

**CATALOGUING – IN – PUBLICATION (CIP) PROGRAM IN THE CONTEXT OF
NEPAL: ITS DIFFICULTIES AND CHALLENGES**

**A thesis submitted to the Central Department of Library and Information Science,
Tribhuvan University, in partial fulfillment of the requirements for the
Master of Arts Tribhuvan University in Library and Information Science**

**Submitted by:
Anupama Upadhyaya**

**Central Department of Library and Information Science
Faculty of Humanities and Social Sciences
Tribhuvan University
Kathmandu, Nepal
April, 2013**



Tribhuvan University
 Faculty of Humanities and Social Sciences
 Central Department of Library and Information Science

Kirtipur,
 Kathmandu
 Tel. No. 4331

.....



E-mail: lisd@healthnet.org.np
Website: <http://www.tulisd.edu.np>

Reference No.:

LETTER OF RECOMMENDATION

This is to certify that the thesis submitted by Anupama Upadhyaya entitled “**Cataloging-in publication (CIP) Data Program in Nepal: Its Difficulties and Challenges**” is an original work prepared under my supervision and guidance. I, hereby, recommend the thesis for final evaluation.

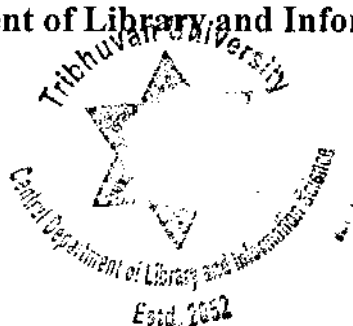
R. P. Dulal

.....
Rudra Prasad Dulal
 (Thesis Supervisor)

Date:

Tribhuvan University
Faculty of Humanities and Social Sciences
Central Department of Library and Information Science

Kirtipur,
 Kathmandu
 Tel. No. 4331316



E-mail: lisd@healthnet.org.n
Website: http://www.tulisd.edu.n

LETTER OF ACCEPTANCE

The thesis prepared and submitted by Anupama Upadhyaya entitled “**Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges**” has been evaluated and accepted as a partial fulfillment of the requirements for the degree of Master of Arts in Library and Information Science.

Approval Committee:

R. P. Dulal

Mr. Rudra Prasad Dulal

(Thesis Supervisor)

Sagar Raj Subedi

Mr. Sagar Raj Subedi

(External Examiner)

Bhim Dhoj Shrestha

Mr. Bhim Dhoj Shrestha

(Head of the Department)

Date:

DEDICATION

To my late mother **Uttara Kumari Neupane**,

Respected teacher late **Lila Dahal**,

and to my parents / family for all of your love and support over the
years,

This one is in your honor.

ACKNOWLEDGEMENTS

The existence of present dissertation work, in the shape as it does now, owes a great deal to my supervisor and teacher Mr. Rudra Prasad Dulal, Central Department of Library and Information Science, Tribhuvan University. It was his invaluable suggestions, instructions and scholarly guidance that made this projects a reality. I am deeply indebted to him. Any attempt to express my gratitude to him in words is bound to be inadequate.

I am grateful to the Head of Department Mr. Bhimdhoj Shrestha, for providing me an opportunity to work on this project by accepting my proposal. I also, would like to express my veneration to all my respected teachers who provided valuable suggestions and references. Also, I am grateful to the former Chief librarian of TUCL Mr. Krishna Mani Bhandary, Chief Librarian Mr. Janardan Dhungana, Deputy Administrator Parbati Nepal, and Chief Librarian of Nepal National Library Mr. Yadab Chandra Niroula, all of my colleagues of NNL for the help of data collection procedure.

Special thanks to Information Officer of Sajha Prakashan Mr. Homa Bhattarai, authors, and publisher as well as my friends who stood by me whenever I needed help. I have also been benefited directly or indirectly from my class-mates whom I can only acknowledge here.

Anupama Upadhyaya

Exam Roll no: 5673/065

Reg. no.: 21239-90

ABSTRACT

The thesis entitled “**Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges**” by Anupama Upadhyaya is carried out with the main objectives of examining and analyzing about the Cataloging-in-publication Data Program in Nepal. The studies basically find out the use of CIP effectively with its objectives and purpose of resources. There are no services to provide a bibliographic record, lacking of CIP, no consistency and uniformity in classification as well as catalogue .To find out the present situation, importance, difficulties and challenges of CIP program in Nepal; To find out the difficulties while applying CIP; To recommend the concerned authorities for the betterment of CIP in the context of Nepal; To find out the procedure followed by TUCL to implement CIP for aware to the publisher; To point out CIP as a facilitating device for cataloguing and classification of documents are the main objectives. CIP is facilitating device for cataloguing and classification of document. The study area are limited within the Kathmandu valley, Tribhuvan University Central Library, NNL, Publisher, Author and user those are related with this CIPs program which is the only academic research for practicum. Related literature is reviewed. Twenty six literatures are reviewed during the research period. Every Literature has explanation about CIP, which save time, money, manpower, material where Ranganathan deserve to be long remembered for five laws of library science, principle and canon. The focus of the study are TUCL, NNL and certain publisher who are directly or indirectly involved for publication, study based upon the structured questionnaire and the responses of respondents are presented and analyzed in order to meet the predefined objectives of the study. Only the 30 questionnaire are returned among the 40. Total numbers of books/documents have been providing CIP are 443, among them 350 were Sajha prakashan and remaining are others till the date 2012-08-30. CIP are important these days due to demand of time 35%, rapid growth of information 25%, easy to access 35% and remaining 10% are expansion of knowledge. Relation between ISBN and CIP are nearer to its importance, 55% said that relation with CIP and ISBN, 45% no to the

relation. TUCL is the ISBN agency of Nepal and it provides ISBN. From June, 2009 Golden Jubilee of TU, TUCL started CIP program too. Difficulties for applying CIP are lack of managerial resources 40%, lack of humanitarian resource 10%, lacking of expertness 30% and 20% other. The procedure followed by TUCL (50% no cost but only manuscript, 30% only by request, 15% by taking cost and manuscript and remaining 15% only by request) for getting CIP. The problems towards the implementation of CIP are lack of managerial, no awareness program attend/conducted to those user who are directly participated in CIP program, lacking of expertness and other economically, socially, environmentally or organizationally difficulties. So to increase awareness about CIP implementation in Nepal for an effective and efficient use of CIP should be conduct seminar, workshop, meeting, and regular discussion program and so on. The publisher who is involved in our research sector 80 % say knowledge of CIP and 20% says they did not have any knowledge about CIP. It shows that most publishers have knowledge about CIP in the world. User's realizing importance of CIP these days various nature of information. The libraries have fairly replied the reason for launching CIP Program in Nepal are demand of time 35%, easy to access 30%, expansion of knowledge 10% and 25% rapid growth of information . Relation with ISBN and CIP are very near to more reachable in the information has helped to meet the need the target with minimum exercise should increase and success CIP objective in Nepal. This study shows that CIP are mostly useful for librarian, publisher/ author, all of above and as well as user. Conclusion and recommendations has been drawn on the basis of this analytical and exploratory study. Some recommendation are training, seminar, workshops, refresher course should be organized at the free of cost; if not, at the minimal cost for applying CIP. Authorized institution, like National Library of Nepal also should provide CIP because it is a national agency ISSN, ISBN, CIP, NUC etc. Bill of book policy should be passed by government as soon as possible, which included book rule and regulation. Book depository act also exercise for passing bill from parliament. Upgrading importance of CIP publisher should aware from impact of as like as tax deposited by citizen. Procedure should be transparent to author, publisher and others so it should be published in national daily newspaper or other medium. Make a mechanism for all ISBN holders directly involve in CIP program. For minimizing publication error catalogue format of

CIP should be provide in digitized as PDF format. The libraries should use special software for creating CIP. Library should address publisher, author suggestion and demands and the libraries should be specific in their target. All publication textbook, journal, research paper, thesis and other form of digital or print form must take CIP. All library and user should have demand of CIP data provided book or document for their need. It should be made easily to accessible not only from central but from other libraries as well. All the libraries should recruit professional librarian who have received bachelor or above in LIS and by the nature of job, they should learn at least skills of basic computer.

PREFACE

This study has been carried out as a partial fulfillment of the requirements for the degree of Master of Arts in Library and Information Science (M.Lib.Sc). In the era of information technology, the information has crucial role. Without information the world is like a ball without air which has no meaning. So the thesis entitled “Cataloguing -in-publication program in the context of Nepal: its difficulties and challenges” is taken into consideration to find out the exact result of TUCL, NNL and publisher familiar and using the CIP in their publication. CIP data programs are the helping tools to the publishers, book traders, libraries and the users to find out the exact information which is needed. It helps to remove the unnecessary and unwanted information from the source. Training, seminar workshop, refresher course should be attained for publisher, author and as well as user. National Library of a country provided Cataloguing in Publication, ISBN, ISSN, NUC etc. World scenario also shows that CIP is provided by National Library of each country. But in Nepal TUCL has been provided CIP. Acknowledge that National Library of Nepal has many difficulties and challenges to implement in day by day work. On the other hand Government of Nepal has agreed to play the role of National Policy Maker and taker of library as well as guardian of all libraries of a country. Therefore it is recommended that Nepal National Library should be provided CIP, ISSN, ISBN, copy right and legal activities from a single place. So that public service delivery would be more efficient and effective.

Anupama Upadhyaya

CATALOGUE OF THE THESIS

Main Card / Shelf List

D	
025.31	Upadhyaya, Anupama
U195c	Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges / submitted by Anupama Upadhyaya. – Kirtipur : Central Department of Library and Information Science, 2013. Xv, 65 p. : ill. ; 30 cm. Dissertation (Degree in Library and Information Science, T. U.) 1. Library science. 2. Cataloging and Indexing. I. Title
	○

Added Entry (Subject)

D	LIBRARY SCIENCE
025.31	Upadhyaya, Anupama
U195c	Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges / submitted by Anupama Upadhyaya.. – Kirtipur : Central Department of Library and Information Science, 2013. Xv, 65 p. : ill. ; 30 cm. Dissertation (Degree in Library and Information Science, T. U.)
	○

Added Entry (Subject)

D 025.31 U195c	<p style="text-align: center;">CATALOGING AND INDEXING</p> <p>Upadhyaya, Anupama Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges / submitted by Anupama Upadhyaya..– Kirtipur : Central Department of Library and Information Science, 2013. Xv, 65 p. : ill. ; 30 cm.</p> <p style="text-align: center;">Dissertation (Degree in Library and Information Science, T. U.) ○</p>
----------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Added Entry (Title)

D 025.31 U195c	<p>Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges Upadhyaya, Anupama Cataloging-in-publication (CIP) Data Program in Nepal: Its Difficulties and Challenges / submitted by Anupama Upadhyaya..– Kirtipur: Central Department of Library and Information Science, 2013. Xv, 65 p. : ill. ; 30 cm.</p> <p style="text-align: center;">Dissertation (Degree in Library and Information Science, T. U.) ○</p>
----------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TABLE OF CONTENTS

LETTER OF RECOMMENDATION	i
LETTER OF ACCEPTANCE	ii
DEDICATION	iii
ACKNOWLEDGEMENTS	iv
ABSTRACT	v
PREFACE	viii
CATALOGUE OF THE THESIS	ix
TABLE OF CONTENTS	xi
LIST OF TABLES	iv
LIST OF FIGURES	xv
LIST OF ABBREVIATIONS	xvi
CHAPTER I: INTRODUCTION	1
1.1 Background of the study	1
1.1.1 History of Cataloguing in Publication	4
1.2 Statement of Problem	5
1.3 Objectives of the Study	6
1.4 Scope and limitations of the Study	6
1.5 Significance of the Study	7
1.6 Definition of Terms	7
1.7 Organization of the study	9
References	11
CHAPTER II: REVIEW OF LITERATURE	12
References	19
CHAPTER III: FOCUS OF STUDY	21
3.1 Tribhuvan University Central Library	21
3.2 Definition of CIP	23
3.3 Introduction about CIP	24
3.4 Structure of CIP	25

References	28
CHAPTER IV: RESEARCH METHODOLOGY	29
4.1 Research Design	29
4.2 Population and Sample	29
4.3 Data Collection Procedure	30
4.4 Data Analysis Procedure	31
CHAPTER V: ANALYSIS AND PRESENTATION	32
5.1: Responses from CIP program provider/Authority	32
5.1.1: Concept about CIP program	32
5.1.2: Realising the importance of CIP program	33
5.1.3: Relation between ISBN & CIPs	34
5.1.4: Beneficiaries of CIP	35
5.1.5: ISBN holders receive CIP	36
5.1.6: Advantage received by stakeholders in their respective order	37
5.1.7: Type of document more suitable for CIP	38
5.1.8: CIP program aware to the publisher	39
5.1.9: Procedure followed by TUCL	40
5.1.10: CIP facilitates for classification and cataloguing	41
5.1.11: Valuable suggestion for implement the CIP in Nepal efficiently	41
5.1.12: Conducted any awareness program for author/publisher	42
5.2: Responses from publisher/author	42
5.2.1: Knowledge about CIP	42
5.2.2: Knowledge about Library of Congress cataloging in publication	43
5.2.3: Nepal also have been providing CIP	44
5.2.4: Providing CIP authority in Nepal	45
5.2.5: Using CIP in their publication	46
5.2.6: Difficulties facing in applying CIP program	48
CHAPTER VI: SUMMARY, CONCLUSION AND RECOMMENDTION	49
6 Summary, conclusions and recommendations	49
6.1 Summary of the findings	50
6.2 Conclusion	51

