Library Systems and Resource Management

Student Handbook

CLASS-XII

Library Systems
and
Resource Management

Student Handbook

CLASS- XII

भारत का संविधान

उद्देशिका

हम, भारत के लोग, भारत को एक सम्पूर्ण [1]प्रभुत्व-संपन्न समाजवादी पंथनिरपेक्ष लोकतंत्रात्मक गणराज्य बनाने के लिए, तथा उसके समस्त नागरिकों को:

<div align="center">

सामाजिक, आर्थिक और राजनैतिक न्याय,

विचार, अभिव्यक्ति, विश्वास, धर्म

और उपासना की स्वतंत्रता,

प्रतिष्ठा और अवसर की समता

प्राप्त कराने के लिए

तथा उन सब में व्यक्ति की गरिमा

[2]और राष्ट्र की एकता और अखंडता

सुनिश्चित करने वाली बंधुता बढ़ाने के लिए

</div>

दृढ़संकल्प होकर अपनी इस संविधान सभा में आज तारीख 26 नवम्बर, 1949 ई॰ को एतद्द्वारा इस संविधान को अंगीकृत, अधिनियमित और आत्मार्पित करते हैं।

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1. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "प्रभुत्व-संपन्न लोकतंत्रात्मक गणराज्य" के स्थान पर प्रतिस्थापित।
2. संविधान (बयालीसवां संशोधन) अधिनियम, 1976 की धारा 2 द्वारा (3.1.1977) से "राष्ट्र की एकता" के स्थान पर प्रतिस्थापित।

भाग 4 क

मूल कर्त्तव्य

51 क. मूल कर्त्तव्य – भारत के प्रत्येक नागरिक का यह कर्त्तव्य होगा कि वह –

(क)   संविधान का पालन करे और उसके आदर्शों, संस्थाओं, राष्ट्रध्वज और राष्ट्रगान का आदर करे;

(ख)   स्वतंत्रता के लिए हमारे राष्ट्रीय आंदोलन को प्रेरित करने वाले उच्च आदर्शों को हृदय में संजोए रखे और उनका पालन करे;

(ग)   भारत की प्रभुता, एकता और अखंडता की रक्षा करे और उसे अक्षुण्ण रखे;

(घ)   देश की रक्षा करे और आह्वान किए जाने पर राष्ट्र की सेवा करे;

(ङ)   भारत के सभी लोगों में समरसता और समान भ्रातृत्व की भावना का निर्माण करे जो धर्म, भाषा और प्रदेश या वर्ग पर आधारित सभी भेदभाव से परे हों, ऐसी प्रथाओं का त्याग करे जो स्त्रियों के सम्मान के विरुद्ध हैं;

(च)   हमारी सामासिक संस्कृति की गौरवशाली परंपरा का महत्त्व समझे और उसका परिरक्षण करे;

(छ)   प्राकृतिक पर्यावरण की जिसके अंतर्गत वन, झील, नदी, और वन्य जीव हैं, रक्षा करे और उसका संवर्धन करे तथा प्राणी मात्र के प्रति दयाभाव रखे;

(ज)   वैज्ञानिक दृष्टिकोण, मानववाद और ज्ञानार्जन तथा सुधार की भावना का विकास करे;

(झ)   सार्वजनिक संपत्ति को सुरक्षित रखे और हिंसा से दूर रहे;

(ञ)   व्यक्तिगत और सामूहिक गतिविधियों के सभी क्षेत्रों में उत्कर्ष की ओर बढ़ने का सतत प्रयास करे जिससे राष्ट्र निरंतर बढ़ते हुए प्रयत्न और उपलब्धि की नई उंचाइयों को छू ले;

[1](ट)   यदि माता–पिता या संरक्षक है, छह वर्ष से चौदह वर्ष तक की आयु वाले अपने, यथास्थिति, बालक या प्रतिपाल्य के लिये शिक्षा के अवसर प्रदान करे।

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1. संविधान (छयासीवां संशोधन) अधिनियम, 2002 की धारा 4 द्वारा प्रतिस्थापित।

THE CONSTITUTION OF INDIA

PREAMBLE

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [1]**SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC** and to secure to all its citizens :

> **JUSTICE,** social, economic and political;
>
> **LIBERTY** of thought, expression, belief, faith and worship;
>
> **EQUALITY** of status and of opportunity; and to promote among them all
>
> **FRATERNITY** assuring the dignity of the individual and the [2]unity and integrity of the Nation;

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

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1. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "Sovereign Democratic Republic" (w.e.f. 3.1.1977)
2. Subs, by the Constitution (Forty-Second Amendment) Act. 1976, sec. 2, for "unity of the Nation" (w.e.f. 3.1.1977)

THE CONSTITUTION OF INDIA

Chapter IV A

FUNDAMENTAL DUTIES

ARTICLE 51A

Fundamental Duties -It shall be the duty of every citizen of India-

(a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;

(b) to cherish and follow the noble ideals which inspired our national struggle for freedom;

(c) to uphold and protect the sovereignty, unity and integrity of India;

(d) to defend the country and render national service when called upon to do so;

(e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;

(f) to value and preserve the rich heritage of our composite culture;

(g) to protect and improve the natural environment including forests, lakes, rivers, wild life and to have compassion for living creatures;

(h) to develop the scientific temper, humanism and the spirit of inquiry and reform;

(i) to safeguard public property and to abjure violence;

(j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement;

[1](k) to provide opportunities for education to his/her child or, as the case may be, ward between age of 6 and 14 years.

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1. Subs. by the Constitution (Eighty - Sixth Amendment) Act, 2002

Preface

The library is a core institution for the intellectual and educational development of the modern society. As a service agency, it organizes and facilitates the use of Information and Knowledge for the development of an individual as well as the society. The basic objective of the library profession is to provide the right information, to the right user, at the right time, with a positive attitude.

In the changing environment, with the rapid development of Information and Communication Technology, the role of a library has also been changed from document management to information management and lastly to knowledge management. Therefore, a modern society requires a modern library with highly skilled manpower to maximize the library services and support to reach out to their users and fulfill their informational needs.

For bridging the gap between the demand and supply of qualified library professionals, CBSE offers Library Science as a vocational course at the senior secondary level. The curriculum is, therefore, designed in such a way that it fulfills the objective of developing vocational skills among students at this level. On the same pattern the course curriculum and the student handbook on Library Systems and Resource Management (LSRM) for Class XII is designed and development by the CBSE Vocational Course Committee in Library and Information Science.

The Board is grateful to the members of the Committee of Course for their advice, guidance and total commitment towards development of this course. We are indeed indebted to these academic advisors who have lent us the benefit of their rich and insightful experience. I would like to appreciate Vocational Education Cell, CBSE, for coordinating and successfully completing the work.

Any further suggestion for improving the course content is always welcomed and will be incorporated in the future edition.

Chairman, CBSE

Acknowledgements

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UNIT - 1

LIBRARY GOVERNANCE

Unit -1	Library Governance			
Location Class Room, visit to other library.	**Library Governance**			
	Learning Outcome	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understand general overview of the Library Governance.	• Concept of Library Governance. • Knowledge of guiding Principles for effective library governance.	• List the points for a library to become a good library.	**Interactive lecture:** • Introduction to library Governance and concept of guiding principle for effective library governance.
	• Understand the concept of organizational structure.	• Knowledge of organizational structure in a library structure.	• Prepare a chart of an organizational structure of a library.	**Interactive lecture:** • Introduction about organizational. **Activity:** • Visit to a big library and ask student to prepare a chart for organizational structure of that library.
	• Understand the concept of library committee.	• Definition of library committee. • Knowledge of qualities possessed by the member of the library committee. • Advantages of library committee.	• List the advantages of a library committee.	**Interactive lecture:** • Discuss about library committee.
	Library Security			
	• Understand the concept of Library Security.	• Different types of security.	• What should be done for protection from fire. • What should be done to protect library material.	**Interactive lecture:** • Discuss about library security.

Library Systems and Resource Management

Library Management			
• What is Management? • Who is a Manager? • What is skill? • Understanding about managerial skill.	• Functions of Management. • Various types of General managerial skill • Various specific skills.	• List the different types of functions. • List the specific skill required for manager. • Explain the managerial skill required for library & Information Professionals.	**Interactive lecture:** • Discuss general managerial skills required in a library.
Library Budget			
• Understand the concept of Library Budget.	• How budget is prepared. • What budgetary control.	What points must be considered in preparation of budget.	**Interactive lecture:** • Visit your school library and prepare a budget for your library.

Resource Material

1. Chaudhary, S.K. (2002), Modern Library Strategies, New Delhi, APH Publishing Corporation, ISBN 81-7648-3710.

2. Khanna J.K. (2001), Handbook of Library Management, New Delhi, Crest Publishing House, ISBN 81-242-0253-2.

Introduction

The Library science education was started in India with efforts of Dr. S.R. Rangnathan - the father of library science in India. The pioneers have designed the course curriculum in library science by keeping in view the need of the LIS profession at that time. Last two decades have seen emergence of a new society i.e. "Information Society" or "Knowledge Society". Librarians of today are finding it extremely difficult in coping up with the several factors such as demand for information at finger tips, information revolution, changes in information environment, INTERNET & INTRANET, Web Publishing, Electronic Publishing, floods of publications, increase in cost of publications, budget constraints and competition. These factors force us to devise ways and means for bringing radical change in housekeeping and the services of the libraries. These factors necessitate a completely different and relevant approach to the education and training for LIS professionals not only in India but worldwide. It is a need of any profession that education and training must be changed according the growing needs of the profession and society. Other trends that are responsible for the desired change are explained as follow:

- To change in information environment, librarians have to make changes in the methods of collection, storage, organization and dissemination of information.

- Today Librarians can no longer ignore the fact that because of information technology revolution, today's end user have been graduated at a high level of awareness and are self sufficient in terms of access to information because of World Wide Web.

- Changes in economical and political environment has forced librarians to find out new ways and means to overcome problems of resource crunch by finding out suitable means for resource generation to attain a level of self-sufficiency.

- Today's users are looking for quality services in LIS field.

- Traditional library techniques and tools designed by library scientists need fine tuning and redesigning as per changes and need of the modern users and library services.

Present Courses in LIS

In every profession courses have been designed according to professional requirements. We need professionals at three levels:

1. Semi-professionals:- Attendant and Assistant level.

2. Professionals:- That is up to Assistant Librarians level.

3. Managerial level.

Diploma or Certificate courses in Library Science can fulfill requirements of semi-professionals. Bachelors of library courses can provide manpower at professional level with some modification in its present syllabus.

After completion of Masters Degree, a professional is supposed to be competent enough to work at managerial level in every profession. Unfortunately in LIS profession many LIS Postgraduates are working at the level of assistants. It has been observed that most of our postgraduates are not able to get direct recruitment at managerial level despite their excellent competency. It shows that there is something wrong in our course curriculum.

1.1 Library Governance

Governance is a set of policies, roles and responsibilities set up by the board to direct the organization / Institution / Department, that identifies how a board will conduct business, how power will be divided and delegated and what processes will be setup to achieve accountability.

In the case of Library, it is the library Committee/Authority, who can set the policies, roles and responsibilities of the library for smooth functioning of the Library.

A Library Committee is responsible for policy- making and the Librarian is to implement this policy faithfully by working out details which should, nevertheless, be within the

framework of the general policy laid down by the Committee. The Librarian generally acts as the secretary to the committee and it is his duty to prepare the agenda for the Committee meetings by giving facts of each item.

For Good Library Governance, the Following Qualities Should be Possessed by the Members of the Library Committee

- They should be willing workers.

- They should be ready to attend regularly the meetings of the library committee.

- They should not be very busy person, otherwise they may not attend regularly the Committee meetings.

- They should be literary-minded persons so that other people take to reading by following the examples of their leaders.

- They should be specialists in venous branches of knowledge so that a wholesome wisdom is put in the library committee.

- They should be trained in the governmental business procedures.

- They should have a fair knowledge of the purposes and aims of libraries so that they may be able to fulfill these aims properly.

- Take every opportunity to build goodwill for the Library.

- Understand community needs, library capacities and need to plan for future library services.

Following are Guiding Principles for Effective Library Governance

- Build a solid governance framework that includes by laws, policy and an achievable plan.

- Makes sure it works and keep it in shape.

- Make good decisions.

- Know what it is that you need to achieve.

- Assess what you have accomplished and report progress regularly.

- Know what information you need and where and how to get it in order to manage risk.

- Know where and how to get the resources you need.

- Remember, you are no there to manage you are there to govern.

- Support the library's mission and purpose.

- Perform an annual review of the mission and vision statements.

- Assist to ensure effective library planning.

- Understand programs and services.

- Ensure that the adequate resources and management of resources are in budget.

- Serve as a court of appeal.

- Assess the Board's performance.

How a Library becomes a Good Library?

- Requires good library governance.

- Members of the library committee should be dynamic, knowledgeable, library oriented

- Dedicated staff to give excellent customer service.

- Long range plans in line with community needs.

- Adequate budget to support new ideas and building projects.

- Professional development opportunities focused on new trends and best practices.

- Effective working relationships with staff, governmental agencies civic and community groups and the general public.

Advantages of Library Committees

- Library work is distributed amongst various technical persons, so better decisions can be expected.

- Unnecessary delay is avoided because there is no red tapism .

- Unnecessary wastage of money, energy and stationery is avoided.

- Precious time of the executive authority is saved which is otherwise wasted in taking decisions on every minute point which can easily be decided by the Library Committee.

Organizational Structure

Library is an organization within an organization because its functions are similar to that of an organization. It has administration and management, budgeting, performance appraisal, inventory control, purchase, training and consultancy, research, services etc. The librarian is considered as a custodian of a knowledge house, i.e. library. He / She must have autonomy and administrative powers for controlling the day to day activities of the library.

The general organizational structure of most of the management institutions is shown below:

In most of the libraries, the following two types of reporting structures have been observed:

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                          ┌──────────────┐
                          │   Director   │
                          └──────┬───────┘
              ┌──────────────────┴──────────────────┐
       ┌──────┴──────┐                      ┌────────┴─────────┐
       │    Dean     │                      │ Secretary/Registrar │
       └──────┬──────┘                      └────────┬─────────┘
       ┌──────┴───────────────┐                      │        ┌──────────────────┐
       │ Faculty/Library Committee │                 │        │  Administration  │
       └──────────┬───────────┘                      │        └──────────────────┘
                  │        ┌───────────────┐         │
                  └────────┤    Library    ├─────────┘
                           └───────────────┘
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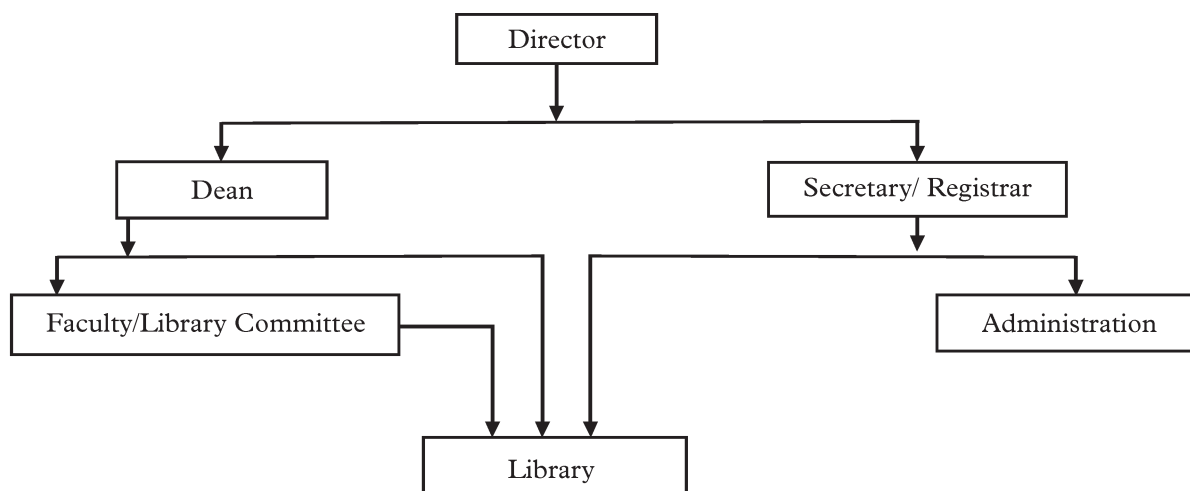
- Director – Dean – Faculty - In-charge (Library) - Librarian
- Director – Dean

Chairman-Library Committee- Librarian Secretary

In cases where librarians report to Faculty-in-charge (Library), they face many problems. Moreover an additional authority in the channel slows dow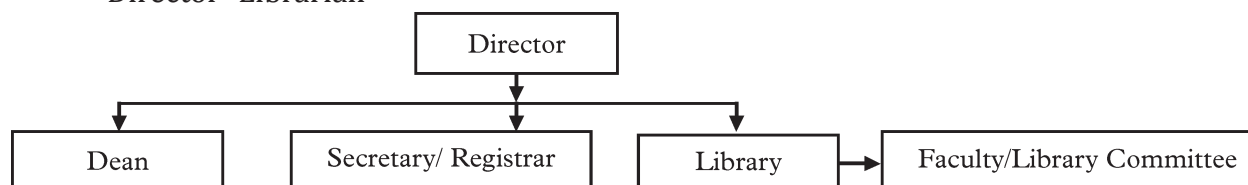n the process, as Faculty-in-charge (Library) is only a recommending authority, not the approving one. Due to the nature of similar profile and status, faculty has been found unsuitable for the job. In some matters, some are biased. But the most important and common complaint is that they do not have any approving authority. They are just forwarding the librarian's views to the higher authorities.

To get the best results, the librarian should report to the director. The proposed organizational structure in terms of library is:

Director- Librarian

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                          ┌──────────────┐
                          │   Director   │
                          └──────┬───────┘
        ┌──────────────┬─────────┴────────┬──────────────────┐
 ┌──────┴──────┐ ┌─────┴──────────┐ ┌─────┴──────┐ ┌─────────┴──────────────┐
 │    Dean     │ │Secretary/Registrar│ │  Library  ├─►│ Faculty/Library Committee │
 └─────────────┘ └────────────────┘ └────────────┘ └────────────────────────┘
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But in case of large organizations such as IIMs and other similar institutions, where the director has to deal with a number of departmental heads, the following type of hierarchy is recommended for the library:

Director –   Dean – Librarian

                    Library Committee

In case an institute does not have a Dean, any other equivalent position may be assigned with this responsibility. Faculty members of many management education institutions have also endorsed the view that librarians should report to the director. This arrangement is very much in practice in other institutions of higher education.

It is observed that in more than half of the institutions surveyed, the librarian has no direct access to the head of institution. This has negative implications as the intermediaries, be they Dean, Faculty-In-Charge or Secretary have their own unit to look after. Often the library's demands for funds clashes with their own unit's demands. Consequently, the time taken in processing the proposals of library case gets delayed. The impact of such delay though invisible, is damaging for library and information services in the long run. The librarian should have direct access to the director as is the case in other institutions of higher learning the world over.

Library Committee

It may consist of some faculty members along with the librarian who should be the ex-officio secretary. The Dean may act as the Chairman of the Library Committee or the Director may nominate the Chairman from the faculty for a period of one or two years on rotation basis. The status of library committee will be advisory in case of library policy matters and approving authority in case of purchase of books and publications. The library committee may also advise the librarian about the functioning of the library. But ultimately Dean and Director would be the final authorities. In any case the library committee should not be allowed to interfere in routine matters.

The library committee is the highest policy- making body of the institution in order that its decision carries weight, the director of the institute must consider it. Obviously the committee shall lay down the basic policy, approve financial allocations, development plans and staff needed for the library. So, the librarian shall have complete freedom to plan the operations and day-to-day activities of the library.

The approval for purchasing books should rest with the Library Committee. Once the approval has been obtained, the librarian should be authorized for effective payment of bills. In case of books under certain categories such as government publications and institutional publications, etc., some specific amount should be at the disposal of the librarian for which he may consult faculty members, but must have the freedom to take decision.

1.2 Library Security

Library security is required to provide a safe and secure facility for library staff, library resources and equipment and library users. Security is for:

- Physical safety of staff and users.
- Protection of the library and its collection from theft and vandalism.
- Protection from fire.
- Disaster planning.

Physical Safety of Staff and Users

Security is everyone's responsibility, to ensure a safe environment for the public, staff and the book collection. For this, the library should ascertain its hours of operation, staffing levels, types of services provided, types of material/collection stored and the type of users. Working closely with agencies responsible for recruitment and appointment of personnel to ensure that staff and professional employees have received verification of their identity and past history, avoiding where possible, any potential threat to other staff, public and the collections. All staff should be required to fulfill basic security duties such as being aware of who is in their work areas following routine security procedures for staff and property, reinforcing patron rules of conduct, keeping valuables out of sight if not locked up, completing first person opening and last person closing procedures and following emergency instructions. Staff is also not required to place themselves in personal danger in performance of these basic security duties. Security staff checks everyone using the library, including staff of every category, contract and construction workers, interns, researchers, maintenance staff and office visitors, without exempting any library users from security control. Electronic access technology is the best system for controlling access to library buildings, facilities and rooms. Authorized people are allowed to enter a controlled area by automatic unlocking of the door. Access cards are provided to the authorized users and software can be programmed to restrict access to certain areas while recording the time, date and location of authorized and unauthorized access attempts.

Protection of the Library and its Collection from Theft and Vandalism

Protection of the library and its collection from theft and vandalism may be done by implementing different methods:

- Manual

- Electronic

Manual: Anticipating and taking reasonable measures to prevent predictable losses such as minor vandalism, injuries, theft of library materials or library user property, utility interruptions and the non return of items borrowed from the collections. Monitoring and maintaining communication with theft reporting agencies. Control of entrance and exit from library must be done to check the theft. Persons entering a library must be inspected by the library security personnel upon entry and exit. It must be ensured that no material goes out of the library without being checked out.

Electronic: The library materials should contain security device that must be located at all library exists. The detection devices must be safe for magnetic media and usually have audible and/or visible alarms. RFID (Radio Frequency Identification) technology is mostly used for detection. It is used for self checkout system and return process. It is also used to search for a single or specified group of items and alarm the user when an item has been mis-shelved. After the checkout of the material the security portion of the RFID tag is turned off. Therefore, single RFID tag is used for controlling the issue/return process and security from theft of library material.

Video surveillance and closed circuit television (CCTV) systems are used to monitor and record security and ensure safety. Library may use CCTV to identify visitors and employees, monitor work areas, defer theft and ensure the security of the premises and other facilities. This system may also become on evidence of clientele and employee misconduct. The main purposes of this system are detection, assessment and identification. CCTV is an asset when needed to verify event occurrences, especially if crime is involved but also when just needed to observe readers using high value materials. Biometric system may also be utilize for controlling unauthorized accessibility of library. With the help of this system only authorize person may enter to the library. Electronic access control systems enhance safety and protect valuable library assets. Protection of library database may also be done by taking day to day backup of the database for saving each record/statistics from the library software.

