

Library Management

Location	Learning Outcome	Knowledge Evaluation	Performance Evaluation	Teaching and Training Method
Unit-1A : Collection Development and its Management				
Classroom or Library	Understanding Library Collection, types of Information-Sources.	Meaning of Library Collection, Types of Information Sources	Chart out Library Collection, different types of Information Sources	Interactive Lectures: Understanding library collection; types of information sources Activities: Visit a library and ask students to collect information different types of information sources collected by the library and their need and purposes
	Understanding-Functions of the Collection-Development	Meaning Collection development policy, Criteria and practices of: <ul style="list-style-type: none"> • User's Analysis • Selection Policies • Acquisition policies • Resource Sharing • Weeding 	Chart out Policy, Criteria and Practices of: <ul style="list-style-type: none"> • User's Analysis • Selection Policies • Acquisition policies • Resource Sharing • Weeding 	Interactive Lectures: Understanding Policy-Criteria and Practices of User's Analysis; Selection Policies; Acquisition policies; Resource Sharing; Weeding Activities: Visit a library and ask students to collect information on User's Analysis; Selection Policies; Acquisition Policies; Resources Sharing; Weeding, practiced by the library.

	Understanding Selection Criteria for Documents	Meaning and purpose of Selection Criteria and Selection Aids.	Chart out: <ul style="list-style-type: none"> • Selection Criteria • Selection Aids. 	Interactive Lectures: Understanding selection criteria for documents and different types of selection aids. Activities: Visit a library and ask students to collect information on selection criteria laid down and different types of selection aids used by the library.
	Understand-Stack Maintenance and its purposes	Meaning of Stack maintenance and its purposes	Chart out:Stack maintenance and its purposes	Interactive Lectures: Understanding Stack maintenance and its purposes Activities: Visit a library and ask students to observe stack maintenance and collect information on the method used by the library.
	Understanding Stock Verification, financial rules, advantages and methods.	Meaning of stock verification, purpose of financial rules, advantage and methods in practices.	Chart out: Meaning of stock verification, financial rules, advantages and methods in practices.	Interactive Lectures: Understanding stock verification, financial rules, advantages and methods in practices. Activities: Visit a library and ask students to collect information on stock verification methods in practices in the library.

Unit-1B: Human Resource Management (HRM)				
Classroom or Library	Understanding- Definition, Need and Purpose and functions of HRM	Meaning of HRM, its needs, purposes and functions	Chart out: Meaning of HRM, its needs, purposes and functions.	Interactive Lectures: Understanding Definition, Need, Purpose, functions, job analyses and staffing pattern. Activities: Visit a library and ask students to collect information on different types of staff working in the library, staffing pattern and the job profile of staff.
	Job Analysis	Meaning, purpose and functions of Job Analyses	Chart out: Meaning, purpose and functions of Job Analyses	
	Understanding- Staffing pattern of different types of Libraries	Understanding of staffing patterns of different types of libraries.	Chart out: staffing patterns of different types libraries.	
Unit-1C: Financial Management				
Classroom or Library	Understanding Financial Resources of different types of libraries and methods of Financial Estimation.	Meaning of financial resources, different types of financial resources of different libraries and methods of financial estimation.	Chart out : Different types of financial resources for different libraries, different methods of financial estimation.	Interactive Lectures: Understanding Different types of financial resources for different libraries, different methods of financial estimation. Activities: Visit a library and ask students to collect information on different types of financial resources of the library and methods of financial estimation adopted by the library.

	Understanding Budgeting, budgetary classification and procedure.	Meaning of budgeting, budgetary classification and procedure.	Chart out : meaning of budgeting, budgetary classification and procedures.	<p>Interactive Lectures: Understanding Budgeting, budgetary classification and budgeting procedure.</p> <p>Activities: Visit a library and ask students to collect budget document of the library and understand real budget.</p>
Unit-2: Functions of different Sections of a Library				
Classroom, Library and/or Computer-Laboratory	Understanding functions of Acquisition Section.	Meaning, purpose and function of Acquisition section	Chart out : Meaning, purpose and function of Acquisition section	<p>Interactive Lectures: Understanding Meaning, purpose and function of Acquisition section</p> <p>Activities: Visit a library and ask students to collect information on different function sexecuted by the Acquisition section of it.</p>
	Understanding functions of Technical Processing: Classification and Cataloguing Section.	Meaning and purposes, functions of Technical Processing Section, Classification and cataloguing process of documents.	Chart out: Meaning, purposes and different functions of Technical Section.	<p>Interactive Lectures: Meaning and purposes, functions of Technical Processing Section, Classification and cataloguing process of documents</p> <p>Activities: Visit a library and ask students to collect information on different functions of Technical Processing Section, especially Classification and cataloguing</p>

Collection Development and its Management

1.1.0 Introduction

Collection development is the process of systematically building library collection to serve the varied needs of users such as studying, teaching, research, recreational, and so on. The process includes selection, acquisition, maintenance, assessment, and weeding or discarding of current and retrospective materials. It also includes planning of strategies to continue acquisition, and evaluation of collections to determine its relevance based on the needs of the library users. In the process, the library staff in the Collection Development Team has to ensure that material is not duplicated and that acquisitions are coordinated and managed in the most cost-effective manner across the entire library system.

The concept of collection development came into existence in 1980's with the realization that the collection of any library should be directed towards service instead of collection alone. The main guiding factors of collection development are users' information needs and available resources within the library. When one says available resources of a library, then one considers the existing collection, collection of associate libraries, and financial resources. For planning effective collection development of a library, it is essential to frame an exhaustive collection development policy.

Library Collection

Books	Serials	Government and Institutional Publication	e-resources	Audio-visual Materials	Microform Materials	Miscellaneous materials
Textbooks	Newspapers	Reports	e-journal	Phone discs	Microfiches	Charts
Reference Book	Journals	Committee Reports	e-book	Phonograph	Micro-opaque	Pictures
Rare Books	Annuals	Commission Reports	e-database	Magnetic tapes/discs	Slides	Globes

Thesis	Periodicals	Conference Proceedings	e-thesis	Audio / Video Cassettes	Transparencies	Model
			Online e-resources	Film Strips		
				Video Discs		

Figure 1.1.1: Brief categories of Library collection

1.1.1 Collection Development Policy

1.1.1.1 Collection Development

The terms Collection Development and Collection Building are usually used interchangeably, but Collection Management is different from the above concepts. Collection Building is selection and acquisition of library materials based on user's actual needs and future requirements.

Building suitable collections for scientific and technical libraries is a process of prime importance. Many users, when asked to evaluate scientific and technical libraries, will list the strength of the collection as the major criteria. Science and technology collections are not the easiest ones to develop successfully in view of the complexity of the subjects involved, a large numbers of decision making are to be done because of the sizeable quantity of books and journals available. It is a task to select authentic resources from the 'n' number of resources, which could run a risk of being inauthentic.

1.1.1.2 Functions of the Collection development:

The library environment is currently undergoing a rapid transformation, leading to novel ways of library collection with an emphasis on modern resources. On one side, there is an increasing demand for good library collections in terms of large amount of data/ information and on the other hand, the publishing media is striving hard to support this demand at a lightning speed by way of modern publications as well as its accessibility. As a result, a large number of e-resources are published on all subject areas. Therefore, a library needs to frame logical approach for collection development. The following factors may be considered in the process of collection building of a library:

- (a) User's Analysis
- (b) Selection Policies

- (c) Acquisition policies
- (d) Resource Sharing
- (e) Weeding
- (f) User's Analysis:

a) User's Analysis

Users' analysis is the prime job in collection development, which can be received by floating a questionnaire, or holding a personal interaction sessions or interview. Once the need of the clientele is gauged, the library can then focus on its selection policies.

b) Selection Policies

The selection policy should be framed according to the basic need of the users and institutional philosophy. Participation of the users in the selection process is extremely important. At the time of selection, the financial constraints need to be taken into account, else the budget may not be spent in all the subject areas of the library holding.

c) Acquisition policies

Acquisition policies are normally framed for vendors for a stipulated period of supply and payment. Each library has its norms of discount sought from the vendor. At the same time, library needs to check the duplicate copies or low-price editions and sometimes old editions of the books (i.e. remainder title).

d) Resource Sharing

Before the collection development process begins, libraries need to take care for the resources sharing of its holding. Sometimes, libraries are a part of the Inter Library Loan or another resource sharing unit among other campus libraries.

e) Weeding:

Weeding is a scientific process to know the usability of the library, the books which are not useful in the library may need to be weeded out. Besides this, the books which get damaged may be weeded out from the library stock. After weeding out the stock from the library, the library can be certain of the kind of material required for the library.

1.1.1.3 Collection Development Policy

Presently, information materials are of different types but, initially the library used to deal with books only. The thinkers and scholars of library and information science mentioned book selection



policy in their writings, instead of acquisition policy. Hence, in the literature of library and information science, you will find 'book selection policy'. Only thing to be remembered is that the acquisition policy is wider than the book selection policy.

The acquisition policy is a guidebook to a library for acquiring the information sources. The policy is a set of rules regarding selection, method or mode and standard procedure for acquisition. The following 2 factors, out of 5 factors, listed in the functions of the Collection Development, are the main components of Collection Development Policy:

- (i) Acquisition Policies and
- (ii) Selection Policies.

The features of Collection Development policies may be as follows:

- (i) The policy is designed by the experts or a designated committee or the authority depending upon the nature of the library. Whatever the nature of the library, the librarian plays an important role in designing the policy. Once, the policy is framed, the acquisition of materials starts on the basis of that, till the date, it becomes irrelevant for the library. When, the policy becomes irrelevant, it is again revised and new set of policy is designed and accordingly, the acquisition continues.
- (ii) The selection policy of a library is totally dependent upon the collection development programmes of the library. There should be clear cut guidelines for types and forms of materials to be selected. The types here stand for the types of documents like, manuscripts, books, journals, newspapers, standards, patents, cartographical materials, etc. Further, depending upon the objectives of the library, it should address the issues like subject areas, language, textbook, reference book, single volume, multi volumes and so on so forth. The policy should have guidelines regarding the form of the materials like, in print form, audio, video, multimedia. It is recommended that the policy should have statements for physical form of the materials also as in print on paper, microfiche, microfilm, digitals depending upon the nature and the infrastructure of the library.
- (iii) The policy should have statements regarding mode of acquisition. The library acquires materials through purchase, gift and exchange. If a library is in the position to acquire a material through gifts or exchange, then it should avoid purchasing same material and save the money.
- (iv) In the case of developing digital material for the library, the policy should be framed regarding consortia bases acquisition, its terms and conditions for making the consortia should be mentioned in the acquisition policy of the library.

- (v) The policy should have guidelines regarding the procedure acquisition. In this section of the policy, the role of librarian, library committee and authority or others if needed in acquisition programme should be mentioned. It should contain the statements about the process of acquisition like, materials on approval, direct order, tender, online order, etc, and accordingly the payment methods.
- (vi) Hence, we can say the acquisition policy is a set of statements and policies regarding collection development programmes of the library, selection of information resources, methods, process and procedures of acquisition. It works as a guidebook for the library in acquisition work. Acquisition policy is based on sound theory given by the scholars and thinkers of library and information science.

For example, Collection Development Policy of NITI Aayog may be seen in Annexure-I

1.1.2 Selection Criteria for Documents

Based on book selection theory and principles, a set of criteria is developed and accordingly materials are evaluated and selected. Though, there may be different sets of criteria for different categories of materials but, here we are going to discuss criteria which can be applicable on all kinds of materials.

The selection criteria for documentary sources are as follows:

- (i) **Authority (Authenticity):** The expertise and affiliation of the author regarding the subject of writing should be assessed.
- (ii) **Accuracy:** The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents.
- (iii) **Scope:** The treatment to the subject, topic or theme of the document should be evaluated and correlated to the users of the library. The content should be balance in covering the extension and intension of the subject, topic or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the preface of the document.
- (iv) **Organization:** Information in the document should have been organised on the basis of some established characteristics or logic. Name of the chapters should reveal the purpose of the document. The consistency in writing and developing from general to specific topic make the reading interesting and easy in understanding. In the case of non-fiction book, an exhaustive index is expected.
- (v) **Format (Graphics):** The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graph, colour pattern, size should be evaluated.

- (vi) **Bibliographies:** Document should be supported by references in case of non-fiction book. The format of bibliography should be standard, and information should be complete in it.
- (vii) **Users:** While selecting a document, prospective users should be identified and ascertained that the material would be read by a large number of readers. The documents should be categorized as scholarly, popular, fiction, non-fiction, entertaining, introductory, advanced, etc.
- (viii) **Vocabulary:** The vocabulary of the document should be to the level of the users for which it has been written.
- (ix) **Textbook:** The textbook is mostly referred by the students for knowledge in the subject area. Hence, the textbook should be complete in terms of the syllabus of the subject. The content should be accurate and authentic. The organization of the content should be such that the students can understand easily.
- (x) **Fiction:** In the case of a book of fiction, the author, title, style, theme, plot, setting, characters, and reviews should be evaluated.
- (xi) **Multimedia:** The documents in audio, video or multimedia should be evaluated on the basis of format. There are several formats for audio video materials. For example, an audio file has mp3, mid, wav, aif, etc, a video file could be mpg, mov, wmv, etc. The file format should be assessed based on equipment the library has. The sound quality, frame rate in video, etc are main criteria to evaluate.
- (xii) **Digital Material:** Any kind of information of any characteristics, in any format- audio, video, multimedia or text, graphics or normal documents can come in digital form. While selecting information materials in this format, the criteria of that category of material should be applied. For example, e-book should be evaluated on the basis of criteria of books. File format, arrangement, hyper-linking and search engines in case of databases, display format, etc, are a few aspects to be evaluated.