6.2 Recommendations	53
BIBLIOGRAPHY	55
QUESTIONNAIRE	57
CURRICULAM VITAE	61

List of Tables

S.N.	Title	Pg
1	Concept of CIP program	32
2	Reason for launch of CIP program	33
3	Relation in between ISBN & CIP	34
4	Beneficiaries of CIP	35
5	ISBN holders receive CIP	36
6	Advantage received by stake holders	37
7	The document more suitable for CIP	38
8	CIP program aware to the publisher	39
9	Procedure for implementing CIP by TUCL	40
10	Knowledge of CIP	43
11	Knowledge of LOC CIP	44
12	Knowledge of CIP providing in Nepal	45
13	Providing CIP authority in Nepal	46
14	CIP using on their publication	47
15	Difficulties facing in CIP program	48

List of Figures

S.N.	Title	Page
1	Concept of CIP program	33
2	Reason for launch of CIP program	34
3	Relation in between ISBN & CIP	35
4	Beneficiaries of CIP	36
5	ISBN holders receive CIP	37
6	Advantage received by stake holders	38
7	The document more suitable for CIP	39
8	CIP program aware to the publisher	40
9	Procedure for implementing CIP by TUCL	41
10	Knowledge of CIP	43
11	Knowledge of LOC CIP	44
12	Knowledge of CIP providing in Nepal	45
13	Providing CIP authority in Nepal	46
14	CIP using on their publication	47
15	Difficulties facing in CIP program	48

List of Abbreviation

AV	Audio Visual
BP	Bidharthi Pustak
BPB	Bhrikuti Pustak Bhandar
CAS	Current Awareness Service
CC	Colon Classification
CD-ROM	Compact Disk Read Only Memory
CDS/ISIS Systems	Computerized Documentation System-Integrated Set for Information
CIP	Cataloguing in Publication
DDC	Dewey Decimal Classification
DK	Dorling Kindersley
IBM	International Business Machine
IFLA	International Federation of Library Association and Institution
ISBN	International Standard Book Number
ISSN	International Standard Serial Number
KL	Keiser Library
LC /LOC	Library of Congress
LCCN	Library of congress Classification Number
MARC	Machine Readable Catalogue
MIT	Massachusetts Institute of Technology
MPG	Makalu Prakashan Griha
NLA	Nepal Library Association
NNB	Nepalese National Bibliography
NNL	Nepal National Library

NUC	National Union Catalogue
OPAC	Online Public Access Catalog
PRC	People's Republic of China
RTSD	Resource and Technical Service Division
SDI	Selective Dissemination of Information
SP	Sajha Prakashan
TUCL	Tribhuvan University Central Library
US	United States

CHAPTER I

INTRODUCTION

1.1 Background of the study

Library and society are inter-linked and inter-dependent. Society without libraries has no significance; library without society has no origin. The library is a product of our cultural maturation. Library has created by actual necessities in the modern civilization. Information is an interdisciplinary body of knowledge taking shape in the form of new paradigmatic science, that is, a distinct science recognizable from its theoretical foundations, board agreement as to its purpose, and the methods and approaches it employs. Seeking a basic principle which would bring together the various strands of knowledge in a general framework in which each discipline would have its own place and in which its relationship with other disciplines would be clearly perceived. Information science though still in its infancy and often reluctant to work out a formal theory embracing the applications of research and the results of its observations, is emerging as a remarkably fertile theoretical and practical fields of knowledge.

Information science is concerned with generation and growth of information in the different environments: collection, storage, organization and processing of information to facilitate access and use; dissemination, diffusion, and transfer of information in different user environments; use, abuse, and impact on individuals and groups; design, development and management of information systems and services- manual and machine; social, economic, political, legal feature of information system, education and research in information. So the familiarization and the right use of information retrieving tools help the user to get right information from the collection of information with ease, which saves the time of users. Here, it is necessary to discuss the five laws of library science of S.R. Ranganathan. The five laws are as follows:-

- I. First law: Books are for use
- II. Second law: Every reader his/her book

- III. Third law: Every book its reader
- IV. Fourth law: Save the time of reader
- V. Fifth law: Library is a growing organism

Accumulated information available to man is presently double every 12 years and projected that by year 2000AD onwards, it will be doubling every year. This vast storehouse of information can be handled electronically by an information management system only. Librarian in his managerial capacity will have influence on the type of information produced, control of its selection, acquisition, storage, retrieval and discarding (Kawatra, 2000,p.207). as managing all of these information CAS, SDI, CIP, ISBN, ISSN, MARC, CDS/ISIS are most helpful information

The central library of each such group will have a sufficiently able classifier to do centralized classification and cataloguing for all its branches and affiliated libraries. Modern library organization would go even further. It would centralized all classification and cataloguing work for the entire library system of linguistic area in multilingual country or of the whole country if it has only one language. It has been shown that the saving by such centralization will be as much as 79% in the cost of classification and cataloguing. Surely, any country can afford to spare a sufficient number of scholarly classifier for such centralized work.

The cataloguing as such has been well known and inevitable service for each and every kind of library and information centers now. Cataloguing in Publication (CIP) is an international program of co-operation between librarians and publishers before the document is printed. It helps librarians, booksellers, and readers to catalogue and to order books. In traditional, only manuals which will be distributed outside our own organization to members of the public typically require cataloguing. The National Library of Canada also coordinates these programs in Canada, which is usually placed on the back of the title page.

The purpose of the Cataloging in Publication (CIP) program is to serve the nation's libraries by cataloging books in advance of publication. In USA, publishers participating in the CIP program submit electronically the full text of eligible publications to the

Library of Congress. The Library creates a bibliographic record for each publication and transmits it to the publisher who in turn prints the record known as CIP data on the verso of the title page. In this way a bibliographic record is immediately available to each library that acquires a copy of the book, thereby saving many libraries the time and expense of individually cataloging each book they acquire.

The CIP Program helps publishers and libraries. For publisher, the program is a bridge to the library book buying market; and for libraries, it is an alerting service enabling them to identify titles of interest to their user communities. In the case of USA, prepublication cataloging program in which participating publishers complete a standardized data sheet and submit it with the front matter or entire text of a new book to the Library of Congress for use in assigning an Library of Congress Classification Number and preparing a bibliographic record, which is sent back to the publisher within 10 days to be printed on the verso of the title page. The Library of Congress distributes CIP records to large libraries, bibliographic utilities, and book vendors on a weekly basis to facilitate book processing. If incomplete, the initial record may be amended by the Library of Congress after the U.S. Copyright Office receives the deposit copy of the published work. The CIP Program began at the Library of Congress in 1971 and is used throughout the world. The British spelling is cataloguing-in-publication.

The Library of Congress also distributes these records weekly in machine readable form to large libraries, bibliographic services, and book vendors around the world. Many of these organizations redistribute these records in products and services designed to alert the library community to forthcoming publications and to facilitate book ordering.

Basically, in Nepal there are no provision about these CIP program before 2066 Jyestha (June 2009) for assigning and preparing bibliographic record, choice with the help of DDC, CC, or other classification scheme. From June, 2009 the central library of Tribhuban University launched the CIP program on the occasion of “Golden Jubilee of T.U.” for request and sharing information for librarianship.

1.1. History of Cataloguing in publication data program

1891 - Cataloging-in-Publication...manuals, etc. 2. Women and literature-United States...society in the mid-nineteenth...childhood on, literature became for...American Literature Edith...Manstey's View, in 1891 to the...the roles of women in public

1951: Philip Bagley conducted the earliest experiment in computerized document retrieval in a master thesis at MIT. Library of congress cataloging in publication data published in short stories Tolstaia Tat'iana, 1951 may 3

1975: Three highly influential publications by Salton fully articulated his vector processing framework and term discrimination model:

A Theory of Indexing (Society for Industrial and Applied Mathematics)

A Theory of Term Importance in Automatic Text Analysis (JASIS v. 26)

A Vector Space Model for Automatic Indexing (CACM 18:11)

1971: The CIP program began in 1971 as a special project, funded in part by grants from the Council on Library Resources Inc. and the National Endowment for the Humanities. Since then the CIP program has evolved from creating 6,500 pre-publication cataloging records during its first year to creating more than 57,000 catalog records annually. It is now fully supported by Library of Congress appropriations and is administered by the Cataloging in Publication Division.

1982: A nine-page bibliography based on the "Library Association Library reading list: Cataloguing in publication" is provided. Recommendation of the international cataloguing in publication meeting held in Ottawa, Canada, in august 1982, and sample CIP forms.

1984: "potential of CIP for AV materials," presented with Charles W. Simpson for the American Library Association, RTSD, AV cataloguing committee, January 10, 1984.

1993: Publicizing CIP information from June 1993, each issue of the "New books catalog of PRC" has had a special column for CIP data. Publication information from those CIP participants was given special presentations. This strategy has largely encouraged (62nd IFLA General)

1994: North American Community, Canada, the United States, and Mexico, edited by Donald Hill Oxford OX29JJ library of congress cataloging in publication data came in to effect on January 1, 1994.

2002: first printing October 2002. All rights reserved. No part of this book may be reproduced, stored in a data base or other retrieval system, or transmitted in any form, by any means, including mechanical, electronic, photocopying, or recording.

(Wikipedia, 2012)

1.2 Statement of the Problem

Nepal has been lacking behind in cataloguing - in - publication program so far and its scenario in the other countries were highly progressing and it had been very difficult to compete Nepalese libraries with the region and bring the bibliographical material in international standard. Among them, there are no services to provide a bibliographic record for a book before it is published. The CIP record is derived from information supplied by the publisher and includes author(s), title, ISBN and price. There are several problem of maintain consistency and uniformity in access point of document in cataloguing and classification field. Those problems can be overcome if CIP is used. It helps to reduce duplication of work, reducing the cost, bringing uniformity and consistency in cataloguing and classification. For those utility Nepal has been lacking behind this CIP program. This assigned Library of Congress Subject Headings and Dewey decimal classification numbers to facilitate subject access, where the record are created and arranged according to internationally established standards.

- a) The difficulties and challenges to establish the CIP program in Nepal;
- b) Implication of CIP in Nepal is also being included in the study,
- c) Why CIP was not so far introduced in Nepal?

Different publisher and authors are not able to come under this great opportunity due to several reasons. The present study tries to find out the various reasons which have been as problems.

1.3 Objectives of the study

The objectives of study area as follows:-

- a. To find out the present situation, importance, reasons of CIP application in Nepal
- b. To find out the difficulties while applying CIP ;
- c. To recommend the concerned authorities for the betterment of CIP in the context of Nepal.
- d. To find out the procedure followed by TUCL to implement CIP for aware to the publisher
- e. To point out CIP as a facilitating device for cataloguing and classification of documents

1.4 Scope and limitation of the study

This study is concerned to explore the familiarity and practices of CIPs among the TUCL, agent of CIP programmer, user, Nepal National Library, Publisher and others which are related to this program. The study of CIP program is limited in the Kathmandu valley's publisher who is the member of CIP program and supports it.

It aims to highlight the need of CIP to manage library document in exact and accurate with uniformity. The limitations of the study are as follows:-

- a) The study area are limited within the Kathmandu valley, Tribhuvan University Central Library, NNL, certain Publisher, Author and user those are related with this CIPs program.
- b) This research is the only academic research for practicum, so it contains many limitations like- money, time and manpower.

1.5 Significance of the study

Even though CIP program project was conducted by library of congress between June 1958 and 1959, in Nepal it very newly introduces. Tribhuvan University Central Library has started to provide Cataloguing - in - publication (CIP) data service to the Nepali publications on the occasion of Golden Jubilee year 2066 Jestha (2009June) of TU. Therefore, this study shall be of a great significance in the context of Nepal and it shall help much more in future studies on the subject. It shall be equally helpful for booksellers, publishers, writers, authors, and users and even to the librarians in understanding the subject and title to arrange in their system and using it practically.

1.6 Definition of terms

Bibliography:- The systematic description and history of books, their authorship, publishing editions etc. A list of books of a particular author, printer or country or of those dealing with any particular theme; the literature of a subject.

Catalogue: - A list of library materials contained in a collection, a library or a group of libraries, arranged according to some definite plan.

CIP:- A prepublication cataloging program in which participating publishers complete a standardized data sheet and submit it with the front matter or entire text of a new book Cataloguing in publication of book, document etc.

Classification:- A classification of document or manuscript, Audio Visual material available in library as classification scheme as like DDC, LC, CC etc.

Computer catalogue:- A catalogue prepared in computer is called computer catalogue. It has no definite size as card catalogue but computer hardware and software is must. Bibliographic data are fed in computer then the terminal display all the fed information as and when users search for it. Computer catalogue can be used either in standalone computer or in computers under network environment.

Database:- Any systematically ordered collection of information usually stored on computer files or on CD Rom. Data is generally structured so that it can be bought and retrieved automatically.

Documentation:- This term has come to signify the art of collecting, classifying and utilizing the records of all kinds of intellectual activities. Documentation is an outgrowth of librarianship having received its impetus produced by science and technology since the mid 19th century. Documentation seeks to isolate and analyze the subject content of document through the creation of bibliographic, abstract of publication, indexes.

Index:- A detailed alphabetical list or table of topics, names of persons, places etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume, usually by page number (sometimes with an additional symbol indicating a portion of a page) but often by section, or entry, number.

Indexing:- Information retrieval which specifies, indicates or designates the information, contents or topics of a document or a group of documents; also a list of the names or subjects referring to a document or group of documents (IBM).

Information:- Information is a piece of items. It is the product of human brain in action. It may be abstract or concrete when an individual begins to think. A variety of sensation or images flash across in his mind. This makes some information to accumulate in his mind.

IT:- Electronic technologies for collecting, storing, processing and communicating information.

Keywords:- The expressive words, sometimes called catchwords that are chosen from a document being catalogued or being ordered to put in the computer database for the purpose of facilitating retrieval of the document during searching procedure.

Library:- Library is a centre of information and knowledge that works for acquiring or providing access to books, periodicals and other multimedia that meet educational, recreational and informational needs of their users.

Library orientation:- It is a kind of services provided to the new comer in the library, especially in an academic library where are large numbers of users and where it is not possible to provide individual assistance.