Protection from Fire

Fire risk is the major threat to libraries and archives and library protection should be managed accordingly. Library should use reliable early warning fire detection and enunciation systems that are both visual in the form of a strobe light and audible by a bell or horn with signals clear and distinguishable from other signals and easily understood by all users of the library. All exit and exit ways leading to a safe means of egress must be accessible in a manner that does not prohibit the evacuation of the occupants. Provides/ Publish information about a library evacuation plan and displaying emergency exiting diagrams and instructions for staff and patrons, including persons with disabilities, with a minimum of one fire drill exiting per year, in which the staff fully participate. Library should install firefighting equipment of an approved kind and quantity including portable fire extinguishers visually inspected monthly by library personnel and inspected annually for maintenance purpose and placed in a strategic locations throughout the library. High priority must be set on protecting the library with an automatic fire suppression system, since libraries hold combustibles and often have structures with open stairwells, requiring regular inspection and testing of fire detection, enunciation, suppression and fire fighting system.

1.3 Library Management

What is Management?

Different management Gurus have defined management in different ways and styles. Management is part of our life. It is as old as our society. Even the recorded history shows the application of management techniques as back as 5000 B.C. Generally speaking management is a process of managing human, finance, information, material and infrastructural resources efficiently and effectively for the achievement of organizational goals. Management and managers are the specific need of all organizations, from small to the largest. The need of management has not arise just because the job is big or small, management is essential for all walks of life. According to Peter F. Drucker "Management is a task. Management is a discipline. But Management is also people. Every achievement of management is a manager."

Who is a Manager?

A manager is a person occupying a position in a formal organization who is responsible for the work of at least one other person and who has formal authority over that person. Persons whose work he is responsible for are his subordinates, the person, who is responsible for his work is his senior and the person who works with him, who is neither his subordinate, nor a senior, is a peer. In a library, a librarian is the manager and his juniors are his subordinates, his director is his senior and account officer in same organization will be his peer. Manager's role is very crucial in any organization. A good manager may turnaround fortunes of any company.

Functions of Management

Various management Gurus like Drucker, Mintzberg, and Porter have higlighted the following functions of Management:

Planning

- To study the present status.
- Have a clear vision for future.
- Set objectives in accordance with organizational goals.
- To chalk out a plan to achieve organizational goals with set objectives.
- Estimate the time and resources required.
- Build a team.
- Adjust and revise plan, if desired.
- Assessment at regular interval of times.

Organising

- Grouping of activities.
- Defining position requirements.
- Grouping of teaming.
- Profile matching between team and activities.
- Assigining of duties.
- Delegation of power, accountabilities and authorities.
- Revise and adjust organizational structure as a result of profile matching exercise in between activities and team.
- Assessment at regular interval of times.

Directing

- Give directions as and when required.
- Seek directions, as and when required.

Staffing

- Determine human resource needs.
- Profile matching exercise from the best available with in organizations.
- Recruitment of talented employees.
- Orientation to the new ones.
- Training to the existing ones.
- Revise and adjust the quality and quantity of the potential employees as per changes in working environment.
- Assessment at a regular interval of times.

Leading

- To set ideals.
- Proper communications to seniors, peers and subordinates.
- To set performance standards.
- Performance appraisal.
- Guidance to subordinates.
- Motivation to subordinates.
- Awards and punishments.
- Revise and adjust methods of leadership and management styles in accordance with results and changing conditions.

Controlling

- Establish standards.
- Monitor results.
- Profile matching exercise in between results and set standards.
- To take corrective measures.
- Assessment at a regular interval of times.

Budgeting

- Preparation of budget.
- To control wasteful expenditures.
- To find out new means of income generation.
- Have balance between income and expenditure.
- Keep a close watch on surroundings, which are going to affect income and expenditure of your organization.

Above-mentioned functions of management are generally considered or have been classified merely for sake of knowledge about management. Because management functions overlaps with each other and it is extremely difficult to group them or classify them in a particular category. It is also important to mention here that managers are not performing their duties sequentially as per above mentioned functions. It depend upon various factors such their roles, skills, hierarchy, and organizational goals.

Managerial Skills

A skill is the ability acquired through education and training which can convert knowledge into performance. Skill is essential to achieve set objectives. All managers are required to possess following managerial skills to perform their duties.

General Skill

- **Interpersonal Skills:** Following management skills that are necessary to work with others are called interpersonal skills.

- **Communication Skills:** Communication skills are most important and necessary at all levels of management. Proper communication helps in controlling misunderstanding and improve co-ordination in the group. Following are the important communication skills: Reading, Writing, Learning, Speaking, Listening and Presentation.

- **Other Communication Skills:** Leading, Motivation, Meetings, Training, Managing Conflicts, and Managing Stress are the other Communication Skills.

- **Political Skills:** Political skill can be described as the ability to achieve your set objectives without seeming to be selfish or self-oriented. It is the ability to get your job done with the help of your power, authority and some time with the help of good communication skills. This skill is more important for middle management people.

- **Conceptual Skills:** It is an ability to process gathered information and make accurate and timely decisions about team and the job task. Under this skill, a manager must be able to understand and retain large amount of data out of the gathered information and secondly, he or she must analyse these data in various ways to understand a clear meaning and then to take accurate and timely decision.

- **Technical Skills:** In organizations, head of department is to be chosen on the basis of some prerequisite qualities and qualifications. For example, to become a librarian a person must have formal education in Library & Information Science with some experience. In same way an account officer must know about taxation. These skills basically involve the use of knowledge, methods and techniques in performing a job efficiently and effectively.

Specific Skills

- Job knowledge.

- Knowledge of all part of the jobs.

- Machine and equipment to be used.

- Knowledge of your team.

- **Oral Communication:** Clear and understandable verbal communication.

- **Persuasiveness:** Capabilities to convince seniors and influence subordinates on an acceptable plan of action.

- **Problem Analysis:** Ability to analyze the reasons behind failure and success.

- **Co- operativeness:** Working easily and well with others.

- **Tolerance of Stress:** Ability to manage stress.

- **Negotiation:** Arriving mutually at a acceptable joint decision.

- **Assertiveness:** Clearly and consistently putting forward your point of view.

- **Initiative:** Willingness and courage to start new initiatives.

- **Team Building:** A group in which the individuals have a common aim and in which the jobs and skills of each member fit in those of others is called a team. In a library and information field Librarian is the leader and other library staffs are team members. In an acquisition section, Assistant Librarian- Acquisition is to be the leader and other staff members working in the unit are team members. Generally, it has been found that most of our big libraries are suffering because of conflicts between library professionals. Therefore, is is required to train librarians in a better team building techniques and methods.

- **Leadership Issues:** After Dr. S.R. Ranganathan, this profession has not seen emergence of any leader. Because of this environment, survival of the profession as well as sustaining reputation is a vital issue. It is the need of the hour that librarians must be properly educated about their roles and leadership abilities to perform their duties efficiently and effectively.

- **Marketing:** Marketing of Library and Information Services and products is the need of the hour to cope up with the problems of resource crunch, increasing cost of publications etc. Today's Librarians must be properly educated about the marketing principles and practices to genetics to generate additional resources. Generation of income is a demand as well as necessity to survive in current scenario.

- **Financial Management:** Under this topic, librarians may be taught about efficient budgeting, bill processing, auditing and basics of financial management.

- **Inventory Control:** Education and training in inventory control may help librarians in the management of stocks in a better and efficient way.

Librarians' Managerial Roles

The role of a present librarian may be redefine in following four dimensions:

- Management of organizations i.e. designing, managing and operating library and information organization and its units.
- Identifying, collecting, evaluating, storing, organizing, retrieving and disseminating information.
- Providing referral service, user education, acting as a mediator on behalf of users in serving them skillfully.
- Technological roles such as use of e-mail, reprographic services, on-line/off-line searching etc.

The above new roles necessitate a definite need to re-analyse the present LIS courses and its syllabus. Somehow, last three roles may be undertaken with the help of short term training programmers and orientation programmers but the Management of Organisations definitely requires a formal education and training in the specific field. Therefore, it is need of the hour to educate library and information professionals in basic management principles and practices.

Managerial Skills for Library and Information Professionals

In this paper, efforts have been made to highlight some essential component of the management that every library and information professional must know. And these topies are required to be included in the course curriculum of LIS. A library is considered as an "organization" within an "organization" as it deals with planning, co-ordinating, controlling and directing functions. According to Mintzberg "When we think of organization, we think of management". Therefore, all management principles applicable to an organization can be successfully applied to a library.

1.4 Library Budget

A budget is an estimate of revenue and expenditure for the coming year. A Proper plan is prepared in advance and many feature, which are likely to affect the economy in future, are taken into consideration and new proposal based on previous experiences are incorporated in the budget proposal. Preparation of budget is a continuous job. Preparation of budget may be done by following ways:

- By comparison with past expenditure;
- By budgeting in accordance with the work programme; and
- By using widely accepted standards and norms.

Things to do in preparation of budget are as follows:

- A general budget should be maintained. All decisions, with respect to budget should be followed from time to time.
- 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 in- in the budget.

- Each estimate must be detailed one so that small things should be considered before finalisation of an estimate.

- Cumulation work should be done carefully so that an exact idea is reached at so as to what total amount is required for each operating unit of service.

- Similarly, the cumulation should be done for the sources of income so that it becomes easy to know the proposal income.

- The net amount required should be struck down by bringing out the difference between the estimated expenditure and income.

- The reasons should be maintained for each increased and/or decreased estimate so that only proper recommendations are incorporated in the budget.

- Ways and means must be suggested for procuring additional revenue to meet the deficit.

Budgetary Control

After passing the budget, funds are allotted to various heads. Librarian is authorized to spend the budgeted funds, but beyond a certain limit, he has to get the prior sanction of the Library Committee.

The second check on the budget is the requirement of audit of accounts by which legality of incurring a particular sum for a particular purpose is found out. Proper sanction of the competent authority is seen. Stock entry of the item in question is also checked. It is also ensured that enough budget provision exists under a particular head. No excess amount is spent except by prior sanction of the council. A statement of 'Saving and Excesses' is prepared after six months and a revised supplementary budget is passed from the governing board if there is an urgent need for providing an essential service.

Summary

Library Governance is the set of policies, roles and responsibilities for smooth functioning of libraries. In this chapter, the effective Library Governance, qualities of member of the Library Committee, Organizational structure of a library, Functions of management have been discussed. Budgeting and budgetary control are also explained.

Exercise

A. **Fill in the Blanks:**

i. Governance is _____ and responsibilities set up by the board to direct the organization.

ii. The librarian generally acts as the _____ to the library committee.

iii. The librarian must have _____ and _____ for controlling the day to day activities of the library.

iv. Control of entrance and exit from the library must be done to _____.

v. A _____ is a person occupying a position in a formal organization who is responsible for the work of at least one other person and who has formal authority over that person.

B. Multiple Choice Questions:

Tick the correct answers:

(a) A library committee is responsible for:

    (i)   Supervision of library staff

    (ii)   Home keeping jobs of the library

    (iii) Policy making

    (iv) Reference service

(b) Librarian is the _____ of the library committee.

    (i)   Chairman

    (ii)   Member

    (iii) Secretary/ Member-secretary

    (iv) None of the above

(c) Library security is required to provide a safe and secure facility for:

    (i)   Library staff

    (ii)   Library resources and equipment

    (iii) library users

    (iv) All of the above

(d) RFID stands for:

    (i)   Radio frequency identification

    (ii)   Radio frequency identity

    (iii) Read for identification

    (iv) None of the above

(e) A Budget is:

    (i)   The expenditure for the last year

    (ii)   An estimate of revenue and expenditure for the coming year

    (iii) An estimate of revenue and expenditure for last year

    (iv) None of the above

C. Short Answer Questions:

    (i)   How a library becomes a good library?

(ii) What are the qualities that should be possessed by the members of the Library Committee?

(iii) What are the advantages of Library Committee?

(iv) Discuss the role of a present librarian.

(v) Write a short note on the budgetary control.

D. Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

(i) Explain the qualities possessed by the members of the Library Committee.

(ii) Explain the guiding principles for effective library governance.

(iii) Explain the points to be considered for becoming a good library.

(iv) Explain about physical safety for staff and users in the Library.

(v) Explain how the library collection be protected from theft and vandalism.

(vi) Explain the functions of management.

(vii) Explain the skills that must be possessed by a manager.

(viii) Explain the things to do in preparation of budget.

PART - B:

Discuss in class the following:

(i) What is Governance and library governance?

(ii) What is the main functions of a library committee?

(iii) How RFID helps the library?

(iv) How library will be protected from fire?

(v) Who is a manager?

(vi) What is a budget?

(vii) What do you mean by budgetary control?

(viii) What is conceptual skill?

PART - C :

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain the library governance. Able to explain about the library committee. Able to explain the organizational structure of a large library. Able to explain the different security for library. Able to explain the functions of management. Able to explain managerial skill. Able to explain the library budget.		

UNIT - 2

INFRASTRUCTURE OF LIBRARY

Unit -2	Infrastructure of Library			
Location Class Room, visit to other library.	**Learning Outcome**	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understand general overview of Physical infrastructure. • Understand the concept of designing of a modern library.	• Concept of Physical Infrastructure. • Knowledge about building plan. • Knowledge about clientele, location and resources of the library. • Knowledge about steps in planning a library building.	• List the issues that are included in the building plan. • List the factors considered in designing a modern library. • List the clientele of different groups of libraries.	**Interactive lecture:** • Introduction to basic principle of design of a library building.
	Space Management			
	• Understand the concept of space requirement for different components of a library. • Understand general overview of equipment found in a library.	• Knowledge about different service areas required for a library. • Knowledge about dimensions of different areas. • Knowledge about seating space required for under graduate, graduate and faculty members. • Knowledge about various equipment found in the library.	• List the common service areas of the library. • List the size of stack room, reading room and other rooms. • List the equipment of different categories found in a library.	**Interactive lecture:** • Introduction to space Management in Library.
	Computing Infrastructure			
	• Understand general overview of Computing Infrastructure.	• What are need and purpose of computing infrastructure	• Mention the need and purpose of computing infrastructure	**Interactive lecture:** • Introduction to computing infrastructure, its benefits, limitation and functions

• Understand the benefits of computing infrastructure. • Understand the functions of computing infrastructure.	• What are benefits of computing infrastructure. • What are functions of computing infrastructure.	• List the limitations of computing infrastructure. • Draw the flow chart diagram of circulation system.	

Resource Material

1. Chaudhary, S.K. (2002), Modern Library Strategies, New Delhi, APH Publishing Corporation, ISBN 81-7648-3710.

2. Khanna, J.K. (2001), Handbook of Library Management, New Delhi, Crest Publishing House, ISBN 81-242-0253-2.

Introduction

The school library as a venue must be designed to inspire and attract students for academic learning. The librarian teaches students the skills to find and evaluate information to produce knowledge.

The design of the school library should be welcoming and have clear cut goals and objectives for teaching rather than storing materials. In order to achieve this goal there is a need for a systematic organizational structure.

A library is a place, where interaction between the reader, the book and the librarian takes place, resulting in growth of knowledge. The reader seeks knowledge, books contain knowledge and the librarian brings the two together in the conducive environment of a library. Careful planning is required to see that the library is centrally located, with good furniture and has good lighting facilities.

Criteria for Infrastructure of Library

When we talk about infrastructure of library, the following criteria should be kept in mind:

• Physical Infrastructure: In physical infrastructure we have to describe about the building and equipment.

• Library Space: Library should have sufficient space for document (print/ non-print) building, equipment, reading room, stack room, others room, computers etc.

• Computing Infrastructure: Digital library should have computers for library's work.

2.1 Physical Infrastructure : Building

The libraries come in various types and sizes to fulfill the needs of the community it serve. The organizational set up starts from the planning of the building. Irrespective

of its physical shape, the primary function of the space must be adequately used for various tasks of the library. The library should not look like a show piece for the various visitors and dignitaries. The building plan should include following issues for making it the best plan:

- The plan should be based on simplicity, efficiency, economy, and flexibility.

- The library building should provide natural lighting, and proper ventilation.

- It should be free from the danger of fire through adjacent building.

- There should be calmness and adequate space for future expansion at least for the next 25 years.

- It must have a seating capacity for the anticipated increase in the student users.

- The plan should provide arrangements for student groups and their study and provide proper support for use of computer technology such as laptops.

- The libraries should make space for white boards for visual services.

- The library should be conveniently close to the classrooms so that the students can reserve books and other collections.

- The library should be connected through a public road, it is necessary for delivery trucks, cars to transport distinguished visitors, elderly faculty and physically handicapped readers.

- The library building should be centrally located from the functional point of view. The surrounding should be quiet for the working conditions in the building.

Therefore, the planning of the library building is essential wherein the librarian is consulted as a specialist in the field before finalizing the design, as the librarian knows all realistic practical requirements.

Steps in Planning a Library Building

The three important steps in planning a library building, i.e. programming, preliminary planning and working drawing can be possible through collaboration between the architect and the librarian. It should be convenient for readers and practicable for staff.

Basic Principle of Design

Library building should be designed for open access system. Library building designed for 'open access system' can also serve a close system but the converse is not true. Therefore, the world is tending towards 'open access system'. The freedom given within the building of an open access library will tempt abuse, unless safeguards are provided in the design of the library building. There should be no opportunity for unauthorized removal of books through windows, doors, or other openings in the outer walls of the building.The building must distinctively look and be a library with decent exterior appearances and accommodate all internal arrangement with scope for future expansion. In designing a modern library the following factors must be taken into consideration:

- It should be planned to accommodate some essential section such as-Acquisition, Technical, Circulation, Reference, Periodical, Documentation, General Reading Room, Research Room, Special Reading Rooms, Browsing Room, Children's Wing, Auditorium or Lecture Hall, Exhibition or Display Hall, Binding Room, Record Room, Committee Hall, Librarian's Room, Staff Work Rooms, Stack Rooms, Toilets etc.

- It should be planned to observe economy of the operation and maintenance.

- It should be planned especially for the kind of work to be done and the community to be served.

- The plan should be suited to probabilities and possibilities of growth and development, in future.

- It should be planned for any easy access to the building and comfortable use of the books and other reading materials. Therefore, it should be at ground floor level.

- The interior decoration and arrangement should be colourful and attractive. Its exterior should have a glass front facing the road just to enable the public to see the interior of library building.

- The reading room and stock room should have the benefit of natural ventilation and light.

The library building is a vital ingredient in extending library services and attracting many readers. Its resources and requirements will determine its size and the arrangement of different sections. In a small library all these sections will be closer on one floor. But in a big library these sections will remain far from each other spread out in two or three floors. However, small may be the building, the space allotment must be kept with the strength of the staff, readers and the size of the book collections according to the present needs and for the possible future development.

Clientele

All efforts to create physical facilities and environment should take into account the unique needs and ways of seeking, gathering, using and communicating information by target users. Consideration should be given to the type of library, nature of users, pattern of usage, age and status differences of the clientele are to be given due considerations in planning a library building.

Three broad groups of libraries are identified based on the nature of clientele:

Academic Libraries: These are school, college or university library.The users of these libraries are students, teachers, and research scholars.

Public Libraries: These libraries are established by local authority or philanthropic body. These are either private or subscription libraries.The users are a cross section of the community both literate and semi-literate.

Special Library: These are established by industrial concerns, commercial organizations, business enterprises, Government or Quasi-Government bodies or learned societies.The users are industrialists, entrepreneurs, businessman, officials, scientists, technocrats, professionals, politicians, literate and others.

Location

Location is important for various services, convenience and operating cost. Therefore, the library should be centrally located which will be easily accessible to the clientele.

Resources

The size and architecture of a library is determined by the number of clientele it is going to serve and the variety of services it will offer. The librarian should have a clear idea of the capital budget available for the library building.

Team Work

Planning a library building is a team work consisting of the library management committee, the librarian and the architect. The librarian is responsible for developing a plan for the interior arrangements, relationships of service areas, space requirements for special needs.

2.2 Space Management

A building should be designed to supply adequate and efficient accommodations of materials, readers, and staffs. It should provide for the preservation, shelving, and storing of the books and other library materials, for the convenient use of these materials by the clientele, and for the work of the library personnel involved in acquiring and processing reading materials for use, and in making them easily available to clientele. A detailed study of the requirements of a particular institution is fundamental to the provision of facilities that will be adequate for effective service. Therefore, the provision of space requirement is vital in the planning of a library building.

Common Service Areas of the Library
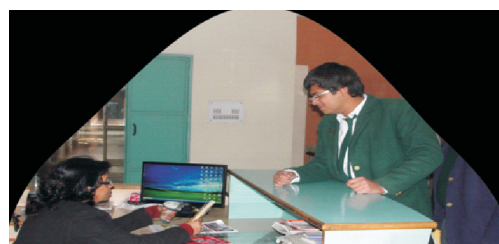
Mainly the following four broad areas along with their allied and subarea are identified as common service areas in a library.

Common service area

Circulation Area which includes

- Stock room or hall
- Charging/ discharging counter
- Public catalogue(s)

Reader Activity Area which covers

- Reading rooms
- Charging / Discharging counter
- Public catalogues

Study Activity Area which includes

- Acquisition section
- Technical section
- Reference section

Other Area which includes

- Librarians / Senior professionals rooms
- Space for library staff
- Seminar room
- Binding section
- Reprography section

Size of the Rooms

Stack Room

The dimension of stack- room should be as under:

- Clear length: 1.80 plus 3.15 metres.
- Clear width: 3 m close to a longitudinal wall or 5 m close to a longitudinal wall, or 8 m close to each of the longitudinal walls or 10 m close to each of the longitudinal walls.
- Clear height: Floor to ceiling 2.35 m.

Reading Room

The size of a reading room should be as follows:

- Length: 1.5 n (excluding the control region where n is the number of row of reading tables.)
- Width: 5 m (on the basis of three tables each 2 m long plus central gangway 1 m wide), or 7.5 m (on the basis of three tables each 2 m long plus central gangway 1.5 m wide), or 10 m (on the basis of four tables each 2 m long plus central gangway 2 m wide).

Other Rooms

The size of the other rooms may normally be as follows:

Librarian and Deputy Librarian	30 m. sq
Professor and other teacher	15 m. sq
Classifier, cataloguer accession librarian	09 m.sq
Secretary to the librarian	09 m. sq
Secretarial of the library school	30 m. sq

- Visitor's room   15 m. sq
- Administrative and professional staff and other
  than those mentioned in (3)   05 m. sq
- Class room   05 m. sq
- Practical room   03 m. sq
- Group discussion room   15 m. sq
- Seminar room   20 m. sq
- Cubicle   07 m. sq
- Committee room   20 m. sq
- Other room (according to local needs)

Books: 1 square foot per 15 volumes

Non-Book Materials: It may occupy from 2 percent to 6 percent of the space occupied by books by books and journals. In specialized branch libraries the percentage may be much higher.