1.1.2.1 Selection Aids

There are several selection aids available in the market to help and support the selection of information materials for a library. Depending upon the nature of materials, the selection aids can be referred to and can help in deciding to acquire a particular material for the library. A few aids are listed here as:

- (i) **National bibliography:** National bibliography is a list of publications, published in a country or relevant to a country published outside of the country. For example, Indian

National Bibliography, published by National Library of India, Kolkata, British National Bibliography, published by British Library, London, etc.

- (ii) **Subject bibliography:** Subject bibliography is a list of materials published in a particular discipline or subject. *Chemica* is a subject bibliography, published by Elsevier which covers chemistry, PubMed deals in life science and published by National Library of Medicine, USA, like wise a number of subject bibliographies can be listed for reference.
- (iii) **Trade bibliographies:** Book in prints, publisher's catalogues, and other catalogues published by publishers and distributors or their associations, or independent organization to promote the sales of publications. For example, Indian book in print, Whitaker's Books in Print, etc.
- (iv) **Book reviews:** There are a number of periodicals which published the book reviews. It is also published in newspapers. These reviews are critical analyses made by scholars of the subject. For example, Times Literary Supplement, Book Review Digest, etc.
- (v) **Bibliographic databases:** Bibliographic database is a list of publications in database format, searchable online or distributed on CD-ROM, DVD, etc for offline search. For example, Ulrich's Periodical Directory, PubMed, etc. Some of the data bases provide links to the information sources also if it is downloadable.

1.1.3 Stack Maintenance

Stack maintenance in any library is one of the most important functions as it helps the users of the library to locate the required books from their place on the shelves. Books are arranged on the shelf according to their Call Number. Hence, for better shelving, it is mandatory that the Call Numbers written on the spine of books should be visible. If the spine is not thick enough to write the call number, then it should be written on the left bottom corner of the cover of the book.

Usually, the shelving work of libraries is assigned to lower grade staff, student workers, sometimes even to the volunteers. Hence, it is highly recommended that these personnel should be properly trained regarding sequencing of the Call Number and the preservation aspects of books. Understanding of call number make the personnel capable of putting books at their right place while knowledge about preservation aspect make them capable of handling books carefully which extends the life of books.



(A)



(B)

Figure 1.1.2: Library bookshelves

- (A) Source: <https://www.flickr.com/photos/cockburnlibraries/5056838352/> accessed 11.8.2021 at 11:35 Hrs IST
- (B) Source: <https://ayanenterprise.org/it-services-gallery.php> accessed 11.8.2021 at 11:35 Hrs IST

Sound practices and precautions should be taken while shelving of library books:

- (i) Books should be put at their respective places as per the Call Number of the book.
- (ii) Books on the shelf should not extend beyond the edge of the shelf. These should be kept vertically straight instead of leaning.
- (iii) Shelve books spine down, shelving spine up causes the text block to come loose from the covers.
- (iv) Book support or bookends which are made of wood, steel or any other hard materials keep books vertically straight and keep them from bending. These should be put at the end of row of a book wherever required.
- (v) Books should not be packed tightly on the shelves as taking out or putting them back may damage the books.
- (vi) Books from the overcrowded shelf should be shifted to another shelf; if not possible, then report to the supervisors should be given in order to make suitable arrangements.
- (vii) In any case, the books should not be shelved in two rows in one shelf.

Apart from these, the shelving staff should remain vigilant to find any damaged books on the shelves. Regular repair of books with minor damages saves the life of books; otherwise, it may be damaged beyond repair.

1.1.4 Stock Verification:

Stock verification is the systematic checking of the library's holdings to find out missing items. Each library should conduct periodic inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on the rate of loss and to assess strengths and weaknesses in the collection.

The term 'stock verification' is referred to as 'stock taking', 'physical verification or checking', 'stock inspections', etc. Stock verification is the process of systematic checking the holdings of the library to find out the missing items. It helps in restoration of misplaced or missing items, finding out torn or worn-out items for repair or binding and provides opportunity for cleaning and changing arrangement of documents. However, the main objective of stock verification process in a library is to find 'what has been lost in a given period from the acquired library collection'. Knowledge of lost or missing books and other library materials provide the library authorities an opportunity to take measures to stop such loss and if essential, replace the lost materials with new acquisitions. The various reasons for stock taking are discussed in the section below.

1.1.4.1 General Financial Rules on stock verification

The stock verification activity is undertaken by a Library according to guidelines provided in the General Financial Rules, Government of India. Rule 194 of GFR provides the guidelines regarding the stock verification of library books. The Rule says that "complete physical verification of books should be done every year in case of libraries having not more than 20000 volumes of books. For libraries having more than 20000 volumes and up to 50000 volumes of books, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than 50000 volumes books. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done."

As the modern libraries have provided open access facility to their users, chances of losing books are more. If we provide closed access to the library collection, then there would be hardly any loss, but it would be against all the Five Laws of Library Science. Hence, a certain level of loss of books or any other library materials has to be acceptable and considered as the cost paid towards providing materials via open access to the readers.

The same GFR in its Rule 194 says that loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

1.1.4.2 Advantages of Stock Verification

R. L. Mittal (1984) in his book entitled 'Library Administration: Theory and Practice' has listed several advantages of stock verification. These are:

- (i) It reveals the lost books.
- (ii) It enables the Librarian to replace the lost books which are essential for the library.
- (iii) It helps in the stock rectification because the misplaced books are restored to their proper places.
- (iv) It helps the library authorities in ascertaining the percentage of loss entailed by a certain service provided in a specific manner. If the loss of books in open access is less, it would be a proper guide for the library authorities to introduce open access for encouraging better use of the reading material.
- (v) It provides adequate statistics which enables the library authorities to realize the inevitability of loss of some percentage of books when these are put to use. If the books change hands quickly, there is likelihood of bigger loss.
- (vi) It also enables the library authorities to ascertain as to whether the library staff is dishonest, negligent and careless or otherwise and it further enables authorities to provide necessary remedies to check future losses which may be serious in some cases.
- (vii) It further enables the Library authorities to judge the popularity of a particular subject because generally books which are used more are stolen very often.
- (viii) It enables the periodical shuffling and dusting of the books and ensures that no dust and insects accumulate, which would otherwise be injurious to the books.
- (ix) It provides opportunity to survey the book stock and worn out, torn books and books of older editions which are no longer in use can be withdrawn from the main sequence.
- (x) It further provides an opportunity to the staff members to acquaint themselves with the stock of the library so that they can provide better reference service.
- (xi) It helps updating the library catalogue and other records thereby helping in providing better reservation and inter-library loan services.
- (xii) It helps in knowing about the lost books thereby reducing irritation to library users and staff members because answers to many unsolved queries are easily available which are otherwise faced by Librarians of some best managed libraries.

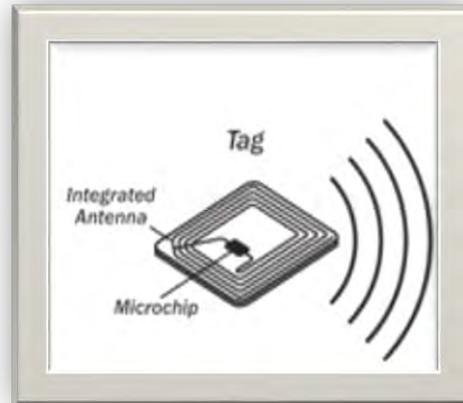
1.1.4.3 Methods of Stock Verification

On the basis of various approaches, stock verification process can be put into three categories. This includes:

- (i) **Accession Number Approach:** In this approach, the staff checks the books on shelves on the basis of accession number. Here, stock verification is conducted by (a) accession register, (b) using separate register with accession numbers, and (c) preparing separate sheets which contain accession numbers consecutively. In the first two methods, the library staff searches for the books on shelves, in sequence of accession number, in a consecutive order. It is very difficult for the library staff to find the books on shelves as books are shelved according to call number. For finding books in this approach, the staff moves from shelf to shelf and browses many books to find a particular book. It also damages the Accession Register of the library. The third method is considered better than the previous two methods. In this method, separate sheets are prepared with Accession Numbers and two staff members are engaged. One staff member reads out the accession number and other simply strikes off that particular accession number. At the end of the process, untraced accession numbers are checked with circulation record, binding and other places where books may be available.
- (ii) **Call number approach:** In this approach, books are checked on the basis of shelf list. Libraries maintain shelf list according to Call Number, based on which the books are also shelved. This method is easier and less time consuming.
- (iii) **Information and Communication technology approach:** In this approach, extensive help of technology is taken depending upon automation level and the technology a particular library uses. If a library is using barcode technology for operational purposes, then with the help of data collection unit (e.g., bar code reader) data is collected and put into the library automation software. In the same way, if a library is using RFID technology for operational purpose, then data collection unit meant for collecting data from RFID tag is used for collecting data. In this way the accession number is collected and directly compared with the original data downloaded from the library automation software.



(A)



(B)

Figure 1.1.3: RFID (Radio Frequency Identification) Tag

- A) Source: <https://smartlabel.vn/en/product/rfid-labels/> accessed 11.8.2021 at 11:45 IST
- B) Source: https://itlaw.wikia.org/wiki/RFID_tag accessed 11.8.2021 at 11:45 IST



Figure 1.1.4. RFID Reader

Source: <https://www.cipherlab.com/en/product-272268/UHF-RFID-Reader-RK25.html> accessed 11.8.2021 at 12:00 IST

Once the data related to accession number is collected (whether using barcode technology or RFID), it is downloaded into the library automation software. The software itself compares the library stock with losses and prepares a final record. If a library has such infrastructure, then the stock verification process becomes very easy and is less time consuming. But, all the management,



housekeeping activities, collection development can go in vain if the users are not well oriented. Therefore, user's education and orientation is important to promote library service.

1.1.5 Shelf List

The library has shelf list, which is a file of cards or slips containing a record for each book or documents in the collection. It has the following information which helps in its identification:

- ◆ Call No
- ◆ Title
- ◆ First author
- ◆ Brief description of the item
- ◆ Copy number
- ◆ Edition number

The shelf list is arranged in the exact sequence of Call number as books are arranged on the shelves. It is used during stock verification or in Inventory Control after matching the books on the shelves with the shelf list.

Two staff are required to match the shelf list with the books in the shelves. If an item which is checked is in proper physical state, it is ticked with a pencil. If any item is not found on the shelf, the shelf list is marked with pencil- a slip or card may be inserted or clipped for further review at a later stage. During the matching activity, if any item is found to be damaged or needs to be repaired, the same is noted and recorded for further decision making (whether the item needs to be repaired or mended or weeded out)

1.1.6. Summary

Acquisition is an important function to develop collection for the library. The function is being concluded in four steps namely, selection, ordering, receiving and accessioning. The selection process depends upon the objectives of the library, long term and short-term collection development programmes and users' needs. Collection development has developed as a subject in library and information science discipline. For developing an appropriate collection for a library, it should have a sound acquisition policy and accordingly it should acquire the information sources till the policy becomes irrelevant for the library. It follows a standard process and maintains the records of the process followed.

1.1.7 Exercise

1. Define Collection Development?
2. Discuss the functions of Collection Development?
3. What are the selection criteria for documentary sources?
4. List four selection aids which help and support in the selection of information material for a Library?
5. What is Stock verification? Write its advantages?

Annexure-I

Collection Development Policy

Document -Book Procurement Policy of NITI Aayog

1. Book Procurement Policy

NITI Aayog has adopted a comprehensive book procurement procedure.

Book selection in General:

It has been customary for the Officers/Officials of NITI Aayog to take part in book selection in the Institute. The Library staff usually recommends general reference books and those materials not covered by Verticals subject categories like books on library and information science etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library.

Book Purchasing Procedure:

1. The Officer/Officials, Young Professionals and staff can recommend books and other publications for purchase to the NITI Aayog Library. It is desired that the list of books requisitioned by the users for purchase for each vertical may be forwarded to the library.
2. The Library would then check for duplication and place the list of recommended books before the Library Committee for its review. Some very urgent requirements of books forwarded by the Officers may be purchased with the approval of Chairperson of the Library Committee or by Competent Authority.