MARC:- MARC is the acronym for MACHine-Readable Cataloging. It defines a data format that emerged from a Library of Congress-led initiative that began nearly forty years ago. It provides the mechanism by which computers exchange, use, and interprets bibliographic information, and its data elements make up the foundation of most library catalogs used today. MARC became USMARC in the 1980s and MARC 21 in the late 1990s.

Manual catalogue:- Catalogue that is prepared using manual effort or physical labor extensively is here defined as manual catalogue. Even in the use of typewriter, it is totally hold by human intervention and it needs many duplicative and repetitive jobs too.

Pre-natal cataloguing:-national central body and the state central body for cataloguing to get the proof copies of books even before they are published and provide the class number can be printed in the back of the title page. The catalogue cards can be printed even before the book is released. This is called pre-natal cataloguing.

RECON:-Retrospective Conversion of Catalogue Cards

Search engine: - It is computer software that searches a collection of electronic materials to retrieve citation, documents, or information that matches or answers a user's query.

TUCL:- Tribhuvan University Central Library (TUCL) was established in 1959. It is the largest library in Nepal in terms of collection, services and the number of members. It is located in kirtipur

1.7 Organization of the study

A simple research methodology approach, this study has been organized in six different chapters. The heading of each chapter are as follows:-

Chapter I contains the introduction of the study. This chapter introduces with the background of the study along with the problem and objectives of the study. Other parts of this chapter include limitation of the study, significance of the study, definition of terms, and organization of the study.

Chapter II contains review of literature. Different books, journals, articles and past researches were collected during the study. Out of them, those literatures relating to the subject matter of the study have been reviewed in this chapter.

Chapter III the specific topics which are mainly focused by the study are discussed in focus of the study. Here, the topics and subjects which are main focus of the study are explained so as to make clear their meanings.

Chapter IV contains research methodology. Here, the methodology used in order to carry out the study to meet the predefined objectives has been discussed. This chapter has been divided into different subheadings like- research design, population and sample, data collection procedure, and data analysis procedure.

Chapter V contains presentation and analysis of data. This chapter is the main part of the study where the data collected during the study have been tabulated and analyzed with detail interpretation. The conclusions and recommendations are based on this chapter.

Chapter VI contains summary and conclusions. This chapter concludes the study with brief summary and conclusions. Then, recommendations developed from the study have been included followed by the References and Appendices.

REFERENCES

- Kumar, P.S.G. (1998). *Fundamentals of information Science*. New Delhi: S. Chand & Company Ltd.
- Kumar, P.S.G. (n.d.). *Information analysis, Repackaging, Consolidation and Information retrieval*. New Delhi: B.R. Publishing Corporation.
- In wikipedia retrieves August, 01, 2010, from http://en.wikipedia.org/wiki/Cataloguing_in_publication#History
- Prasher, R.G. (1937). *Information and its communication*. New Delhi: Medalion press.
- Kawatra, P. (2000). *Text book of information science*. New Delhi: A.P.H. publishing corporation.

CHAPTER II

Review of Literature

Research is the non ending and fact finding process. It starts from the conclusion or findings of the previous study i.e. what is already done, and study of these records helps to obtain detailed knowledge, conclusions or findings and then guide to the present study. In other words what happened in the past is always referable for checking and evaluating the rationality of present study and research. Hence those literature related with this study is mentioned here with what was done, to start further study. The most advanced form of modern library are CIP program which helps every person who are related to search, study or gain knowledge.

Research is a systematic and organized effort to investigate a specific problem that needs a solution. It is a broad to include all types of investigations requiring solutions to a problem. We can define research as an organized, systematic, data-based, critical, scientific inquiry or investigation into a specific problem, undertaken with the objective of finding answers or solutions to it.

Cataloguing in Publication is a separate program for publishers of multiple books that enables them to print detailed Library of Congress cataloging information on the copyright page of their books. Because the data block is already printed in the book, librarians are able to process new titles for library users rapidly and economically. Printing the CIP data block on the copyright page of your book will make you more established and aid librarians.(Poynters,2003)

In the study of CIP prepared for UNESCO in 1975 Swindley describe and defined as: 'The purpose of cataloguing in publication (CIP) is to provide cataloguing information to publishers in advance of publication in order that the information may be printed in the book to which it belongs. In this way, the book and its cataloguing data are available simultaneously to libraries, booksellers, bibliographers, and all other persons who have a need for such data ...certainly, CIP does not immediately solve all the problems which face libraries in their attempts to control the ever increasing amount of material acquired.

On the other hand, it is probably the best solution available. The aims of CIP are sound in that they seek to improve library processing at a number of points and speed books to users.(Swindley, 1979)

The problems of growth in volume of published materials, the emphasis on rapid transfer of documents and bibliographic records from producer to consumer, and the resultant need for more and better library service, traditional patterns of cataloguing and processing are changing significantly. Centralized cataloguing is defined as the “Cataloguing of documents by some central organization” for the benefit of other libraries. Whose objectives are as follows:-

i) Elimination of duplicative work, ii) Effective employment of specialization, iii) Higher quality of cataloguing output, iv) Better service levels of member libraries, v) Lower per unit cataloguing cost.

A closer approach to specific concept of cataloging in sources was made by Professor Max Muller, curator of Bodleian library. In an anonymous contribution to the march 18, 1876, issue of the academy, he spoke of the waste involved when a hundred librarians each catalogued the same book, and recommended that cataloging slips be printed and exchanged between libraries, particularly the national libraries of Europe, each being responsible for its own national book production. He also suggested the possibility of authors preparing the slips for their own books, which the publisher could include, if libraries could agree on a common form. The proposal that cataloging information be actually printed in the book first appeared in the 1870s’ a period when librarians were becoming increasingly concerned over the high cost of cataloging. The first suggestion was made in the early months of 1876 by Justin Winsor and R.R.Bowker, editor of publishers’ weekly. Mr. Winsor suggested that publishers should insert in the books they sent out bibliographical record of the title, etc., on uniform-sized slips of stiff paper. These would serve the triple purpose of a registry for editor, libraries, and booksellers. (Kent & Lancour, 1970, p231-40)

Historically, American congress library first started in practice to plan CIP in 1971 and then Britain National Library established it in 1977. And 65% American libraries developed CIP form list about three years after wards. The rudimentary forms of CIP [Known as CIP at NLI] were applied in books printed in 1967 onwards by Tehran University and in 1970 onwards by Nematollahi Sufi Centre in Tehran. In 1992, the National Library of Iran launched a CIP program as an experiment in collaboration with some publishers. Once found relatively successful, National Library of Iran proposed it as a bill to the government of Iran in 1995. In the same year, the bill passed the parliament. In the autumn of 1998, the National Library started implementation of a national program of CIP in collaboration with the Ministry of Culture and Islamic Guidance. (Zarei, 2012)

Cataloguing books before they are published, the entries being compiled from proof copies made available by the publishers, and the work being carried out by a centralized agency so that full cataloguing information is printed in the books concerned. (D'Souza,2007)

CIP program project was conducted by library of congress between June 1958 and 1959. A prepublication cataloging program in which participating publishers complete a standardized data sheet and submit it with the front matter or entire text of a new book to the Library of Congress for use in assigning an Library of Congress Classification Number (Dhiman & Rani, 2005,p.292-3)

In the area of cataloguing, one may find title influence of Ranganathan on the cataloguing practices in USA, the reason being that the dictionary catalogue is considered the most appropriate choice in the USA, where as Ranganathan was a staunch supporter of classified catalogue. However the concept of prenatal cataloguing and classification can be claimed as Ranganathan ' s direct contribution to American librarianship. It was on this principle of prenatal cataloguing that, in June 1958; the library of congress introduced the cataloguing as source project. It was a one year project in which 158 publishers and 230 libraries participated. In July 1971, the library of congress started the cataloguing in publication project which has its roots in Ranganathan's pre-natal cataloguing. Indeed, pre-natal cataloguing was Ranganathan's gift to American librarianship. (Venkatappaia, 1990)

The central library of each such group will have a sufficiently able classification to do centralized classification and cataloguing for all its branches and affiliated libraries. Modern library organization would go even further. It would centralized all classification and cataloguing work for the entire library system of linguistic area in multilingual country or of the whole country if it has only one language. It has been shown that the saving by such centralization will be as much as 79 percent of in the cost of classification and cataloguing. Surely, any country can afford to spare a sufficient number of scholarly classifiers for such centralized work. (Ranganathan, 1967,p.453)

The development of the library of congress system of printed cards, the distribution of cards in Denmark, and the eventual assistance in cooperation cataloguing by the British national bibliography are cited as evidence of the potentialities. The organization of libraries within a country has been discussed earlier in his books library development plan and library legislation. In this proposal, however, Ranganathan develops a so- called pre- natal technical work program, whereby publishers would coordinate the issuance of new title in page proof form with the preparation of bibliographical records. It is claimed that complete coverage of publications by National Central library, according to a formula worked out by the author, would save approximately 79%in cost of cataloguing. Further national savings may be made by eliminating cataloguing cards and marking holding in a national bibliography. Similar proposal have been made in the past by American librarians, although no one has ventured to set up a formula and suggest percentage savings. The proposal by Ralph Ellsworth for extension of centralized cataloguing in the United States was designed to reduce cataloguing within individual libraries. Lucile Morsch has also indicated how the extension of centralized and cooperative cataloguing could d much to cut costs of cataloguing. Undoubtedly, much more work in this respect needs to be done. (Bakewell, 1972)

Cataloguing books before they are published, the entries being compiled from proof copies made available by the publishers, and the being carried out by a centralized agency so that full cataloguing information is printed in the books concerned, and also so

that catalogue cards are available for purchase on the day of a book's publication. (Parmar,1989)

Under a grant from the council of library resources 1203 different books published by the US Government, universities societies and trade publishers were catalogued from proof copies and the resultant information printed in all published copies.

The statistics of the CIP program indicate improvements in the accuracy of classification and the speed of cataloging in libraries and databases around the world. (Zimmerman, 2009, p.164-65)

Every program has its critics, and in the complicated, controversial world of cataloging, CIP does not escape negative attention. The two primary the cataloging wayside, particularly those of smaller publishers whose title don't fall under CIP's definition of what is "widely acquired by public libraries". (Quinn, 1991)

Small and unassuming, it rarely occupies more than two inches of space on a book's copyright page. Most readers barely notice it, but to the nation's libraries and publishing community, Library of congress cataloging in publication (LC CIP) has enormous significance. For two decades, the CIP program has been preparing cataloging data prior to publication for those books most likely to be acquired by the nation's libraries.CIP data is also distributed via machine-readable cataloging (MARC) tapes. This serves as a method to alert libraries and other bibliographic services worldwide to forthcoming titles. (Newlen, 1991, p.38-42)

One better imagine a world where "library" is the answer to every information and entertainment question. When first launched, the cataloging in publication (CIP) program was an imaginative enterprise – too imaginative for some. And, in fairness to the skeptics, some of the initial expectations, like trying to complete processing for all CIP requests within two days, were a little loony. Thus, the phrase "CIP on the moon" was coined to refer to such wild- eyed nations. Today, the CIP program is taken for granted as a major source of cataloging for most libraries, and, in retrospect, it doesn't seem especially imaginative. Scanning the landscape of librarianship, in fact, reveals little that's especially imaginative. (Celli, 1991, p.2-5)

Its aim was simple: to help libraries by reducing the cost of Cataloging and by expediting book processing so books would get into the hands of readers more quickly. (Celli, J, 2001)

In the verso page of title page, cataloguing record are taken in books as prepublication of books is called Cataloguing in Publication. After implementation of ISBN then emerge the concept of CIP produce. For this program TU Central Library circular authorised letter for Nepal Library Association, Central Department of Library and Information Science, Nepal National Library, Ministry of Education and requested to Publisher for use this service. (Pangeni, 2011)

CIP is a cooperative effort between the LC and US publishers for the purpose of preparing prepublication catalog records for forthcoming monographic titles. These records are not only printed in the published book, but also appear on the library's MARC tapes. These records also appear in the weekly record and other bibliographical tools which are heavily used by librarians and booksellers (kumar, 2000, p. 569-71).

Cataloging of books by central organization in association with the publishers before publication, the catalogue entries being then printed in the books themselves. The success of centralized cataloging depends on uniformity of cataloguing and classification in sufficient number of libraries and duplication of stocks in libraries (Needham, 1971, p.347-9)

The cataloging – in – source experiment (1960) is an amazing document. On the one hand, the libraries surveyed were enthusiastic about the possibilities, although they were not unanimous about precisely how they would use the cataloging information or, indeed, how much of this information they really needed. On the other hand, LC found the experiment only a costly nuisance and stated flatly that there should be no further experimentation with the idea. (Dunkin, 1969, p.144-7).

Between June 1958 and February 1959, the Library of congress carried out an experiment to find out whether the pre-publication cataloguing of books was a practicable proposition. 1200 books were catalogued from publishers' proofs so that a catalogue entry could be printed on the verso of each title page (Needham, 1971).

With the beginning of LC printed card service in 1901 a new spate of demands erupted, most of them for cards to be distributed with each new book sold. The Carnegie Corporation made a billion dollar effort between 1929 and 1938 to get this idea established, and tried again in a smaller way with the "Carnegie book shelf project" in 1957. Similar attempts have been made in Australia, New Zealand, Brazil and USSR. (cataloging in source, 1960)

Centralized cataloguing is carried out by a central library or organization so that all member libraries may share the cataloguing therefore avoiding duplication of effort, and providing a uniform standard entry. British Library Bibliographic Services Division (BLBSD) produces MARC computer tapes, which are machine readable version of the BNB and LC bibliographic records. (Chirgwin & Oldfield, 1982)

Cataloguing books before they are published, the entries being compiled from proof copies made available by the publishers, and the work being carried out by a centralized agency so that full cataloguing information is printed in the books concerned, and also so that catalogue cards are available for purchase on the day of a book's publication. (Chopra, 1990)

Every literature explanation has about cataloguing in publication which save time, money, manpower, material where Ranganathan deserves to be long remembered for his five laws of library science as these are best summary of what libraries are or should be about.