Seating Space: 25 sq. feet for each undergraduate, 35 sq. feet for each graduate student, 75 sq. feet for each faculty member.

For staff, counting present and anticipated size, 100 sq. feet per person and 135 sq. Feet in public services will allow for card files, shelves for materials in process, sorting areas counters file cabinets, book trucks and other equipment and furniture associated with the staff.

Library Equipment

The equipment required for different sectional office rooms includes suitable chairs, tables, filing cabinet for pamphlets, maps, and other office records, which can be prepared in standard specification according to need of the library. Also the library having a binding section, micro-film unit should procure necessary machinery and equipment's. Other essential equipments and fixtures like fans, lights, wear coolers, wall clocks are required to be fitted in proper places throughout the building according to the needs and conditions of a library. The standard institutions of different countries have made their code to provide guidance to architects and librarians or library authorities in designing the library building, fittings and furniture.

Various types of equipment that are generally found in a library can be categorized as follows:

- **Filing Equipment such as:** Card catalogue, roll vex, vertical filing cabinets, pamphlets boxes, microforms drawers/cabinets, microfiche steel cabinets, slide boxes, technical drawing cylinders or steel cabinets.

- **Record Keeping Equipment such as:** Kardex supplied by remington rand of india for journal control system, linedex for periodicals section.

- **Microforms Reading Equipment such as:** Microfilm reader, microfiche reader, slide projector.

- **Copying Equipment:** Photocopy machine or xerox machine, microfilming machine.

- **Non-Conventional Indexing and Filing Equipment:** Termite, film sort, rapid selector or fillmore.

- **Miscellaneous Supplies and Equipment such as:** Electric stylus, revolving stands, bulletin boards, stool or ladder.

2.3 Computing Infrastructure

Computers in Library

Computers are used for the various housekeeping functions in the library from the past 20 years. With the use of computer technology, it has became easy to access to the scholarly databases, for circulation systems, and other online catalogs. Libraries now have electronic journals and for online reserve systems. Libraries have become venues for collecting information, organizing information and promoting access through virtual media.

Since students have grown up with computers and other electronic gadgets they need the computer technology to access information and other databases. Students need to get access to the library documents from their home environment. Internet facilities make library resources more accessible. Student often uses Google and Google scholar for their projects and assignments. It becomes imperative for the librarian to hone skills and knowledge to navigate the wide explosion of information on the internet and disseminate them. Although the information is widely available, yet the students cannot judge the right source of information as the publishers use different structures and vocabularies. Here the librarian plays a very important role as an expert in making the complex search to simpler search.

It is a challenge to the librarian as there are wide subject disciples and the librarians have to devise strategies to bring all information to a place for students to access. Therefore computer technology has become a tool for librarians to serve the clientele.

Need and Purpose of Computing Infrastructure

The main purpose of computing infrastructure is to free the librarians and library staff and allow them to contribute more meaningfully to spread of knowledge and information.

- **Self-Survival in the New Environment:** The user of any library nowadays expects to use their computer literacy in the library environment. If the library does not go for computerization it is felt that it will not be able to cope with this new generation of users.

- **Speeding up the Operation:** The use of computers almost invariably speeds up the flow of work within the system. New books, reports and other materials can therefore be released sooner to the waiting reader.

- **Accuracy and Reliability:** It significantly increases the accuracy of files and records. Processing rules may be standardized and given to the computer in the form of a program which can be used to verify the rules for the new data are being followed.

- **Budget Saving:** Computer equipment is cheaper. Again, in case of a computerized library, the unit operating cost is less than that of a non-computerized library.

- **Automatic Statistic Generation:** The use of computers in libraries helps us to generate different kinds of statistics and reports within a minute itself. The statistics are automatically prepared by the computers and are more accurate and reliable than the manually generated one.

Benefits of Computing Infrastructure

There are many benefits to computerize the information available in libraries, both for the staff and users alike.

- **Improved Customer Service:** Computerization of the library minimizes workload of librarians and other staff members in the areas of acquisition, cataloguing and circulation, which in turn allows them to serve better.

- **Cataloguing Improvements:** Computerized cataloguing standards, such as MARC (Machine Readable Cataloguing), allow for quicker cataloguing of library items.

- **Easier Access:** Not only does computerization of library materials make it easier to find books, but it also makes it easier to access journals and some books online from a home computer or elsewhere.

- **Collections:** Computerization of library allows for an improvement in the variety, amount and quality of materials that are available in the library's collection.

- **Lasting Effects:** Computerization is also a way of preparing the collection to become sustainable with ever-increasing shift to a technology-based society, in terms of information dissemination, paired with the ever-decreasing amount of funding for libraries.

Limitation of Computing Infrastructure

- Not all libraries have budget to install computers and terminals.
- Maintenance of the equipment's is another constraint.
- Upgradation of machines.
- Wear and tear of machines and replacements.
- Internet and wireless connections are also a major constraint.

Functions of Computing Infrastructure

Acquisition: Acquisition is an essential library operation which is critical to the achievement to a library's mission. Acquisition involves a great deal of detailed and

exacting paper work material handling in large quantities of orders, involving material received, fiscal control and so on. Acquisition thus is a highly labor intensive and therefore, a prime candidate for computerization support.

Acquisition System
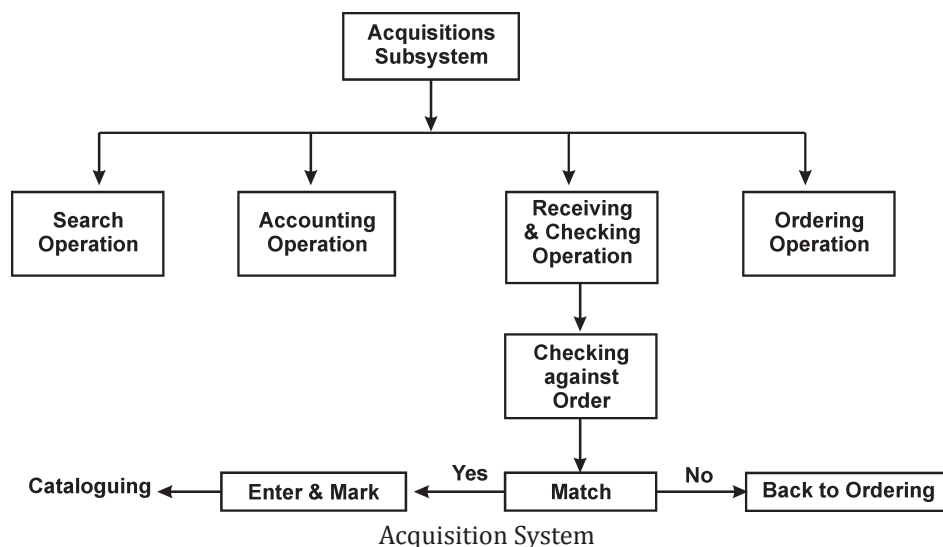
Serial Control: Serial denotes those publications which are issued in successive parts on a recurring basis. Usually, but not necessarily at regularly scheduled intervals on chronological designation. The serials control refers to those tasks which support the procurement and management of serials collection in a library.

Circulation Control: Circulation is control and highly visible function of a typical library. Circulation which is often compared with inventory control involves a great deal of records keeping and correspondence and consumes lots of staff time. It is highly essential that the records have to be updated immediately after each transaction.

Circulation System
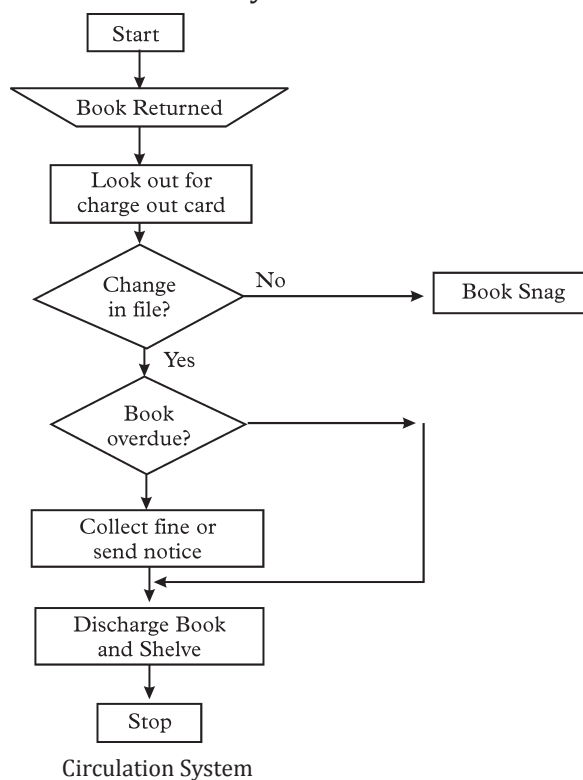
Cataloguing Control: Cataloguing system is a traditional and fundamental activity practiced among libraries world over. Computerization supported cataloguing and has benefited both the aspects.

Card Cabinet

OPAC (Online Public Access Catalogue): The online access of a catalogue is known as OPAC. It provides the library collection on a computer system to its user. It is a tool which makes user self-dependent in searching required material.

Summary

In this chapter we have studied what is infrastructure of library, what are steps in planning and designing the library and description about space infrastructure, common service areas, size of the rooms and library equipments.

Exercise

A. Short Answer Questions:

1. What are the goals and objectives of a school library?
2. What are the criteria for infrastructure of library?
3. Who are the team members of a library building?
4. Which are the three broad groups of libraries?
5. Where is the catalogue cards filed?
6. What is the need and purpose of computing infrastructure?
7. What are the benefits of computing infrastructure?

Questions:/Exercise:

B. Fill in the Blanks:

i. In physical infrastructure we have to describe about the _____.

ii. The library building should be _____ located.

iii. The users of the academic libraries are _____.

iv. Planning a library building is a team work consisting of the library management committee,_____ and the _____.

v. The size of the seating capacity of each undergraduate student is _____ and for each faculty member is _____.

C. **Multiple Choice Questions:**

Tick the correct answers:

(a) The reading room and stock room should have the benefits of

    (i) Natural ventilation

    (ii) Light

    (iii) Both (a) & (b)

    (iv) None of the above

(b) The important steps in planning a library building is

    (i) Programming

    (ii) Preliminary planning

    (iii) Working drawing

    (iv) All of the above

(c) Reader activity area covers

    (i) Reading room

    (ii) Charging/Discharging counter

    (iii) Public catalogue

    (iv) All of the above

(d) Microform reading equipment is

    (i) Microfilm/microfiche reader

    (ii) Microfilming machine

    (iii) Kardex

    (iv) None of the above

(e) MARC stands for

    (i) Machine readable catalogue

    (ii) Machine record catalogue

    (iii) Master record cataloguing

    (iv) None of the above

(f) OPAC stands for

    (i) Online public access catalogue

    (ii) Offline public access catalogue

(iii) Other private access catalogue

(iv) None of the above

D. Short Answer Questions:

(i) What are the issues to be considered for making a building plan a best plan?

(ii) What factors must be taken into consideration during designing a modern library?

(iii) Discuss the size of a reading room.

(iv) Discuss the categories of various types of equipment in a library.

(v) What are limitations of computing infrastructure?

(vi) How computers help in circulation control?

E. Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

(i) Explain about the physical infrastructure of the library.

(ii) Explain the clientele of different group of libraries.

(iii) Explain the importance of location and resources of a library.

(iv) Explain the dimensions of different areas of a library.

(v) Explain functions of computing infrastructure.

PART –B:

Discuss in class the following:

(i) What are the steps in planning a library building.

(ii) What is the basic principle in designing a library building.

(iii) Discuss the space management plan for a library.

(iv) Discuss the seating space required for different types of users.

(v) What is computing infrastructure for a library.

(vi) Why computing infrastructure is required for a library.

(vii) How computing infrastructure helps in acquisition function of a library?

(viii) What is serial control?

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain physical infrastructure of a library.		
Able to explain basic principle of design of a library building.		
Able to explain the space management required in a library.		
Able to explain the equipments available/used in a library.		
Able to explain computing infrastructure in a library.		
Able to explain benefits of computing infrastructure.		
Able to explain various functions of computing infrastructure of a library.		

UNIT - 3

ACQUISITIONS

Unit -3	Acquisition			
Location Class Room, visit to other library.	**Learning Outcome**	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understanding different types of materials for collection development in a library.	• Definition of books and its categories. • Different sources of non-book material • Knowledge of non-print material and digital material.	• List the different types of information material required for collection. development in the library. • List the different categories of books on the basis of contents. • List the categories of information sources under the non book material.	**Interactive lecture:** • Discuss different types of information sources / materials with examples.
	Need and Purpose of Acquisition System			
	• Understand the requirement of acquisition system.	• Why acquisition system is required in the Library.	• List the factors required for acquisition system.	**Interactive lecture:** • Discuss the need and purpose of acquisition system.
	Functions of Acquisition System			
	• Identify the basic functions for acquisition process	• Knowledge of selection process occurred in different types of libraries. • Knowledge of other functions required after ending of selection process of an acquisition system.	• Explain the selection process involved in the different libraries. • List out the four basic function to complete the entire acquisition process. • What should be done in ordering, receiving and accessioning process.	**Interactive lecture:** • Discuss the function of acquisition system.

Library Systems and Resource Management

Automated Acquisition System			
• Understand the automated acquisition system.	• What is an automated acquisition system.	• How automation helps in acquisition process.	**Interactive lecture:** • Discuss the Automated Acquisition system.
Book Selection Theory			
• Understand the Book selection theory given by prominent Scholars. • Understand the acquisition policy of a library. • Identify the different selection criteria for documentary sources. • Identify the different aids which helps and support in selection of information material for the library.	• Knowledge of book selection theory given by Melvil Dewey, C A Cutter, F W Drury and S R Ranganathan. • Knowledge of acquisition policy developed for collection development of a library. • Knowledge of different criteria for selection of a document for Library. • Knowledge of different aids referred during selection of information materials for a library.	• Discuss the selection theory given by Melvil Dewey, C A Cutter, F W Drury and S R Ranganathan. • Discuss the acquisition policy in details. • List the different criteria on which a document may be evaluated to add in the collection of library. • List the aids required to be consulted before selecting any resources for the library.	**Interactive lecture:** • Discuss the acquisition policy of a library. • Discuss the selection criteria for collection development. • Discuss the different aids for selection of resources for the library.
Mode of Acquisition			
• Identify the different modes of acquisition followed in a big library.	• Knowledge of traditional mode of acquisition followed in a library. • Knowledge of other mode of acquisition followed in digital environment.	• List the different modes of acquisition followed in a modern library to develop its collection. • Discuss the online and consortia based mode of acquisition.	**Interactive lecture:** • Discuss the different modes of acquisition.

Record Maintenance			
• Understand the different records and registers maintained in a library.	• Knowledge of book selection card, book selection list, budget allocation register and accession register.	• Prepare book selection cards for five books. • Prepare a list of ten books selected for library. • Maintain the book details of ten books in an accession register.	**Interactive lecture:** • Discuss the different records maintained in the library.

Resource Material

1. Chakrabarti, A.K. (1983), A Treatise on Book Selection, Delhi, D.K. Publications.

2. Clayton, P. and Gorman, G.E. (2001), Managing Information Resources in Libraries: Collection Management in Theory and Practice, London, Library Association Publishing.

3. Electronic Collections Development (2002), http://www.library.yale.edu/okerson/ecd.html (viewed 20 January 2005).

4. Johnson, P. (2004), Fundamentals of Collection Development and Management, Chicago, American Library Association.

5. Lee, S.D. (2002), Building an Electronic Resource Collection, London, Library Association Publishing.

6. Mittal, R.L. (1984), Library Administration: Theory and Practices, Delhi, Metropolitan Book Company.

7. Ranganathan, S.R. (1959), Library Administration, Bangalore, Sarada Ranganathan Endowment for Library Science.

8. Ranganathan, S.R. 2nd edition, Reprint (1988), Library Manual, Bangalore, Sarada Ranganathan Endowment for Library Science.

9. Ranganathan, S.R. 2nd edition, Reprint (1989), Library Book selection, Bangalore, Sarada Ranganathan Endowment for Library Science.

10. State Library of New South Wales (2004), Collection Development Policy, http://www.sl.nsw.gov.au/about/policies/collection.cfm (viewed 20 January 2005).

Introduction

Acquisition is a well planned function of the library for collection development. Through this function the library acquires information resources for the services to its users. Well planned acquisition considers the available funds, storing and shelving area, technological infrastructure and available staff. It is impossible for a library to buy each and every information source, published in the world. So, the acquisition should be planned in

such a way that, the best suitable materials can be acquired within available resources and always satisfy the objectives of the library. Information resources may be books, manuscripts, serials/journals/periodicals, newspapers, standards, specifications, patents, theses, dissertations, maps, atlas, globes, etc, deemed fit for the services to the existing and potential users.

The library also acquires the information resources for the preservation of intellectual heritage and relevance to the society depending upon the scope of the library. The scope of the library here 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 resources of whole country while a library of Kangra region of Himachal Pradesh may preserve the resources relevant to that region only.

The types and forms of information sources have grown with development of the society. In the beginning, the book was only resource for library but with development of science and technology as well as human approaches towards information, different kinds of sources came into existence. At different period of time, the Library and Information Science used various terminologies as documents, reading materials, library materials, etc. Presently, the information content of any materials have become more important than the physical form of the material. Hence, information source is being used with wider coverage. Though, these terminologies have wider or narrow meaning but, they are being synonymous in the text of the Library and Information Science subject. Thus the information sources can be understood as "any materials containing useful information, recorded in textual, visual or audible or multimedia form in logically organised format, for knowledge development or satisfaction to intellectuality to present as well as future generation".

After analyzing above discussion, acquisition can be defined as, "acquisition is a function of a library to acquire information resources, relevant to the existing user as well as potential users and preservation for future generation, within the periphery of available financial and infrastructural resources of the library".

This book has a separate chapter i.e. number-4: Serial Management which imparts knowledge and skills of acquisition of serials, periodicals, journals as well as newspapers. Hence, this chapter will make you understand the acquisition of information sources excluding materials discussed in chapter-4.

3.1. Types of Information Sources/Materials

We have studied types of materials in unit number-5 of Library, Information & Society. The library develops collection of different types of materials for its readers which can be grouped as:

(i)   Books

(ii)   Non-book materials

(iii) Non-print materials

(iv) Digital materials

Book

Books are the most popular source of information since the development of the civilization. In the beginning of the civilization, the intellectual output of human thought process, used to record on wall, rock, tablet, skin, palm leaf and ultimately on paper. With the invention of printing press, large production of book started. Printing technology has brought books to the masses. After analyzing the evolution of book, we find that, it has been passed through different phases. Therefore, there are a number of definitions of book. The Webster's Dictionary provides a number of definitions of a book. Few of them are illustrated here as:

1. A set of written sheets of skin or paper or tablets of woods or ivory.

2. A set of written, printed or blank sheets bound together into a volume.

3. A long written or printed literary composition.

One of the universally accepted definition of book derived in UNESCO conference on "Revised Recommendation concerning the International Standardization of Statistics on the Production and Distribution of Books, Newspapers and Periodicals" held on 1st November 1985 says "a book is a non-periodic publication of at least 49 pages exclusive of the cover pages, published in the country and made available to the public".

Here the definition of UNESCO puts much stress on physical aspects rather than the content. The Webster's Dictionary put stress on the materials on which, the content was written and the content but, fails to quantify the number of pages. After considering above definitions and a few others we can define book as: " a book is a non-periodic literary work on a particular subject or theme, providing complete content under one title, covered in more than 48 pages exclusive of the cover pages, published and available to the public". But, a publication from 5 pages to 48 pages exclusive of the cover pages, is being termed as pamphlet. Others, below 5 pages are being considered as poster.

Further book can be grouped on the basis of different characteristics. On the basis of content, there are two categories i.e. 'fiction and non-fiction' books. Further non-fiction books can be categorized in textbook, reference book and general book. On the basis of volumes, books can be a single volume and multi volume book. Sometimes, more than one title is published in single volume which is known as composite book.

On the basis of content, books have also been categorised as:

(i) **Inspiratory Book :** Books pertaining to religion, philosophy and related to lift of human spirit, poetry, fine drama and fiction fall under Inspiratory category.

(ii) **Informatory Book:** Books pertaining to biography, history, travel science, useful art and sociology fall under informative book.

(iii) **Recreatory Book:** Books related to fiction, drama, poetry, humour, essays, and light reading materials in various fields and areas are considered Recreatory Books.

These are the broad categories on the basis of subject areas but, sometimes a specific book can overlap from one category to another category depending upon its content.

Non-book Materials

There are four categories of information sources under the non-book materials. The second edition of Anglo-American Cataloguing Rules (AACR-II) mentions these sources as:

1. Sound recording,
2. Video recording, including interactive video disc,
3. Graphic material as, photograph, illustration, postcard and slide,
4. Micro-computer software, including CD-ROM.

Under the micro-computer software, all kinds of software can be grouped whether, desktop computer, laptop, netbook, tablet, or cell phone, etc. Here, the CD-ROM is just a storage media of digital information. Therefore, as per AACR-II, all the digital information stored on any media like DVD, Blue Ray, etc, can be considered non-book material. Apart from above mentioned four categories, microfilm, microfiche, models, wall chart, etc, also come under non-book material category.

Non-print Materials

The information sources are available in non-print form on different storage media. Depending upon the technology of storage media the information can be stored in digital or analogue format. Here our concern is the nature of information and its value for the library. The non-print materials are audio, video and multimedia based materials stored on CD-ROM, DVD, Blue Ray, Cassette, Magnetic Disc, etc. The materials on these storage media could be any things, audio book, music scores, video, motion picture, spoken words, class room. For example, if a class room discussion of students and teacher get recorded in the form of video with sound and stored on a DVD, such material comes under the non-print material. Today a number of materials in this category are available for knowledge, recreation as well as entertainment.

Digital Materials

The information sources stored and retrieved in digital format can be categorized as digital material. Any types of information can be developed and published in digital format. The information existing in analogues format can also be converted into the digital format. Digital materials can also be termed as electronic material. E-book, e-journal, full text or bibliographic databases, multimedia based materials like-video recording, audio recording, motion pictures, etc. fall under this category.

3.2 Need and Purpose

The library has the responsibility to provide the best available reading materials to its users. But, at the same time, the library has its limitations also. Certain fund is given to a library for acquiring information sources.

Due to information explosion, uncontrollable numbers of materials are being published worldwide. Publications are ranging from general books, textbook, reference book, map, atlas, globe, digital and multimedia based material. Therefore, the need and purpose of a planned acquisition system can be ascertained as:

1. To satisfy the objectives of the library.
2. To satisfy the needs of the users of the library.
3. To acquire best available reading materials deemed fit for the library.
4. To acquire materials of preservation value within the scope of the library.
5. To acquire within the available resources (fund, space, staff).