3. Once approved by the LC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc.
4. In case the book is not available through any vendor, acquisition section may explore the possibility of getting the publication through Online Book Purchase Portals like amazon, flipkart etc. and approval of no discount or additional charges may be taken.
5. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Chairman of the Library Committee/CLDO as per the financial powers delegated to each authority.
6. On the recommendations of the users the Library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.
7. As per practice, the Library may place orders with any well recognized Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and Delhi State Booksellers & Publishers Association. The discount insisted upon would be a minimum of 10% on the printed/publishers' price. The exceptions would be Government publications/ institutional publications and nil discount items. Also, in some exceptional cases the vendors charge the library for handling on publishers' demand. Based on service and past records the review of the suppliers will be done on annual basis.
8. A system of online ordering of books and purchase of books by NITI Aayog Officers during their visits abroad has been introduced. Whenever, the faculty and officers need books urgently, they may purchase books for the library from online bookstores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorized to purchase books on official foreign trips in similar way. Such requests may be processed by circulation to Library Committee. In such procurement's discounts may or may not be available. Sometimes courier/postage charges are also included. The Officers may be reimbursed full amount paid on such transactions based on credit/debit card statement and the bill generated through the online transaction. The reimbursement will be made after submitting the books along with receipts/bills to the Acquisition Section.
9. In case of e Books /e- bundles/ online modules recommended by Officers of various verticals the same will put in Library Committee for approval with subject to verification of duplicate checking and availability of funds. Once the Library Committee approves the list of e books/ e bundles/ online modules, Acquisition section will call the vendors for pro-forma invoice



and same will be placed in Library Committee with quotations with publishers or through authorized Agency. Once the price fixed after negotiations with publishers/ vendors along with terms and conditions by Library Committee, the same will get for financial approval from competent authority. After that, the Purchase Officer will be raised to the Publishers/ vendors for supply of these e books/ e modules, online modules along with marc records.

10. Budget may be allocated to different resources in the beginning of the year. The budget reallocation may be done as per the availability and requirement in the last quarter of the year.

Procedure of Books Purchased on Standing Order:

- (a) **Officers Publications:** The NITI Library may purchase two copies of Officers publications as and when the publications are brought to the notice of the Library. The financial sanction for procuring the same may be obtained from the Competent Authority.
- (a) **Government Documents:** Since the Government Documents are immensely useful information sources for research, therefore, all important Indian government publications have been placed on Standing Order. These can be taken immediately after taking the financial approval from the Competent Authority.

Approval of Chairman Library Committee for urgent requests:

For some urgently requested books recommended by Officers, the acquisition section may take approval for the same from the Chairperson, Library Committee and procure these urgent books from time to time.

Bill Processing: Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Accounts. The bills are put up to the CLDO for expenditure sanction based on approval by the competent authority. The Library follows the bank rates prevailing on 1st of every month for the bills from 1st to 15th of every month and the bank rate which prevails on the 16th, for the bills from 16th to 30th/31st of the month.

Gifts: Constraints of space necessitate the library to stop accepting books from any individuals. Books gifted from major institutions and other important/ eminent individuals may be accepted depending on their utility and physical condition of the book.

Rare Books: As part of its mission to acquire, catalogue, preserve and make available research collections which foster the research aims of the NITI Aayog Library.

Discount Rates

Proposed Discount	Indian Titles	Foreign Titles
English Books :	10% (for All Publications)	10% (for All Publications)
Hindi Books :	15% (for all Publication)	

Zero Discount or Discounts Negotiations: In the following cases the above discount will not be applicable and

- ◆ Rare Books
- ◆ Out of Print Editions
- ◆ Limited editions of 500 copies or less
- ◆ Significant autographed copies
- ◆ Heavily illustrated books, especially those with significant art work not available in open markets
- ◆ Volumes or portfolios of finely printed, loose, or tipped-in plates not available through established channels.

Bank conversion rates

As per the present practice the Library followed the bank rates taking from SBI prevailing on 1st of week every month for the bills from 1st to 15th of every month and on 3rd week of every month for the bills from 16th to 30th/31st of the month and updating on library web page simultaneously.

Charging prices if book is lost by Library user's

Regarding the lost/damaged & gifted books, wherever the cost of the book is not printed, the price could be charged determining the reference to the pages contained in the book. The following rates would be applicable in all cases.

Foreign Publications

Government	Commercial
₹ 240/- Upto 150 Pages	₹ 400/- Upto 150 Pages
₹ 400/- Upto 300 Pages	₹ 600/- Upto 300 Pages
₹ 500/- More than 300 Pages	₹ 800/- More than 300 Pages

Indian Publications

Government	Commercial
₹ 140/- Upto 150 Pages	₹ 240/- Upto 150 Pages
₹ 220/- Upto 300 Pages	₹ 320/- Upto 300 Pages
₹ 280/- More than 300 Pages	₹ 600/- More than 300 pages

Subscription of Print/e-Journals and online Databases:

1. The lists of Print/e-Journals are compiled and forwarded to the respective Heads/ Directors/ before placing them in the Library Committee meeting.
2. Recommendations are received from the various Divisions/Centres to subscribe/renew the Print/e-Journals.
3. After obtaining necessary approval and sanction from the competent authority, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.
4. In case e-resources are not available through any consortium, publishers of e-resources are directly contacted for raising the invoice.
5. The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals' subscription.
6. The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
7. The payment for Print/e-Journals' subscription is made as per the bank exchange rates prevailing on the date of billing.
8. The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.
9. Each Print/e-Journal is considered as a separate item. The payment for each Print/e-Journal's is treated as Advance Payment. The payment is made from the budget head "Journals". The Journals can be also subscribed from any other head such as Plan Grant/Project Fund etc.

Composition of Library Committee

1.	Dr. Yogesh Suri, Sr. Adviser	Chairman
2.	Sh. Ajit Pai, OSD	Member
3.	Dr. Muniraju S B, Deputy Adviser	Member
4.	Sh. Naveen Kumar Toppo, Assistant Director	Member
5.	Sh. Kumar Sanjay, Director (Library)	Convenor

Human Resource Management (HRM)

1.2.0 Introduction

Human Resource Management is the need of the hour for any Library. Human resources are the important resource in the Library as all other resources can be utilised by the library staff. To provide best services to the user community, it is essential to have well trained and extremely motivated employees for effective use of the resources of the library. It is important that library staff carry out the tasks associated with their skills and qualification. Therefore, management of human resources is extremely important for smooth functioning of any library.

1.2.1 Definition, Need and Purpose

Human resources are the vital resource for any library because the library is utilized only by human beings. A major portion of the budget is usually spent on the staff of the library in order to provide best services. It is essential to have a well-trained and highly motivated staff to make an effective use of the resources of the library and to meet the demands of the community. The quality of human resources is the most important factor which affects the operational effectiveness of an organization. The way any organization manages these resources results in success or failure in achieving the goals. As mentioned above, a staff is the most important component out of the three components of a library. For fulfilling the goals of a library, it is necessary to manage its human resources effectively and efficiently.

The human resource management (HRM) is defined as a strategic and coherent approach to the management of an organization's most valued asset, that is, the personnel working there who individually and collectively contribute to the achievement of its objectives.

According to the Society for Human Resource Management (SHRM), the HRM is "the design of formal systems in an organization to ensure the effective and efficient use of human talent to accomplish the organizational goals". Just like any other organization, libraries too have all types of traditional HRM activities such as recruitment and selection; compensation and benefits; training and development; health and safety; employee and labour relations; and some libraries even have trainees' /intern employment or volunteer management, etc.

1.2.1.1 Functions of HRM

There are five fundamental functions of HRM in any organization, which are also applicable to libraries. These functions are:

- ◆ Human resource planning
- ◆ Staffing
- ◆ Communication
- ◆ Employee development, and
- ◆ Employee maintenance

(i) Human Resource Planning

Human resource planning is the process of assessing the type of staff needed to accomplish organizational goals. The basic human resource planning strategy is staffing and employee development. For this, analysis of the job is done. Job analysis is the process of describing the nature of a job and specifying the human requirements, such as quality and qualifications, skills and experience, etc. needed to perform it. The end product of job analysis process is the job description. A job description is a vital source of information for employees, managers, and HR professionals.

(ii) Staffing

Staffing is the process of recruitment and selection of human resources for an organization. HR planning and recruiting precedes the actual selection of staff for any position in an organization. Recruiting is the personnel function that attracts qualified applicants to fill job vacancies. In the selection process, the most suitable candidates are selected for hiring from amongst those persons who are attracted to the organization. HRM functionaries are involved in developing and administering methods which enable authorities to decide which applicants should be selected and which one is to be rejected for the given jobs. After selection, certain functions are performed to manage the staff and get the job done for the organization. Those functions include orientation, training and development, performance appraisal, career planning, compensation, benefits, labor relations and record keeping.

- ◆ **Orientation:** Orientation is a process that enables a new employee to accommodate in the new job environment. It is a method to acquaint new employees with particular aspects of their new job, including pay and benefit programmes, working hours, and organization's rules and expectations.

- ◆ **Training and Development:** Training and development is a process that provides employees the skills and knowledge to perform their job efficiently and effectively. Apart from this, it also provides training for new or inexperienced employees.
- ◆ **Performance Appraisal:** Performance appraisal process monitors the performance of an employee to ensure whether it is at an acceptable level. Besides providing a basis for pay, promotion, and disciplinary action, performance appraisal details are essential for the development of an employee as it is necessary to motivate and provide guidance for performance improvement.
- ◆ **Career Planning:** Career planning is the process of assessing the potential of an individual employee for growth and advancement in the organisation.
- ◆ **Compensation:** The HR personnel derive a rational method to determine how employees should be paid for performing the various jobs. Their pay package is related to the maintenance of human resources hence; it is a major consideration in HR planning.
- ◆ **Benefits:** Benefits are another form of compensation to employees other than direct pay for the work performed.
- ◆ **Labour Relations:** The term “labour relations” refers to interaction with employees who are represented by employee unions, which are also referred to as trade unions. Trade unions are associations or groups of employees who come together to obtain a voice in decisions affecting them like wages, benefits, working conditions, and other aspects of employment.
- ◆ **Record-keeping:** The oldest and most basic function of HRM is employee record-keeping. This function involves recording, maintaining, and retrieving employee related information for a number of reasons. Records which must be maintained include application forms, health and medical records, employment history (jobs held, promotions, transfers, lay-offs, etc.), seniority lists, earnings and hours of work, details of leave of absence, turnover, tardiness, and other employee data. Complete and up-to-date records are essential for most of the HRM functions.

(iii) Communication

Communication is an exchange of information between various levels of management. Effective staff communication is critical for the proper functioning of the organization. Regular and effective Communication invites people to engage in discussion and provides a two-way feedback between management and employees, departments, and colleagues. This, in turn, promotes not only a culture of sharing ideas and knowledge, but also making

things happen. Communication is carried out by using both the informal and the formal channels.

(iv) Employee development

The employee development is a process of encouraging employees to acquire new or advanced skills, knowledge, and viewpoints, by providing learning and training facilities, and avenues where new ideas can be applied. This programme is basically to keep employees motivated towards the organization as well as to further their development and growth. For this purpose, the HRM plans effective training and development programmes for the employees.

(v) Employee Maintenance

Employee Maintenance refers to the personnel information about each employee of an organization. All data related to personnel of each organization is maintained in the employees' master database and it is usually online. It allows the management of employee data such as contact information; costs involved and share of compound costs. The sum of monthly costs for an internal resource is broken down to an hourly rate that is used to calculate costs on activities (project task, incidents, etc.).

1.2.2 Job Analysis

One of the important functions of Human Resource Management is Job Analysis. It is a process for determining the job requirement. It involves the analysis of the contents of each job to be performed in an institution.

The job analysis provides the answers of the following questions:

- ◆ What are the tasks performed by the job?
- ◆ How they are performed?
- ◆ What qualifications are required in a worker, to perform the job effectively and satisfactorily.

It determines the working conditions, tasks, responsibilities, duties, authorities, skills and abilities objectives of the concerned job.

1.2.2.1 Advantages

1. It specifies the duties and responsibilities implied in each job.
2. It helps in determining job opportunities available in each type of workers required for each job.

3. It provides a scientific base for fixing wages and salaries of various types of jobs and employees because it takes into account the mental and physical skills, effects and risks involved in each types of job.
4. It helps experimenting modern devices like time and motion studies which are instrumental in increasing overall efficiency and productivity.

1.2.2.2 Job Description

Job description is the output of job analysis which helps in the preparation of job specification. The purpose of job description is to identify a job. It is served by providing on identifiable descriptive title to each job or part of it.

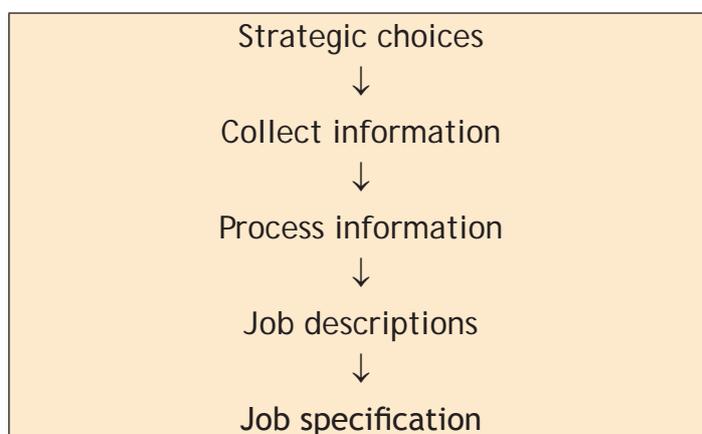


Figure 1.2.1: Process of Job Analysis

1.2.2.3 Job Evaluation:

Job evaluation determines the Job Specification of each and every job of an Institution. Job evaluation means job rating. By it the value of each job is specified vis-à-vis another job or a group of jobs. The basic purpose of job evaluation is to find out an appropriate base for salary, to remove the disparities in the wage system.