REFERENCES

- Bakewell, K.G.B. (1972). *A manual of cataloguing practice*
- Cataloguing in source (1966). *Encyclopaedia of Librarianship* 3rd. rev. ed. (p.92). London: Bowes & Bowes.
- Cataloguing in source (1989). *Encyclopaedic dictionary of Library and information science* (vol. I, p.192). New Delhi: Anmol publications.
- Cataloguing –in-source .(1960). *Library Journal*, 85(8), P.1535-37.
- Celli, J. (1991, july). CIP on the moon. *Library journal, winter 2008 netconnect* , pp. 2-5.
- Celli, J. (2001). The new books project : a prototype for re-inventing the cataloguing- in - publication program to meet the needs for publishers, libraries and readers in the 21st century. *67th IFLA Council and General Conference, August 16-25, 2001* (p. 3). Boston: IFLA
- Chirgwin and Oldfield (1982). *The library assistant's manual*. 2nd rev. ed. London: Clive bingley ltd.
- Chopra, R.N. (1990). *Dictionary of library science*. New Delhi: Anmol publications, p.113.
- Dhiman, A., & Rani, Y. (2003). *Learn library cataloguing*. p292-3 New Delhi: ESS ESS publications.
- D'Souza, J. (2007). *Dictionary of library science*. New Delhi: G.S.Rawat for cyber tech publication.
- Dunkin, P.S. (1969). *Cataloguing U.S.A.* (n.l): American Library Association
- Feather, J., & Sturges, P. (Ed.) (1997). *International encyclopedia of information and Library Science*. London: Law publishers.
- Kaula. *Library Science Today*. New Delhi.

- Kent, A. & Hall, C.M.(Ed.) (1999). Encyclopedia of Library and Information science (Vol.4, P.231-41,286-7). New York: MARCEL DEKKER.
- Kumar, G., & Kumar, G.(1986). Theory of cataloguing. New Delhi: Vikas publishing house Pvt.Ltd.
- Kumar, PSG,(2002).A student's manual of Library and information science.New Delhi:B.R. Publishing corporation.
- Needham, C.D (1971).Organizing knowledge in libraries: an introduction to information retrieval (347-9). London: Andre duetsch limited
- Newlen, R. R. (1991). Read the fine print : The power of CIP. *Library Journal* , 38-42.
- Pangeni,B.(2066).Five Decades of Central Library(1959-2009A.D.),p 221,311.
- Poynter, D. (2003). The Shelf-Publishing Manual:how to write, print and sell your own book. USA: Para Publishing.
- Quinn, J. (1991, july). Is CIP all it can be? *Library journal* , p. 40.
- Ranganthan, S. (1967). Prolegomena to library classification. New Delhi: Asia Publishing house.
- Swindley, L. (1979). Cataloguing in Publication:an international survey. Unesco.
- Venkatappaia,V. (1990). Dimentions of library and information science. New Delhi: Concept publishing company.
- Zarei, H. (2012, 01 28). Comparision of Cataloging in Publication with Cataloging-after-Publication of Iran National Library Bibliographic Center. Retrieved 01 28, 2013, from http://www.eurojournals.com/AJSR_50_07.pdf
- Zimmerman, G. (1995). Library of congrss Cataloging in publication Program. *publishing Research Quarterly* , 11 (number 3), 164-165.

Chapter III

FOCUS OF THE STUDY

3.1 Tribhuvan University Central Library (TUCL)

Tribhuvan University Central Library (TUCL) was established in 1959. It is the largest library in Nepal in terms of collection, services and the number of members. It began with a collection of 1200 volumes of book and now it has more than 3, 35,000 volumes of books and documents including 37,000 back volumes of periodicals (2009/10). It serves various types of users mostly university students, professors, researchers etc. In the library electronic databases is put online for local users as a computerized bibliographic database which can be retrieved with 5 different terminals while searching the bibliographic information. 'TUCL has started its electronic database from 1993. More than 60,000 records (2009/10) of the library materials are available on OPAC (online public access catalogue) computer terminals for in house search; the same records are available in TUCL website www.tucl.org.np. (TUCL, 2009/10, p.1)

Another most important function of TUCL is to distribute ISBN (International Standard Book Number). It has distributed more than 20,000 thousand ISBN (2009/10) numbers to Nepalese publications since ISBN system began in January 2000. (TUCL, 2009/10, p.2)

Apart from those functions TUCL has been publishing the Nepalese National Bibliography (NNB). The Nepalese National Bibliography (NNB) from the years 1981 and onward is a research tools for persons interested in any aspect of life in Nepal, especially the country's development and its literary output. The NNB is published at irregular intervals, but it has the advantage over other existing bibliographies that do appear on a regular basis of not neglecting Nepalese publications in such languages of Nepali, Newari and Maithili. Since important works, academic or otherwise, are being written in these languages a bibliography encompassing as many of these sources as possible fills a much useful niche. The present bibliography comprises 1,762 entries in total. In 2000, 565 entries, 2001, 619 entries, 2002, 548 entries. (TUCL, 2008)

TUCL is the national ISBN agency to provide ISBN for the books published in Nepal since 2000. ISBN is the unique and identification number of books.

According to former chief librarian of TUCL Krishna Mani Bhandari CIP is essential for Nepali publications which are published in Nepal. But lack of idea and authorization it is not being started. In the occasion of Golden jubilee of TU every department started to do something new in their department. TUCL also thought to do something in their library and they decide for book exhibition of TUCL publication. At the same time Sajha publication interested to participate in this CIP program. In that time, Mr. Victor Pradhan was a General Manager in the Sajha Prakashan, who have knowledge about national library's role and function and he was aware about importance of CIP. He says that it helps to arrange books in systematic and scientific way. Being interested for this CIP program and more than 350 books getting CIP data from TUCL till the date 2012-08-30.

The CIP data helps to organize all documents in the same place which makes uniformity and consistency within all libraries. Thus TUCL started and suggested with writing formal letter to all ISBN users for use CIP service free of cost on their publication. CIP is a voluntary program, with cooperation between publishers and the TUCL. This is currently free of charge to participate more than more publishers of Nepal. A catalogue record of books published in verso of title page with date and number of CIP holder. Which carry the TUCL assigned ISBN will be created and given to the publisher before the book is published.

Central Library has started to provide cataloging in publication data service to the Nepali publications on the occasion of Golden jubilee year 2066 (June, 2009) of T.U. In 2009 June, the TUCL of Nepal launched a CIP program as an experiment in collaboration with some publishers. Retrospective Conversion of Catalogue Cards (RECON) is a process of converting manual record into machine readable form. TUCL has approximately one hundred thousand records which are still on catalogue cards and library is converting these records into machine readable from KOHA Software under the TU strengthening project 2009/10(TUCL, 2009/10,p-46).

TUCL has started to provide CIP to the publishers of Nepal for new publications on the occasion of the Golden Jubilee year 2066 of Tribhuvan University. CIP reduces the book processing time of the librarian. It helps to locate the same book globally. About 280 CIP distributed in this fiscal year 2009/10(TUCL,2009/10,p-46) .Nation-wide application of CIP has lead to considerable savings of time and effort by avoiding multiple cataloguing in every single library throughout the country while securing consistency and accuracy. CIP data is normally provided to publishers within one to three working days. CIP is also a bibliographic database, which provide accurate and fact of subject, title, content, etc.

3.2 Definition of CIP

CIP is a kind of ornament of a quality publications development country like, USA(Library of congress), UK (British Museum), Iran(National library of Iran), National library of Australia, New Zealand, Canada, SAARC country Pakistan have started providing CIP to their publications.

The CIP entry is derived from information supplied by publishers. A catalogue record for each title will be created. This record includes the author, title, publisher, date of publication and the International Standard Book Number (ISBN). The Library of congress subject heading (LCSH), TUCL manual, Anglo American Cataloguing Rules (AACR-II) and Dewey Decimal Classification (DDC) numbers are also provided to facilitate access. The record should be arranged according to internationally established standards, which make it possible to distribute information about publications throughout the world. Commercial publishers, institutions, government or statutory boards, and self publishers, who have applied for TUCL of ISBN number, are invited to participate in the CIP program.

CIP helps to promote books even before they are published. CIP records appear in the Nepal National Bibliography and provide publicity for forthcoming books both locally and globally. A copy of the CIP is available and can be searched and retrieved from the TUCL database CDS/ISIS. The CIP record is also printed in publication and can be used by libraries for cataloguing and classification of new acquisitions.

The CIP program covers publications published by commercial publishers, institutions and organizations or individuals in Nepal. CIP is currently, offered for English and Nepali print publications. Publications those are included in the CIP program: - Books on all subjects, for all age groups, that are published in Nepal and which carry and not the TUCL assigned ISBN, monographic series/ multi volume publications, publications that are excluded from the CIP program etc.

3.3 Introduction about CIP

In the area of cataloguing, one may find title influence of Ranganathan on the cataloguing practices in USA, the reason being that the dictionary catalogue is considered the most appropriate choice in the USA, where as Ranganathan was a staunch supporter of classified catalogue. However the concept of prenatal cataloguing and classification can be claimed as Ranganathan's direct contribution to American librarianship. It was on this principle of prenatal cataloguing that, in June 1958; the library of congress introduced the cataloguing as source project. It was a one year project in which 158 publishers and 230 libraries participated. In July 1971, the library of congress started the cataloguing in publication project which has its roots in Ranganathan's pre-natal cataloguing. Indeed, pre-natal cataloguing was Ranganathan's gift to American librarianship.

The Cataloguing-in-Publication (CIP) Program provides records of new and forthcoming books in advance of publication. Cataloguing in publication data program helps to provide information to their user as rapid growing publication of text book, journal, document, and others those are available in library, market, discussion board, or any other places for Selective Dissemination of Information (SDI), Current Awareness Service (CAS), to prepare index, to find out description of books etc.

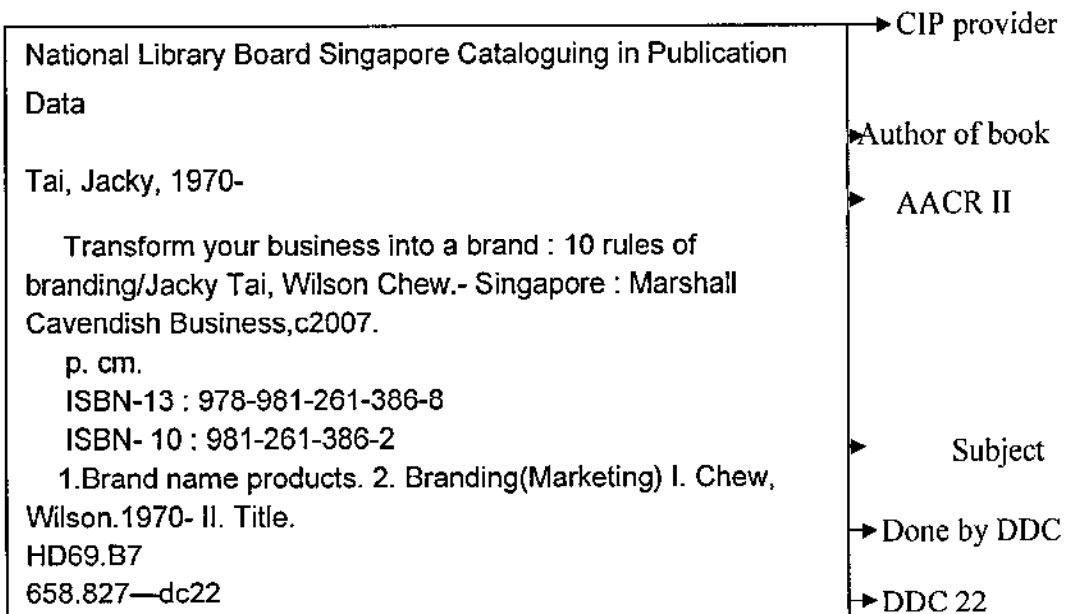
The CIP Program serves information for publishers and libraries. For publishers, the program is a bridge to the library book buying market; for libraries, it is an alerting service enabling them to identify titles of interest to their user communities. A republishing cataloging program in which participating publishers complete a standardized data sheet and submit it with the front matter or entire text of a new book to the Library of Congress (LC) for use in assigning an Library of Congress Classification

Number (LCCN) and preparing a bibliographic record, which is sent back to the publisher within 10 days to be printed on the verso of the title page. The Library of Congress distributes CIP records to large libraries, bibliographic utilities, and book vendors on a weekly basis to facilitate book processing. If incomplete, the initial record may be amended by the Library of Congress after the U.S. Copyright Office receives the deposit copy of the published work. The CIP Program began at the LC in 1971 and is used throughout the world.

3.4 Structure of CIP

CIP data provides full information about books, documents, journals etc. this data are prepared by scholars in library field. They need different tools for to assign CIP data. There are some examples given below.

On the back of the title page (verso) the national authorized institution writes their name as “National Library Board Singapore Cataloguing in publication Data” who is the provider of CIP.



The catalogue record goes onto the National Bibliographic Database and in the National Bibliography. This record helps to availability of information at anytime when it store for dissemination.

The sample of CIP /New Zealand

National Library of New Zealand Cataloguing in Publication Data

Dalziel, Paul.

The New Zealand macro economy : a briefing on the reforms and their legacy/by Paul Dalziel and Ralph Lattimore.4th ed.

Previous ed.1999.

Includes Index..

ISBN-0-19-558443-0

1.New Zealand – Economic policy – 1984-. 2. New Zealand - Economic conditions – 1984- I. Lattimore, Ralph G. II. Title.

