

Paragraph on How to Organize, Arrange Books in A Library?

Question: Write a paragraph about how to organize /arrange books in a library or a library.

Answer: A library is very helpful for a man hunting for knowledge. A library is a place where many books are kept for public use. A well-established library has so many books that the books are to be kept in a systematic way. The books are kept in an arranged way to local any book very easily. All of the books in a library are organized into categories or classes and then arranged alphabetically within their class. There are two systems for organizing books in a library. One is called the Dewey Decimal systems and the other is known as the library of the congress systems. Most of the libraries follow the Dewey decimal systems. Under the Dewey Decimal system, the books are grouped into ten major categories or subject areas. Each category is assigned a range for numbers and every book in the category is assigned its own special number within that number range. For example, the number from 300 to 400 is assigned for art books. That means a particular art book can have a number such as 300 or 310. an art book would never have a number such as 800 or 1000. The number that is assigned to the book is called number.