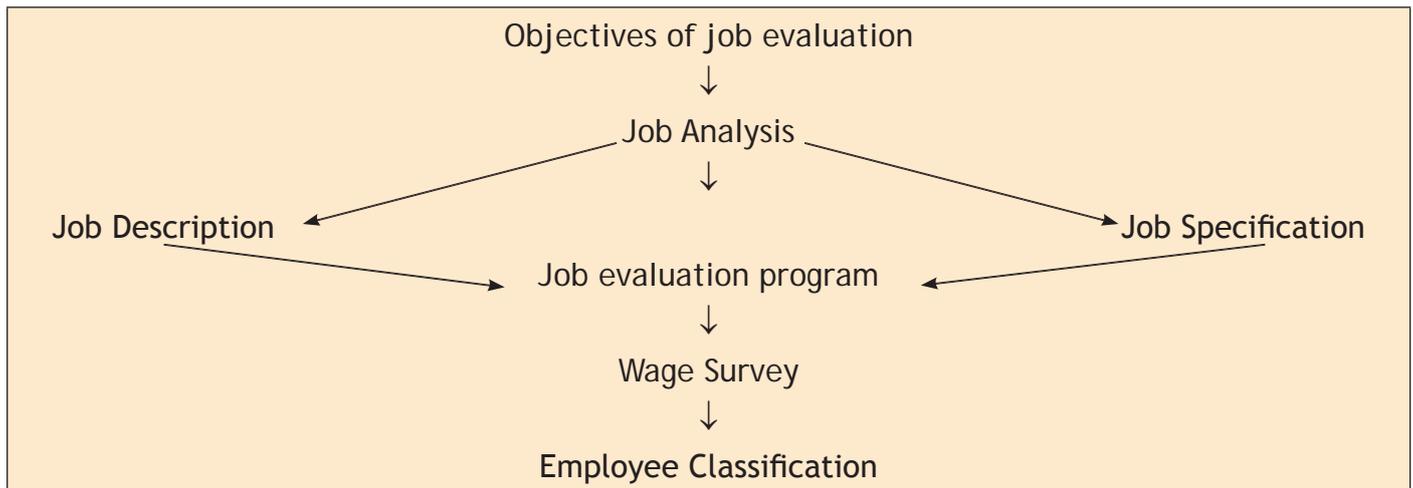


Figure 1.2.2: Process of job Evaluation

Its Advantages

1. For determining the relative value of jobs and their remuneration rates, job evaluation equips an employer in an objective way.
2. In view of (1) above, the employee-employer disputes over wages or salaries etc. are reduced to the minimum.
3. Job evaluation is a useful tool for taking decisions about transfer, promotion, hiring or placement of employees in an organisation.
4. It also provides an administration with a workable organisation and structure of authority along with corresponding rights and obligations and responsibilities.

Its Limitations

1. Job evaluation cannot be full proof. Rating or judgment is bound to differ at the hands of different rates. Even the same person may not have the same judgment at all times.
2. Competent valuers are not easily available.
3. Job evaluation is a complicated affair.
4. There is no absolute correlation between a job and its performer.
5. No one evaluation plan is applicable to all institutions.
6. Job evaluation does not consider the labour problems in monopolistic or capitalistic societies.

1.2.2.4 Difference between Job Analysis and Job Evaluation:

Basic for Comparison	Job Analysis	Job Evaluation
Meaning	Job analysis is a careful study of each and every aspect of a particular job.	Job Evaluation is an attempt of assessing the relative utility of a particular job in an organisation.
Nature of Process	Comprehensive	Comparative
Objective	To develop the present methods and techniques of doing a job.	To determine a fair wage of a job.
Techniques	Questionnaire, Checklist, Interview, Surveys etc.	Non-analytical system and analytical system.
Advantage	Recruitment & Selection, Performance Appraisal, Compensation etc.	Helps in removing inequalities in the wage system, making a comparative analysis of each job etc.

1.2.3 Staffing Pattern in different types of Libraries

Different libraries devise their mechanism based on the standard theory and practices of HRM and accordingly manage their human resources. For some libraries, staffing and its structure are well defined. Though, these practices were previously understood as Personnel Administration, however as its scope expanded the term HRM got established in practice.

Staff structures vary from library to library. Every public library has its own way of providing information to the users. The State Central Library, District Library, Town Library, and Rural Library are normally governed by the State Government, like the Delhi Public Library comes under the Ministry of Culture. The staffing pattern is almost the same across various libraries. The Chief librarian or Director holds the authority of the library along with different professionals appointed in the different sections, which are namely: the classifier, cataloguer, reference librarian, and the library attendant.

An academic library is divided into three major categories: School, College, and University library. The school library is normally headed by the school librarian along with the trained library staff, who helps the librarian in day-to-day activities. In the college library, besides College Librarian, there is professional staff like professional Assistant, Semi Professional Assistant, and Junior Library Assistant. The multitasking staff takes care of the different housekeeping jobs of the library.

The University library is headed by the University librarian. Besides these, there is a Chief Librarian, Deputy Librarian and many assistant librarians at the managerial post. The cataloguer, classifiers, reference librarian, circulation staff take care of the different housekeeping job. In a special



library, besides the librarian, there are staffs like translator, subject specialist, bibliometrician appointed for the specialized library job.

The big Government Libraries (special kind of Libraries) are headed by Director (Library). Besides this, there are Senior Library & Information Officer, Library & Information Officer, Assistant Library & Information Officer, Library & Information Assistant, Library Clerk, Library Attendant and Multi-Tasking Staff.

The staff structure depends on the library activities. A library is like a growing organism, as it grows old the staffing structure is reviewed and new staff is recruited for the smooth running of the library.

1.2.4 Summary

Human resources and their management are a complex and the most important process for running any organization including a library. There are five functions of human resource management, namely, (i.) human resource planning, (ii.) staffing, (iii.) communication, (iv.) employee development, and (v.) employee maintenance. The staffing pattern has been specified by the government or organizations from time to time, but it is dynamic in nature. National Knowledge Commission Working Group on Libraries has tried to define staffing structure suitable in Indian environment, but changes in the working environment and adoption of new technologies may lead to different patterns of staffing.

1.2.5 Exercise

- (i) What is HRM?
- (ii) Write the functions of HRM?
- (iii) What is job analysis? Write its advantages?
- (iv) What are the limitations of Job evaluation?
- (v) Differentiate between Job Analysis and Job Evaluation?
- (vi) Discuss the staff structure in University Libraries?

1.3.0 Introduction

Finance is the motive power. It is essential for running the institution properly. Therefore, Financial Management is the important activity in any Institution. It is the process of planning, organising and monitoring the financial resources to achieve goals of Institution. The utilization of fund may be done in better way. Financial management is defined as dealing with and analysing money and investments for a person or a business to help make business decisions.

1.3.1 Financial Resources

Finance is the backbone of any library. Librarian or Library authorities must clearly understand the nature and need of a library so that enough finance is provided to ensure proper library service to one and all. Financial activities involve the job of managing funds, budgeting and controlling costs.

The financial resources should be made available in such a way that growing needs of libraries are met adequately.

1.3.1.1 Public Libraries

Main sources of public library revenue may be as under:

- (i) **Subscription:** Some library authorities consider library subscription as a source of revenue, but modern librarians hold that charging of subscription from readers harms the cause of libraries since it discourages the already unwilling readers to register themselves as library members.
- (ii) **Endowments and Private Benefactions:** The other popular source which is very often tapped in the USA is the acceptance of endowments and other private donations. The Carnegie Trust did the pioneering job in establishing various libraries and helped them to stand on their own feet by providing huge amounts for the purpose.
- (iii) **Library Rates:** Library system is based on local rates since the library service there is considered as local service. Library rates alone cannot be sufficient to meet the daily growing demands of libraries. Moreover, most of the local areas differ in their taxable capacities and so uniform and standard library service throughout the country becomes



difficult. Besides, the yield from local rates remains insufficient for the purpose. Though there is no harm in tapping this source, yet it should be augmented by other sources also.

- (iv) **Library Taxes:** Taxes differ from rates in the sense that the former are levied by the State or Central Governments whereas the latter are charged by local authorities. Taxes levied at State level bring enough funds. The assessment of the tax should be made preferably on the value of immovable property. House tax or Property tax is being taken as the basic for library cess/tax in the States of Madras (Tamil Nadu) and Andhra Pradesh. The Mysore (Karnataka) Public Libraries Act provides a broader base of taxation for library purposes. In the rural areas, surcharge is levied on taxes on lands and buildings alone.
- (v) **Government Grants:** The government of the day has to make available regular budget grants as is done for other Departments like Education and Medical. It can be ensured only by a proper legislative enactment. A library service should be impersonal and impartial in the right sense of the words. It should free from party politics gales. The government should provide for initial, expenditure while recurring demands of the libraries should be met from the proceeds of library taxes and rate. Secondly, government should encourage local authorities to collect more funds by giving them incentives by providing matching government grants, the government should also make up financial deficiency in backward areas so that uniform library service is provided to all persons in the country.
- (vi) **Gifts:** Libraries, sometimes, receive gifts both in cash and or kind, from various sources. Generally, people with charitable bent of mind and those who love learning and believe in imparting learning to their fellow-beings donate a good number of books from their own collection. The idea behind such donations seems to put the books to better use. But this source is simply complementary and supplementary and cannot be considered as primary and substitutionary. As such, library financing policies should not in any way be modified to this source.
- (vii) **Fees and Fines:** Libraries, generally, take resort to the realization of certain fines and fees when the members either lose the books and /or do not confirm to the library rules and do not return the borrowed books within time. The income from this source will be very few readers would like to pay subscription. The income from fines and overdue would also be very meagre and it cannot be considered as a proper source of revenue.

1.3.1.2 Other Kinds of Libraries

Above mentioned source are generally tapped by public libraries but in case of academic libraries and other special libraries, the sources differ in one respect or the other. In the case of university libraries, the students are charged an annual subscription fee of Rs.3/- to Rs. 5/-in addition to their tuition fees etc. If this is done in right earnest, financial problems can be solved to some extent. The second source of revenue in the case of university libraries is the recurring grants of the respective university authorities. In case of college libraries, the sources of finance include the subscription fee charged from the State Governments or the governing bodies of the denominational institutions.

The source of library finance in case of special libraries is the grant from the institution concerned. But this is generally not enough. It would be proper if some central and regional special libraries in various fields are established and these are financed jointly by the respective institutions and by the Central and State Government. The Council of Scientific and Industrial Research is the proper agency to look after the financial needs of the special libraries in India.

1.3.2 Methods of Financial Estimation

Following are the three methods of finding out the amount of finance required for providing satisfactory library service.

1.3.2.1 Per Capita Method

In this method, a minimum amount per head of population is fixed which is considered essential for providing standard library service. Community which is highly organized and is educationally well advanced requires books and other reading materials of a higher order. The expenditure per capita rises in this case. On the other hand, a backward community, at least in the initial stages of its development, may do well with lesser number of advanced treatises. The salary levels of the library staff in relation to other services and the average cost of publications are taken into account for determining this per capita limit.

The per capita estimate can be based either on the number of literate persons or adults.

1.3.2.2 Proportional Method

This method presupposes the acceptance of responsibility of providing library finance by authorities at various levels. A library authority considers this as normal duty and provides necessary money out of its regular funds. Generally, a particular minimum limit is fixed.

1.3.2.3. Method of Details

Another method of finding out the financial requirement of a library is called the 'Method of Details'. It implies that all items of expenditure are accounted for while preparing financial estimates for a library. These items, besides others, include salaries/wages, reading materials-books, periodicals and newspapers and other kind of materials; binding and repairing; heating, cooling and lighting, rents and interest; posts, telegraphs and telephones; and stationery and other contingent and miscellaneous items.

1.3.3 Budgeting

A budget is an estimate of revenue and expenditure for the coming year. Estimates of possible income and expenditure of future year/years are reckoned and proper means for providing the requisite amounts are tapped.

The dual purposes of a budget are to limit expenditures to income and to assure wisely planned spending. In other words, a proper plan is prepared in advance and many factors, which are likely to affect the economy in future are taken into consideration and need for preparing a budget is quite evident from the fact that a household which plans can prosecute its future undertakings to when a proper plan is prepared, the available resources are put to best use, otherwise all the money is frittered away without any good result. Planning is essential because the economic resources are scarce and limited. A proper choice of priorities is to be made if maximum utility is sought. Librarians should also prepare their budgets so that essential services are provided to the users.

Budget is, no doubt, a different document from the annual Financial Report or Statement. The latter is a medium to know as to what was achieved and what was not achieved during the previous year.