TUCL is a national agency of ISBN and become a Nepal's largest library and famous in the world as information collection and different services are provided for facilitate and aware student, user, author, publisher and researcher. It provides CIP data, the sample in Nepali and english structures provided by TUCL

Nepali sample

**TU Central Library of Nepal Cataloguing-
in- Publication Data**

दीक्षित, मदनमणि

माधवी (उत्तरबैदिककालीन उपन्यास) / मदनमणि दीक्षित . -
ललितपुर : साक्षा प्रकाशन, २०६७ वि.

५७० पृ.

ISBN 978-99933-2-908-4

१. नेपाली उपन्यास ६. आख्या

N891.4953

Di162m – dc 22

201007120

In the top of card, CIP data provider's names are addressed. In this card TU Central Library of Nepal is a provider of CIP as country authorization. This CIP data follow AACR-II rules entry for making card catalogue.

Author name are started from sur name from 12 spacing. Access point are started from 14 spacing , physical description of document are continue from place of publication, publisher's name, country and published year, Pages, bibliography, ISBN, with notes and complete information of document.

English sample

TU Central Library of Nepal Cataloguing-
in- Publication Data

Thapa, Raju

Human rights and justice in Bhutan : shadow report
on first universal peridical review of Bhutan / Raju
Thapa and I. P. Adhikari. - Kathmandu: human rights
without frontiers, Nepal, 2009.

viii, 74p.

Includes bibliography

ISBN 978-9937-2-1976-1

1. Human Rights - Bhutan 2. Civil Rights - Bhutan
3. Social Justice - Bhutan I. Title

323.095498

T329h – dc 22

200912103

REFERENCES

- Kumar, G. & Kumar, K. (1986). *Theory of cataloguing*. New Delhi: Vikas Publishing House Pvt. Ltd.
- Khulal, R.(2009). *Use of catalogue by University students in Tribhuvan University Central Libray: a survey*. Unpublished thesis for master of Arts in LIS. Kirtipur: Central Department of Library and Information Science.
- TUCL. (2009). *Annual report 2007/2008 (2064/2065)*. Kirtipur: Tribhuvan University Central Library.
- TUCL. (2008). *Nepalese National Bibliography(NNB)*. Kirtipur: Tribhuvan University Central Library.

CHAPTER IV

RESEARCH METHODOLOGY

4.1 Research Design

Research is the systematic study and investigation of a topic outside our own experience and knowledge when we are doing research; we have to move from what we know about a topic to what we don't know. Thus the skills of the researcher should navigate to attempt the actual destination. Meanwhile the effort, on critical thinking, and understanding capability of researchers lead to navigate to topic. It is rewarding, but it also time consuming. It requires discipline, strategic planning, careful time management, and a constant willingness to rethink ideas and reshape discussions.

Information management part is an important era of the library studies. All the professionals and user of libraries wants to retrieve the information as soon as possible as per their need.

Questionnaire and interview technique is applied for data collection in this research. All the relevant questions related to the title are accompanied in questionnaire as far as possible. However, these approaches were not sufficient for collecting desired information field visit and direct observation method was also used. Thus Descriptive research design has been used for this study.

The study was conducted at TUCL. The questionnaire were asked among the TUCL professional and non professionals. The questionnaires were. The questionnaires were analyzed using Microsoft word and Excel.

4.2 Population and Sample

Since the study is focused on TUCL, Nepal National Library(NNL), Sajha Prakashan(SP), Vidhyarthi Pustak Bhandar(VPB), Makalu Prakashan Griha(MPG), Bhrikuti Publication(BP) and others for author/writers so the population of the study comprises all the users of it. Non-probability sampling method was followed for the selection of sample. As per the nature of study, accidental sampling was used under non-

probability sampling method. The respondents were approached in the TUCL, Sajha Prakashan premises where 50 questionnaires were distributed.

4.3 Data Collection Procedure

Questionnaire:

A set of structured questionnaire was developed for the purpose of collecting data from the CIP agent TUCL, SP, NNL, author, publisher, professional and non professional librarian. The questionnaire contained subjective as well as objective questions. The questionnaires were distributed through the personal contact in which they were requested to fill up the questions. Same questions were distributed for professional and non professional librarian, CIP agent TUCL, Author and publisher assuming that those who can respond the questionnaire in better way have the good knowledge or skills about CIP program's difficulties and challenges.

Interview/Observation

Interview and observation method was used for the author, publisher, professional and non-professional librarian and agent of CIP program. Researcher had requested to maintain their information need with the CIP program in the context of Nepal. Many of the users were not familiar with the CIP program and some of them were familiar but they rarely applied it in especially for assigning call number, subject description to obtain uniformity and consistency.

The information has been collected through the questionnaire to all the users of CIP, agent of CIP program TUCL, author, and publisher. The study is mainly based on primary data with few secondary data. Structured questionnaire (semi open questionnaire) was prepared with the questions designed to get precise and definite information from the respondents. The designed questionnaires was checked thoroughly and finalized. Besides, these different published and unpublished documents of TUCL were also examined during the study along with intensive Internet search.

4.4 Data Analysis Procedure

The collected, edited, coded, tabulated, and classified or categorized according to the respondent's responses. The data collected during the study are presented by frequency distribution tables, bar diagrams and pie-charts with the aid of Microsoft word and excel. All those collected data were aggregated into a form that presented the summary of answers from respondents. In this study both quantitative and qualitative methods of data analysis has been used. Thus it is a mixed type research.

Chapter V

PRESENTATION AND ANALYSIS OF DATA

5.1 Responses from CIP Program Provider/ Authority

The data collected through questionnaire and observation has been presented in the tables below and comparative analysis has been made basing upon the variables. The government Library (NNL) and University Library (TUCL) has been chosen as the organizations.

5.1.1 Concept about CIP program

Simply, a question to elicit information for the concept about CIP Program for CIP provider/authority.

Table 5.1.1

Concept of CIP program

S.N	Library / Organization	Concept about CIP program				Total
		Concept in publication	Cataloguing in publication	Computer imprint	Control in publication	
1	TUCL	5	3	3	-	11
2	NNL	5	2	2	-	9
	Total	10	5	5	-	20
	Percent	50	25	25		100%

Source: Field Survey, 2012

In this question TUCL and NNL have participated to respond questionnaire. Among them 50 percent have replied concept in publication, 25 percent cataloguing in publication, 25 percent have concept about computer in print and no other responses about control in publication.

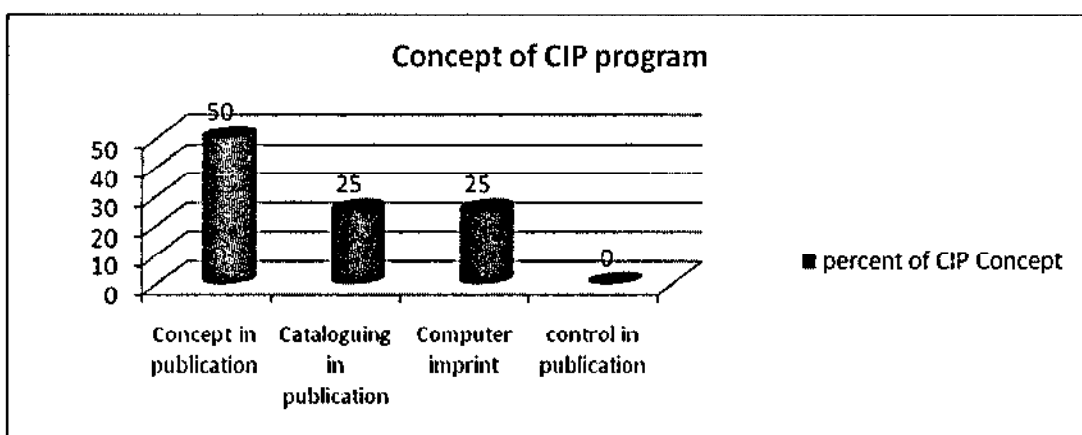


Fig . 1

5.1.2 Realising the importance of CIP program

Respondents were asked whether they realized the importance of CIP program in these days, in this question

Table 5.1.2

Reason of launch CIP program

S.N.	Library	Realizing importance of CIP				Total
		Demand of time	Easy to access	Expansion of	Rapid growth in	
1	TUCL	4	4	1	3	12
2	NNL	3	2	1	2	8
	Total	7	6	2	5	20
	Percent	35	30	10	25	100%

Source: Field Survey, 2012

In the above table there is the information that Why CIP is used. The respondent Out of 20, 35% said that it is the demand of time, 30 % said that it is easy to excess, 10% said it helps to expand knowledge, and 25% said due to rapid growth of information.

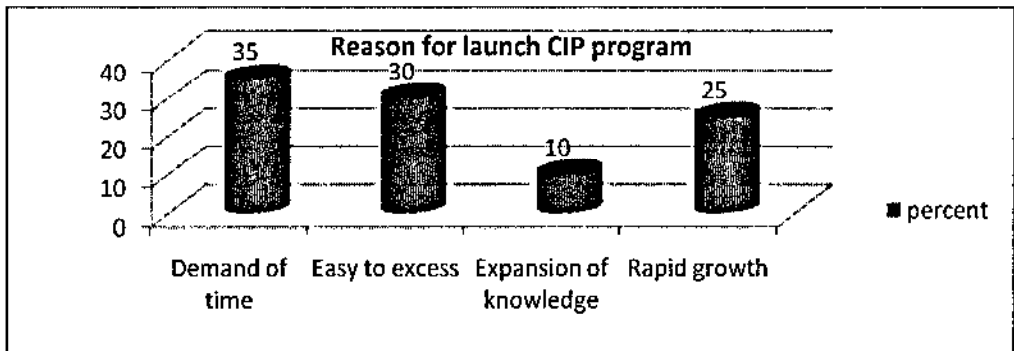


Fig. 2

5.1.3 Relation between ISBN & CIPs

A question was asked to the authority organization about what relation between ISBN and CIP for the concept to manage library document.

Table 5.1.3:

Relation in between ISBN & CIP

S.N.	Organization	Yes	No	Total
1	TUCL	9	2	11
2	NNL	2	7	9
	Total	11	9	20
	Percent	55	45	100%

Source: Field Survey, 2012

Total 11 respondent responded from TUCL and 9 respondents responded from NNL. Fifty five said that there is relation between ISBN and CIP and 45 percent respond no to the relation with ISBN and CIP.

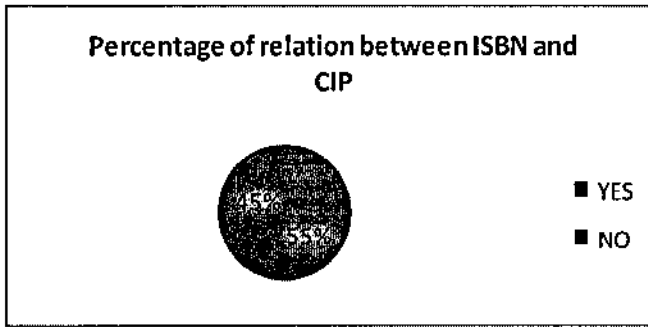


Fig. 3

5.4. Beneficiaries of CIP

The authority who those responded beneficiaries of CIP are as follows.

Table 5.1.4

Beneficiaries of CIP

S.N.	Library	Librarian	User	Publisher/Author	All of Above	Total
1	TUCL	6	-	6	-	12
2	NNL	3	1	1	3	8
	Total	9	1	7	3	20
	Percent	45	10	35	15	100%

Source: Field Survey, 2012

In TUCL, for Librarian 6, Publisher/ Author 6, out of 12 respondents response that they are the beneficiaries. As like same in NNL, 3 for librarian, 1 for user, 1 for publisher/ author and 3 are all of above out of 8 respondents expressed the same ideas. Among them librarian are 45 percent, user are 10 percent, publisher/author are 35 percent and all of above are 15 percent.

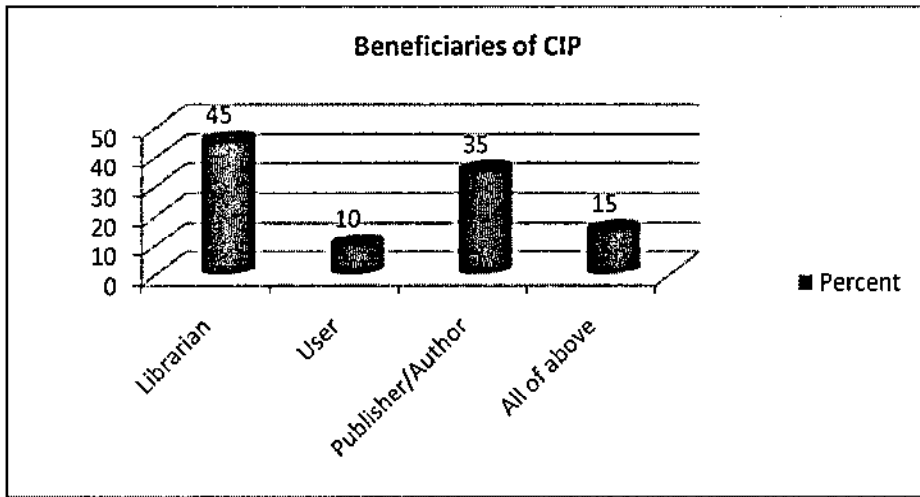


Fig. 4

5.1.5 ISBN holders receive CIP

To evaluate the ISBN holders receive CIP, a question was asked to the Authority whether the scope of CIP as following format.

Table 5.1.5

Status of ISBN holder for CIP

S.N.	Library	Status of ISBN holder for CIP		Total
		Yes	No	
1	TUCL	5	7	12
2	NNL	2	6	8
	Total	7	13	20
	Percent	35	65	100%

Source: Field Survey, 2012

Above question the respondent replied 5 from TUCL and 2 from NNL and they are 35% for yes and out of 13, 7 from TUCL and 6 from NNL and are 65% for No. Thus every ISBN holder has not received CIP in the context of Nepal.