To achieve the above needs and purpose, a library requires to have sound functional acquisition system.

3.3 Functions of Acquisition System

The acquisition system performs four basic functions to complete the entire acquisition process. They are:

(i) Selection

(ii) Ordering

(iii) Receiving

(iv) Accessioning

Selection

The selection process of reading materials is an important and responsible work. The whole process of selection revolves around the users of the library. The users need may differ from library to library. As we know that there are three categories of libraries namely public, academic and special. Different types of libraries have different objectives and cater the needs of different user groups. Hence, there should be a well defined selection policy for each and every library. It has always been recommended that, the policy should be a written document and it should be revised time to time. The policy acts as a guide to the staff associated with the selection process. It also maintains the standard and consistency in collection development programme of the library. For selecting materials, users demand, suggestion from the authority and different tools like, bibliographies, reviews published in review journals and newspapers etc. can be used as selection aids. The selection aids are the tools which help library staff in selecting best materials for the library. 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.

It needs judicious approach to select each and every document or materials to be acquired. The library should always select those materials which can be useful for large number of the members and within the available fund. For the purpose of the acquisition it is

always recommended that the library should have acquisition policy in written. Policy should be the guiding tool for acquisition of information resources for the library till the policy proved wrong or the objectives of the library get changed.

Selection in Public Library

The public library has a wide range of users. The users may be children, adolescent, youth and old age 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 materials relevant to the locality like, local history, politics, economy, socio-cultural threading, weather conditions, available professions, etc. Since, the public library system has the responsibility of serving the community of the locality and preserving the relevant information of the region, so their approach in selection is different from the other kinds of library.

Selection in Academic Library

The academic library can be divided into three broad categories. These are school, college and university library. The guiding factors of the academic library are its level, educational courses, and demands of students, faculty members and supporting staff. The selection policy of a school and college library runs around the acquisition of textbooks, materials for general studies, personality development, further available opportunities after completion of programme, teaching aids for teachers as well as materials for supporting staff like, laboratory technicians, etc. The university library has bigger responsibility than the earlier two. The universities run educational programme of undergraduate and post graduate level as well as it has different research programmes too. So, the selection of materials best suitable for educational programmes and researches as well as supporting staff, are being done or selected.

Selection in Special Library

The special library is meant to serve the information needs of parent organization of the library. Hence the guiding factors of the selection of information resources are the short term and long term programmes of the organization. The library selects the materials exhaustively for short term objective of the organization to meet its programmes in hand. For example an organization has started a research project on life style of urban habitats of India, the materials relevant to this topic should be selected first to support the programme. In the long term objectives, the library selects the materials of wider scope of the organization and support the collection development of the core area as well as relevant subject area of the organization.

Selection process should always satisfy the long term collection development programme of the library. On the basis of its policy the list of materials are being scrutinized and prepared. Further approval of the selection committee or competent authority is being taken and the process can be moved for ordering.

Ordering

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

Receiving

The receiving function starts when ordered materials are being supplied by the vendor. The materials come with bill or invoice. The supplied materials 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 conditions of the materials should be checked while receiving them. Proper checking and verification of materials with the ordered list is being done and further, receiving acknowledgement is issued to the supplier.

Accessioning

Every library maintains its stock register in which the details of acquired materials are being registered. This stock register is called Accession Register. The Accession Register has fourteen columns for recoding the details. The materials purchased, received in exchange or gifts recorded in the register. The serial number, at which a particular document is recorded in the register, is called the accession number of the document. Specimen of an accession register has been given in the records maintenance section of this chapter.

3.4 Automated Acquisition System

All the functions discussed above can be managed through library software in the automated library system. In the automated system, different databases are being created as and linked to perform the acquisition process. The databases like vendor, publisher, budgetary provisions, recommendations of the users, etc. are maintained. Ordering, receiving billing details, payment details are also managed properly in the software. If library and the suppliers both are able to manage their part of function online then acquisition activities may be performed online.

An automated acquisition system may be defined as "a system of man and machine developed for acquiring information sources for a library can be considered automated acquisition system". Here, at the place of machine, information and communication technology is being used these days.

Ordering, payment, accessioning, are being managed online with the help of information communication technology (ICT). In the case of acquisition of digital information sources,

the materials can be ordered and received online and further it can be merged into the library collection. For example, if a library purchase electronic book, in this case, it can be ordered, received, processed and finally can be stored in online system of the library. Further the payment may also be released online to the vendor.

3.5 Book Selection- Theory

The book selection is governed by well established theories and principles given by a number of scholars and thinkers of library and information science. The time has changed, the needs of users are becoming more complex day by day but, the concept of these theories is still relevant. We are going to discuss the book selection theory of few prominent scholars of the world.

Melvil Dewey: "The best reading for the largest number at the least cost". In this theory, Dewey has mentioned three core concepts. Those are "the best reading", "the largest number" and "the least cost". The best reading materials are those materials which have the potentiality to satisfy the existing as well prospective users of the library. But they cant be measured independently. The best could be measured in relevance with other two terms in the theory. The second phrase, the largest number refers to the number of the users expected to use a particular material. For example, if we select a book of chemistry, and the library has one hundred members of chemistry back ground then we should measure this phrase taking the sample of one hundred members instead of total member of the library. The third phrase, the least cost refers to the investment on a particular material and the fund available with the library on that material.

C. A. Cutter presented his observation regarding the best book as 'the best books are those that satisfy the just demands of the patron for recreation, knowledge and study'.

Lionel R. Mc. Colvin's book selection theory is well known by 'Demand Theory' also. His theory is based on economic theory of demand and supply. In his book 'The theory of book selection for public libraries' 1925, he states that "demand for books should be differentiated according to its value, variety and volumes". In this theory, the value stands for the quality of the book, variety of different subject, different books on same subject, types and forms and the volumes stands for alternatives of a book. All these aspects should be taken in consideration in book selection irrespective of supply condition.

According to F. W. Drury book selection is "to provide the right book to the right reader at the right time". First phrase of this principle, 'to provide right book' is the main principle for book selection. Providing right book to a reader needs to understand the reader's interest and level of knowledge. Proper assessment of the reader and accordingly selecting and acquiring the book will satisfy other two parts of the principle. He gave a number of recommendations in his book "book selection", 1930. Those recommendations are being considered the back bone of book selection.

Dr. S. R. Ranganathan's theory of five laws of library science and book selection can be considered as a set of book selection theory. According to him, whole acquisition work can be evaluated on the first law. The first law "books are for use" says that only those books should be selected which could be used in the library. Here, this principle guides

the librarian to consider the best material for the reader of the library in terms of content as well as physical form. The content part will satisfy the desire of knowledge while the physical part will ensure its utility for long time for the library as well as pleasant to the reader. The second law "every reader his/her book" say that users need should be addressed. For library each and every reader is important, irrespective group, sub-group, gender, etc. There should not be any discrimination in providing the required book to them. The third law "every book its reader" says that only those books should be selected and procured which has existing or potential demand. Any book without prospective reader should not be selected for the library. The fourth law "save the time of reader" states guides for visualization for anticipatory demand and accordingly selection of the books. If a library visualises the future demand in advance and accordingly selects and acquires books and keeps ready for use then whenever there will be actual demand the readers will be served immediately and their time will be saved. The fifth law "library is a growing organism" says that book selection and acquisition should be a continuous process. The library should develop balanced collection in term of quantity and quality both. It should ensure growth in all aspects of library as in term of collection, services, members, staff, space, etc.

Acquisition Policy

The acquisition policy is a guide book 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 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.

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 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 stands for 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.

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.

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.

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.

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.

Selection Criteria and Types of Materials

On the basis of 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 are 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 a number of 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 on the basis of 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.

Selection Aids

There is a number of 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 could be referred and help in deciding to acquire a particular material for the library. A few aids are listed here as:

(i) **National Bibliographies:** 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 distributers 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 publish 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.

3.6 Mode of Acquisition

The method of acquisition of information sources is well known by mode of acquisition. Traditionally, the three modes of acquisition are Purchase, Gift and Exchange. Now, more method have emerged and established worldwide. These new modes are online and consortia based acquisition which is functional in digital environment specially.

Purchase

After the completion of selection process, information materials are purchased and made part to the collection of the library. Selected materials can be purchased directly from the publisher or publisher's agent, distributors or any vendors depending upon the policy of the library. In the case of books, approval method is more appropriate. In this method, the vendor supplies the books with approval memo for evaluation. Once the library evaluate and select the books, a formal purchase order is issued to the vendor and asked for bill. If the books are not selected, they are returned to the concern vendor.

Gift

Library loving people, non-commercial organizations or institutions time to time donate their collection of information materials to library. Sometime an author also gifts personal copy to library. Sometimes, a set of information material becomes irrelevant for one institution while, can be relevant to another institution. In such cases, the former donate to the later. Therefore, gift is one of established method of acquiring materials and saving money.

Exchange

The library acquires materials specially, the institutional publications in exchange of its own publications. Sometimes, two libraries can exchange duplicate copies or irrelevant materials of one library but relevant to another.

Online Acquisition

Online acquisition method is more suitable for digital materials. In this process a library can download materials from the publishers or vendors portal and make payment online. Print of online payment may be taken and kept for record or sent to accounts department for further recording and maintenance of account and budget of the library. Other than the digital materials, print materials like books, reports, etc. also can be purchased online from the vendors like, www.flipkart.com, www.homeshop18.com, etc.

Consortia Base Acquisition

Now a days, library acquires the electronic resources (e-resources) or can be said, information resources in digital form. For acquisition purpose the libraries come together, make a group and acquire e-resources collectively to save the fund and provide wide number of resources to the patron, which a single library cannot afford to acquire. Such a group of libraries is called as consortia. In consortia based acquisition system, a member library pays for its part of resources and gets access to all the resources acquired by the group collectively. For example, if there is a consortia of five libraries A, B, C, D and E. If library A pays for 50 e-books, B pays for 60 e-books, C pays for 45 e-books, D pays for 80 e-books and E pays for 70 E-books. So, all together they pay for 305 e-books. Now, each library gets access of 305 e-books in consortia based acquisition. Therefore the acquisition policy should have clear cut guidelines regarding this emerging mode of acquisition.

3.7 Records Maintenance

The acquisition section of library maintains records of different functions of the section. It uses different registers, files, forms and other stationary designed for different stages of its operations. Though, depending upon the requirement of a particular library, the design of stationary may vary but the accession register has standard format. Some of the basic records and registers are as:

Book Selection Card

The specimen of book selection card is as follows:

Book Selection Card (Front Side)

Call No.	Accession No.	
Author.		
Title.		
Edition.	Publisher.	Year.
Published Price.	No. of Copies required.	
	Signature of the recommending Authority.	
Librarian's Orders.		

Book Selection card (Back Side)

Supplier.
Cost.   In Foreign Currency (if any)   In Indian currency
Checking Date.   Order No.   Order 's Date.   Receipt Date.
Bill No.   Bill's Date.   Amount.
Passed for Amount.   Voucher No. & Date.

Book Selection List

Specimen of a book selection list is as follows:

Sr. No.	Author	Title	Edition	Publisher	Price
1.					
2.					
3.					
4.					
5.					

Budget Allocation Register

Specimen of Budget allocation register is as follows:

Name of the Library

Budget Allocation Register

Subject:..   Year........................

Amount Allocated

Original Amount: ....

Additional Amount: ....

Total   ....

Sr. No	Date	Voucher No	Amount	Total	Balance	Remarks

Accession Register

Specimen of Accession Register is as follows:

Date	Acc No.	Author	Title	Publisher & Place	Volume	Edition	Year	Pages	Source/ bill No & Date	Order No. & Date	Cost	Call No	Remarks

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.

Exercise

A.   Short Answer Questions:

1.   What do you mean by acquisition in a library?

2.   Why a library cannot acquire all the information sources published in the world?

3.   Write a brief note on different types of materials.

4.   What are different stages of acquisition?

5.   What do you understand by demand theory?

6.   Write a brief note on "best book".

7.   Write a short note on five laws and book selection.

8. What do you mean by consortia?

9. What do you understand by acquisition policy and how does it help in collection development?

10. Write a short note on selection criteria.

11. Write a short note on different modes of acquisition.

12. What is the information source?

13. What is the definition of a book given UNESCO Conference in 1985?

14. What are the two different set of book categories on the basis of content?

15. Define multi-volume and composite book.

16. What is theory of book selection given by Malvil Dewey?

17. What is the demand theory?

18. What is theory of book selection given by F. W. Drury?

19. Point out book selection aids under various categories.

Practical

1. Prepare book selection cards for ten books.

2. Make selection list for ten books from book reviews published in newspapers.

3. Make entry of ten books in Accession Register.

4. Write description of five bibliographic databases available on Internet.

5. Make a list of five vendors active on online sale of books.

B.   Fill in the Blanks:

i.   _____ is a well-planned function of the library for collection development.

ii.   A publication from 5 pages to 48 pages exclusive of the cover pages, is being termed as _____.

iii. Books pertaining to biography, history, travel science, useful art and sociology fall under_____.

iv.   The information sources stored and retrieved in digital format can be categorized as _____.

v.   The selection aids are the tools which help library staff in _____ for the library.

vi.   The serial number, at which a particular document is recorded in the register, is called _____.

vii. In an automated acquisition system, the functions of acquisition is managed through_____.

viii. _____ is a set of rules regarding selection, method or mode and standard procedure for acquisition.

ix. In _____ based acquisition system, a member library pays for its parts of resources and get access to all the resources acquired by the group collectively.

x. _____ is a list of publications, published in a country or has relevance to a country which is published outside of the country.

C.   Multiple Choice Questions:

Tick the correct answers:

(a)   A non-periodic literacy work on a particular subject or theme, providing complete content under one title covered in more than 48 pages is

  (i)   Book

  (ii)   Pamphlet

  (iii)   Poster

  (iv)   None of the above

(b)   Sound recording material is

  (i)   Book Material

  (ii)   Non book material

  (iii)   Digital material

  (iv)   None of the above

(c)   Generating reminder of pending orders and cancellation of orders are the functions of

  (i)   Selection process

  (ii)   Receiving process

  (iii)   Ordering process

  (iv)   Accessioning process

(d)   'The best reading for the largest number at the least cost' is said by.......

  (i)   Melvil Dewey

  (ii)   C. A. Cutter

  (iii)   F. W. Drury

  (iv)   Dr. S. R. Ranganathan

(e)   'Demand Theory' is given by

  (i)   Melvil Dewey

  (ii)   C. A. Cutter

  (iii)   F. W. Drury

  (iv)   L. R. Mc. Colvin

(f) 'To provide the right book to the right reader at the right time' is said by

    (i)   Melvil Dewey

    (ii) C. A. Cutter

    (iii) L. R. Mc. Colvin

    (iv) F. W. Drury

(g) 'Five laws of library Science' is given by

    (i)   Dr. S. R. Ranganathan

    (ii) C. A. Cutter

    (iii) L. R. Mc. Colvin

    (iv) F. W. Drury

(h) National bibliographies, Subject bibliographies, Trade bibliographies are

    (i)   Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) All of the above

(i) Authority, Accuracy, Scope, Organization, Format etc. are

    (i)   Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) None of the above

(j) Purchase, Gift, Exchange are:

    (i)   Selection criteria

    (ii) Selection aid

    (iii) Modes of acquisition

    (iv) None of the above

D.   Short Answer Questions:

    (i)   What is an acquisition?

    (ii) Differentiate between book, pamphlet and poster.

    (iii) Discuss the different categories of books on the basis of contents.

    (iv) List the four categories of non book materials mentioned in the AACRII.

    (v) Why acquisition system is required in a library?

(vi) Discuss the selection process of information resources involved in the special library.

(vii) What is an ordering process of an acquisition system?

(viii) How five laws of library science helps in book selection process?

(ix) What is an acquisition policy?

(x) Define selection aid and list the different selection aids, which help and support in the selection of information materials for a library.

(xi) List the different selection criteria for selecting any information resources in the library?

(xii) What is mode of acquisition is modern libary?

(xiii) Explain the consortia based acquisition.

(xiv) What is accession register. List the fields to be filled in the accession register.

(xv) List the fields to be filled in the preparation of book selection list.

E.   Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

(i) Explain the importance of acquisition.

(ii) Explain the different types of information sources/materials.

(iii) Explain the non-print materials and digital materials.

(iv) Explain the four basic functions of acquisition process.

(v) Explain automated acquisition system.

(vi) Explain the book selection theory given by prominent scholars.

(vii) Explain the selection criteria for documentary sources.

(viii) Explain the selection aid to be consulted during selection process.

(xi) Define the need library record. Explain the different specimen used in the library to maintain the record.

PART –B:

Discuss in class the following:

(i) What is a book?

(ii) What are different materials covered under non book?

(iii) What is the differences between non book materials and digital materials?

(iv) What is selection process?

(v)   What is ordering process?

(vi)   What is receiving process?

(vii) What is an accessioning process?

(viii) What is an automated acquisition system?

(ix)   Why selection criteria must be followed during selection of documents for a library?

(x)   Why selection aid must be consulted during selection process of documents?

(xi)   What do you mean by online acquisition? How can a librarian acquire book online.

(xii) Preset a draft of budget allocation register?

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain acquisition system.		
Able to explain different types of information sources/ materials.		
Able to explain the need and purpose of acquisition system.		
Able to explain the different functions of acquisition system.		
Able to explain the selection process involved in academic, public and special library.		
Able to explain the automated acquisition system.		
Able to explain the different selection theory given by different prominent scholars of the world in the field of library science.		
Able to explain the acquisition policy.		
Able to explain the different selection criteria for selecting a document.		
Able to explain the different selection aids.		
Able to explain the different modes of acquisition.		
Able to explain the consortia based acquisition.		
Able to explain the records maintenance.		

UNIT - 4

SERIALS MANAGEMENT

Unit -4	Serials Management			
Location Class Room, visit to other library.	**Type of Serials**			
	Learning Outcome	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understanding different types of serials.	• Definition of serial. • Knowledge of different types of serials.	• Explain the features of a serial. • List the different types of serials. • Explain each type of serial.	**Interactive lecture:** • Discuss different types of serials.
	Serials Management			
	• Understanding the concept of serial management.	• Knowledge of serial management.	• Explain about serial management.	**Interactive lecture:** • Discuss about serial management.
	Policy of Procuring Serials			
	• Understanding the process procuring serials.	• Knowledge of process for procuring serials. • Role of committee in procurement of serials.	• Explain the policy of procuring serials.	**Interactive lecture:** • Discuss about procurement policy of serials.
	Selection of Serials			
	• Understanding the criteria for evaluation of serials for selecting them for libraries.	• Knowledge of different criteria to evaluate the serials for selection in a library.	• List out the different criteria for selection of serials.	**Interactive lecture:** • Discuss about selection process of serials in the library.
	Method of Procuring Serials			
	• Identify the different methods for procurement of serials.	• Knowledge of different methods for procurement of serials in the library. • Knowledge of procurement of serials through subscription agent.	• List out the different methods for procurement of serials. • Explain the method of subscription followed in a school library.	**Interactive lecture:** • Discuss the different methods of procurement of serials in the library.

Serials Check-in			
• Understanding the maintenance of records of serials received in the library after procurement.	• Knowledge of maintenance of records of serials received in the library. • Knowledge of keeping track of missing issues of serials. • Knowledge about budgeting for serials.	• Discuss the recording of serials check-in in register or kardex system. • Discuss the process for keeping track of missing issue. • Discuss the budgeting of serials.	**Interactive lecture:** • Discuss the recording process of serials received in the library. • Discuss budgeting for serials
Treatment of Unbound and Loose Issue			
• Understanding the action required for permanent preservation of serial in the library.	• Knowledge of treatment of unbound and loose issue. • Knowledge of steps involved in binding process.	• Explain the binding action is required for complete set of serials. • Discuss the arrangement of bound periodicals.	**Interactive lecture:** • Discuss the binding process of serials.
Other Miscellaneous Jobs of Serials Section			
• Identify the different decisions on serials management. • Understanding the weeding out process for serials.	• Knowledge of different decisions taken for serial management. • Knowledge of process of cancellation of serials. • Knowledge of weeding out criteria for serials.	• Explain the other Miscellaneous jobs of Serial Section. • Discuss the cancellation of Serials. • Discuss the weeding out process in sSerial management.	**Interactive lecture:** • Discuss other Miscellaneous jobs of serial section.
Maintenance of Records in Serial Section			
• Understanding the various types of records in a library	• Knowledge of different records maintained in the serial section	• List out the different records in the serial section	**Interactive lecture:** • Discuss maintenance of records in serial section

Importance of Maintaining Records in Serial Section			
• Understanding the importance of maintaining records in serial section. • Identify the different systems for maintaining records.	• Knowledge of importance to maintain the record in serial section. • Knowledge of manual and electronic system for maintaining e record.	• Why the record is maintained in the serial section. • Discuss the different systems of maintaining the record of a serial.	**Interactive lecture:** • Discuss the importance of maintaining records in serial section .

Resource Material

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4. Mittal, R.L. (1984), Library Administration: Theory and Practices, Delhi, Metropolitan Book Company.

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Introduction

You must have observed that your library acquires, processes, collects, and maintains various serials for you. The very word serial implies continuation. You must be very familiar with T.V shows soap operas which are all serials. A serial is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. These are the following three characteristic features of a serial:

• It is issued in separate parts on a regular basis.

• The different parts are numbered or contain a chronological designation.

• It is supposed or intended to continue indefinitely.

4.1 Types of Serials

Journal

A journal is a periodical especially which has scholarly articles and disseminate current information on research and development in a particular field.

- Indian Pediatrics (picture of front cover is given above).

- International Studies (picture of front cover is given above).

It is said that the first scholarly journal, called, Journal desScavan was published as a weekly in 1665.

Magazine

A magazine is a periodical for general reading which has articles on various subjects by different authors. You must be well aware of magazines like India Today (picture of magazine cover is given), The Week (picture of magazine cover is given), Outlook and so forth. The authors who contribute in magazines are journalists or lay persons - they write in a journalistic style on current events or general interest topic for the general public. The authors of journals write in scholarly style for a specialized audience on various research topics.

A magazine usually has glossy pages and book advertisements and pictures, it has less or no footnotes; whereas, a journal has footnotes, bibliographies, editorial board and outside reviewers. It does not generally have advertisements and pictures. Magazines usually have more circulations than journals. It disseminates information to scholars, whereas, a magazine entertains or informs the general public or interest group. But whether a particular title is a magazine or a journal, the same processing procedure has to be followed in libraries.

A house magazine is a publication, published by an organization for internal circulation. It is available without charge to its readers, does not have advertisements; it has news or information of interest chiefly to a special group like university magazine, school magazines and so forth.

Newspaper

http://www.e-paperview.com/epv-timesofindia.jpg

http://www.bcmtouring.com/forum/attachments/picture074. jpg-166299d1307610740

http://www.semionaut.net/wp-content/uploads/speakingtree-450.jpg

Library Systems and Resource Management

It is a serial issued at stated, frequent intervals, usually daily, weekly containing news, opinions, advertisements and other items of current, often local interest.