1.3.3.1. Budgetary Classification

The Budgetary Expenditure can be classified on the following three patterns:

(i) Classification by Character

Here 'Character' refers to the period for which the budget is prepared e.g., one year, two years, or current year, this analogy, the expenditure can be classified as current expenditure, capital outlay and debt repayments. Current expenditure is a sort of recurring and regular expenditure. It can be termed as an amount which is 'used up during the year. Salaries, office and stationery supplies, heating, cooling, telephone and postage charges etc. are included under this head. Other items such as the purchase of books and periodicals, furniture and

equipment and the erection of building etc. are included in 'capital outlay'.

(ii) Classification by Object

The second type of expenditure classification is based on the services rendered or materials acquired by libraries. One of the main items is salaries and wages of the regular and past time staff employed for providing technical and public services. The materials, services or objects include the provision for books, periodicals and other kindred materials, their maintenance and binding, building, furniture and fittings and equipment for housing them and for putting them to best use. The third items include the expenditure on administration and routine matters i.e. heating, cooling and lighting charges, postage, contract contingencies.

(iii) Classification by Departments

Third type of expenditure classification is done department wise as follow:

- I Technical Section which may further be divided into
 - (a) Acquisition
 - (b) Classification
 - (c) Cataloguing
- II Reference and Circulation Section
- III Periodicals Section
- IV Office, etc.

1.3.3.2 Practical Procedure for Preparing the Budget

Budget is not prepared within a day it is a continuous job. The requirement and policy decisions which are taken from time to time during the year are incorporated into an annual estimate. The following three ways may be adopted to prepare library budgets.

- ◆ Comparison with past expenditures
- ◆ By budgeting in accordance with the work programme and
- ◆ By using widely accepted standards and norms

1.3.3.3 Tips for successful budget making

- (i) A general budget file should be maintained which contain policy decisions.
- (ii) Each section should be asked to maintain a budget file so that they can from time



to time note down their financial requirements which are to be incorporated in the budget.

- (iii) The department reports should be incorporated in a general budget form.
- (iv) Account assistant should carefully do the accumulation work to get an exact idea as to what total amount is required for each operating unit of service.
- (v) The accumulation should be done for the sources of income so that it becomes easy to know the probable income
- (vi) Net amount required should be struck down by bringing out the difference between the estimate's expenditure and income
- (vii) The budget estimates should be framed carefully
- (viii) Ways and means should be suggested for procuring additional revenue to meet the deficit.

1.3.4 Summary

Finance is essential for running the Library properly. Library authorities and librarians must clearly understand the nature and needs of a library so that enough finance is provided to ensure proper Library service to one and all.

1.3.5 Exercise

1. Discuss three main financial sources of Public Libraries?
2. Discuss per capita method of financial estimation?
3. Define budget?
4. Write the points that should to be considered for budget making?

Functions of Different Sections of a Library

1.4.0 Introduction

Every library, irrespective of its size and type, acquires, processes, and makes available library material for use by the library users. Based on the acquired material, libraries offer various services to their respective users. A library needs a systematic organizational structure to perform its functions. The function-based structure is a common form of any library. It divides a library into functional divisions, sections, or units such as acquisition, technical processing, circulation, reference, maintenance, and so on.

These sections are made up of several sub-sections or units. The distribution of the activities under different sections varies from library to library. For example, some libraries place maintenance section with circulation section while some place it with the technical processing section. But, the technical processing section always has activities of cataloguing and classification. In this unit, we will discuss some sections and their functions, which are common to most of the libraries.

1.4.1 Acquisition Section

The acquisition section in the library is an important functional unit of collection development. It acquires relevant reading materials or information sources, such as, journals, books, electronic books, and periodicals, which are useful for the existing and potential users. Information sources include books, manuscripts, serials, journals, periodicals, newspapers, standards, specifications, patents, thesis, dissertations, maps, atlas, globes, etc. which are deemed fit for serving the existing and potential users. Well-planned acquisition should keep an account of the available funds, storing and shelving area, technological infrastructure, and availability of the staff. It is impossible for a library to buy each information source published in the world. So, the acquisition should be planned in such a way that the best suitable material can be procured within available resources so that the objectives of the library can be achieved.

The library also acquires information sources for preservation of intellectual heritage, depending upon its scope. The scope of the library may be local, regional, national, and global. For example, the National Library of India, situated in Kolkata has the responsibility of preserving the intellectual heritage and relevant information sources of the whole country, while a library of Kangra region of Himachal Pradesh may preserve the information sources relevant to that region only.



The types of information sources have witnessed a growth with the development of the society, where the books are no longer the only sources for a library. In different epochs, the Library and Information Science has used various terminologies, such as documents, reading materials, library materials, etc., wherein the information content of the material is more important than its visual layout. Thus, the term information source has acquired a wider coverage and meaning. Though, these terminologies have varying meanings, they have become somewhat synonymous in the text of the Library and Information Science subject. The information sources can be understood as any material, which contains useful information, recorded in textual, visual, audible, or multimedia form in logically organized format, for the purpose of knowledge development of the present as well as future generations.

1.4.1.1 Need and Purpose of Acquisition

The library has the responsibility to provide the best available information sources depending on the available financial resources. But, at the same time, the library has its limitations. A certain amount of fund is given to a library for acquiring specific information sources. Hence, the task of acquiring materials and information sources has to be accomplished within the limited resources.

The information boom has led to a tremendous increase in the volume and variety of the information material published across the world. It is, thus, impossible for an individual library to acquire all the desired available material. These publications range from general books, textbooks, reference books, maps, atlases, globe, digital and multimedia-based materials, etc. Therefore, acquisition of library material needs to be planned in a proper manner. A planned acquisition system is necessary to:

- ◆ achieve the objectives of the library,
- ◆ satisfy the needs of the users of the library,
- ◆ acquire best available resources/ reading materials deemed fit for the library
- ◆ acquire materials of preservation value within the scope of the library, and
- ◆ acquire material within the available resources (fund, space and staff).

To achieve the above-mentioned purposes, a library requires a sound functional acquisition system.

1.4.1.2 Functions of acquisition system

The acquisition system performs the following basic functions to complete the entire acquisition process.

- ◆ Selection, Ordering, Receiving of Documents

- ◆ Cancellation of Documents
- ◆ Accession of Documents

i. Selection

The selection process of information sources is an important and responsible work. The process of selection revolves around the users of the library. The users' information needs may vary from library to library. As you already know, there are three categories of libraries namely public, academic, and special. Each category has different objectives and caters to the needs of different user groups. Hence, there should be a well-defined selection policy for each kind of library.

It needs judicious approach to select each information source or document to be acquired. The library should always select those materials which can be useful for a larger number of library members and can be required within the available funds. For the purpose of acquisition, it is always recommended that the library should have a written acquisition policy. The acquisition policy acts as a guiding tool for the staff associated with the selection process, as it helps to maintain standard and consistency in the collection development programme of the library. The acquisition policy should remain the guiding tool to acquire information sources for the library to fulfill their stated objectives.

The selection aids are the tools which help library staff in selecting best materials for the library. Users' demands, suggestions from the authority and different tools (bibliographies, reviews published in review journals and newspapers, etc.) can be used as selection aids. For assisting the library staff to select best reading materials for the library, there is a selection committee. The selection committee is a group of experts from different subject areas depending upon the nature of the library.

◆ Selection in Public Libraries

The objectives of the public library have already been discussed. A public library has a wide range of users which may include children, adolescent, youth, and old aged people. The need of the users may be based on their economic class (lower, middle, and higher), professional association, educational level, habitats (rural, urban, hilly region, costal region, etc.), socio- cultural and linguistic background, etc. The library is also expected to acquire the material relevant to the locality like, local history, politics, economy, socio-cultural threading, weather conditions, available professions, etc. As a public library has the responsibility of serving the community and preserving the relevant information of the region, its approach in material selection is different from other kinds of libraries.

◆ Selection in Academic Libraries

The academic library can be divided into three broad categories, viz. school, college and university Library. The guiding factors of the academic Library are based on the educational courses and the demands of the students, faculty members, and support staff. The selection policy of a school and college library is usually around the acquisition of textbooks, materials for general studies, personality development, career choices, teaching and learning resources, materials for the support staff. Since, the universities offer undergraduate, postgraduate, and research programmes, the selection of material must be done with proper care.

◆ Selection in Special Libraries

A special library is meant to serve the information needs of the parent organization of a library. Hence, the selection of information sources is based on the short term and long-term programmes of the parent organization. The library selects the materials exhaustively for short term objectives of the organization to meet its programmes at hand. For example, if an organization takes up a research project on lifestyle of urban spaces of India, the relevant material should be selected to support the programme. Considering the long-term objectives, the library selects the materials of wider scope of the organization and supports the collection development of the core area as well as other relevant subject areas of the organization.

Selection process should always focus on the long-term collection development programmes of the library. Based on the acquisition policy, the materials should be scrutinized and lists prepared. Further approval of the selection committee or the competent authority should be considered and the process can be moved ahead to order the documents.

Selection Criteria and Types of Materials

The selection criteria for documentary sources are as follows:

- (i) **Authority (Authenticity):** The expertise and affiliation of the author regarding the subject of writing should be assessed.
- (ii) **Accuracy:** The content of the document should be accurate and authentic. Wrong or misleading information can be disastrous in any documents.
- (iii) **Scope:** The treatment of the subject, topic, or theme of the document should be evaluated and correlated to the users of the library. The content should be balanced in covering the extension and intention of the subject, topic, or the theme of the book. In case of some shortage or limitation in the content, it should be mentioned in the



preface of the document.

- (iv) **Organization:** Information in the document should be organized on the basis of some pre-established characteristics or logic. The consistency in writing and developing from general to specific topic makes the reading interesting and easy to understand. In the case of non-fiction books, an exhaustive index is expected.
- (v) **Format (Graphics):** The graphics illustrations are common in the documents dealing with technical data. In this case, appropriate graphs, colour patterns, sizes, etc. should be evaluated.
- (vi) **Bibliographies:** Document should be supported by references in case of non-fiction book. The format of bibliography should be standard, and information should be complete.
- (vii) **Users:** While selecting a document, prospective users should be identified and ascertained that the material would be read by a large number of readers. The documents should be categorized as scholarly, popular, fiction, non-fiction, entertaining, introductory, advanced, etc.
- (viii) **Vocabulary:** The vocabulary of the document should be at par with the level of the users for whom it has been written.
- (ix) **Textbook:** The textbooks are mostly referred to by the students for knowledge in a subject area. Hence, the textbooks should be complete in terms of syllabus of the subject with accurate and authentic content. The organization of the content should be such that the students can understand easily.
- (x) **Fiction:** In case of a book of fiction, the author, title, style, theme, plot, setting, characters, and reviews should be evaluated.
- (xi) **Multimedia:** The documents in audio, video, animation, and multimedia should be evaluated based on their format. There are several formats for audio-video material. For example, an audio file is identified as having mp3, mid, wav, aif, etc., a video file could be mpg, mov, wmv, etc. The file format should be assessed based on the equipment(s) that the library has.
- (xii) **Digital Material:** It may be ensured that a database of library material, in all formats i.e. audio, video, multimedia, text, graphics or normal documents is made available in digital form. While selecting information materials in this format, the criteria of that category of material should be applied. For example, e-book should be evaluated based on criteria of books. File format, arrangement, hyper-links, and search engines in case of databases, display format, etc. are a few aspects, that may be used to evaluate the digital content.

Selection Aids

There are several selection aids available in the market to help and support the selection of information materials for a library. Depending upon the nature of materials, aids could be selected to acquire a particular material for the Library. Some of the selection aids are listed below:

- (i) National bibliographies are a list of publications, published in a country or relevant to a country if published abroad. For example, Indian National Bibliography, published by National Library of India, Kolkata; British National Bibliography, published by British Library, London, and so on.
- (ii) Subject bibliographies-are a list of materials published in a particular discipline or subject. Chemical is a subject bibliography, published by Elsevier which covers the subject chemistry; PubMed deals in life sciences and is published by National Library of Medicine, USA. Similarly, several subject bibliographies available for reference.
- (iii) Trade bibliographies-are published by publishers and distributors or associations, or independent organizations to promote the sales of publications. For example, Indian Books in Print, Whitaker's Books in Print, and so on.
- (iv) Book Reviews-There are a few periodicals, newspapers, and websites which publish book reviews. These reviews are critical analysis made by scholars of the subject. For example, Times Literary Supplement, Book Review Digest, and so on.
- (v) Bibliographic databases-are a list of publications in database format, searchable online or distributed on CD-ROM, DVD, etc. for offline search. For example, Ulrich's Periodical Directory, PubMed, etc. Some of the databases provide links to the information sources even if they are downloadable.

ii. Ordering

Once the selection process is complete, the ordering work begins. Before ordering the materials for acquisition, pre-order search is conducted to avoid duplicity. The materials are exhaustively searched in existing collection; in processing sections, newly received materials and so on. After the process of pre-order search is completed, a purchase order is generated and sent to the publisher directly or to an approved vendor/supplier of the library. Generating reminders of pending orders and cancellation of orders is also the part of ordering function.

iii. Receiving

The receiving function begins when ordered materials are supplied by the vendor. The materials come with bills or invoices. The supplied material and bills are tallied with the corresponding order list. In the case of printed documents, author, title, edition, publisher,

price, and other details are matched with the order list. It is also recommended that the physical condition of the material be checked while receiving them. After a thorough check and verification of material, and subsequent tally with the ordered list, an acknowledgement is issued to the supplier.

iv. Accession

Every library maintains its stock register in which the details of the acquired material are registered. This is called Accession Register. The accession register has fourteen columns for recoding the bibliographical details. The materials purchased, received in exchange or gifts are also recorded in this register. An Accession number is a unique number assigned to each document available in the library. Against this number, all the details of the documents are recorded. (A specimen of an accession register has been given in the records maintenance section of Module 2, Unit 3 on pages 99 and 100.)

