

ABSTRACT

Thesis Title : Management of Proceedings, Seminar and Conference Papers
in Public University Libraries in Bangkok Metropolitan Area

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Degree Sought : Master of Arts

Major : Library and Information Science

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Advisory Committee :

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The purpose of this research is to study the management of proceedings, seminar and conference papers in public university libraries in Bangkok Metropolitan area concerning administration, acquisition, cataloging, circulation, as well as the problems and the way to manage the proceedings, seminar and conference papers. The study is a survey research. Questionnaires were distributed to 180 department heads and public university library librarians in Bangkok Metropolitan area.

The study showed that administratively, most librarians had the library directors and the department heads as the ones who set the policy for the management of proceedings, seminar and conference papers and that no special budget was allocated. For acquisitions, most public university libraries asked for donations of papers directly from the organizations producing them. They are cataloged in the same way as the libraries' general books. The retrieval tools produced by INNOPAC software program are the computer data base, the bibliography and the catalog card.

For circulation, the open shelf system is used. The proceedings, seminar and conference papers are provided on the same shelves as the general books.

The following services are also provided : question and answer, assistance in searching and retrieving of information, inter- library loan, and book- borrowing, both within and outside the library. The problems of the management of proceedings, seminar and conference papers that the librarians encounter are that some papers lack complete bibliographies, the publishers are not willing to cooperate in delivering papers to the libraries, and the librarians do not know which organizations publish which papers.

Furthermore, the existing Thai subject headings do not cover some new subject areas, and it requires more expertise to put the data on the work sheet. No organization acts as a center for compiling lists of all the papers published.

It is suggested that the way to manage the proceedings, seminar and conference papers is for written management policy to be set. The librarians need more cooperation and assistance from the producers of the papers. In addition, the acquisition librarians should check the papers from the data base and the internet since these papers are not published in a consistent way and lack of selecting tools.

For cataloging, the papers should be separately arranged and announced via a listing of the papers provided in the library.