Some of the examples are given as under:

- Times of India
- Hindustan Times
- The Speaking Tree

These newspapers have different editions like Lucknow edition, Patna edition etc. It implies that besides the main news items, it will have news items to cater to the needs of specific geographic locality. Whereas, the Speaking Tree is an another weekly newspaper launched in February 2010. The paper caters to the spiritual information needs of the readers by discussing, highlighting the views and opinions on spiritual and philosophical issues.

Further, any publication that has a subject orientation and is reporting something other than general news is not a newspaper.

E- Journal (Electronic journal)

E-journal has been defined as any serial which is produced, published and distributed nationally and internationally via electronic networks. Any serial available in an electronic format is known as an e- journal.

In other words, the term electronic journal has been applied to :

- An electronic version of an established print journal, example is Cell (www.cell. com/ Scientific American).
- An electronic only journal, example is Ariadne (www.ariadne.ac.uk/).

An electronic journal can be free or fee based. The back issues or back runs or archival files (generally issues published before 1998) of e- journals may be freely available or accessible though subscription. The access policy or access model may vary from publisher to publisher. Cell Press journals which are highly reputed journals are available right from volume 1. Users can access full text without paying any kind of fee. But for accessing the content of the current year one has to pay.

4.2 Serials Management

Libraries procure, process, collect, organize, and preserve the serials for their users by following different proper procedures. This work of acquiring and maintaining serials by following different procedures is known as serials management. The section given below discusses various steps and procedures involved in serials management.

4.3 Policy of Procuring Serials

Libraries always develop their collections of books and serials in accordance with the mission, objectives, academic programmes, research and teaching needs of the parent

organization. The feedback from teachers is very pivotal in developing and enhancing the collections in academic libraries.

In college and university libraries, the list of current serials subscriptions is circulated among the faculty members. They review the list of serials and suggest deletions and additions as per their teaching and research needs. In colleges and universities, a committee known as the Library Advisory Committee, (LAC) is constituted which helps libraries in taking important decisions. It comprises Rector/Principal as Chairperson, Librarian, Finance officer, Senior faculty members of the college/ university .The committee reviews and approves the recommendations and the estimated expenditure which will be incurred in procuring them. Once the approval and budgetary allocation is granted, libraries may place orders with the vendors or serials subscription agents. They are deployed on the basis of services which they have rendered in the past.

The school and public libraries also have committees comprising senior officers and teachers who decide upon the purchase of various serials, keeping in mind the information needs of the user population.

4.4 Selection of Serials

The selection of serials requires evaluative judgment for different individual titles. Some of the criteria which can be used for evaluating serials and selecting them for libraries are given as under:

Availability of Alternate Format

At present, an increasing number of serial titles are published in both print and electronic format. Library has four options for most of the serial titles:

- Print subscription only
- Electronic subscription only
- Print as well as electronic /online subscription
- No subscription

Libraries may meet users information needs through the Document Delivery Service or Inter library Loan. Libraries may not subscribe a serial title if it is available full text in any of the databases subscribed by them.

Contributors /Writers/Institutional Affiliation

A serial can be judged by its contributors, writers and their institutional affiliation. If a serial has international authorship, it implies that it has wider visibility.

Coverage of a Serial Title in Abstracting and Citation Database

If a journal is indexed and covered in any citation database, it implies that it is widely used by the user community. The citation database also shows how many times a serial

title has been cited. If a serial title has more citations, it means it is more accessed and read by the users of that field.

Cost Effectiveness

Libraries generally keep the most cost effective titles. It means that libraries may subscribe to expensive serial titles if they are heavily used by the users, whereas it can drop less expensive serial titles, if they are seldom used or not used at all.

Interlibrary Loan and Document Delivery Statistics

Libraries usually maintain statistics of transactions made through inter library Loan. Loan requests for journal articles not available in the library may also be considered in selecting a journal for subscription.

Publisher

The reputation of the publisher is also important in deciding the stature of a serial title. The information regarding publication is available in the journal itself or may be found on the Internet. The publisher may be a commercial one, university press, society or any association. The information relating to publisher may help in selecting a title for the library.

Physical Makeup and Illustrative Material

Public and school libraries have to take into consideration physical makeup and illustrative material of the serials. This may not be required in college or university libraries. The public and school libraries should have serials with colorful, glossy pages in order to attract users for leisure reading, the magazines for children or art journals should have more illustrative material.

Place of Publication

This criterion is important for public libraries. For instance, the public libraries may like to include serials-magazines, newspapers which are published from the area in which they are located. Similarly an academic library may include serials published at the parent institution. Academic libraries which support area study programmes will certainly include serials published in the relevant areas. Libraries-public, academic may include newspapers from different regions of the country in order to ensure geographical balance in the newspaper coverage or a library may focus on newspaper published in its own state or city and select just single newspaper to represent other regions or foreign countries.

Grade Level and Age Level

This criterion is especially important for school libraries. It is important to know to which grade level and age level the journal caters.

4.5 Methods of Procuring Serials

Conventionally, the majority of serials are acquired through subscription, others are acquired through other means as gifts, exchange or deposit.

The different methods by which libraries acquire serials are given as under:

Subscription

It is the most routinely used methods for procuring serials in any library. A subscription is defined as " the arrangement by which, in return for a sum paid in advance, a periodical, newspaper or other serial is provided for a specified number of issues or specified period of time."

Normally, a serial subscription begins in January or covers a bibliographical volume (which may not correspond to a calendar year) a rolling year subscription is one which is for consecutive twelve month period, beginning with month the subscription is placed.

Membership

A serial subscription may also be obtained through membership of a society, association or organization. For example if a library has membership of ILFLA, it will regularly get IFLA journal, otherwise, the library will have to pay separately for it.

Gifts

Libraries may get serials as gifts. These may be solicited and unsolicited gifts.

The examples of solicited gifts are as under:

- Complimentary copies of journals published by the university or parent organization
- Items subscribed to by the head of the organization turned over to the library. The examples of unsolicited gifts are as under:
  - (i) Newly founded serials which publishers send without charging; these are sent in order to publicize the journal and arouse library's interest.
  - (ii) Publications of different societies, organizations who are more concerned with disseminating their viewpoints than with monetary gains.
  - (iii) Individual scholars or professionals may send their personal collections of serials to the libraries.

Deposit

Libraries may receive serials under legal deposit. The Delivery of Books Act 1954 enacted by Parliament regulates the deposit of books published in India to the National Library of India, Kolkata and three other libraries which are Connemara Public library, Chennai, Central Library, Mumbai and Delhi Public Library, Delhi. The act was amended to include newspapers and serials.

Exchange

Libraries may acquire serials in exchange. There may be explicit exchange agreement between two libraries. The exchange agreements may be done with domestic or foreign societies or institutions. A library may get a journal published by other institution, in exchange for a journal published by its own parent institution. For example, Indira Gandhi National Open University publishes Indian journal of Open Learning. The University Library receives many journals from other universities in exchange for IJOL. Jawaharlal Nehru University publishes International Studies. Its Central Library gets many journals in exchange of this journal.

There are two different reasons for entering into exchange programmes:

- To obtain journals in economical manner.
- To contribute to wider dissemination of publications from one's institution or country.

Vendors or Serials Subscription Agents

The term vendor is derived from the Latin word "vendere" which means to sell. A serials vendor is an entity who purchases and sells serials. Serials vendors are also called serials subscription agents. They are parties or companies which act as intermediaries or middle men between the publishers and libraries. They help in purchase and supply of serials. The different services performed by serials subscription agents include:

- Placement of new subscriptions
- Renewal of subscriptions
- Cancellations of subscriptions
- Consolidation of serial orders
- Submitting customized invoices
- Claiming
- Replacing missing issues (or providing credit note)
- Providing sample issues

Payment

Serial orders are renewed every year and payment is done in advance. Libraries receive annual invoices with price proof and bank exchange rate in December. The invoices are processed for release of payment, which may be made through cheque, draft or electronically. The vendors may submit supplemental invoices, due to increase in subscription fees and fluctuation in foreign currency rate, which are also processed for release of payment.

4.6. Serials Check-In

It involves maintaining records of receipt of issues of different serials subscribed by the Library . The details are maintained in a Kardex file which is arranged alphabetically. Each entry has the following information:

- Title
- Place of publication
- Frequency
- Vendor
- Date of order
- Payment record
- Receipt date of different issues

Check in helps in the following:

- Inventory control for currently received serials
- Identification of missing issues
- Maintaining payment records

Now-a-days, libraries use automation software for maintaining all these records.But small libraries use ledger system for maintaining records of serials subscribed by them .Under this system, each periodical subscribed in the library is allotted one page in the ledger. The periodicals are entered in an alphabetical manner. An index of the periodical subscribed is given /maintained at the beginning of the ledger.

A sample page of a ledger system is given as under:

Ledger System

Name of Periodical --------------------------Frequency--

Publisher---------------------------------------Payment Amount -------------------------------

Vendor---Year --

Volume	Number	Year /Month	Date of Receipt	Remarks

For Newspapers

In case of newspapers the column of volume will be replaced by year and other columns will be divided into dates 1, 2, 3…A sample is given as under:

2011	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
February																															
March																															
April																															
May																															
June																															
July																															
August																															
September																															
October																															
November																															
December																															

The advantage of this method is that each page tells about the receipt of the different issues of serials. But the disadvantage is that one has to see all the pages to note the non-receipt of issues of periodicals. Besides, there is no provision to add new titles in the system. The small libraries also use register system for recording the details of serials subscribed by them.

In register system, a register is maintained to record the details of the journals subscribed by the library. This method is very appropriate for all school libraries. This system has a disadvantage too. Whenever a library subscribes to a new title, it has to be entered at the end – alphabetical order is not possible to be maintained.

A sample of a page from register system is given as under:

Sr. No	Title	Vol/year	Publisher	Vendor	Annual Sbscription	Period Jan	Feb	….	Dec	Remarks
1	India Today	12/2013		CNA	Rs 900					
2	Outlook	22/2013		CNA	Rs 1000					

The Kardex system was introduced by the M/s Remington Rand Co of India for maintaining details of periodicals. In this system, the cards are filed in trays, kept in steel cabinet and each cabinet contains 7 trays in all providing 504 card holders with sliding dust covers and locking device. Each card holder can hold 2 cards i.e. bottom card and top card. The picture of Kardex system is given as under:

Visible Card Cabinets

Cat. No. 1085C
10 Side 8" x5" Cabinet

Cat. No. 1785C
17 Side 8" x5" Cabinet

Source: http://www.recordsystems.net/index-kardex.html

Bottom Card

For each periodical ordered in Library, a bottom card is prepared. The bottom card has details like name and frequency of the periodical. It is printed on both the sides. It can hold information for ten years or more.

The Bottom card is shown as under:

Name of the Library

W	F	M	BM	Q	HY	Y	IRR					
Year	Vol/ No	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Title of the periodical_____.

The bottom card tells the following:

- **Title of the Journal:** The bottom card shows the title of the periodical at the bottom.

- **Frequency of the Journal:** W-weekly-Fortnightly, M-Monthly, BM –Bimonthly, Q-quarterly, HY-Half yearly, IRR-irregular publication.

On receipt of an issue of periodical, it is recorded in concerned column. If a subsequent issue has come and has been recorded, but an earlier one is missing, reminder is sent to the vendor for supplying the missing one. Each card can provide information for ten years.

Top Card

The second card is called the Top Card. It is filed opposite to the bottom card. It is printed on both the sides. It provides the following information:

- Payment made to the vendor/ publisher
- Reminders sent to the vendors
- Bound volumes in the library
- Any special supplement or Index with the periodical is available or not.

A specimen of the top card is given as under:

Title				Language				Class No.		
Vendor:				Order No.				Date :		
Publisher								Periodicity		
Subscription				Remarks	Reminders					
B.R.No.	Amount	Vol.	Year		1st Reminder			2nd Reminder		
					Vol.	No.	Date	Vol.	No.	Date
Binder'sTitle										
Holdings										
Vol. Year From to From to										
		Supp.	Index							

Keeping track of Missing Issues and Claiming

Libraries may claim with the vendors for not getting issues which have already been paid for In simple words, a claim is a reminder to the vendor, telling him that a particular issue has not been received. Claims may be made due to various reasons given as under:

A Skipped Issue: If issue number 3 arrives before issue 2 is received, it is clear that issue 2 has been skipped.

Inactive New Order: Even though the order has been placed with the vendor, issues do not arrive.

Replacement: An issue actually received, may require to be replaced, as damaged copy was received.

Budgeting for Serials

A budget process is a mechanism for planning, setting priorities and developing a proper collection. a budget document is prepared for the forthcoming year. It helps in requesting funds from the authorities. The budget should reflect the funds which will be required during the next financial year. A serial budgeting involves estimating the expenditure which will be incurred on various categories like:

- Current periodical subscriptions (every year, there is incremental increase of 10-15% on subscription charges of the journals).
- Membership charges of various organizations and associations.
- Back runs of periodicals.
- Newspapers /popular magazines.
- Online journals/online databases.
- Binding charges.
- Budget allocation should be requested for new titles which may be recommended by researchers and faculty members.

Expenditure on serials or serials budget cannot be divided among disciplines or schools or subjects. The serials, especially scholarly journals are interdisciplinary in nature which cannot be pigeonholed into specific subject categories. The researchers, teachers in one discipline may use journals from other disciplines.

4.7. Treatment of Unbound and Loose Issues

The print serials are generally received as single, unbound issues. Thus, when unbound issues form a set after a year, a decision has to be made about their permanent preservation.

Libraries have two options:

- Discarding
- Binding

Discarding

Libraries may decide to discard unbound issues if they do not want to permanently maintain them in their collections. For instance, newspapers and popular magazines like India Today, Reader's digest are discarded. Gift periodicals are often discarded because the libraries do not want to commit funds for binding. When the discard option

is adopted, a decision is made to keep issues for a set time period such as three months, six months, a year and so on so forth.

Binding

Binding is the most preferred and routinely used method of dealing with the loose issues of serials and preserving them for future use. The expenditure of library on binding may be said to be very judicious as it protects the library's substantial investment in serials subscriptions. The major steps in the binding process are listed as below:

- Identifying commercial binders.

- Identifying titles which need to be sent for binding.

- Preparation of binding shipments (maintaining all records of what is being sent, the date on which loose issues are sent, expected date of receiving bound sets; this information is vital for serving the users of the library).

- Bindery pick up (commercial binders pick up and deliver binding shipments on a fixed schedule).

- Receiving bound sets from the bindery (Bound sets which are received should be tallied with the list which was prepared when loose issues were being sent. The spines of the bound sets should be checked to ensure accuracy. The bound sets are the accessioned and stamped with library seal.

Arrangement of Bound Serials

The bound serials are arranged in stacks for the students and other users to browse and use. These may be arranged in an alphabetical sequence which helps in easy retrieval and rearrangement at the time of need. In this method, classification numbers are not assigned, so processing time is also saved. Libraries may choose to arrange bound journals in a classified manner, which implies that journals which belong to a particular subject will be kept together, according to the class number they are assigned.

Circulation

Serials are generally not issued to the students. But some libraries may issue or circulate them on a very restricted basis for a short loan period, to certain categories of users like teachers. Perhaps, multiple users may require the same issue, volume at the same time and photocopying facility available in the library may help them.

4.8 Other Miscellaneous Jobs of Serials Section

Multiple Copy Decisions

Deciding upon the number of copies of a particular serial title is also one of the important decisions which needs to be taken, libraries subscribe to multiple copies of a serial title because of various reasons-high usage, need for the same title at various branch libraries.

Location Decisions

Libraries with branches may have to decide which branch should hold a particular title. This is a hard decision to take as the serials are multidisciplinary and the same title can be categorized under two categories.

Access and Ownership Decisions

Conventionally, it has always been advocated that the users information needs should be met by holding owned by and housed in the library. In recent years, a new trend has come up which stresses that a library's ownership of a book or serial is insignificant as long as users can be provided access to the required document. The users know about the resources which will meet their information needs and can wait for a reasonable amount of time before they can access them. This is the thought of experts who support access model. Libraries cannot procure all journals published across various disciplines in order to meet the information needs of the users. The ownership model leads to wastage of financial resources which are limited in nature, in purchasing serials which may be seldom used.

But in fact, at times the researchers may want information urgently on a regular basis. In this case, the ownership model helps. Besides, this model allows perambulating among the stacks, browsing, serendipitously finding relevant items or directly viewing range of material on a particular topic. Access is important for supporting research needs whereas, ownership is required for teaching, entertainment and for ready reference. Libraries have to strike a happy medium between access and ownership of serials in order to meet the information needs of the users. This balance has to be maintained in print environment, in online environment libraries just have access to material held remotely on the publishers' servers.

Cancellation of Serials

Cancellation of serials means identifying current subscriptions for termination or dropping current subscriptions. Budgetary constraint is the main factor behind the cancellation of serials. Some of the criteria which are taken into consideration for cancelling the subscriptions are as under:

Use: Least used titles may be cancelled.

Foreign Language Titles: Foreign language titles are cancelled as they have less number of users as compared to titles in local or english language.

Duplicate subscription: If a title is available in branch library or through any consortium, it can be cancelled.

Cost and Cost Effectiveness: Expensive and non-cost effective titles may be cancelled.

Indexing: Serial titles which are not indexed in major indexing and abstracting database may be cancelled.

User input: In academic libraries, feedback from the faculty members and researchers is a major and decisive factor in cancelling the serial titles.

Weeding

Weeding refers to removing (unwanted) items from the collection as one excises weeds from a garden. The major criteria for weeding serials are given below. These can be used individually or in combination with one another.

- **Physical Condition:** The serials in deteriorating physical condition should be weeded out.

- **Incomplete Back Runs:** The journals which are less in number, with incomplete back runs are fit to be weeded.

- **Use:** Unused or infrequently used serials should be weeded out.

- **Age:** Runs of older serials may be weeded out. The concept of literature obsolescence relates to use by highlighting that older serials holdings are used less. But this rate of obsolescence may vary from discipline to discipline. The old serials of sciences may have less relevance for researchers of today whereas, very old serials may have importance for researchers in the humanities and social sciences.

- **Collection Policies of the Library:** Serials holdings may be weeded out according to the policies of the library. Libraries may decide to weed out serial published before a particular year.

- **Availability in Alternate Format:** If the back files of serials are available in electronic form, libraries may purchase them and decide to weed out the physical collection.

- **Availability in Neighboring Libraries:** The back runs of serials which are available in other neighboring libraries can easily be weeded out, similarly, duplicate runs within the same library may be good candidates for weeding out.

- **Cooperative Agreements with other Libraries and Consortiums:** Back runs of serials can be weeded out easily and confidently if another library has agreed to maintain back runs of specific titles.

Weeding is the most difficult function of serials management. It is time consuming and entails updating of cataloguing or holdings records. It is always criticized by the users and administrations as they do not understand the need for disposing of old holdings of the library.

4.9 Maintenance of Records in the Serials Section

A record is any recorded or documented information, generated in the course of conducting business and which ought to be maintained in order to meet the fiscal, legal, historical or administrative needs of any section or organization. For instance, the following can be considered records:

- Fiscal data (Budgetary sanctions)

- Outgoing and incoming correspondence
- Reports and statistical compilations
- Minutes of the meetings of committees and so forth

These are records regardless of format. They can be on paper, computer printouts or in electronic databases. In organizations, every year new records are created and old ones are filed and sent to the archives which are maintained chronologically for easy retrieval in future, when the need arises.

The following are examples of non-record material:

- Magazines
- Books
- Blank paper
- Research paper

4.10 Importance of Maintaining Records in Serials Section

Acquiring serials is an activity which requires thoughtful, meticulous planning and following systematic routines and procedures. Once the order has been placed, advance done to the vendors, periodicals are delivered to the library. The staff in the library has to be very careful and vigilant in order to ensure the timely receipt of issues. It is the duty of the library to keep records of all the items- books, journals etc. This is done because of the following reasons:

- To maintain a clear, accurate record of what has been procured and available for readers.
- To satisfactorily respond to the queries of the users.
- To maintain an audit trail-telling that the library has received what it paid for.
- To claim missing issues.

The libraries have to be careful and ensure that all the issues are received in time without delay. The details of the issues received are recorded and entered properly. This helps the libraries in taking timely action by sending reminders to the vendors asking them to send overdue issues or for refunds in case of non-receipt of issues.

There are different systems for maintaining records. These are discussed as under:

- **Manual System**

Maintenance of data about payments and receipt of journals in registers and cards is known as Manual System.