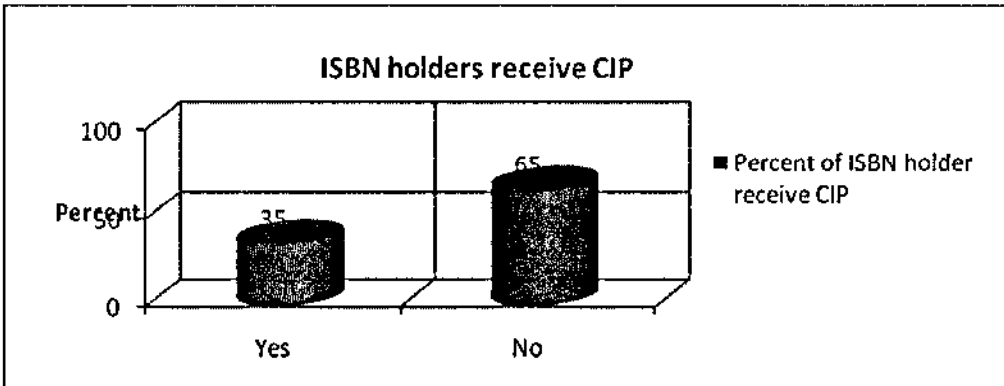


Fig 5

5.1.6 Advantage received by stakeholders in their respective order

A question was asked to authority for the advantage received by stakeholders in their respective order as they know.

Table 5.1.6

Advantage received by stakeholders

S.N.	Library	Advantage receiver				Total
		Author/Publisher	User	Librarian	Professional	
1	TUCL	8	2	2	-	12
2	NNL	4	2	1	1	8
	Total	12	4	3	1	20
	Percent	60	20	25	5	100%

Source: Field Survey, 2012

The question asked for receiving advantage by stakeholder for authority. They responded as author/publisher 60 percent, user 20 percent, librarian 25 percent and 5 percent respectively in TUCL and NNL out of 20 respondent.

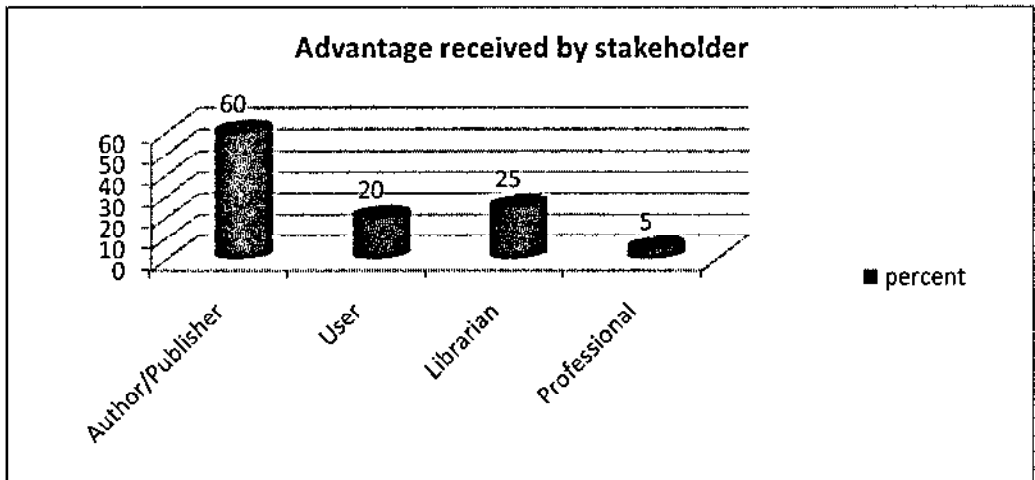


Fig. 6

5.1.7 Type of document more suitable for CIP

A question to elicit the information on types of document which are more suitable for CIP was asked to the authority.

Table 5.1.7

The document more suitable for CIP

S.N.	Library	Type of document more suitable for CIP				Total
		personal books, document, Journal	publisher's book, document,	CD's, manuscript,	If others,	
1	TUCL	4	5	1	2	12
2	NNL	2	3	1	2	8
	Total	6	8	2	4	20
	Percent	30	40	10	20	100%

Source: Field Survey, 2012

Asking the question, the respondent answer as follows. 30 percent for personal books, document ,journal; 40 percent for publisher's book, document, journal; 10 percent for CD's, manuscript, books, document and 20 percent responding for others.

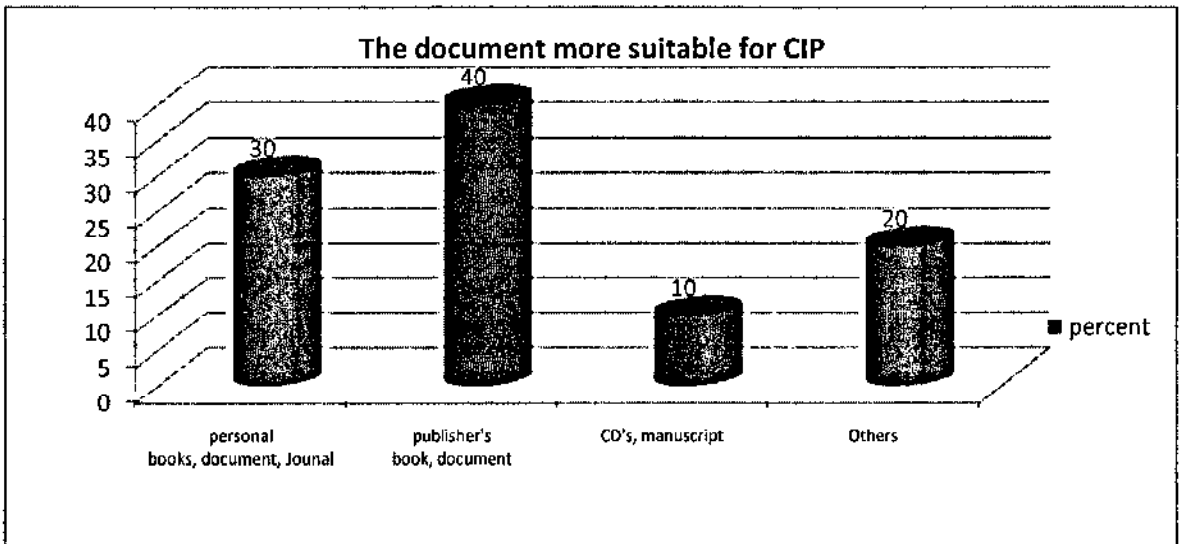


Fig. 7

5.1.8 CIP program aware to the publisher

Asked a question to elicit whether CIP program aware to the publisher for use of CIP on their documents as demand on digital age of library material.

Table 5.1.8

CIP program aware to the publisher

S.N.	Library	CIP Program aware to Publisher		Total
		Yes	No	
1	TUCL	7	4	11
2	NNL	4	5	9
	Total	11	9	20
	Percent	55	45	100%

Source: Field Survey, 2012

Respondent responded by TUCL were 7 yes and 4 were no, out of 11 and 4 were yes and 5 were no in NNL as respectively. As comparison with TUCL and NNL, 55 percent said yes and 45 percent said no. So, CIP program aware to the publisher by authorities which

are good signal for Nepal.

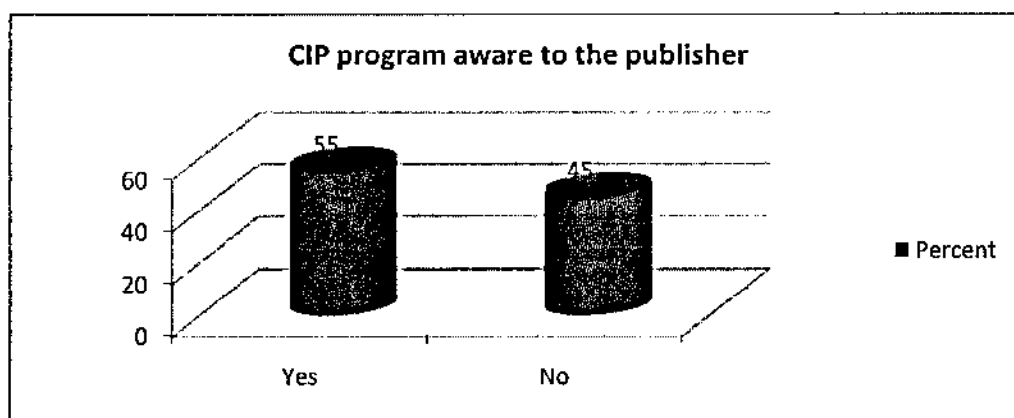


Fig. 8

5.1.9 Procedure followed by TUCL

What procedure should be followed by TUCL while applying CIP the answer given by authority are as followed.

Table 5.1.9

Procedure for implementing CIP by TUCL

S.N.	Library	Procedure followed by TUCL				Total
		By taking cost and manuscript	No cost but only manuscript	Only by request	Others	
1	TUCL	1	6	2	-	12
2	NNL	2	4	4	1	9
	Total	3	10	6	1	20
	Percent	15	50	30	15	100%

Source: Field Survey, 2012

Total respondent of TUCL are 12 as by taking cost and manuscript are 1, no cost but only manuscript 6 and only by request 2 are respectively. Out of 9 from NNL, 2 were by taking cost and manuscript, 4 were of no cost but only manuscript, 4 were of only by request and 1 were others respectively. Out of total 20 respondent by taking cost and

manuscript 15 percent , no cost but only manuscript 50 percent, only by request 30 percent and others 15 percent as respectively in TUCL and NNL.

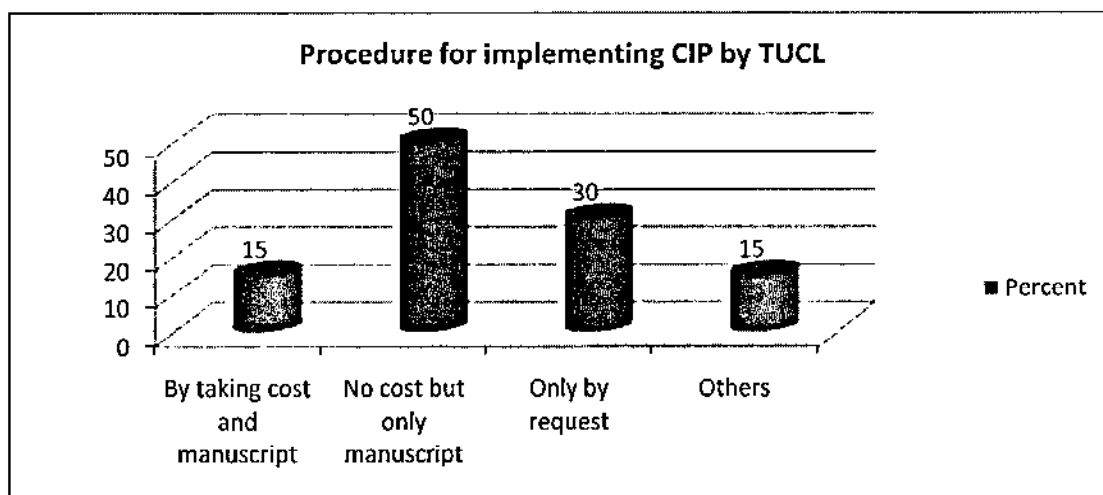


Fig. 9

5.1.10 CIP facilitates for classification and cataloguing

Some of them suggested that it is easy for librarian to prepare catalogue and assign class number and subject heading. It is also easy to work and find out exact book by users. It should provided classification numbers and cataloguing procedure followed by AACR-2 as format of cataloguing. It is necessary for library not for publisher.

5.1.11 Valuable suggestion for implement the CIP system in Nepal efficiently

Most of the users have suggested increasing the number of computers and printing machine more information are produced day by day but without managing these information we cannot access easily by saving time of user, publisher, author and others who need information every time in everyday life. They should be aware and should provide CIP in their books before published, so that they can implement the CIP in Nepal more effectively. For pre cataloguing and information standard we should implement CIP. But we did not know timely information from ISBN Centre.

Author and publisher should be aware when applying for ISBN. They should advertise and publish some article for its importance to its beneficiaries. Marketing is required and

book publishing policy also is required.

It should be handled with care. We should conduct seminar on CIP, We have to decide for cost and one separate section should be established in TUCL for effective service. The marketing of CIP is required for effective implementation of CIP in Nepal. It should be compulsory to take CIP from publisher.

5.1.12 conducted any awareness program for Author/Publisher

Asking among 20 respondent 16 said it has not conducted any awareness program for author/ publisher, and 4 respondent answered for yes which conducted awareness program for author/ publisher. Among them 80 percent and 20 percent ratio are conducting awareness program for publisher/ author. Some are blaming and suggesting CIP are given only on requests, now it is free of cost. They provide only by request, if they were managed systematically with cost at that time they should conduct the awareness program by those cost for author/ publisher.

A similar question asked to the concerned authority has shown the following result, where some said still not, the other said no, and some of them said information about CIP is given on ISBN form.

5.2 Responses from Publisher/Author

Publisher, author or information creator are fully involve in generating information in form of books, document, CD's, manuscript as their required presented in the following sections:

5.2.1 Knowledge about CIP

A question was asked to know the type of library, the responses are as follows:

Table 5.2.1

Knowledge of CIP

S.N.	Library	Knowledge of CIP		Total
		Yes	No	
1	VPB	2	-	2
2	BP	1	1	2
3	MPG	-	1	1
4	SP	2	-	2
5	Others	3	-	3
Total		8	2	10
Percent (100 %)		80	20	100%

Source: Field Survey, 2012

The question regarding the knowledge about CIP, 80% publisher answered in yes and 20% answered that they have no knowledge about CIP.