1.4.1.3 Mode of Acquisition

The method of acquisition of information sources is popularly known as 'mode of acquisition'. Traditionally, the three modes of acquisition are Purchase, Gift and Exchange. In the recent times, more methods have emerged and have established worldwide. These are online and consortia-based acquisition, which are particularly functional in the digital environment. A brief description of these modes of acquisition is listed below:

i. Purchase

A library goes through a selection process, after which, the information material is made available in the library. Selected materials can be purchased directly from the publishers or their agents, distributors or any vendors depending upon the policy of the library.

ii. Gift

Non-commercial organizations, educational institutions and people who have strong affinity with the libraries from time to time donate their collection or information materials to libraries. Occasionally an author may also gift a personal copy of his/her book to the library. Sometimes, a set of information material becomes irrelevant for one institution, but it, can be relevant for another institution. In such cases, the former can donate the material to the latter. Therefore, gifting is also one of the established methods of acquiring materials.

iii. Exchange

The library may acquire materials, especially the publications of other institutions in exchange of its own publications. From time to time, libraries can exchange duplicate copies

of library material. As mentioned earlier, sometimes an irrelevant material for one library may be relevant for the other one.

iv. Online Acquisition

Online acquisition method is more suitable for digital materials. In this process, a library can download material from the publishers' or vendors' portal and make payment online. For example, digital materials, print materials like books, reports, and so on.

1.4.2. Technical Processing Classification and Cataloguing

The work of the Technical Processing Section is basic to other sections of a library. This section helps in the transformation of a collection of documents into serviceable articles. The idea behind this is that of "books are for use".

1.4.2.1 Classification

Classification is the foundation of librarianship. Classification is an act of organizing the documents/universe of knowledge into some systematic order. Classifiers, of the technical processing section of a library, are classifying the documents procured in the library. The following are the important classification schemes which are used in various libraries in India:

- (i) Dewey Decimal Classification scheme
- (ii) Universal Decimal Classification scheme
- (iii) Colon Classification scheme

1.4.2.2 Cataloguing

Cataloguing is the process of creating catalogue of the library holdings on the basis of catalogue rules or code adopted by a particular library. As mentioned earlier, a catalogue is a list of the holdings of a library with all the bibliographic details. It is a tool which helps users to search relevant materials on the basis of known information about a particular book or its subject area. Different catalogue entries such as title, author, collaborator, series, subjects, etc. are prepared for an easy availability of the library resource. Catalogue of a library is known as the guide map of the library resources for users of the library.

There are a number of cataloguing codes which are practiced worldwide. In India, Anglo American Cataloguing Rules (AACR) and Classified Cataloguing Code (CCC) are practised. The AACR is more popular cataloguing code as it is compatible with the International Standard Bibliographic Description (ISBD). In 1971, ISBD was recommended by the Working Group, set up by the International Meeting of Cataloguing Experts, Copenhagen, 1969. It was initially designed for monographic publications



(books) but, later, it was extended to serials and non-book materials as well. Hence, ISBD has three formats now namely, ISBD (M) for monograph or book, ISBD (S) for serials and ISBD (NEM) for non-book materials. The AACR accommodates the ISBD format in cataloguing as it is more descriptive and is also easily adaptable in computerized catalogue.

Currently, libraries are undergoing a transition; information technologies are being adopted in their operations to provide services to the users. Although not all the libraries of the world have made this shift and a large number of libraries continue to operate manually. The libraries which have adopted the technologies and created a computerized catalogue are known as Online Public Access Catalogue (OPAC). They facilitate library resources via the medium of online search. The OPAC searched with the help of internet by any user from any given locale is called web based OPAC. On the other hand, there are libraries which haven't undergone a computerized process and continue to create catalogue entries on cards. They provide search facility to their members manually.

In the technological era, there are many bibliographic formats available. Out of which, Machine Readable Catalogue (MARC), APA designed, practiced, and promoted by Library of Congress, USA and Common Communication Format (CCF) designed and promoted by UNESCO are most popularly practiced. The MARC and the CCF, both are used for cataloguing as well as exchanging bibliographic data among the libraries.

Functions of Cataloguing Section

The cataloguing section of a library is supposed to perform the following functions:

- (i) Preparing catalogue
- (ii) Labelling and Pasting
- (iii) Label Writing and Assigning Location Mark
- (iv) Cards Checking by Chief Cataloguer
- (v) Filing Catalogue Cards
- (vi) Preparation of Addition List
- (vii) Transferring Catalogued Materials to Concerned Location

(i) Preparing Catalogue

The cataloguer prepares different cards for books or any other material acquired by the library. In the manual cataloguing system, main entry, added entries, reference entry, shelf list card and book card are prepared on catalogue cards according to the cataloguing code adopted by the library. In the computerized system, online catalogue for each and every



material is created. The cataloguer also creates different authority files wherever needed. Authority files are usually created for author, collaborator, series, subject, publisher, etc.

(ii) Labelling and Pasting

The cataloguing department prepares books or any materials for service. For this purpose, different types of labels as authority stamp, spine label, due date slip, book pocket, etc. are prepared and pasted.

(iii) Label Writing and Assigning Location Mark

Different labels contain different data about the book and the library. Hence, under the label writing work, call number, collection marks such as reference, circulation, or any other collection name (closed reference, textbooks, etc.), accession number or any other information are written.

(iv) Cards Checking by Chief Cataloguer

The quality of catalogue is very important as any mistake in catalogue will fail to provide required information to the users or misguide the users. Hence, the checking of entries and labels pasted on the books is carried out by the chief cataloguer. If needed, corrections are done before releasing the catalogue cards for filing and the books or any other resources for reading.

(v) Filing Catalogue Cards

The cataloguing department files the catalogue cards as per the filing code adopted by the library. According to the heading of the catalogue entry, a card is filed at its appropriate place in the card cabinet. Usually, the catalogue cards are filed in alphabetical and classified order. For filing the entries like author, title, subject, etc. dictionary formula is usually adopted while the entries having numbers as heading are filed in numeric order. The heading of the shelf list entry is always call number. The main entry of CCC also has the call number as the heading. These cards are thus filed in numeric order.

Shelf list is only prepared for administrative purposes; hence the cabinet of the shelf list is usually kept locked all the time. The entries prepared for searching the library materials are filed in a public catalogue cabinet.

(vi) Preparation of Addition List

The cataloguing department prepares the list of new additions to the library holdings for informing the users of the library within a stipulated period. Depending upon the policy of the library, the additions list may be released weekly, fortnightly, monthly, etc.

(vii) Transferring Catalogued Materials to Concerned Locations

Once the catalogue cards of newly acquired material are filed in the public catalogue cabinet, the material is transferred to its stipulated location. For example, books meant for circulation are transferred to the circulation department, books meant for reference are transferred to the reference department, etc.

Cataloguing Staff and Tools

Library cataloguing must be carried out accurately and with concentration. The department should be equipped with qualified staff with good handwriting and supporting tools. In the case of computerized cataloguing, the staff should have very good knowledge of computerized cataloguing format, different authority files and ability to find data from the book and wherever needed from the cataloguing tools. The required cataloguing tools are - different kinds of bibliographies, national bibliographies, trade bibliographies, books in prints, directories of authors, publishers, and dictionaries of names as Indian names, and so on. Presently, Internet can be very helpful and can replace many cataloguing tools if the cataloguer has excellent searching skills. For example, from the catalogue of Library of Congress, USA, proper name of the author, association and affiliation of the author or collaborators, like wise many more aspects can be searched. The chief cataloguers should have suitable qualifications and experience to head the department and maintain the quality of different functions of the section.

1.4.3 Circulation

Circulation is one of the most important services of libraries. It allows the users to issue library books and satisfy their reading quest. It is not possible for every member of a library to use the library resources within the library, as they might have other professional and academic commitments. Hence, the Library has the mechanism to lend books and other library resources to its member for a certain period of time. This process is known as circulation. The circulation function in libraries promotes maximum and productive use of the library material.

Functions of Circulation Section

The functions of circulation section are listed below:

- (i) Registration of Members
- (ii) Lending of Resources
- (iii) Renewal of Issued Material
- (iv) Reservation of Issued Material
- (v) Charging of Overdue Fine

- (vi) Lending and Receiving Books on Inter Library Loan
- (vii) Maintenance of Records
- (viii) Maintenance of Statistics
- (ix) Miscellaneous Tasks

(i) Registration of Members

Library resources are a public property, and the librarian is the custodian of this property. Therefore, it is necessary to maintain a record of the circulation of various resources. The members are required to provide their personal and professional details (name, date of birth, address, phone number, email address, profession, subject/course and so on) to the circulation section for the maintenance of the registration records. The registration details help the librarian to contact members and the professional details, or the areas of interest help to identify the subject areas where the library collection has to be further developed.

The circulation section issues library cards to the registered members of the library. The cards enable them to borrow books or any other material. The number of cards issued to a member depends upon the policy of a particular library. The automated libraries have the library automations software, which pre-defines the number of documents to be issued to a particular member.

(ii) Lending of Resources

The lending of library resources to the members of the library is the main function of the circulation section (also referred to as the charging system). In this process, a member brings the required book(s) or other material to the circulation counter along with the library card(s). Against each library card one document is issued to the concerned member and a gate pass is given for the issued material. The Security personnel check the issued material and keep the gate pass in the security file. Some libraries, which do not have the gate pass system, check the document to ensure whether it has been issued or not. In the automated system of circulation, documents are issued with the help of the software and a gate pass is generated. The RFID (Radio Frequency Identification) system allows members to go out of the library, only with the issued material. In case, a member attempts to take along any unissued documents, the RFID system automatically rings an alarm to alert the security and the appropriate action may then be taken.

When a member returns a book, the librarian should match the call number and the accession number on the book and the book cards. The book card of the returned book should be inserted into the book pocket of the same book. The member is then given back his/her library card. This process is known as the discharging system.

(iii) Renewal of Issued Material

At times, a library member may desire to retain the library material beyond the due date. This may be due to several reasons and in such a case, the same material is reissued to the member. The material is usually reissued to the member if it is not required by any other member. This process is known as the renewal process. The renewal is usually done when the member presents the material at the circulation counter, or it may be requested over the telephone, through email, by post, depending upon the library's policy.

(iv) Reservation of Issued Material

Sometime a particular book or other documents are not available for being borrowed by the members. The reason may be that the book has been acquired by the library but has not been processed, or has been issued to another member, or it is in binding or otherwise unavailable. In such cases, the circulation section reserves the particular book, or any other document required by the user and when that particular document is available for circulation, the member is informed about its availability.

For reservation purpose, there is a reservation card in the library on which name of the member with membership number and details of the document are recorded. A reservation slip is generated for the same document and put with the book card or any other records of that document.

In the automated system, depending upon the provisions available in the software, the materials are reserved for the members. The software automatically notifies the administrator of the circulation section about the reservation. The concerned member is informed accordingly. Nowadays, the library automation software also sends a system generated SMS to the concerned member.

(v) Charging of Overdue Fine

Most libraries have the policy to charge a fine when an issued document is retained by the member after its due date. For this period, a charge is levied (on per day basis) and collected from the member. A due receipt is given to the member for the paid amount. Some libraries maintain an authenticated register given by the accounts department of the library or parent organization with signature of the member against the collected money. The money is deposited in the accounts department periodically, say weekly, fortnightly, or so on.

(vi) Lending and Receiving Books on Inter Library Loan

A library always tries its level best to acquire all the books and other material which may



be useful to its users. But it is impossible to acquire all the material published worldwide. This is due to two prominent reasons, which restrict maximum acquisitions, i.e., funds and space. Another reason behind this is increase in number of publications. Therefore, there is a system of resource sharing amongst libraries, called Inter Library Loan (ILL). In this system, one library requests another library for a particular book, requested by its member. As member cannot request the holding library to issue a particular document as for this purpose, the person will have to become the member of that library. Hence, the first library gets the document on loan from the holding library and issues it to the concerned member. When the member returns the document, the first library returns the document to its holding library. The whole process is known as Inter Library Loan. To put in simpler terms, ILL is the system where one library issues a book/ document to another library. The circulation sections of both libraries perform this function and keep the records of lending-receiving and issue-return to and by libraries, that is, by first library and again getting returned by the holding library. In the process many records are generated and maintained by both.

(vii) Maintenance of Records

The records of circulation section are very important for different purposes. These not only show the utilization of the library resources but also disclose the subject areas which are most utilized by the members. The records also help the library to build its collection and make other plans for future growth. The section maintains the members' registration records, issue records, overdue, ILL, and so on.