- **Electronic System**

At present the libraries are commonly using an automated system or electronic system to record subscription and receipt of journal issues.
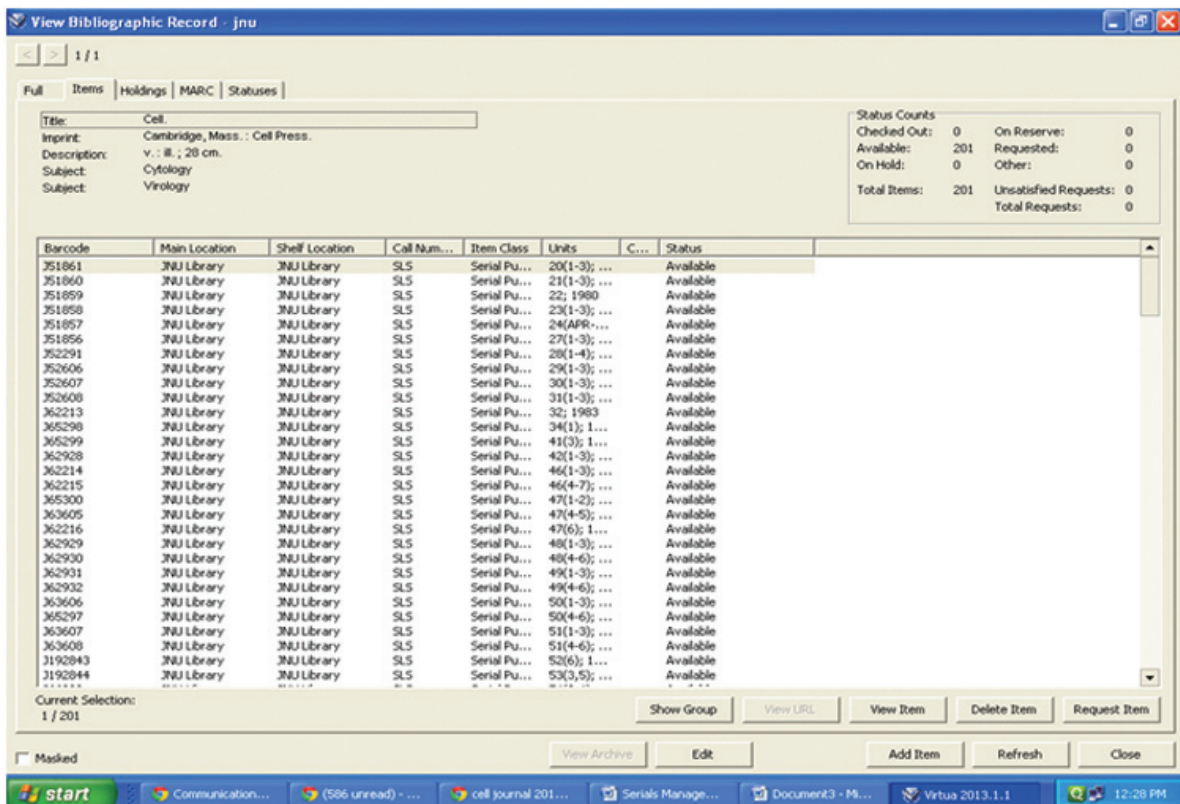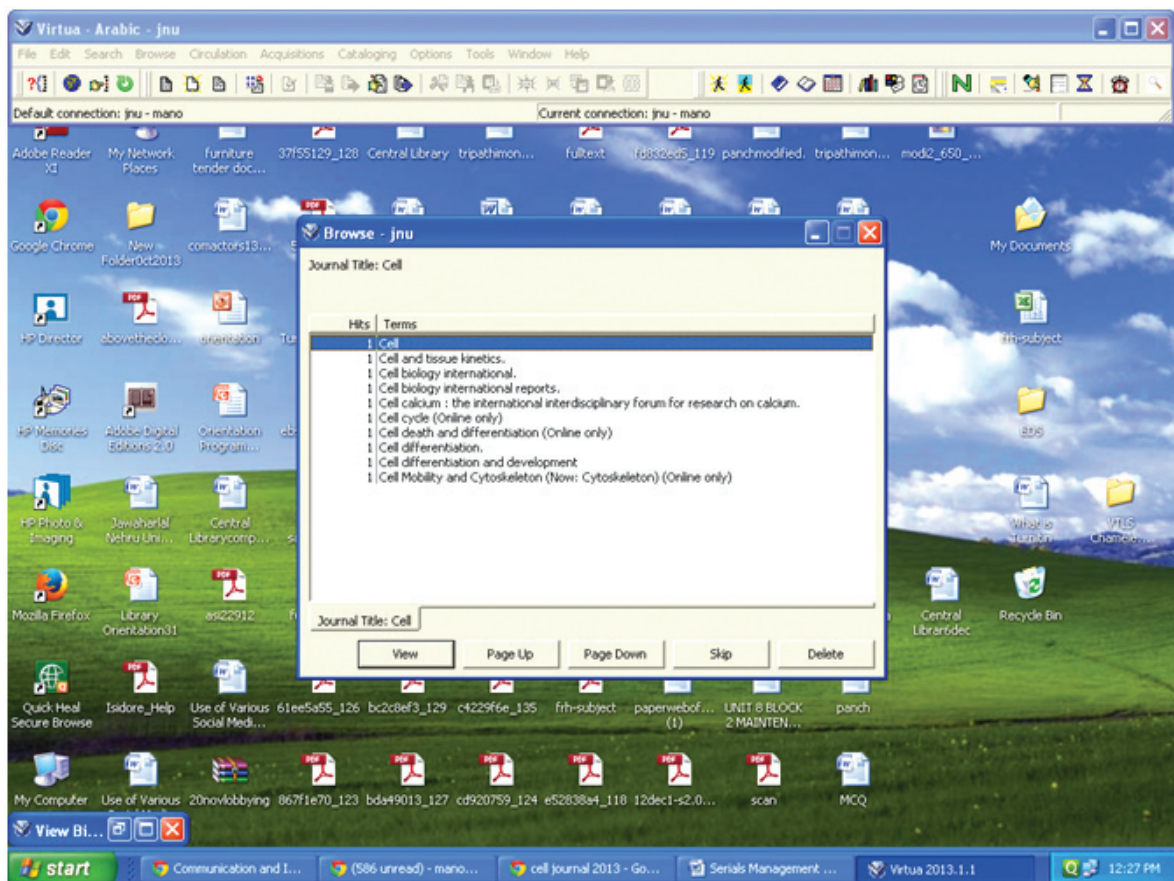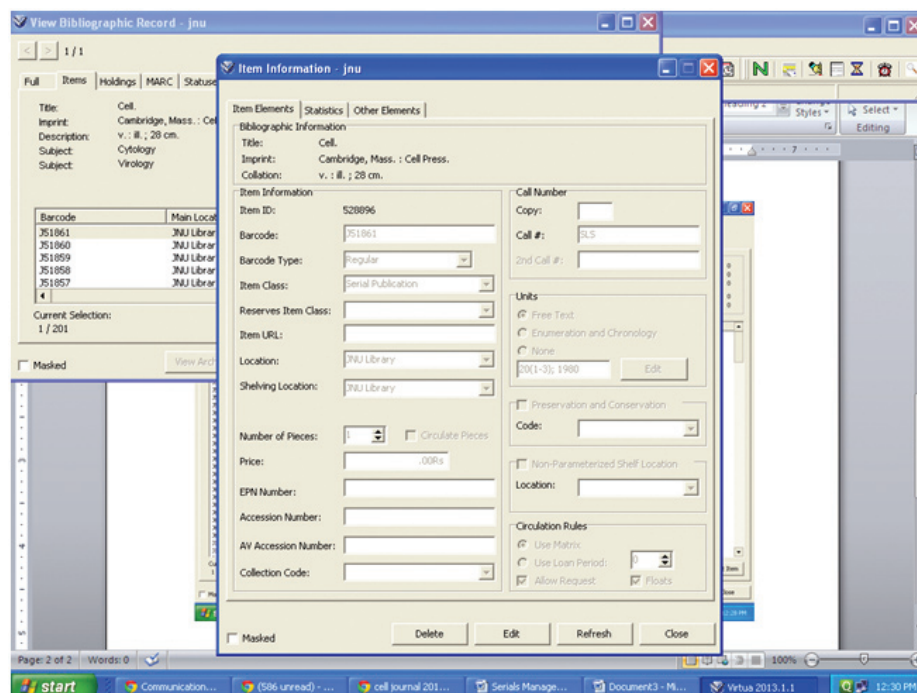
The screen shots of cell journal entries done in VIRTUA of VTLS are given above.

Virtua is a full-function library management system. It provides and facilitates management of circulation, cataloguing, serials, acquisitions and other functions. All functions are fully integrated, allowing any staff user to access any function at any time according to their library-assigned permissions.

The libraries have automated all their house keeping operations like classification, cataloguing, circulation and recording details of journal subscription. Serials (Periodicals) module of any library software helps in maintaining the following details of journals subscribed by the library:

- Registration of journals-details of all the journals are entered and recorded.

- Recommendations of users and approval of competent authority.

- Total budget and budget year.

- Master file of all approved vendors.

- Orders given to different vendors are also recorded.

- Receipt of bills and payment details.

- Receipt of issues of journals.

- Binding details of the journals.

- Status of the journal –whether it is available in the library or not.

- Details of online journals/databases etc.

Library Systems and Resource Management

Summary

A serial is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Some examples of serials are journals, magazines and newspapers. This work of acquiring and maintaining serials by following different procedures is known as serials management. The policies of journal collection development may differ from library to library. The serials are available in different formats like print only/electronic online only/ print +online. Libraries may finalize the format as per their users preferences. Libraries procure serials through subscription, memberships, gifts, deposit and exchange. There are different methods of maintaining records of loose issues of journals, like Ledger system, register system or kardex. Libraries may maintain records manually or electronically.

Exercise

A.   Short Answer Questions:

1.   Describe types of serials with examples?

2.   What do you understand by Serials Management?

3.   List the different procedures involved in Serials Management?

4.   What are the different methods of procuring serials in the libraries?

5.   What is the importance of maintaining records in the libraries and list various types of records in libary?

6.   Differentiate between manual and electronic method of maintaining records?

7.   Why is weeding required in the Serials section?

8.   What do you understand by access and ownership of resources?

Practical

1.   Write names of the two magazines which you have seen.

2.   Write names of the two newspapers (e- forms). Capture the screenshots of their home pages.

3.   Write names of some five journals in science. Find out if they are available in electronic form. Write their URLs.

4.   Write names of five journals in social science. Find out if they are available in electronic form. Write their URLs.

5.   Visit your library and find out the following :

i.   Total number of magazines subscribed.

ii.   Total number of newspapers subscribed.

iii. Total number of books subscribed.

iv.   Total number of journals.

v.   Total budget.

Glossary

Consortium: Libraries form an association or network or co-operative organization to procure and share resources and services. These associations or networks are commonly known as consortia (consortium-singular).

Virtua: It is a full-function library management system. It provides and facilitates management of circulation, cataloguing, serials, acquisitions and other functions. All functions are fully integrated, allowing staff user to access any function at any time according to their library-assigned permissions. Other examples of library management systems are LibSys, NewGen Lib, Koha etc.

B. Fill in the Blanks:

i.   A _____ is a publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely.

ii.   Any serial available in an electronic format is known as an _____.

iii.   In colleges and university a committee known as the _____ is constituted which helps libraries in taking important decisions.

iv.   The majority of serial are acquired through _____.

v.   The delivery of book act is enacted by Parliament of India in _____.

vi.   The kardex system was introduced by the _____.

vi.   _____ is the most preferred and routinely used method of dealing with the loose issues of serial and preserving them for future.

vii.   _____ of serial means identifying current subscriptions for termination or dropping current subscription.

ix.   The serial in deteriorating physical condition should be _____.

x.   Maintenance of data about payments and receipt of journals in registers and cards is known as _____.

C. Multiple Choice Questions:

Tick the correct answers:

(a)   A _____ is a periodical especially which has scholarly articles and disseminate current information on research and development in a particular field.

    (i)   Journal

    (ii)   Magazine

    (iii)   Newspaper

    (iv)   None of the above

(b) The Week is a _____

  (i) Journal

  (ii) Magazine

  (iii) Newspaper

  (iv) None of the above

(c) A _____ is a publication, published by an organization for internal circulation

  (i) Journal

  (ii) House Magazine

  (iii) Newspaper

  (iv) None of the above

(d) A serial can be judged by its

  (i) Cost

  (ii) Vendors

  (iii) Contributors

  (iv) Look

(e) Methods of procuring serials are

  (i) Subscription

  (ii) Membership

  (iii) Gifts

  (iv) All of the above

(f) An entity who purchases and sells serials is _____

  (i) Librarian

  (ii) Publisher

  (iii) Vendor

  (iv) None of the above

(g) A budget document is prepared for the

  (i) Previous year

  (ii) Forth coming year

  (iii) (a) & (b)

  (iv) None of the above

(h) The main factor behind the cancellation of serial is

  (i) Budgetary constraint

(ii) Binding problem

(iii) Weeding problem

(iv) None of the above

(i) Removing unwanted items from collection is known as _____

(i) Weeding

(ii) Binding

(iii) Circulation

(iv) None of the above

(j) Each card holder of a Kardex can hold _____ cards

(i) 4

(ii) 2

(iii) 7

(iv) None of the above

D. Short Answer Questions:

(i) Write the features of a serial

(ii) What is a journal. Differentiate print journals from e-journals?

(iii) What is a magazine?

(iv) What is a newspaper and give five examples of daily newspaper?

(v) What are the criteria for evaluating the serial to select for library?

(vi) What are the different methods for recording the serials check –in?

(vii) What is kardex system?

(vii) What is binding process for serials?

(ix) What are the criteria for cancellation of serials?

(x) What is the importance for maintaining records in a serial section.

(xi) What do you understand by Library Advisory Committee?

(xii) What do you mean by a vendor?

(xiii) How will you identify a document to discard from libary?

E. Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

(i) Explain the criteria for evaluating serials for procurement in the library.

(ii) Explain budgeting for serials.

Library Systems and Resource Management

(iii) Explain the different decisions taken in the serial section.

PART –B:

Discuss in class the following:

    (i)   What is a serial? Describe the need of policy statement for serial management.

    (ii)   Differentiate between journal, magazine, newspaper and e-journal.

    (iii)   What is the policy for procuring serials.

    (iv)   What is serial check-in and the minor activities under it.

    (v)   Discuss budgeting for serials.

    (vi)   What do you mean by discarding of serials.

    (vii) Why records are maintained in the library.

    (viii) What are different systems for maintaining records.

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain different types of serials.		
Able to explain policy of procuring serials.		
Able to explain selection criteria of serials.		
Able to explain different methods of procuring serials.		
Able to explain serials check-in.		
Able to explain keeping track of missing issues.		
Able to explain budgeting for serials.		
Able to explain treatment of unbound issue or loose issue.		
Able to explain other miscellaneous jobs of serial section.		
Able to explain cancellation of serials.		
Able to explain criteria for weeding out of serials.		
Able to explain maintenance of records in the serial section.		
Able to explain importance of maintaining records in serial section.		
Able to explain different system for maintaining records.		

UNIT - 5

CIRCULATION

Unit -5	Circulation			
Location Class Room, visit to other library.	**Circulation Section**			
	Learning Outcome	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Knowledge about circulation section and its functions.	• Need and objective of circulation section. • Different parts of circulation section. • Knowledge of functions of the circulation section.	• List the objectives of a circulation section. • Explain the functions of circulation section.	**Interactive lecture:** • Discuss about the circulation section, its need and objective and its functions.
	Issue/Return System			
	• Understanding the objectives of issue / return system and different types of issue/return system.	• Define Issue/return system. • Knowledge of need and objectives of issue/return system. • Knowledge of different types of issue/return system.	• List the answers gain from the implement-ation of issue/return system. • Explain each types of issue/return system	**Interactive lecture:** • Discuss the issue/return system and different types of issue/return system.
	Reservation of Books/Inter Library Loan			
	• Understanding the concept of reservation of books and inter library loan.	• Knowledge of reservation of books. • Knowledge of inter library loan.	• Explain the process of reservation of books. • Explain the importance of inter library loan.	**Interactive lecture:** • Discuss about reservation of books and Inter library loan.

Resource Material

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Introduction

Circulation is a necessary ongoing activity in the library. The place of circulation is front end of the library because two main forces, people and books meet here. The quality of service in this area is the determining factor in the libraries success as an institution. For maximum utilization of the resources (i.e. documents) circulation service was started as every reader had no spare time to sit in the library for reading purpose.

Circulation activities involve giving assistance to users in using the catalogue, issuing and receiving books, maintaining borrower's records, keeping records and statistics, conducting studies of the use of library materials, collecting fines and formulating policies and procedures for these activities.

5.1 Circulation Section

The circulation section is the focal point place of a modern library and circulation of books is the pivotal role of a library.

Circulation Counter

Need and Objective

The 2nd and 3rd laws of library science, 'Every Reader his/her Book' and 'Every Book its Reader', justify the circulation service, by which books can be borrowed by user for reading at their own convenient time at their homes or at any place outside the library.

The main objectives of the circulation section are as follows:

- Maximum utilization of the library materials.
- Develop a suitable circulation system for issue/return of library materials.
- Develop a system for generation and maintenance of records, circulation statistics and etc.

Circulation Section usually consists of three parts:

- The circulation desk where books/ documents are issued and returned, requests and general enquiries are attended to.
- The shelves, equipment area.
- The work room where routines such as sending reminders, handling inter library loans and servicing reader's requests are undertaken.

Function of the Circulation Section:

Functions of the circulation section are as follows:

- Registration of members.
- Issue/ return of books/ library materials.
- Maintain shelf arrangement.
- Control processes like renewals, recalls, holds, overdue and notification.
- Providing inter library loan facility.
- Maintaining circulation records and statistics.

Issuing a Book

- Issue no demand/ clearance certificate to the members at the time of their leaving the library membership.
- Other functions like maintaining gate register, properly counter etc.
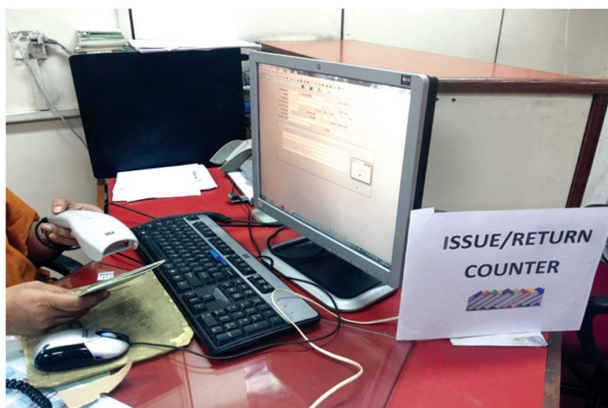
5.2 Issue/Return System

Circulation (i.e. issue/ return) is an operation by which library materials are sent to borrowers and records of such transactions are kept in a systematic way. Issue/ return functions also called charging and discharging function.

An issue/ return system should be able to provide the following answer:

- Who has borrowed a particular document in loan? When it is due?
- Which and how many documents subject wise have been borrowed on any date?
- Which books are due on any date?
- How many books were returned on any date?

Any issue/return system which takes least time for issue and return of books, giving answer of the above questions and economical in terms of staff, money and materials, is the best system. The different issue/return systems are mentioned below:

- Ledger system or Register system
- Dummy system
- The Browne system
- The Newark system
- Automated system or Computerized system

In addition to the above system, the other systems are not become popular.

Ledger System or Register System

Each borrower is allotted one or more pages in the circulation register and an index to the name of borrowers is given at the beginning or end of the register. At the top of the page, name of the borrowers and his address are given. This is followed by columns for date of issue, accession number, call number, name of author, title, edition, signature of the borrower, due date and date of return.

Dummy System

Dummy system uses a dummy as a substitute for a book on the shelf when it is issued to a user. The name of the user, call number and date of issue are given on the cover of the dummy used for the purpose.

The Browne System

The Browne System was devised by Nina E Browne, Librarian of the Library Bureau, Boston, this system is widely used in India.

Materials Required:

Materials required, in three parts, are as follow:

a. **For Books:** For books following materials are required:

   (i) **Date Slip:** Date slip on which the date due or date of issue are stamped to be pasted on the book or font flyleaf of the book.

   (ii) **Book Pocket:** Book pocket of size 5"x 3" is pasted on the inside back/front cover of the book. The book card is kept in the book pocket when it is not in circulation.

(iii) Book Card: Book card of size 4"x 2" bearing call number, accession number, author and title of the book. It is prepared for each book and is inserted inside the book pocket of the book.

Date Slip

Book Card
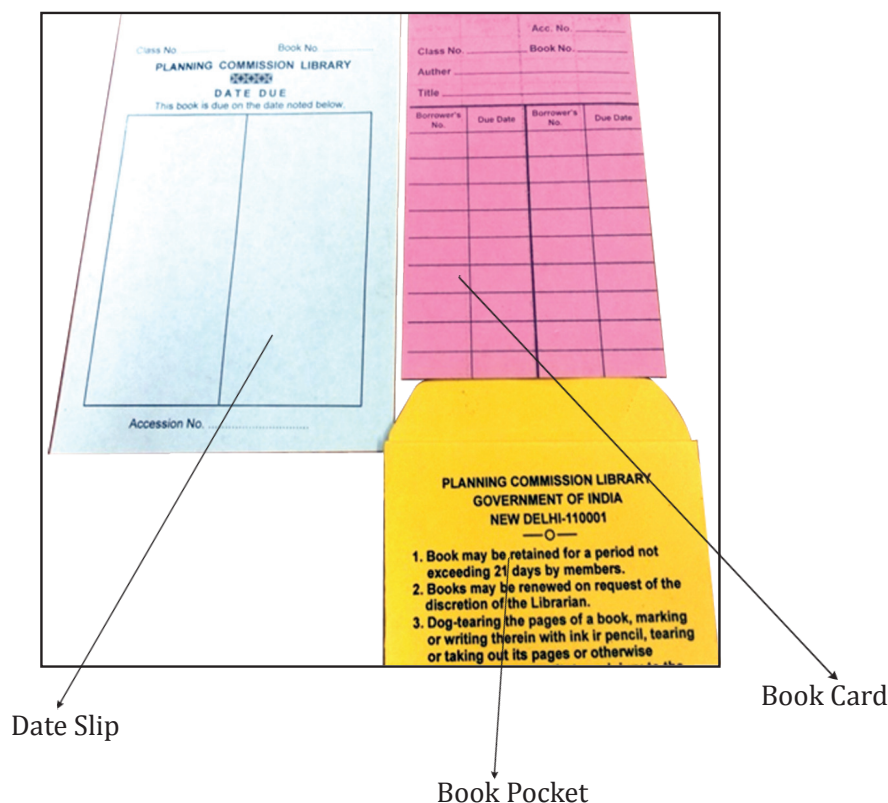
Book Pocket

Sample of Due Date Slip, Book Pocket and Book Card

b.   For the Borrowers: For borrowers, following materials are required:

(i) Borrows Ticket: Each Borrower is given as many tickets/pocket as he/she is entitled to borrow books. The ticket is in the shape of a pocket of 3"x2" size with open on two sides i.e. upper and the right portions. The ticket contains the name and address of the borrower, the date of expiry of membership, the signature of the borrower and librarian.

Front Side of the Borrower's Ticket

Back Side of the Borrower's Ticket

C.   For the Circulation Staff: For circulation staff, following materials are required:

- Registration cards of borrower
- Date stamp and ink pad
- Charging trays
- Date guide cards
- Stationary items like circulation statistical sheets, reservation cards, overdue fine slips etc.

Issue Procedure

Issue of books involves following steps:

- Book(s) with borrower's ticket(s) are presented by the user to the circulation staff at the circulation counter.
- The circulation staff, after identification of the user, takes the book card out of the book pocket and inserts it into the borrower's ticket/pocket.
- The due date is stamped on the due date slip pasted on the back or front of the flyleaf of the book and the issued book is handed over to the user.
- The borrower's ticket containing book card is filed in the charging tray behind the respective due date card by the call number.
- The call number and the borrower number are recorded in the daily circulation statistics sheet.

Return Procedure

Return procedure involves following steps:

- When the book is presented at the circulation counter for return, the due date is ascertained from the due date slip.
- The book card with reader's ticket is taken out from the changing tray.
- The due date is cancelled on the due date slip and the borrower's ticket is returned to the reader.
- The book card, inserted into the book pocket and the book is thus returned and the reader is free from his responsibility.
- If the book is returned after the due date, overdue amount is computed and overdue charge slip is given. The borrower's ticket is returned only after the receipt for the overdue charge is presented.

Advantages

Following are the advantages of the Browne System:

- The issue procedure is very simple and takes very little time.

- It is very economical in terms of time and effort.
- The issue of reminders and calculation of fines is simplified
- Statistics of issue can be prepared easily.
- Reservation and recall can be carried out promptly.
- No signature is required at the time of issue or return.