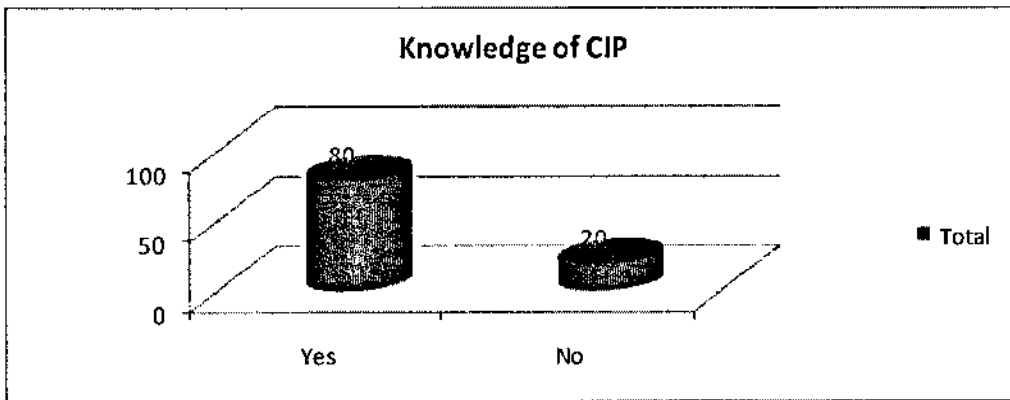


Fig 10

5.2.2 Knowledge about Library of Congress Cataloguing in Publication

A question to the librarians was asked about their targeted users, the responses are as follows:

Table 5.2.2

Knowledge of LOC CIP

S.N.	Library	Library of congress CIP		Total
		Yes	No	
1	VPB	2	-	2
2	BP	1	1	1
3	MPG		2	2
4	SP	2	-	2
5	Others	3	-	3
Total		7	3	10
Percent (100 %)		70	30	100%

Source: Field Survey, 2012

Most of the publisher/author knows about Library of Congress Cataloguing in publication data format, which have attached in the verso of title page. This data shows that 70% know about LOC CIP and 30% are confused and said no.

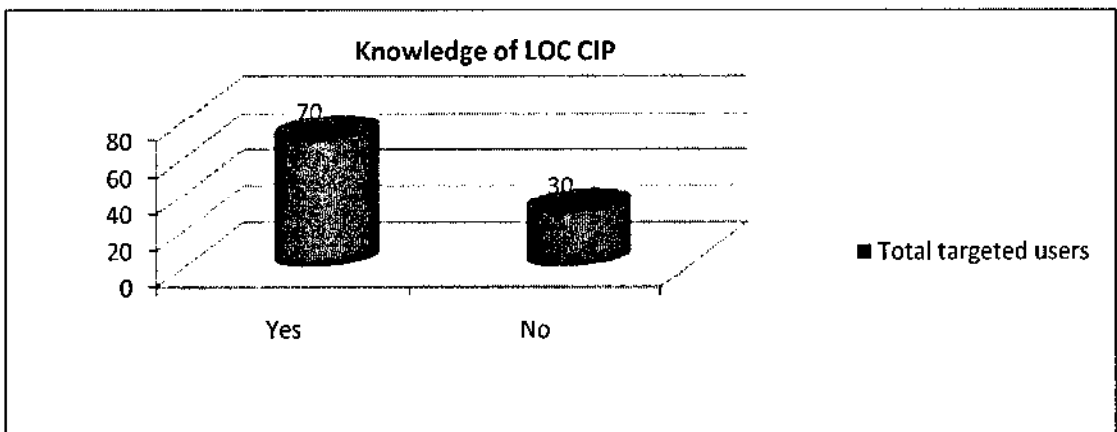


Fig 11

5.2.3 Nepal also have been providing CIP

A question was also asked with librarians whether the digital library receives any demand from the users on digital contents, the responses are as follows:

Table 5.2.3

Knowledge of CIP providing in Nepal

S.N.	Library	Providing CIP in Nepal	
		Yes	No
1	VPB	2	-
2	BP	1	1
3	MPG	-	2
4	Sajha	2	-
5	Others	1	1
Total		6	4
Percent(100%)		60	40

Source: Field Survey, 2012

Question asked about Knowledge of CIP providing in Nepal responses from 60% and 40% Yes and No respectively. Those who receiving in their publication they replied yes and others are not.

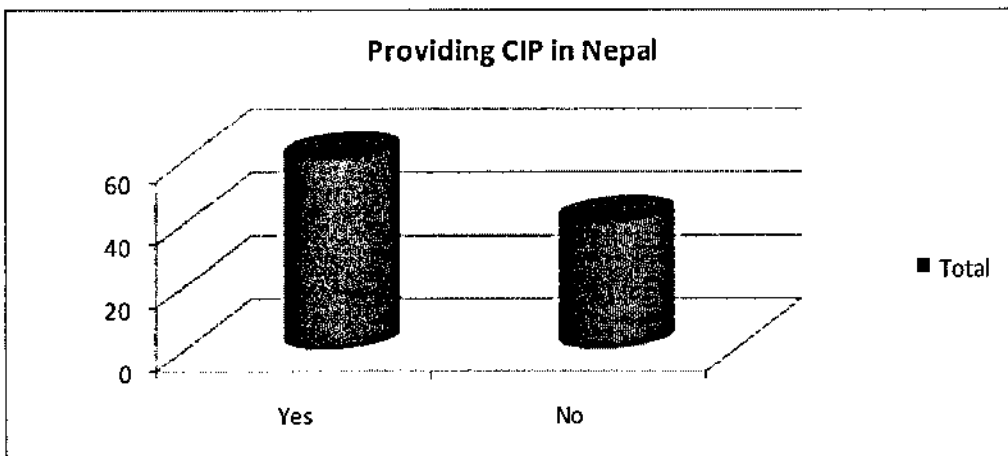


Fig 12

5.2.4 Providing CIP authority in Nepal

To support the above question another question was also put to the libraries which organization provided CIP; the responses are as follows:

Table 5.2.4

Providing CIP authority in Nepal

S.N.	Library	Providing CIP authority in Nepal				Total
		TUCL	NNL	KL	NLA	
1	VPB	2	-	-	-	2
2	BP	1	1	-	-	2
3	MPG	1	1		-	2
4	SP	2	-	-	-	2
5	Others	1	-	1	-	2
Total		7	2	1	-	4
Percent (100 %)		70	20	10		100%

Source: Field Survey, 2012

Participated respondents have been answered 70%, 20%, 10% as TUCL, NNL, KL respectively but no replies for NLA.

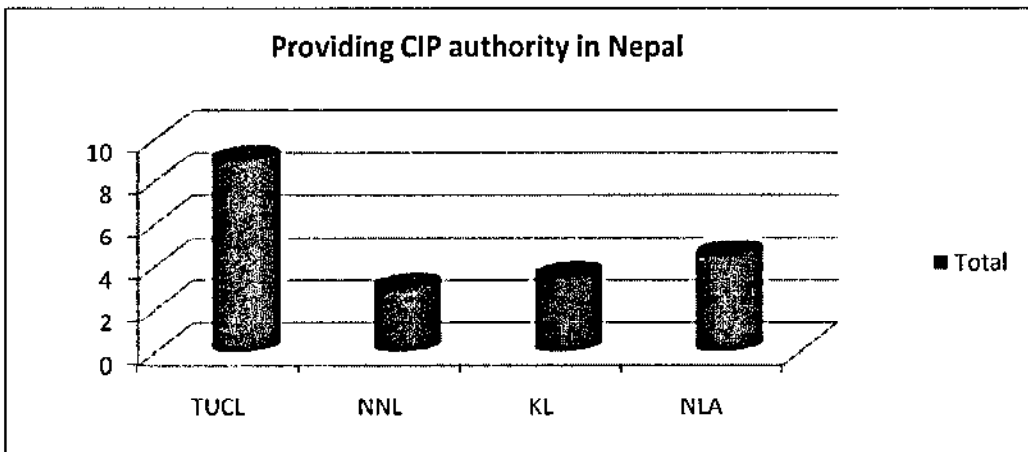


Fig 13

5.2.5 Using CIP in their publication

The question about the way of selecting digital content of the library was asked; the responses are as follows:

Table 5.2.5

CIP using on their publication

S.N.	Library	Condition of their publication				Total
		No	Yes	In process	Don't know	
1	VPB	-	1	1	-	2
2	BP	1	-	-	1	2
3	MPG	1	-	1	-	2
4	SP	-	2	-	-	2
5	Others	-	2	-	-	2
Total		2	5	2	1	4
Percent (100 %)		20	50	20	10	100%

Source: Field Survey, 2012

On asking question about CIP using on their publication, the replies out of total 20% say No, 50% say yes, 20% say in process and the other 10% say that they don't know about CIP.

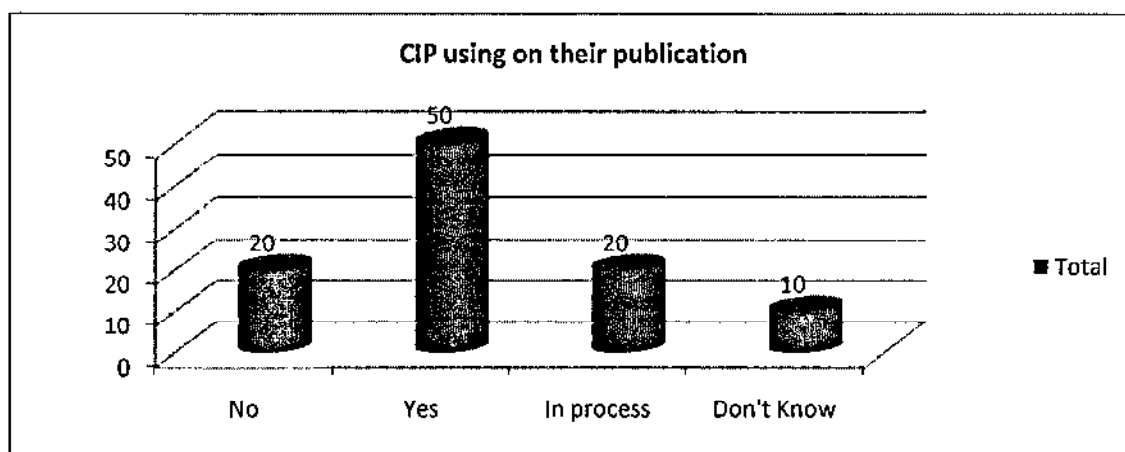


Fig 14

5.2.6 Difficulties facing in applying CIP program

To know the difficulties facing in applying CIP program, the responses are as follows:

Table 5.2.6

Difficulties facing in CIP program

S.N.	Library	Difficulties facing				Total
		Lack of managerial resources	Lack of humanitarian resource	Lacking of expertness	If any others, all of above	
1	BPB	1	-	1	-	2
2	BP	2	-	-	-	2
3	MPG	-	1	1	-	2
4	Sajha	-	-	-	2	2
5	Others	1		1		2
Total		4	1	3	2	2
Percent		40	10	30	20	100%

Source: Field Survey, 2012

The difficulties facing in applying CIP are as follows: Lack of managerial resources 40 %, Lack of humanitarian resource 10 %, Lacking of expertness 30 % and all of above are 20% of total respondent.

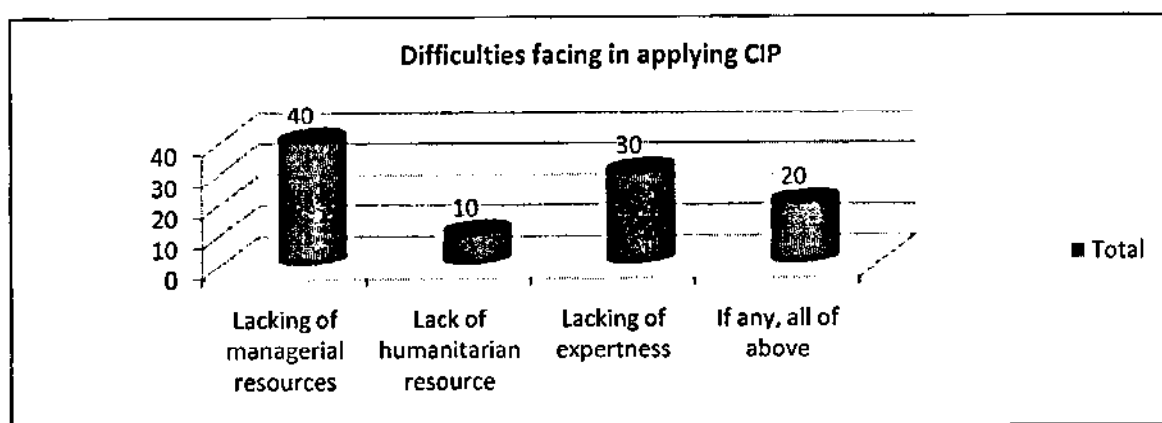


Fig 15

CHAPTER VI

SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

The information explosion in recent years and the phenomenon of information overflow have urged cataloging departments of most libraries to spend too much time and cost on cataloging and to employ skillful catalogers acquainted with cataloging standards. By expanding this field in many libraries worldwide, libraries and authorities of cataloging have started to look for a solution for the problem. One of the ways is to copy bibliographic records of various libraries and the next step is the necessity of cataloging publication for books according to passed regulations for publishers. Today, many librarians use CIP data to determine how to catalog your book and determine in what section and/or on what shelf it belongs. The catalogs could be submitted to libraries by TUCL of Nepal Library as soon as providing cataloging in publication. Publishers, therefore, would be required to publish these form lists on the back of the book title, so entire libraries will be able to receive the CIP. If a book is delivered to the TUCL Library, CIP in the book will be offered the users. Since many books may fail to be sent to the TUCL and the library cannot publish OPAC, the cataloging sheets in publication of a book will be used by other libraries and users as a valid certificate. The purpose of the Cataloging in Publication (CIP) program is to serve the nation's libraries by cataloging books in advance of publication. A Cataloging in Publication record is a bibliographic record prepared by the Library of Congress for a book that has not yet been published. When the book is published, the publisher includes the CIP data on the copyright page thereby facilitating book processing for libraries and book dealers.

