

CHOLLADDA CHUTIMAMAS : THE USE OF GUIDE CARDS IN UNIVERSITY LIBRARIES,
BANGKOK METROPOLIS. THESIS ADVISOR : ASSO. PROF. AMPORN TIKHARA, 113
PP.

The purpose of this research was to study the policy of 10 university libraries in Bangkok Metropolis concerning the use of guide cards, their advantages and problems in the card arrangement.

It was found that the university libraries used guide cards, but the policy was not clearly stated either qualitative or quantitative. The guiding selected, were alphabets, words or phrases from a card catalog. Generally, the advantages of using guide cards resulted in convenience and time saving of users, though there were problems in filing, and misplaces in guiding.

The research suggested that a university library should have a written statement about the size, color, and type of guiding in using guide cards. Information needs of users in different fields should also be studied for a quantitative guiding in the field.