Disadvantage

Following are the disadvantages of the Browne System:

- No permanent issue record is available.
- It is difficult to know as to how many books and which books have been issued to a reader at any time.
- In case of loss of ticket, misuse is possible as the signature of the reader is not necessary.
- If a wrong book card is slipped in a borrower's ticket it will be difficult to verify as to whom a particular book was issued since no other records will be available.

The Newark System

The Newark System was introduced in the Public Library of Newark of New Jersey state in the USA in the year 1900 when John Cotton Dana was the Librarian of this library.

Materials Required:

Materials required, in three parts, are as follows:

a. **For Books:** For books following materials are required:

(i) **Date Slip:** One paper slip of 5"x3" size is pasted on the back or front flyleaf of the book.

(ii) **Book Pockets:** A book pocket of slightly harder paper is pasted on the inner back side of front /back card board cover of the book in order to hold the book card. The size of this pocket is such that it can hold the book card easily. Its size is 5"x3".

(iii) **Book Card:** A book card is required for each book. It's size is 4"x2" and it is placed in the book pocket. It contains essential information about book.

b. **For Borrower's:** For borrower's following materials are required:

(i) **Borrower's Card:** Every borrower at the time of registration is provided with a borrower's card. The specimen is given below:

Name of the Library			
Borrower's No._____			
Date of Expiry _____			
The following books were issued to me			
		Signature	
Due Date	Date of Return	Due Date	Date of Return

For Circulation Counter Staff

- Registration file of all borrowers;
- Security register;
- Filing trays;
- Membership application form;
- Printed cards and forms;
- Dater, date stamp, ink pad and pencil;
- Date guide cards for filing the days circulation;
- Fine record slips;
- Circulation statistical sheets; and
- Overdue reminder cards reserve cards, etc.

Issue Procedure

Issue of books involves following steps:

- Book(s) with Borrower's card are presented by the user at the circulation counter.
- The due date/date of issue is stamped on the date slip of the book by the circulation staff.
- Similarly the due date is stamped on the book card taken out of the book pocket and borrower's card.
- The borrower's number is written opposite the date in the book card and filed behind the concerned date guide card.
- The borrower's card and the book are returned to the user and the book is duly issued.

This system is more time consuming then Browne System.

Return Procedure

Return of books involves following steps:

- When book with borrower's card are presented for return, date of return is stamped on the borrower's card for cancelling the issue for the book. Then borrower's card is returned to the user.

- The book card is taken out from the filing tray and placed in the book pocket.

- If the book is returned after the due date, the fine is computed and collected. The date of return is stamped only after the fine is paid.

Advantages

Following are the advantages of the Newark System:

- There is a permanent record of the number and type of books issued and the kind of books borrowed by each reader.

- It is possible to know at any time, where a given book is, to whom it is charged and when it is due.

- As transaction is recorded on borrower's card and on the book card, the danger of lost is minimum.

- The borrowers can be easily allowed to borrow books from any branch of a larger library system, if there is a central registration file.

- The record of the number of times a book has been circulated is available even when the book is not in the library.

Disadvantage

Following are the disadvantages of the Newark System:

- The issue/return procedures are time consuming.

- During rush hour, there is possibility of inaccurate entries, especially the borrower's membership number.

- On the whole, the Newark system is considered to be foolproof and safer.

Automated Circulation System or Computerized System

In an online system, the details of transaction are entered through a terminal connected to a computer directly. One can obtain up to the minute information through the terminal.

The objectives of automated circulation system are as follows:

- Record timely and accurately the loan transaction data;

- Efficient and effective control over dues, fines and records;

- Provide information about present status of a book; and

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- Provide necessary statistical and management reports.

Issue System

To issue a book, Circulation Staff should have following items:

- Computer terminal connected with library server, where library software is installed.
- Library database (i.e. database of library holdings).
- Membership database (i.e. database of users).
- Stationary items, printer and etc.

For issue a document, the user identification number (from membership database) and documents identification number (from library holding database) are identified to the system which are validated by the system for their correctness. Only if both are through with the validation check, the system records the transaction and allows the user to borrow the document. In addition to validation check, the system also checks that the total number of items borrowed is within the borrowing privilege of the user.

A good system allows multiple books to be borrowed in a single transaction which save the time required for each transaction. The due date slip may be printed through the system.

Return system: Receiving the document back into the library and updating the user's record to reflect the returning of the document.The system after validation of document identification number and user identification number, updates the concerned records.

The following print screen shows the issue/ return process through a library software (i.e. Libsys):

For Issue a Book

For Returning a Book :

5.3 Reservation of Books and Inter Library Loan

Reservation of Books

Many books are in great demand. To control this situation, a method of reservation of books is adopted. The procedure is also known as 'hold procedure'. Dr. S. R. Ranganathan call it 'Bespeaking work'. With this procedure, Library materials that are currently borrowed by one user but wanted by another can be identified and held or reserved upon request. A record is then made at the circulation desk that serves to identify the patron making the request, the book in question, and often a period of time during which the user can wait for the book. The next step occurs upon the return of the book. The circulation staff alerted from circulation record that the book is now "on hold" for another user, segregates the book and takes necessary steps to notify the requesting user that the book is available and being held. If the user does not turn-up for getting issued the book or his request for extension of time is not accepted, the book, if reserved by the other readers, is informed accordingly and same procedure will be followed. If the book has not reserved by other reader, the book is sent to the stacks for shelving purpose.

Inter Library Loan

It is not possible for any library to become self-sufficient. The need arises to obtain copies of materials that are not part of the library's collection. The solution to this problem resides in the cooperative efforts between libraries called Inter Library Loan. It is the responsibility of the circulation section.

An Inter Library Loan is a transaction in which library material or a copy of the material, is made available by one library to another upon request. Inter Library Loan operations in a library can be divided into two basic groups: those associated with borrowing materials from another library and those associated with lending materials to another library.

When a reader makes a request for an item not in the library, efforts are made to identify other libraries which may be having that particular item in their collection. This procedure is simplified if proper tools like union lists and union catalogues are available. Once the libraries are identified, depending on the policy and procedure of interlibrary loan arrangement, a request is sent to a library owning the material through a standard form or letter. After the receipt of the requested book, the user is notified of its arrival and the item is issued out to him. A record of these inter library loan transaction are usually maintained separately in the form of a register.

Glossary

Charge	:	Issue
Check-in	:	Return
Check-out	:	Issue
Discharge	:	Return
Dummy	:	A Substitute of the original
Flyleaf	:	A blank pages in the front or the back of book
Gate Register	:	A register kept at the entrance of a library wherein visitors write their name, address, time of visit etc. with their signature.
Patron	:	Users, Clientele of a library
Property Counter	:	A counter at the entrance to a library where visitors can deposit those belongings that are not allowed into the library.
Recall	:	Notifying users, of overdue materials, to return of loaned material.

Summary

Circulation is a major public relations activity because all users directly interact with the system. Circulation service for home use is a major function. This service must be properly organized so that the users do not have to wait at the circulation desk beyond a reasonable

waiting time. Similarly other functions should also be carried out efficiently.

As majority of the users would have to deal with circulation section, therefore it is essential that staff working in this section must be courteous and helpful but should deal firmly with offenders, taking human point of view.

Exercise

A. Short Answer Questions:

1. Write the different functions of circulation section?

2. Name the different issue/ return system?

3. Describe the Browne and Newark issue/return system?

4. Write the advantages of newark issue/return system?

5. Write in brief about reservation of books?

6. Why cirulation service was started?

7. What are the circulation activities?

B. Fill in the Blanks:

i. For maximum utilization of the resources (i.e. documents) _____ was started as every reader had no much spare time to sit in the library for reading purpose.

ii. Dummy systems uses a _____ as a substitute for a book on the shelf when it is issued to a user.

iii. The Browne system of issue/return was devised by _____.

iv. The Newark system of issue/return was introduced by _____.

v. An _____ is a transaction in which library material or a copy of the material, is made available by one library to another upon request.

C. Multiple Choice Questions:

Tick the correct answers:

(a) Circulation activities involve

    (i) Issuing and receiving books

    (ii) Maintaining borrowers records

    (iii) Giving assistance to users in using the catalogues

    (iv) All of the above

(b) The main objectives of the circulation section

    (i) Maximum utilization of the library materials

    (ii) Develop a suitable circulation system for issue/return

(iii) Develop a system for generation and maintenance of records

(iv) All of the above

(c) In the Browne system, the size of the book pocket is

    (i) 5"x3"

    (ii) 4"x2"

    (iii) 3"x2"

    (iv) None of the above

(d) In the Brown system, the size of the book card is

    (i) 5"x3"

    (ii) 4"x2"

    (iii) 3"x2"

    (iv) None of the above

(e) In the Brown system, the size of the Borrower's ticket is ......

    (i) 5"x3"

    (ii) 4"x2"

    (iii) 3"x2"

    (iv) None of the above

(f) In the Newark system the size of the date slip for books is ....

    (i) 5"x3"

    (ii) 4"x2"

    (iii) 3"x2"

    (iv) None of the above

(g) 'Bespeaking work' means

    (i) Inter library loan

    (ii) Reservation of books

    (iii) Check-in of books

    (iv) None of the above

(h) The term 'Bespeaking work' is devised by

    (i) Nine E. Browne

    (ii) John Cotton Dona

    (iii) Dr. S R. Ranganathan

    (iv) None of the above

D. Short Answer Questions:

    (i)   What is an issue/return system?

    (ii)   What is a ledger system/register system for issue/return?

    (iii) What is a dummy system?

    (iv) What are the materials used for books in the Browne issue/ return system?

    (v)   What is Borrower's ticket in the Browne issue/ return system?

    (vi) What are the materials used by circulation staff in the Browne issue/ return system?

    (vii) What are the advantages of Browne system?

    (viii) What are the disadvantages of Browne system?

    (ix) What are the disadvantages of Newark system?

    (x)   What is an automated circulation system and how is a book issued?

    (xi) What are the objectives of automated circulation system?

    (xii) What is an Inter Library Loan?

E. Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART –A:

    (i)   Explain the advantag and disadvantages of the Browne system.

    (ii)   Explain the advantages and disadvantages of the newark system.

    (iii) Explain the automated circulation system.

PART –B:

Discuss in class the following:

    (i)   What is a circulation section and two main objective of circulation system?

    (ii)   What is the objective of circulation section.

    (iii) What are the different areas in circulation section?

    (iv) What are the materials required for borrower in the Browne system of issue/ return?

    (v)   What are the materials required for circulation staff in the Browne system of issue/ return?

    (vi) What are the materials required for books in the Newark system of issue/ return?

    (vii) What are the materials required for borrower in the Newark system of issue/ return?

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(viii) What are the materials required for circulation staff in the Newark system of issue/ return?

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain about circulation section, its objectives and functions.		
Able to explain different types of issue/ return.		
Able to explain the Browne system of issue/ return.		
Able to explain the Newark system of issue/ return.		
Able to explain the differentiation between the Browne system and the newark system		
Able to explain the automated circulation system		
Able to explain the reservation of books		
Able to explain the inter library loan		

UNIT - 6

STORAGE AND MAINTENANCE WORK

Unit -6	Storage and Maintenance			
Location Class Room, visit to other library.	**Maintenance Work in Libraries**			
	Learning Outcome	**Knowledge Evaluation**	**Performance Evaluation**	**Teaching and Training Method**
	• Understanding the concept of maintenance work.	• Knowledge about need of maintenance work in the library.	• List out the different activities covered under maintenance work.	**Interactive lecture:** • Discuss the maintenance work in library.
	Inventory Control			
	• Understanding the concept of inventory control . • Understanding the government norms on physical verification of libraries. • Identification of factors responsible for inventory control. • Understanding the steps involved in conducting an inventory control.	• Knowledge of inventory control. • Knowledge of guidelines for physical verification of holdings as per GFR or Government of India. • Knowledge of reasons of inventory control followed in the libraries. • Knowledge of steps involved in conducting on inventory control.	• Definition of stock verification. • List the guidelines of physical verification decided by Govt. of India. • List out the factors of inventory control. • Explain the different steps involved in conducting an inventory control.	**Interactive lecture:** • Discuss the inventory control and its purpose. • Discuss the reason for inventory control. • Discuss the steps for conducting the inventory control.
	Preservation and Conservation			
	• Understanding the concept of preservation, its importance and advantages. • Understanding the concept of conservation and its importance.	• Define preservation and explain the importance and advantages of preservation. • Knowledge of general policies of preservation • Define conservation and explain its importance.	• Differentiate between preservation and conservation. • List out the policies for preservation. • Explain the guidelines for conservation in libraries.	**Interactive lecture:** • Discuss the preservation and conservation process and explain its importance. • Discuss the digitization process and its benefits.

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• Understanding the concept of digitization for conservation. • Understanding the concept of different terms used in digitization process.	• Knowledge of digitization, its benefits and steps involved in digitization. • Knowledge of technological obsolescence, media degradation, migration and emulation.	• List out the benefits for digitization. • List out the various steps involved in digitization process. • "Digital information is fragile in nature" give reason in support of the above statement.	• Discuss the digital preservation and its need.
Commercial Binding			
• Understanding the concept of binding and its need.	• Knowledge of binding requirement in the library . • Knowledge of steps followed for binding of books and journals.	• Explain the steps followed for getting the books and journals bound.	**Interactive lecture:** • Discuss the need of binding and steps followed in binding process.
Weeding			
• Understanding the concept of weeding and its purpose.	• Knowledge of need and purpose of weeding out. • Knowledge of criteria for weeding process. • Knowledge of weeding out procedure.	• Explain the need and purpose of weeding out. • List out the criteria for weeding out process. • Explain the weeding out procedure.	**Interactive lecture:** • Discuss the need and purpose of weeding out. • Discuss the criteria for weeding out and its process.
Shelf Preparation			
• Understanding the concept of shelf preparation.	• Knowledge of shelf preparation and its need.	• List out the various activities required for sending the materials to shelves.	**Interactive lecture:** • Discuss the shelf preparation process.

Stack Maintenance			
• Understanding the concept of stack maintenance.	• Knowledge of stack maintenance.	• Explain the importance of stack maintenance.	• Discuss the concept of stack maintenance.
Maintenance of Computers, Peripherals, OPAC Online Database			
• Understanding the concept of maintenance of computer and its peripherals.	• Knowledge of maintenance of computers, peripherals and online database.	• Explain the need of maintenance of computers and online database.	**Interactive lecture:** • Discuss the maintenance of computers peripherals and online database.

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4. Pilette, R. (2007), Book Conservation Within Library Preservation, Collection Management, 31(1-2), 213-225.

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6.1 Introduction: Maintenance Work in Libraries

The word maintenance has been derived from Anglo- French word "maintenir" which means to keep in an existing, good, working state and preserve from failure or decline. The maintenance of any system is very essential in order to keep it functional and ensure its existence and optimum use for which it is intended. Libraries acquire, process, organize, display, store documents-books, journals, theses, newspapers, online resources etc. for use. It is imperative that these are kept in proper order and condition for long term use.The maintenance work entails monitoring and upkeep on a regular basis. Itaims at keeping the physical and computing infrastructure in a good working condition and prevents their decline.

The following activities are undertaken in libraries in order to keep them in a good working condition:

6.2   Inventory control

6.3   Preservation and conservation

6.4   Commercial Binding

6.5   Weeding

6.6   Shelf preparation

6.7   Stacks maintenance

6.8   Maintenance of OPAC, online databases computers, peripherals etc.

6.2 Inventory Control

Inventory control or stock verification, stock taking are the terms which are synonymously used. They have the same purpose of ascertaining the physical availability of the items which have been procured and recorded in the stock register. Inventory refers to the material or items in the stock or collection. Inventory control is done in order to find out that the items which have been procured, recorded or listed in the stock register or accession register, for which an organization has spent a considerable amount of money, are physically present in the collection.

In India, libraries must undertake physical verification of their holdings as per the following guidelines:

- Complete physical verification of books should be done every year in case of Libraries having not more than 20000 volumes.

- For libraries having more than 20000 volumes and upto 50000 volumes, such verification should be done at least once in 3 years.

- Sample physical verification at intervals of not more than three years should be done in case of libraries having more than 50000 volumes. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done.

In libraries, inventory control or stock verification or stock taking involves checking the library collection on the shelves against the catalogue records. This helps in identifying the cost of misplaced, mutilated damaged items which need to be replaced, mended or repaired or weeded out.

Inventory control is followed in libraries because of the following reasons:

To Maintain Accountability and Transparency

The libraries procure, organize and display different kind of materials like books, journals-print and electronic form, CDROMs, maps, theses and dissertations, furniture, computers and equipment for the readers. The library staff has to maintain a proper record of what has been received, the expenditure involved. The staff is accountable for each and

every thing procured or bought in the library. Stock verification helps in maintaining accountability and transparency by highlighting the losses and damages suffered by the library. It helps in ascertaining that whatever has been procured is physically available in the library.

To Maintain Accuracy of the Catalogue Records

There may be inconsistencies, discrepancies or gaps between the library's actual holdings and catalogue records. These discrepancies or gaps may arise due to items getting lost, misplaced, and mutilated beyond repair. There may be instances when a user may spend considerable time in searching a book which is shown in the catalogue, but in fact may be lost or misplaced. The instances of such kind are an embarrassment for library staff and disappointment for users. This also erodes users confidence in libraries as perfect partners in catering to their information needs in a timely manner. Inventory control helps in finding about the lost books, accordingly the catalogue can be updated .

During the inventorying, if the library discovers that an item is lost it can do any of the following

- Replace the item with a new one.
- Flag the record in the catalogue and initiate the procedure to trace the lost item, misplaced item.
- May withdraw the lost or misplaced records from the catalogue.

Thus the accuracy of the catalogue can be maintained.

To Evaluate the Condition of Materials on the Shelves

Inventory control also helps in revealing the physical condition of the items. The items may be damaged, mutilated. Such items can be mended, repaired and preserved for future use. If the library staff feels, the item is damaged beyond repair, it will be removed from the collection and the information will be updated accordingly, in the catalogue.

To Evaluate the Quality of the Cataloguing Record

The inventory control process may bring to light the errors in the catalogue records of items held by the library. For instance, the entries may not have been prepared according to the catalogue code rules or so, there may be other errors in spellings, punctuation marks, random use of articles and so forth. A report may be prepared for all such errors and library staff may review the report and rectify the errors.

To Analyze the Strengths and Weaknesses of the Library Collection

Inventory control also highlights the subject areas or disciplines in which library has rich, strong collection and areas in which collection needs to be strengthened. The library staff after a proper review in consultation with faculty members procures items accordingly. Besides, circulation records can be analyzed to find out popularly, frequently,

less frequently, never used books in light of the circulation records, the dated, underused, never used items may be removed from the collection.

To Find Out and Assess the Efficiency of the Security System of the Library

Inventory control brings to the fore the lost items for which the system has no information otherwise. When the students lose or damage a book which is checked out to them, libraries can recover the cost when the damaged books are checked in. When the students inform that they have lost a book, which was issued to them, they are supposed to pay the cost of lost book as fine. The information of the lost or damaged books is recorded by the system. But there may be instances, when libraries lose books in thefts or other kinds of vandalism shown by students. Such cases remain unnoticed until and unless an inventory control is conducted- a library is supposed to be very much aware of these losses and must take preventive action. It also helps in assessing and evaluating the efficiency of the security system deployed in libraries.

Time for Inventory Control

The work of inventory control is very time consuming and tedious. It is repetitive in nature and requires utmost commitment on the part of library staff. Inventory control should be conducted at a time and in a manner which causes least inconvenience to the readers.

Different Steps Involved in Conducting an Inventory Control

Notifying or Intimating

The users should be intimated about the inventory control and should be asked to return the borrowed books. The library has to decide if it will remain closed or certain number of racks will be inaccessible to the students during the inventory control.

Training the Staff

The library has to take decision whether the work of inventory control will be done by in house staff or it will be outsourced. If it decides, in favour of the first option, proper training needs to be imparted to the staff and the whole inventory control needs to be conducted under the supervision of an experienced staff.

Shelving

Before the inventory control activity starts, all the books should be properly arranged on the shelves.

Manual System

The manual system of conducting an inventory control involves the following components and steps:

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.

Matching

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).

Automated System

The automated inventory control system works by scanning barcode labels pasted on the items. The automated system of inventory control involves the following components and steps:

Barcode Labels

A bar code is machine readable information on a scan able, visual surface. It is read by using a special scanner that reads the information directly from it. The barcode label contains the information about the object to which it is attached. The label is a series of parallel black bars and white spaces of varying width. These black bars and white space represent information like title, author of the book etc. Now a days, all libraries have barcode labels on the collections.

Barcode Scanners

 A barcode scanner is a device which is used to read the barcode. A mobile barcode scanner, also known as data reader, can store up to more than 2000 accession numbers in its memory. After scanning, the data can be transferred to a computer and saved as a microsoft doc or excel documents. The subsequent downloads can be appended to the same file. The data can be sorted into a sequence and irregularities will be shown as losses.

The sorted data can be matched with the database of the library through the module of integrated library management software. A report of missing books can easily   be generated through the stock verification module of library management software. If the books have been missing since long, they can be written off and data updated accordingly.

RFID (Radio Frequency Identification)

Now a days, some of the libraries are using RFID technology for inventory control procedures. It is a combination of radio frequency-based technology and microchip technology. The items have RFID tags in place of barcode labels. An RFID tag is an important component of RFID system. It stores information relating to the specific item to which it has been fixed. It holds data about identification for a document, proof of ownership, original storage location, loan status, and other bibliographical details of the document. It is very thin and can be put between the pages and the reader remains unaware of it. The information contained on microchips in the tags is read using radio frequency technology.

RFID Tag
Source:http://www.rfid-library.com/images/picture-transponder.png
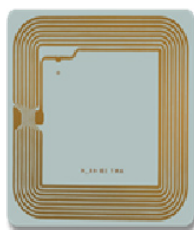
With the help of portable hand held reader cum scanner, a library staff may examine a particular stack and determine if items are either missing or out of place. This work can be done without the need to remove the items from the shelf. It helps in detecting gaps and books which have been shelved at the wrong places.

6.3 Preservation and Conservation

Libraries are collecting institutions which are entrusted with the responsibility of caring and preserving a wide array of information resources like clay tablets, papyrus, pal leaves, books, maps, photographs and sophisticated data storage media. These information resources are made up of materials which are organic in nature and thus not permanent.

They are subject to deterioration and decay as they age. Libraries face the daunting task of preserving these vestiges of the past and present and making it accessible for the posterity. This is done by following proper preservation plans which ensure long term availability of the collections. The preservation of analog and digital collections is very basic to the mission of any library.

The word preservation has been derived from "preserve", which means to keep safe from harm, injury, physical or chemical change. In fact it is a rubric term used in libraries to describe everything which is done in connection with protecting items like books, maps, CDs etc. Some examples of preservation activities are good housekeeping, controlled temperature and relative humidity, instructions on care and handling, an emergency response plan, collection security, activities of reformatting, repair and binding. (Pilette, 2007).

