. Only the users who have the right to use the CD are open, but the users who are not in the scope of use are generally illegal users. The library can set the access range of IP through the setting function of browser, and block the entering and using of illegal users by firewall, etc.

Conclusion

In a word, as an important carrier of library documents, CD attached with books is more and more widely used in the dissemination and use of library documents. At present, there are still some problems in the cataloging and management of the CD attached with books. In order to improve the use of CD attached with the books efficiency, we should choose the appropriate management mode according to the actual situation of the library, improve and innovate the existing problems, optimize the management of the CD attached with books by strengthening the propaganda, training the quality of the staff, strengthening the management of the use of the CD attached with books, etc.

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