Library, essentially the NNL and TUCL, is providing various types of services as like ISBN, ISSN and CIP and other facilities for user, researcher, author, and others who generates and use information. CIP has made the functions and services of library very easy for user, researcher, publisher and author, semi professional and professional of library. The library can select, acquire and disseminate information in networked environment, which is provided by CIP. This has fascinated the service providers and users. Many of the libraries want to have minimal information to arrangement of library material in their libraries. But these do not dare to be practical because of economic

constraints, and lack of skilled librarian. Those which can manage monetary resource and librarian have started, through a section of, CIP Programs.

Bibliographical data included in CIP records consist of the name/s of the author/s, title of the book, place/s of publication, publisher/s' name, number of edition, number of volumes, indexes, price, name/s of the translator/s, graphic designer and the like.

On another hand, worldwide scenario, all publication should have provided their publication's CIP for it, to find easily according to category of subject, title and author's information as like DK Publication, India. Users are always engrossed in navigating world's information either latest or archived in the information era.

Understanding the fact and need, CIP program is being practiced and developed, though it is in nascent stage in Nepal, is spreading up with the availability of this program without any cost and consuming any time.

After analyzing the collected data from TUCL and NNL as authorized organization and representation of publisher BP, MPG, VPB, others (author) as representation of publisher with SP with comparison. The following major findings are drawn.

6.1 Summary of the findings

- I. Authority library's manpower also has confusion with CIP. They have (concept in publication 50%, cataloguing in publication 25%, and computer imprint 25%) answer about concept of CIP program. The publisher who is involved in our research sector 80 % say knowledge of CIP and 20% says they did not have any knowledge about CIP. These data show that most publisher have knowledge about CIP (Table 5.2.1) in the world.
- II. User's realizing importance of CIP these days (35% demand of time, 30% easy to access, 10% expansion of knowledge and 25% rapid growth of information) various nature of information.

- III. The libraries have fairly replied the reason for launching CIP Program in Nepal. In this statement (35% demand of time, 30% easy to access, 10% expansion of knowledge and 25% rapid growth of information) are found.
- IV. Relation with ISBN and CIP are very near to more reachable in (55% yes and 45% no) the information has helped to meet the need the target with minimum exercise should increase and success CIP objective in Nepal.
- V. In this study it shows that CIP are mostly useful for librarian, publisher/ author, all of above and user as respective order. (Table 5.1.4, 45% librarian, 10% user, 35% publisher/ author and 15% all of above).
- VI. The CIP data, that is available, is wide and varied countries document as like library of congress CIP data and British library (Table 5.2.2).

6.2 Conclusion:

CIP is considered by librarians for many reasons such as time/ cost reduction, information accuracy in CIP will be absolutely important with regard to this fact that SP(out of 443,there are 350 record are found) have been utilizing CIP. Therefore, the data of this study and also VPB, Satya Sai Prakashan Samiti are involved in CIP data program. This study indicates that there are various problems in these catalogues. It seems different factors involved the problems and inconsistency between CIP records. Providing inappropriate information by publishers resulting from ambiguous CIP questionnaire, book profiles changed after cataloging and before publication could affect the inconsistency. Obviously, if publishers fill out the information form correctly and avoid changing their book profiles after providing CIP, and also getting acquainted with sending appropriate information to the National Authority (TUCL), the problems will be relatively vanished. In addition, catalogers' neglect of developing book profiles, misspelling authors' names, and failing observation of Anglo-American rules 2 found in punctuation marks in this study are the factors leading to errors in records. Therefore, it may be effective to hold short-term courses to get acquainted with rules and catalogers' update.

Four pillar beneficiaries of CIP are:

To the publishers

- I. Libraries prefer to order titles which have the CIP data printed on them,
- II. This will increase the sale of the publication,
- III. Publishers can easily identify the particular topics covered by each book and create the sales catalogues accordingly

To the book trade

- I. Book sellers can easily identify the particular topics covered by each book and offer the same to relevant customer

To the libraries

- I. Libraries do not have to spend much time in creating a final catalogue record
- II. Library save a lot in terms of staff costs
- III. Book is available to its readers much faster
- IV. Books in various languages and scripts (particularly non roman) can be easily identified if they carry the CIP data in Romanized format

To the users:

- I. Users/ readers can look the CIP data to know the subject area/ topic to decide if the same falls into their fields of research/ study
- II. Books in various languages and scripts (particularly non roman) can be easily identified if they carry the CIP data in Romanized format

The abundance, relevance, precision and up-to-date ness of information is mostly valued for knowledge and decision making process.

Five laws of library science, devised by S. R. Ranganathan, sometimes designated as five laws of library and information science respectfully, as well as canons, principles etc. are dually fulfilled by CIP program when these are compared with traditional libraries.

Library is possible in civilized and educated society; which is easy to manage spatially and economically. Information technology has made the information generation, communication and consumption with more standardized or controlled—sometimes through easy access approach. The gap between information generator / publisher and the ultimate user is narrower by the CIP data system. The processing, evaluation, preservation and packaging of generated information is one aspect, communication and propagation of pin-pointed exhaustive and expeditious information to the scientists, specialists, decision makers and other consumers is another aspect most importantly this is the motto of a library.

The librarian or information scientists have to develop their skills and competence (knowledge) in accordance with the changing situation of information explosion and scientific innovations in new technology to keep them pace with. Its appeal oblige all the concerned ones (for university, national libraries and training or workshop packages) to update the system of cataloguing and pre-cataloguing of publication.

6.3 Recommendations

On the basis of questionnaire, following recommendations have been made to enrich the field of library in Nepal.

- i. Training, seminar, workshops, refresher course should be organized at the free of cost; if not, at the minimal cost for applying CIP.
- ii. Authorized institution, like National Library of Nepal also should provided CIP because it is a national agency of ISSN, ISBN, CIP, NUC , copy right and legal activities from single place for efficiency and effectiveness service delivery.
- iii. Bill of book policy should be passed by government as soon as possible, which included book rule and regulation.
- iv. Book depository act also exercise for passing bill from parliament
- v. Upgrading importance of CIP publisher should aware from impact of as like as tax deposited by citizen.
- vi. Procedure should be transparent to author, publisher and others so it should be published in national daily newspaper or other medium.

- vii. Make a mechanism for all ISBN holders directly involve in CIP program.
- viii. Minimizing Publication error catalogue format of CIP be should provide in digitized form as PDF format.
- ix. The libraries should use special software for creating CIP.
- x. Library should address publisher, author suggestion and demands and the libraries should be specific in their target.
- xi. All publication textbook, journal, research paper, thesis and other form of digital or print form must take CIP
- xii. All library and user should have demand of CIP data provided book or document for their need.
- xiii. It should be made easily to accessible not only from central but from other libraries as well.
- xiv. All the libraries should recruit professional librarian who have received bachelor or above in LIS.
- xv. A librarian, by the nature of job, should learn at least skills of basic computer.

Bibliography

- C.D. Needham (1964,1971). centralized cataloguing. In C. Needham, *Organizing knowledge in libraries: an introduction to information retrieval* (pp. 347-351;356). London: Andre Deutsch Limited.
- p. s. kumar (2000). ISBN, ISSN and CIP. In, *A student's manual of library & information science* (pp. 569-571). Delhi: B.R.Publishing corporation.
- Agrawal, S.S (1972). Catalogue entries and procedure. New Delhi: Sagar publication.
- Celli, J. (1991, july). CIP on the moon. *Library journal, winter 2008 netconnect* , pp. 2-5.
- Celli. J. (2001). The new books project : a prototype for re-inventing the cataloguing- in - publication program to meet the needs for publishers, libraries and readers in the 21st century. *67th IFLA Council and General Conference, August 16-25, 2001* (p. 3). Boston: IFLA.
- Chirgwin and Oldfield (1982). The library assistant's manual.2nd rev. ed. London:Clive bingley ltd.
- Chopra, R.N (1990). Dictionary of library science. New Delhi: Anmol publications, p.113.
- Curley and Verlejs(1889). Akers' simple library cataloging.7th ed. London: the scarecrow press.
- Dhiman, A. K., & Yasoda, R. (2005). *Learn Library Cataloguing*. New Delhi: ESS ESS publication.
- Dunkin, P. S. (1969). *Catloguing U.S.A.* ALA.
- Kent, Allen & Lancour, Harold. (1970). catalogs and cataloging. In *Encyclopedia of Library and Information Science* (pp. 286-287). New York: Marcel Dekker.
- Newlen, R. R. (1991). Read the fine print : The power of CIP. *Library Journal* , 38-42
- Poynter,D.(2003). The self-publishing manual : how to write, print and sell your own book. USA:para publishing..
- Quinn, J. (1991, july). Is CIP all it can be? *Library journal* , p. 40.

Venkatppaia, V. (1990). Dimensions of library and information science. New Delhi :
concept publishing company

Zimmerman, G. (1995). Library of congress Cataloging in publication Program.
publishing Research Quarterly, 11 (number 3), 164-165.

Zimmerman, Glen. (n.d.).
<http://www.springerlink.com/content/b54m56p4g5v12162/fulltext/pdf?page1>.
Retrieved december 2009, from
<http://www.springerlink.com/content/b54m56p4g5v12162>

QUESTIONNAIRE

Cataloging-in-publication Data Program in Nepal: Its Difficulties and Challenges

Central Department of Library and Information Science

Date: / /

Dear Sir/ Madam,

Dear Respondent,

I am pursuing Master's degree in Library and Information Science (M. Lib. Sc.) from Tribhuvan University, Central Department of Library and Information Science, Kirtipur on " **Cataloging – in – Publication Data program in Nepal: Its difficulties and challenges** ".

I kindly request you to help me in this research through your valuable contribution you can make in terms of determining the use of library & learning activities.

I would sincerely request like you to complete the enclosed form by sparing your valuable time for this I commit that the information provided by you will be kept confidential. Your cooperation will be very much helpful for completing my study.

I very much appreciate your kind participation in this research. If you have any questions about the research study itself, you are most welcome.

Anupama Upadhyaya

Email: - upadhyaya2@gmail.com

Cell no. : - 9741030833

Full name: Designation:

Name of Institution/Library/publication.....

Qualification:

Provider/Authority

1. Do you have some concept about CIP?

i) Yes []

ii) No []

If yes, please specify

a) It is a concept in publication []

b) It is a cataloguing –in –publication []

c) It is a computer imprint []

d) It is a control in publication []

2. How much have you realised the importance of CIP in these days?

a) Demand of time []

b) Easy to access for user's interest []

c) Expansion of knowledge []

d) Rapid growth in information

3. Has any relation in between ISBN & CIP?

If yes, specify.....

If no, specify.....

4. Can you specify the beneficiaries of CIP?

a) Librarian []

b) User []

c) Publisher/author []

d) All of the above []

5. Are ISBN holders received CIP?

a) Yes []

b) No []

6. Please specify the more advantage received by the stakeholders in their respective order?
- Author/publisher []
 - User []
 - Librarian []
 - Professionals []
7. For which type of documents CIP is more suitable?
- Personal books, document, journal []
 - Publisher's book, document, journal []
 - CDs, manuscript, books, document []
 - If others, mention
8. Does CIP program aware to the publisher?
- Yes []
 - No []
 - If, yes mention your opinion.....
9. What procedure should be followed by TUCL while implementing CIP?
- By taking cost and manuscript
 - No cost but only manuscript
 - Only by request
 - If, others
10. Do you think CIP also facilitates for classification and cataloguing?
- Yes
 - No
 - If, yes
11. Please give your valuable suggestions for implement the CIP system in Nepal efficiently.
-
12. Have you conducted any awareness program for Author/Publisher?
- Yes If yes note reaction from them
 - No If no

Publisher /Author

1. Do you have any knowledge about CIP?
 - a) Yes
 - b) No
2. Do you know about Library of Congress Cataloging in Publication?
 - a) Yes
 - b) No
 - c) If yes, it means.....
3. Do you know that Nepal also have been providing CIP?
 - a) Yes
 - b) No
4. If yes, which of these provided CIP in Nepal?
 - a) TUCL
 - b) NNL
 - c) KL
 - d) NLA
5. Have you so far used CIP for your Publication?
 - a) No []
 - b) Yes []
 - c) In process []
 - d) Don't know []
6. What difficulties have you faced in applying CIP Program?
 - a) Lacking of Managerial resources []
 - b) Lack of humanitarian resource []
 - c) Lacking of expertness []
 - d) If any others.....

CURRICULUM VITAE

Name : Anupama Upadhyaya

Date of Birth : 8 September,1974

Nationality : Nepalese

Address : New Baneshwor-10, Kathmandu, Nepal

Contact : 01-4467071 (H) ,9741030833(M)

Email : upadhyaya2@gmail.com

Academic Qualification

1. Master Degree in Library and information Science (M.Lib.Sc.), 2013 Tribhuvan University, Nepal.
2. Master in Sociology / Anthropology (M.A), 2006 Tribhuvan University, Nepal.
3. Bachelor Degree in Sociology and English (B.A), 1999 Tribhuvan University, Nepal.
4. Certificate level in Humanities (I.A),1994 Tribhuvan University , Nepal
5. S.L.C., HMG Board, 1990, Nepal.

Work Experience

A. Employment Record

- Library Assistant in Nepal National Library, Harihar Bhawan, Lalitpur
- Library Assistant in Department of Forest Research and Survey, Babarmahal.
- Organization : Joint Program of Cooperative Training Center, District Cooperative and UNFPA in the post of Women Cooperative Training Officer

B. Trainings and Seminar Conducted

- From 1998 to 2001 in Sunsari District Various VDCs conducted women leadership training
- Library training conducted in Arjundev Memorial Library at Baitadi District in 2012, January 1-7

C. Training and workshop attended

- Trainers training in one week conducted by cooperative training center, Kathmandu