(viii) Maintenance of Statistics

The circulation section maintains different statistics generated in the section, such as, the number of members registered, number of members withdrawn, number of documents issued, overdue charges, and so on. These statistics help to prepare the annual report of the library and also catalyse the future plans for the library

(ix) Miscellaneous Task

Listed below are miscellaneous tasks performed by the circulation section:

- (i) Issue of reminders and recovery of overdue documents
- (ii) Replacement or payment of lost documents or cards
- (iii) Allowing consultation facilities
- (iv) Providing lockers or carrels
- (v) Taking measures against mutilation and loss of documents
- (vi) Issuing clearance certificate

Apart from the above, jobs requiring care and maintenance of circulation area, reading room, transfer of books into the stack area, and many more, fall under the circulation section.

1.4.4 Periodical Section

Journals or serials are also referred to as periodicals. These are publications that are published at regular intervals, that is, in series with certain frequency. The frequency may be weekly, fortnightly, monthly, quarterly, etc. Modes of acquisition of periodicals include subscription, gift and exchange. In the case of subscription, the payment of the subscription period which is usually annual is made in advance to the publisher or supplier. Hence, it needs a special management system. Libraries which subscribe to many periodicals have a separate section dedicated to managing periodical acquisition and services, called a periodical section. The functions of periodical section are discussed as follows:

Functions of Periodical Section

- (i) Selection of Periodicals
 - (ii) Acquisition of Periodicals
 - (iii) Receiving and Recording of Periodicals
 - (iv) Display of Periodicals
 - (v) Shelving of Periodicals
 - (vi) Indexing, Abstracting and Documentation of Periodicals
 - (vii) Periodicals' Circulation
 - (viii) Administration of Periodicals
- (i) **Selection of Periodicals and Serials**

Periodical selection is the process of deciding which periodicals are to be acquired by a library. The selection of a periodical depends upon the collection development policy of a particular Library. It is always recommended that a periodical selection committee be constituted for selecting periodicals. The committee finalizes the list of periodicals to be subscribed based on the needs and objectives of the parent organization, recommendations of the members and the available funds of the library.

The Association for Information Management (ASLIB) has recommended the following criteria for selecting periodicals:

- (a) Recommendation by specialists
- (b) Recommendation by the members of the library
- (c) Opinion of librarians of other institutions

- (d) Announcements and reviews
- (e) Consultation of list of most cited serials
- (f) Reference counting

Several tools are available for selecting periodicals. For example, Ulrich's International Periodicals Directory, and likewise, many such directories of periodicals may be referred to. Once, the list is ready for acquisition, the process of acquisition is initiated

(ii) Acquisition of Periodicals

There are four methods of acquiring periodicals. These are:

- (a) **By subscription:** In this method of acquisition, periodicals are subscribed directly from the publisher or vendors. The subscription amount is paid in advance (annually) to the publisher or vendor for a particular title, following which, the library receives the periodical.
- (b) **As a member of societies and institutions:** The societies and institutions send their periodicals free of cost once a library becomes their member.
- (c) **By gift:** Several organizations send their periodicals free of cost to libraries. Hence, if a library wishes to acquire such journals then the publishing organizations are to be requested to enroll the receiving libraries on their mailing list. This enables the libraries to receive desired periodicals as gifts.
- (a) **By exchange:** Acquiring periodicals by exchange is a method in which two organizations exchange their periodicals and other publications with each other (free of cost).

(iii) Receiving and Recording of Periodicals

As you already know, periodicals or serials are published in a series under the same title with a definite frequency. A library receives the issues of periodicals by their frequency. For keeping track of the issues received or not received a library deploys different recording mechanisms. In the manual system, small libraries register the receipt of issues in an alphabetical order. The bigger libraries may register periodicals in the ledger system. This system allots a page to each periodical, according to the alphabetical order of the titles. Apart from the register and ledger systems, one card and three card systems are very popular among the bigger libraries. In one card system, the card is 6"X4" sized, bearing the following information:

Name of the Library..... Place

Title Frequency of Publication.....

Publisher Supplier

Vol. No & Year	Jan	Feb	Mar	April	May	Like wise
v.1 2015						
v.2 2016						
Like wise						

Verso of the Card

Title

Vol. No & Year	Subscription Amt.	Bill No. & Date	Voucher No. & Date	Reminders Sent	Bound unto..	Remarks
v.1 2015						
v.2 2016						
Like wise						

The three-card system for periodical maintenance was designed by Dr. S R Ranganathan. Each card is of 5”X 3” size. The first card is known as Register Card, second Check Card and the third Classified Card. The specimen of cards is given below.

Figure: 1.4.1

Register Card					
Title					
Publisher	PAYMENT				
Vendor	<table border="1" style="width: 100%; height: 40px; border-collapse: collapse;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> </table>				
Class Number Class Number Periodicity number and date		Order			
Note					

Vol. and No.	Date of Pub	Date of receipt.	Vol. and No.	Date of Pub.	Date of receipt.

Note : The columns for vol. and no. date of Publication and date of receipt are repeated at the back of the register card

Figure 1.4.2

Check card

TITLE

PERIODICITY

Vol. and No.	Rem Date	L's initials	Vol. and No.	Rem Date	L's initials	Vol. and No.	Rem Date	L's initials	Vol. and No.	Rem Date	L's initials

Note: The columns giving vol. no., Rem. Date and L's initials are repeated at the back of the check card

Figure 1.4.3 Check card

Classified Index card

CI. No.	Ans. Subs.	Per.
Title		
Vendor		
Publisher		
Vols. available		
Indexes, etc.		
Supplements, etc.		

Figure 1.4.4 Classified card

Apart from these systems, many libraries follow other systems too devised by individual libraries as per their convenience. These systems help in managing the registration and recording the details of periodicals and their issues received by the library.

In case of non-receipt of a particular issue, the library sends a reminder to the publisher or vendor and the same issue is being sent to the library by the publisher or vendor without charging any additional cost.

(iv) Display of Periodicals

The periodicals are processed after receiving, arranged alphabetically, and put up in the display area. For displaying the issues of periodicals, special furniture is required in the library. In case of bigger libraries which have many periodicals, special furniture is kept for display and storage of periodicals. A display of the latest periodicals and storage facility referred to as a pigeonhole rack is found to be most suitable in most of the libraries.

(v) Binding and Shelving of Periodicals

After all the issues are received and a particular volume of a periodical is completed, it can be bound and kept like books on shelves.

(vi) Indexing, Abstracting and Documentation of Periodicals

Some special libraries provide indexing and abstracting services or services based on indexing and abstracting and documentation of periodical articles.

(vii) Periodical Circulation

Usually, periodicals are not for circulation among the members. But some libraries allow it. Hence, there are certain methods of circulating periodicals among the members of the library. If the member group is very small, then Routing Slip method is used. In this method, name and designation of members are printed or written on a slip and pasted on the title page. It is issued to the first member and thereafter it is passed on to next member without returning to the library. After completion of whole cycle, it comes back to the library. Apart from this, there are other methods too, according to suitability of an individual library through which periodicals are circulated.

(viii) Administration of Periodicals

Administration of periodical section involves organizing the periodical section in such a way that maximum utility is derived from minimum expenditure. This function involves allocation of funds and its distribution among the subject areas of the library, allocation of staff, duty, correspondence with publisher and vendor, display, binding, storage, and all other required work for a smooth running of the section and providing services to the members.

1.4.5 Binding and Preservation Section

Libraries have two major objectives, firstly, to satisfy the information needs of the users, and secondly, to preserve the intellectual heritage of the society for posterity. Both the objectives are guiding factors for keeping the library materials in good and serviceable condition. Library materials which are paper-based need special care to keep them fit for use and extend their life

to serve the future generations. The library materials such as books, periodicals, maps, etc. are printed on paper, hence they are prone to damage due to excessive use, wear and tear, heat, dust, insects, pesticides, etc.

1.4.5.1 Binding Section

If a library collection is extensively used, wear and tear of the documents is bound to happen. Binding helps in strengthening the physique of the books and increases their life. Many large libraries have their own binderies, but smaller ones must get the books bound by professional binders. Some of the reasons of having good and attractive bindings are as follows:

- (i) To reduce the risk of mishandling
- (ii) To guard against wear and tear
- (iii) To avoid shabbiness
- (iv) To create new cover to appeal and attract readers
- (v) To preserve perishable and frail materials
- (vi) To ensure entire satisfaction of users

Binding process is highly technical and requires lots of skills. There are eight processes involved in binding work:

- (a) Collation
- (b) Sewing
- (c) Attaching covers
- (d) Endpapers
- (e) Colouring edges
- (f) Headbands
- (g) Hollow backs
- (a) Finishing

1.4.5.1.1 Types of Binding

Library binding is of various kinds:

- (i) **Full Leather Binding:** Full leather binding implies that the whole cardboard is covered by leather. This kind of binding is recommended for expensive, rare and reference books.

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- (ii) **Half Leather Binding:** Half leather binding implies that half of the cardboard is covered with leather and rest half with cloth or buckram. The back and the corner of the book are covered with leather as these portions suffer immense wear and tear. This kind of binding is for the heavy materials like back volume set of periodicals, newspapers, and other serial publications.
 - (iii) **Full Cloth Binding:** Full cloth binding implies that the whole cardboard is covered with cloth. Standards and textbooks are given such binding as these materials are extensively used.
 - (iv) **Half Cloth Binding:** Half cloth binding implies that the spine and corners of the cardboard are covered with cloth and rest with other cheaper materials such as paper or other decorative materials. This kind of binding is usually given to cheaper books.

S. R. Ranganathan (1967) gave specifications for binding books for the first time or at the time of rebinding as follows:

- a) **Collation:** The book received by vendors for binding should be examined and collated, and if found in imperfect or seriously damaged condition may be returned to the library unbound. A periodical should be collated properly, and the volume should be bound in correct sequence along with the index at proper place. Wrappers and advertisements in periodicals and books should be bound if the binder has been instructed, otherwise they should not.
- b) **Sewing:** Books printed on good quality paper should be sewn one sheet on (except where thinness of paper makes it necessary to sew two sheets on) with unbleached thread of suitable thickness over unbleached linen tapes. Straight-line machine stitching is not acceptable.
- c) **End Papers:** End papers should be of good quality, opaque paper. There should be at least one plain white leaf between each of them and the printed matter.
- d) **Cutting Edge:** The binder should avoid cutting the edges of books unless it is essential. Even if cutting of edges is required, the binder should leave margins as wide as possible.
- e) **Forwarding:** Books should have French joints and tight or close flexible backs.
- f) **Lettering:** Lettering or printing on cover should be impressed in gold colour.

There are several measures given by him and these measures have been incorporated in the standards prepared by Bureau of Indian Standards (previously known as Indian Standards Institute). This standard is "IS: 3050-1965: Code of practice for reinforced binding of library books and periodicals". It was again reaffirmed in 1997. For a better understanding of specifications and types of bindings, the standard should be referred.

1.4.5.2 Preservation Section

Books and other documentary sources of information printed on paper are prone to damage due to several reasons which reduce their shelf life. Libraries of the world face the challenge of keeping printed library materials as books, periodicals, pamphlets, newspapers, and other materials, in sound condition to extend their lives and provide services to present and future generations. Hence, preservation is an important function of every library.

Preservation involves activities which reduce the chances of damaging printed library materials to extend their shelf life and concomitantly it's utility. The reasons of damaging printed library materials may be listed as:

- (i) Environmental or Climatic Factors
- (ii) Biological Factors
- (iii) Chemical Factors
- (iv) Human Factors, and
- (v) Disasters

1.4.5.2.1 Environmental or Climatic Factors

The damaging agents present in environments are i) light, ii) heat, iii) humidity and moisture, iv) dust and dirt, v) water which damages the library materials and reduce their lives. Let us see how these factors damage the printed library materials.

- (i) **Light:** Natural or artificial, both types of light damages the paper. When paper is exposed to sun light, the ultraviolet radiation reacts with the paper in presence of oxygen which is in the air. The cellulose of paper gets oxidized into oxycellulose, the cellulose chains are broken, and the paper becomes weak and brittle. Some of the artificial light as fluorescent tube light also produces high percentage of ultraviolet radiation and damage the paper in the same way as natural sun light. Sometimes the paper gets exposed to light while photocopying and it gets damaged because of ultraviolet radiation and heat. The level of damage because of light depends on duration of exposure, intensity of light and distance from the source of light.
- (ii) **Heat:** Atmospheric temperature is a damaging agent of paper. The fluctuations in the temperature are also responsible for the damage. High temperature with low humidity causes dehydration of cellulose fibers and the paper becomes brittle. Due to this, the paper loses its flexibility to such an extent that it tends to crumble on touch. On the other hand, high temperature with high humidity creates the condition for the growth

of mould. Besides atmospheric temperature, electric bulbs, used for lighting purpose also increases room temperature and becomes the damaging agent.

- (iii) **Humidity and Moisture:** Water content, that is, moisture available in the atmosphere is known as humidity. Certain level of humidity is needed for flexibility of paper but high and low, both levels of humidity damage paper. Paper is made of pulp which has tendency to absorb water from the atmosphere. If there is high humidity, paper absorbs more water and thereby becomes soggy. Because of sogginess, adhesive gets weak, and binding becomes loose. It also increases the size of the paper which causes spreading of ink. Sometimes, pages get stuck together and cause wear and tear. Besides these damages, fungus grows in moisture and damages paper.
- (iv) **Dust and Dirt:** Dust is composed of soil, tar, metallic substances, fungus spores and moisture among other things. It is air borne and it settles down on any surface of the object. When mixed with high humidity, it gets transformed into dirt and if this dirt sticks to the surface of the paper, it becomes difficult to remove. Dust also increases water absorbing capacity of paper which leads to growth of fungus and chemical reactions which ultimately damage paper.
- (v) **Water:** Water acts as a physical agent of deterioration by causing hygroscopic materials to undergo dimensional changes. Water may come from any sources like natural calamities, human negligence, from leaking roofs, defective plumbing or through open windows at the time of raining. Excessive water can damage any printed document as paper becomes soggy. Even small quantity of water may damage paper as we have studied above.

1.4.5.2.2 Biological Factors

Micro-organisms, insects, and rodents are different types of biological agents which damage paper and other components of printed materials such as leather, textiles or straw board used for binding. Micro-organisms include fungus or moulds, bacteria, etc. Fungus is a large heterogeneous group of plant organism that remains in dormant state for long periods but grows in 63-100% humidity and 15-35 C temperature. In libraries, fungal growth is known as mould or mildew and they appear as brown/black vegetative growth on paper, leather, and textiles. Fungus consumes cellulose and thrives on nutrients in leather, glues, pastes, binding threads, etc. Due to this, different components of printed material get disoriented and damaged. Other than fungus, bacteria have the tendency to decompose cellulose in paper and binding materials. There are certain types of insects which damage paper and binding materials of printed documents. The damaging insects are i) silverfish, ii) cockroaches, iii) booklice, iv) bookworms v) white ants and termites, vi) rodents.

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- (i) **Silverfish:** These insects hide in the daytime and come out at night. The starch, glue and gelatine which are used in paper as sizing materials attracts this insect. It is silver or pearl grey in colour and about 8 to 10 mm in length. The insect eats the surface of the paper and adhesive used for pasting bindings and makes holes in paper, prints, photographs, catalogue cards and cardboard boxes.
 - (ii) **Cockroaches:** Cockroaches damage books and other print materials in darkness. They eat paper leaves, bookbinding, fabrics and other organic materials. They usually live in damp and dark places.
 - (iii) **Book worms:** Bookworms or the larva of beetle eat the paper and bindings of library materials by making pin holes.
 - (iv) **Book lice:** Book lice are grey or white coloured insects which eat paste, glue and fungus formed between the edges of inner cover of the books.
 - (v) **White Ants or Termites:** White Ants or Termites are insects that can eat wood, paper, cardboard, leather or any constituents of library materials. Once they start destroying the books, they can do irreparable damage in a short period. They are of two categories, viz. earth dwelling termites and wood dwelling termites. Earth dwelling termites live in the soil and make mud tunnels on the walls, bookcases and furniture. Wood dwelling termites live above the ground and enter the building through cracks and openings.
 - (vi) **Rodents:** Rodents include mice, rats, squirrels, and other similar species. Mice and rats are mainly found in libraries. They eat and destroy material made up of paper, cloth, leather, glue, etc.

1.4.5.2.3 Chemical Factors

Different types of chemicals like, alum, rosin, etc., are used in the process of manufacturing paper. Certain chemical compounds which have acidic effects are available in the ink used for printing. In the long run, the chemicals become agents of chemical deterioration, and damage paper and other components of printed materials.

Besides the chemicals used in paper manufacturing and printing, several chemicals like carbon oxide, Sulphur oxide, nitrogen and hydrogen sulphide are present in the atmosphere. These chemicals react with paper in the presence of oxygen and moisture present in the atmosphere and create acidic compounds, which weaken paper and its constituents. The yellow and brittle edges of old books are caused by Sulphur dioxide. Similarly, nitric acid damages the color of ink, paper, leather, and cloth.

Certain chemicals either available in paper, printing ink or in other components of books, like



leather, cardboard, adhesive or in atmosphere have acidic characteristics, which over a period of time damage the components of books and other printed materials.

1.4.5.2.4. Human Factors

Apart from biological, chemical, and atmospheric reasons, human beings too might act as damaging agents. Due to unawareness, negligence, or ignorance, on the part of the library staff and library users, the printed library materials often get damaged. For example, while processing books, several stamping and pasting jobs are performed by the staff, during which, books might be damaged. Books might get damaged while being transferred from the stack area to the circulation counter or technical processing section. This may happen due to several reasons, the most probable being, over loading of a trolley. Books should always be shelved vertically. If a book is placed horizontally it might get damaged. Sharp edged furniture is another damaging agent as it becomes the reason for the wear and tear of books.

In the open access system, users can go to the shelving area and browse the library collection. Sometimes they might drop the books or place them improperly. Some readers have the habit of using saliva for turning the pages of books while reading. These are the factors which damage the books and other reading material.

Improper storage, faulty repairs, rough handling, deliberate abuse, folding the fore edges of pages as a mark of reading, marking by pencil/pen, mutilation, vandalism are all examples of human beings damage the library resources.

1.4.5.2.5 Disaster

Disaster is never expected, but it occurs everywhere in the world. It can be both natural and man-made. Natural disasters like flood, earthquake, cyclone, tsunami, etc. damage the library material. Man-made disasters like fire, war, and invasion, and so on damage the library material too. For example, the great library of Nalanda University, of ancient India, was destroyed because of war and invasion.

1.4.5.3 Preventive Measures

It is the function of the preservation section to prevent the deterioration and damage of the printed material in a library. The preservation section should prepare an action plan and various other programmes to be executed in a time bound manner. Preservation is a continuous process, hence needs proper and perpetual attention. For each category of damaging factors, the requisite preventive measures should be taken.

1.4.5.3.1 Preventive Measures for Environmental Factors

- (i) **Protection from light:** Library materials should not be exposed to sunlight or powerful florescent electric light. To save them from sunlight, ultraviolet filter or colored window screens should be used. Using green or lemon-colored windowpanes may also stop the ultraviolet rays. The standard electric light should be used in a library while reading. It is recommended to use LED bulbs which generate less heat and ultraviolet rays.
- (ii) **Temperature:** The temperature of a library should be maintained at around room temperature. Ideal temperature range for a library is 20 C to 25 C.
- (iii) **Humidity:** The relative humidity inside a library should be kept between 30%-40%. For this purpose, humidifiers or dehumidifiers may be used to control the humidity level.
- (iv) **Ventilation:** Ventilation is needed for both, the library materials and the people present in a library. However, it should be controlled as uncontrolled ventilation may disturb the relative humidity, temperature, and pollution level inside the library.
- (v) **Pollution:** It is always recommended that the site of a library should be in a less polluted area, where both air and sound pollution is under control. But libraries are usually near human settlements or industries where pollution can't be avoided. Hence, it is recommended that trees and herbs should be grown around libraries. The walls should be made soundproof if the noise level is very high.
- (vi) **Dust:** Doors, windows, ventilators, or any other source, which allows the passage of dust, should be kept under a check. The books and other library materials should be kept free from dust and proper dusting should be done on a regular basis. For this purpose, sand blaster or vacuum cleaner may be used.
- (vii) **Photocopier:** Exposing the pages of books to photocopying machine should be reduced, as much as possible, because it damages the spine of books.

1.4.5.3.2 Preventive measures for Biological Factors

Insects, fungus and all kinds of biological pests grow in dark, damp and dingy places in libraries. The first prevention is to stop the growth of such pests. For this purpose, the house keeping work in every library should be maintained. Provision of cross ventilation and air circulation inside the library is essential. A distance of at least 15 cm should be maintained between the book racks and the wall. There should be no cracks in the walls, floor and ceiling, as they might act as a breeding place for insects. Eating and drinking should be avoided inside the library because food stuff attracts insects. Insecticidal powder or solution like lindane, should be sprayed in the dark corners, beneath bookracks and inside cupboards, periodically.



Naphthalene balls or bricks, dry neem leaves or seeds or powder and camphor tablets in muslin bags may also be used to keep pests away. Library may also use different methods of pest control for keeping insects' growth in check.

1.4.5.3.3 Preventive Measures for Chemical Factors

It is always recommended that libraries should prefer to purchase library edition of books as paper, ink, binding, and other materials used in the publication of these editions are made of less damaging chemicals. It is very difficult to put a check on the damaging chemicals present in the air. The only solution is to have a system of air conditioning, which would work round the clock. If this is not possible, then the library should keep its valuable material in cloth wraps or in cupboards. Adhesive, glue, paste, tapes, etc. of good quality should be used as they also contain damaging chemicals. Paint used for painting rack, cupboards or any library furniture should not have chemicals which can damage the printed material.

1.4.5.3.4 Preventive Measures for Human Factors

The human factors are the most important factor as far as preservation is concerned. Every library should organize awareness programmes for the staff and users. The staff should be trained in care and handling of library material. Proper shelving, use of trolleys for transporting books, care at the time of processing and other sound practices should be followed by staff members. In case of minor damage, like loose binding, the wear and tear of pages should be repaired immediately.

The users should be made sensitive toward care and maintenance of books. They should be informed that dropping books, keeping books in improper position, folding the corners/edges of pages, using saliva for turning pages, and so on damage the books or any printed material and reduce its life. Users should not put any sharp object on books, and they should avoid underlining the text by ink or pencil.

1.4.5.3.5 Preventive Measures for Disaster

Disaster may occur any time in any library. Hence, precautionary measures can reduce the extent of damage. For preventing fire inside a library, the electric wires and cables of recommended quality should be used. A library should also have fire extinguishers. Any kind of fire or open flame should be prohibited inside the library.

For preventing other disasters, standard measures should be taken. A library building should be earthquake resistant. Libraries in the flood prone areas should be on the first floor or second floor of the building. Likewise, as much as possible, preventive measures should be taken to minimize damage.

1.4.6 Conservation

Conservation is the process of reviving damaged artefacts or any library material into a form in which they can be used again. Once any library material gets damaged, the concerned library should have a programme of conservation to bring it back to life through different treatments.

1.4.7 Maintenance Section

This section is responsible for shelving, re-shelving, maintaining orderly arrangement of the collection and taking care of all types of library material and associated equipment. In fact, the ultimate success of all other sections of a library such as acquisition, classification, cataloguing and circulation are dependent upon the efficiency of this section. If the library collection is not maintained and displayed properly it will not attract the library users and thereby the library collection will not be put to maximum use.

This section performs the following functions:

- ◆ Shelving and Display of the library material
- ◆ Maintenance of the collection
- ◆ Preservation of the library collection

1.4.7.1 Shelving and Display of the Library Material

The arrangement of books and other material on the library shelves is carried out by the maintenance section. Work involves shelving of new books received after processing, re-shelving of borrowed books returned by the members and books and other material left on the reading tables by the readers after use.

The section is also responsible for displaying current issues of periodicals as well as newspapers in the reading room and the shelving and maintenance of non-print media like films, audio cassettes, CD-ROM, DVDs, etc. The non-print media is stored away from the open book stack area. This media is usually kept in a media room or computer room, where the equipment for playing these media items is available.

1.4.7.2 Maintenance of Collection

Tasks relating to maintenance of collection are also handled by this section. It involves continuous monitoring of the stack rooms and display areas. Shelving and re-shelving the material, keeping the collection in order, taking out books which are not in order and re-shelving them in proper



place, identifying and removing the books needing repair, regular cleaning and dusting the area and protecting the collection from dust, heat, direct sunlight, moisture, insects and pest infestation. This section is also responsible for maintenance, checking and rectification of all sign boards and library display guides.

1.4.7.3 Preservation of Library Collection

The activities related to preservation of the library material are carried out at various levels and by various departments in a library. The Maintenance Section's role in preservation is to handle the library material carefully, keep the environment in stack rooms and storage area clean (free from dust, insect, and pest manifestations), and protect the material from direct sunlight.

1.4.8 Information Technology Support (IT) Section

The Information technology Support (IT) Section has following responsibility:

- (i) To maintain all computers and network hardware and software.
- (ii) To create useful software application programs for the use of users and staff.
- (iii) To train staff to use the application effectively.
- (iv) To exploit the technical expertise to effectively communicate the Library's requirements to the campus technical support unit.
- (v) To advice the authority for IT requirement in the Library.

1.4.9. Summary

In a library, the activities are grouped based on job analysis into different sections, and thus executed. Such jobs are logically distributed among different sections. Usually, all kinds of libraries have seven basic departments and sections, which are: acquisition, technical processing, circulation, reference, periodicals, maintenance, administration, and accounts. Apart from these, depending upon the collection and services, some libraries also have archives, electronic collection, and other sections.

1.4.10 Exercise

1. Name the different sections of a big Library?
2. List the functions of an Acquisition Section?
3. Explain the selection criteria for documentary sources?
4. List the selection aids for the selection of information materials?
5. Explain the different types of binding?