It can be defined as the activity of protecting something from loss or danger; a process which saves substances from decay. It is a branch of library and information science concerned with maintaining or restoring or ensuring access to artifacts, documents and records. The primary goal of preservation is to prolong the existence of cultural properties (Driedger and Mika, 2010).

Advantages of Preservation Activities

- Facilitation of access to knowledge and information resources.
- Ensuring longevity of use of the information resources.
- Restoration of mutilated book.
- Reduction in costs related to reacquiring.
- Enhancement of journal and periodicals archiving.
- Maximizing of library spaces.

Libraries have the following different categories of materials which may need different procedures for conservation and preservation:

- **Research Material:** Material of permanent, enduring value.
- **Circulating Collection:** Material like books, text books which are charged out to the students.
- **Reference Material:** These are used within the four walls of the library; the binding of reference books is very vulnerable to damage.
- **Ephemeral Material:** Material which is withdrawn very soon or superseded a reformatted.
- **Digital Assets:** These are electronic objects which have been created digitally or they may haven digitized from a non-digital original source like word processing documents, databases, websites etc.

The practice of preservation should be initiated right at the stage of procuring an item. Libraries should not wait for an item to deteriorate from use, misuse or age.

Each items value to the collection should be considered at the time of acquisition and preservation plans should be made at that time. The preservation of library materials and implementation of guidelines implies that the activities are the responsibilities of every department in the library. The treatment library materials receive throughout the library will directly affect their lives. Preservation requires establishing a balance between the amount of protection an item requires and the use it receives. Preservation activities should encourage co-operation at all levels within the library and users. Programs should encompass general and special collections and include material in all formats. It should be an integral element in the administrative plan of the library.

General Policies of Preservation

The libraries for preserving collections need to follow some general policies which are listed below:

- Maintaining a disaster preparedness plan.

- Monitoring library practices for adherence to established preservation practices.

- Education library staff and users in appropriate preservation practices through workshops and displays.

- Monitoring the condition of the collection through surveys and identifying areas in need of preservation treatment.

- Identifying opportunities for grants and financial assistance.

Conservation

Conservation has been derived from word conserve which means to maintain in being or continuous existence, to preserve unimpaired. It can be defined as treatment procedures or specific policies that slow damage or deterioration but do not diminish value or information contained within the artifact. Libraries have policies and procedures for

- Commercial binding of books and journals.
- Treatment of special or rare items.
- Repair of circulating and non-circulating items.

All these library policies and procedures aim at conserving the collections for posterity.

Preservation and Conservation

The very act of acquiring materials and organizing them for use in libraries constitute preservation. When an individual item receives physical treatment, it is considered restoration. Restoration of work was originally done by artists and craftsmen. Gradually, the term of "restoration" gave way to the term "conservation" which denotes a more scientific application to treatment of individual items. These activities of preservation and conservation are undertaken for the care and maintenance of the library collections to prevent damage and to extend useable life of the items.

Thus, the terms of preservation and conservation have lot of overlapping. The basic objective of preservation and conservation programmes of libraries is to ensure long term access to the physical and intellectual contents of the collections. But it can be said that preservation usually refers to the overall management and care of collections of items while conservation is the treatment of individual items or collection of items. Preservation deals with environmental causes of deterioration, decay and strategies for improvement. While conservation also focuses on how to treat and contain the damage and deterioration. Besides, conservation aims at protecting the analog items of the libraries.

For example, if fungus can damage books, then a preservation administrator would ensure that the books are kept in a place with appropriate environment conditions. Of course, the conservators also, are interested in the environmental conditions, they may also evaluate the effects of fungus on paper (books) and how that damage could be treated on particular object. The causes of deterioration, damage and their treatment are important causes of conservation. (Cloonan, 2011).

Importance of Conservation Work in Libraries

It very well that inspite of advance digital technologies, all books needed will not be available in digital form in the foreseeable future. The physical books are made of paper, board and cloth will be constantly demanded and used by the students. Through the constant use the books will get worn out and require repair and maintenance in order to ensure their long life (longevity) and availability for future generations. Besides, print book collection will continue to dominate in certain subject areas.

Library professionals are also aware that many books are not readily replaceable and that when they can be replaced, the cost to do so often far outweighs the cost of maintaining the collections locally. Conservation entails repair and maintenance. It is more cost effective to perform a minor repair, such as tightening a books hinge, than it is to wait until the textbook rips out of the cover and requires binding. Likewise, it is more cost effective to bind the paperback after a couple of uses than it is to wait until the book is falling apart and beyond repair, which would require the purchase and processing of a replacement which may no longer be available.

Guidelines for Conservation in Libraries

Library items should be conserved on the basis of their inherent characteristics like their long term value to the collection, their condition, previous and projected use, and availability of placement, their intrinsic or artifactual value. First, an item is identified which needs treatment and then what kind of treatment or action is required is decided upon. If an item needs treatment for conservation or not, this can be decided during the process of acquisition, cataloguing and processing. For example new material with loose or vulnerable binding but with long term value of the collection should be rebound. All personnel who regularly handle library material should be trained to identify damaged, vulnerable items for conservation.

For circulating items, cost is the primary element in treatment selection. The cost of repair, restoration, withdrawal, replacement, returning to the stacks must be considered.

Routine repair and rebinding procedures are designed to reduce the time an item is unavailable for use. Batch processing is used whenever it is possible, as it helps to save time and money.

Through the use of preventive conservation practices damage to library material can be limited. Damage tends to grow worse with time and handling, so it is important to promptly identify and treat damaged items before they become unusable. Material which is returned through the circulation or Inter Library Loan should be checked and treated before it is sent to the stacks. Items vulnerable to vandalism should be identified and monitored or shelved in secure areas. If an item has got damaged due to water, the item should be withdrawn to protect the other collection and catalog should be updated.

Material which is beyond repair and has reached the end of its physical usefulness must be evaluated by library staff.

Audiovisual materials are often at high risk of damage due to the inherent instability of the recording media and obsolescence of technology at high pace. Audiovisual material may need to be cleaned, rehoused and digitized.

The pages of books become very brittle with time and even careful and slight use causes more deterioration and damage. But safe storage makes access impossible.Since the aim of preservation or conservation is to ensure access, the repair of damaged book is very essential.There are other options available too like procuring a new copy of the damaged book, sending the damaged book for commercial binding, reformatting the book etc. Each option involves cost in terms of staff time and material. The damaged book which need to be repaired may be identified either by staff or users of the library.

The following activities are involved in repairing the damaged documents of the library:

Before

After

http://www.blackswanbooks.com/images/book-repair-lg-2.jpg

- **Pamphlet Binding :** It protects pamphlets and other small books from getting lost or damaged on the shelves or while they are used by the readers. Both paper bound books and pamphlets under 1/4" thickness are treated in this manner.

- **Reinforced Covering :** The paper bound books where the cover has some artifactual or intellectual significance to the whole book are stiffened from the inside.

- **Spine Repairing or Replacing Spines:** It is the most common repair needed on library books. The damaged cloth on the spine is removed and new cloth is added

in its place. If possible, the original spine is re-used or remounted on the new, in order to preserve the title on the spine of the volume.

- **Leather Binding Repairing :** The deteriorated leather bindings of books are often repaired with toned tissue rather than new leather. These repairs can include board attachment, spine repair, and general leather consolidation.

Reformatting refers to the practice of creating copies of an object in another type of data storage device like digitization. Digitization is a reformatting strategy for preservation.

Digitization

Digitization is the conversion of analog information (text, photographs etc.) to digital form. In the digital format, information is organized into discrete units of data called bits and can be read by computers.

Benefits of Digitization

- It provides access to the collections and reduces handling of originals.
- It adds value to the collections by providing different functionalities like zooming indexing, nonlinear searching. These features allow users to examine minutely details and take outputs as per requirements.
- It facilitates access by an unlimited number of users simultaneously with internet connectivity.
- It enhances the use of the collection by extending access to wider audiences irrespective of time and location.
- Digitization can help in preserving and maintaining audio and video formats and can facilitate access and use of a wide range of formats through a single interface.

The various steps involved in digitization are as under:

- Decision making
- Getting administrative and financial approval for funds
- Selection of collections
- Getting equipment-scanners, computers etc.
- Transcribing, marking up, indexing
- Creating metadata
- Quality control
- Processing images
- Mounting it on the Web
- Preserving and maintaining archival material.

But there are certain issues which need to be kept in mind while digitizing the items in libraries, some of them are listed as below:

- Standards and guidelines for producing and maintaining digital files for long term accessibility and usability are still in the developing stage which are not very clear and robust.

- Current copyright laws impose restrictions on what can be digitized or otherwise. Libraries can only digitize content for which they hold copyright or which is in the public domain.

Digital Preservation

Digital preservation is the management and maintenance of digital objects (the files or groups of files) which has information in digital form) so that they can be accessed and used by future generations. It is important to start thinking about digital reservation early in the life cycle of digital objects because while traditional objects may last relatively unharmed for decades untouched, it is not the case with digital objects which have significantly shorter life. Therefore, it is prudent to plan and devise methods for preserving the digital objects immediately after they are created.

Need for Digital Preservation

The digital information is fragile in nature and is vulnerable to loss because of the following reasons:

Technological Obsolescence

Due to rapid advances in the technologies, the software programmes are very quickly superseded by the newer ones and fall out of use. This phenomenon is known as technological obsolescence. Once the newer technologies become accepted as per norm, it can become very difficult to use any digital object which exists in older format. There is case of functional obsolescence in hardware due to up gradation of software. For example, Microsoft Office 2007 will not function on a 80486 processor based personal computer. Obsolescence may also occur with the media in which the digital information is stored. It is very rare now-a-days to find a computer with 3.5" or 5 ¼ "floppy drive. These media may contain crucial information which may be impossible to retrieve.

Media Degradation

The various storage media like floppy discs, magnetic tapes, optic disc do not last forever. They degrade with time. As a result the important digital information which is contained in them is vulnerable to loss and difficult to retrieve after some years of use. That is why concerted efforts need to be taken by the libraries to preserve digital resources held by them.

The following strategies may be adopted for preserving the digital data:

Backing Up Data: It involves making exact copies or duplicates, it does not solve the problem of obsolescence issue, still it is necessary to avoid loss of data due to failure of hardware.

Refreshing: It means copying a digital document from an older storage media to a newer one. It should be done periodically.

Migration: It refers to all activities undertaken to copy or convert data from older to newer computer technology while preserving the integrity of the data and the ability of the users to access it. For example, the transfer of a magnetic tape recording to digital form or transfer of a text file from word 3.0 to word 5.0 to Word 2001.The process of migration has a high probability of corruption in the conversion process.

Emulation: It is the practice of creating software for modern computers which can imitate a previous version of software or hardware which is no longer accessible. In this process, the original bit stream (the information which is contained in the file) is saved and used.

Training for Staff and User Education

Preservation of the collection requires the co-operation of everyone who works in the library. The staff who handles thousands of books daily also contribute immensely to the preservation of library materials. All the new employees who join libraries should be made aware of the preservation plans of the library. The user education programs should be regularly held in which the users should be encouraged, advised to respect safeguard their library items. It has been observed that the users often damage and mutilate library items out of ignorance, disrespect for the library, dissatisfaction with collections and services or lack of maturity. These tendencies can be curbed through education, logical policies, clear, well worded warnings posted at different places and user education programs. The users should be prosecuted for vandalism, mutilation.

6.4 Commercial Binding

Binding is the most commonly used method for protecting and extending shelf life of books and periodicals in the libraries. Libraries may bind/rebind one or more of the following:

- Books with paper backs
- Books with hard covers which are worn out or have got damaged due to constant handling and use by the staff and students.
- Loose issues of a journal title into a single hard cover volume.
- Hardcover serial volume may be rebound if they get damaged or worn out due to constant use.

Libraries have a bindery section which does minor repair and binding work inhouse. But when binding has to be done on a large scale for damaged books or sets of loose issues they have to be bound in volumes which are big in number. The work is assigned to an outside agency which is known as commercial binding. It is an integral part of maintenance work. The bindery is an outside vendor-library staff must ensure the quality workmanship, appropriate leaf attachment, other sound preservation practices

for commercial bound items. The library's requirements in these areas are written into binding contract and regularly monitored with the vendor and through inspections of binding shipments. Library staff sends worn out, damaged materials for commercial binding when in house repair does not serve the purpose. Material sent for commercial binding are charged out on the OPAC to alert the users to the unavailability of the items. Library staff must be familiar with the procedures and trade language to make judicious judgments and decisions.

The following steps are followed for getting the books and journals bound:

- **Identifying Items (Books and Periodicals)**

  The books and journals which need to be bound have to be identified Instructions regarding binding schedule and binding requirements for books and periodicals should be maintained in check –in file, a bindery file. Automated systems contain a "Binding Information File" which serves as master files of pertinent binding data.

- **Preparing Binding Shipments**

  The books or issues of periodicals are pulled from the shelves. These are checked for completeness and collated. The items or issues to be bound as a physical volume are tied together. A binding ticket is printed or written in duplicate (one copy for the bindery, the other copy for the library) containing the instructions for bindery. This includes the title, an ID number, account number, date sent, type of binding, binding style, buckram color, lettering color, spine information (i.e. title, volume, date), special instruction, if any.

- **Bindery Pick Up**

  Normally commercial binderies pick up and deliver binding shipments on a pre-decided schedule. The automated systems help in the following procedures of binding:

  - Record keeping of items sent and received
  - Billing
  - Printing binding slips

But much of the labour involved like carrying items from the shelves, making bundles, ensuring that work has been done as per the specifications, accessioning, shelving, when the bound items arrive that cannot be eliminated by automation. Other aspects like selecting, negotiating terms with a bindery, deciding whether to sign a contract or agreement, standards of acceptable workmanship and service, the budget allocation for binding, keeping track of expenditure, finalizing what type of binding is most appropriate for books and periodicals involve informed decision making. Further, the following has to be ensured too:

- The binding should be as non-damaging to the text block as possible and should not shorten its useful life.

- Bound volumes should open easily to a 180 position to facilitate non damaging photocopying.

- Bound volumes should stay open when resting face-up on a flat surface so that the readers have both hands free to take notes easily.

- Good open ability and minimal intervention, durability and low cost should be the goals of library binding.

6.5 Weeding

Weeds are unwanted plants which grow with other plants in a cultivated area. They give tough competition to crops and plants for space, nutrients, water and light. So they are removed regularly for proper growth of plants and crops, in other words it implies, removing a thing, especially from a group or collection which is not suitable or good enough. In the library world, weeding refers to removing items – books, journals and other material from the collection, as one removes weeds from a cultivated land. It is culling outdated and no longer useful material from the collection. A good collection development plan must include weeding. The process of weeding is a key part of assessing the collection.

Purpose

The purpose of weeding is to ensure a quality collection which is current, in good physical condition, supports the curriculum and personal interest of the students. It aims at creating an organized, uncluttered learning environment which is visually appealing. It brightens the overall collection by removing dull and worn out books and communicates to the students that libraries are places for lifelong learning. It also saves time in locating and finding material.

It helps to keep collection relevant, accurate and useful, it facilitates more effective use of space in the libraries. The users are overwhelmed by the information explosion. There are various reasons behind it. More and more research studies are being undertaken. The fast rate of publishing produces a big number of new publications in the form of books and journals. The new information generated renders the previous prevalent information old and obsolete. Libraries cannot be expanded to accommodate the new books and journals which are required for the users every year. The solution lies in weeding items which are old and not required. The analogy is that you will not see the beautiful blossoming flowers, if you don't weed your garden on a regular basis, similarly, the good items will remain unnoticed or will be overshadowed by the preponderance of old, worn, outdated, inappropriate items, if weeding is not done on a regular basis. In other words, the justification of weeding is to build, develop and maintain a collection which is vital, relevant and useful for the user community.

Criteria for Weeding

The following criteria must be kept in mind while weeding items from the collection:

- Worn out, ragged items
- Poorly, bound or poorly printed edition
- Items are dirty
- Books with yellowed, brittle, torn, missing pages
- Items which have not been circulated since last five years
- Duplicate copies no longer needed
- Material on hot topics which was very popular some five years ago , but no longer has any relevance
- More books on a single subject
- Material that is no longer important
- Poor content
- Outdated and obsolete information
- Trivial subject
- Mediocre writing style
- Inaccurate and false information
- Superseded edition
- Books which have biased and racist term
- Periodicals: few periodicals which are not used after 5 years of publication
- Contain information which is inaccessible because they lack TOC, adequate index and searching capabilities.

Procedure for Weeding Out

Ideally the staff who are involved in collection development should also be involved in weeding out work. In academic libraries, the teachers are involved in the collection development. So their involvement and judgment in weeding out is very important.

A list of books to be weeded out, as per the criteria adopted, is prepared and circulated among the teachers for their feedback. Once they agree, the list is placed before Library Advisory Committee, which gives final approval after thorough discussions.

The books are removed from the collection and the Accession Register and OPAC are updated. If the teachers do not agree, then the books are not weeded out.

In public libraries,the Chief Librarian and the Board of Management may decide on the books which have to be weeded out.

6.6 Shelf Preparation

Shelf preparation is also referred to as physical processing. The different library items or material like books, periodicals, CDs, maps etc. need to be physically processed before they are shelved or arranged on stacks for circulation and use. The various activities which are undertaken before the material or items are sent to shelves are as under:

- Inspecting the item in order to ensure that it is in proper condition, not damaged or torn. In case it is torn or damaged, the vendor is asked to replace it with a new one.

- Pasting barcode labels, library labels, book pockets, due date slips, putting book cards, putting stamp of the library (it shows that the the books belongs to the library) on all the three edges, confidential page and the last page of the book.

- Adding covers to the books or reinforcement if the book is paperback.
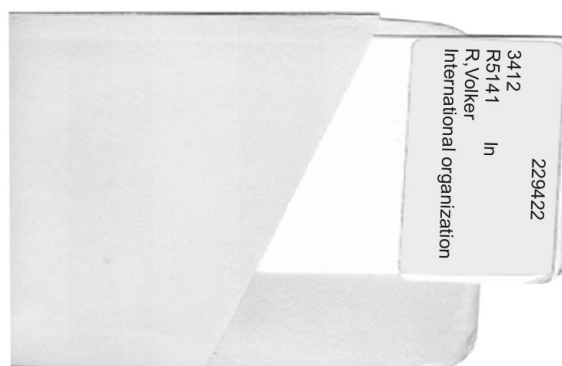
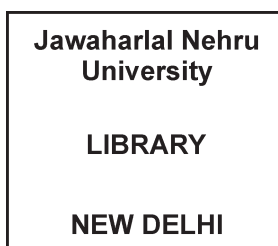### JAWAHARLAL NEHRU UNIVERSITY LIBRARY

Acc. No. ————

Class No————

Date of Release—————

This book should be returned on or before the date stamped below:

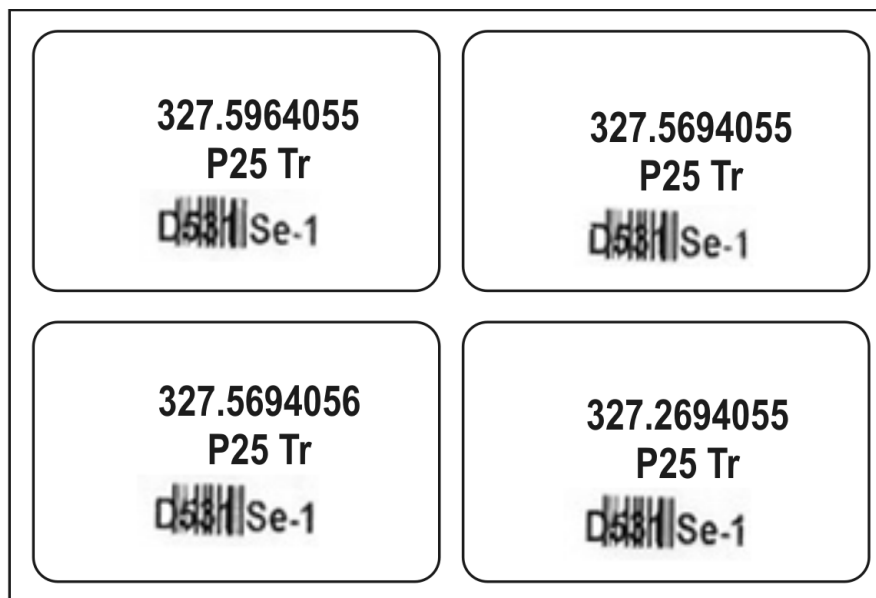|		

Sample of the due date slip which is pasted on the book

Sample of book pocket with book card is shown above (Title of the book is International Organization: polity, politics and policies written by Volker Rittberger and Bernhard Zangl)

```
Jawaharlal Nehru
University

LIBRARY

NEW DELHI
```

Sample of Library Label

```
327.5964055          327.5694055
P25 Tr               P25 Tr
  Se-1                 Se-1

327.5694056          327.2694055
P25 Tr               P25 Tr
  Se-1                 Se-1
```

Sample of the Barcode Label

Need for Shelf Peparation

Proper shelf preparation helps the users in locating books and other materials and speeds the procedures followed by circulation and shelving personnel. Spine, barcode labels, library stamp, check out slips. All these identify and track library materials and ensure efficient circulation among the users, staff and shelves. Shelf preparation prolongs the shelf life of the library material.

6.7 Stack Maintenance

Maintaining stacks in an orderly condition which protects the physical well being of library materials and facilitates access by users. Well maintained stacks convey the message to the users that the collections are valuable, useful and worthy of respect. They provide easy access which in turn leads to satisfactions and inspires respect for library among the users. Appropriate shelving locations, adequate spacing between shelves, good use of book ends, cleanliness on a regular basis, all these contribute to sustain the integrity of binding and paper. Maintaining proper call numbers, help users locate required items. The availability of step stools eases the retrieval of material from high shelves and thus reduces the hazards of falling items. The staff of stacks maintenance is responsible for

all shelving, floor pick –ups for most circulating items. Unshelved items are retrieved from the circulation area and floors by shelving personnel who sort and reshelf all items according to a plan that minimizes the time books are off the shelves.

6.8 Maintenance of Computers, Peripherals, OPAC Online Databases

The library has many computers and peripherals for staff and users .Their proper details are required to be maintained. New technologies and changing applications require continuous decision making and planning in order to ensure that computers have the appropriate capabilities to meet the purpose for which they are intended. A detailed list of all computers, peripherals, hardware, software, online resources is maintained for accountability and future planning. The details about purchase and warranty of equipment help in claiming compensation if a computer or any other item is defective. Maintenance records provide a means for assessing the productivity of equipment and their cost effectiveness. Records about the broken, damaged, replaced items need to be maintained for further purchase, justification and tracing further need estimates.

A detailed list of online resources accessible through the campus wide network or stand alone workstation is maintained. This is essential in order:

- To ensure regular updates.

- Diagnose difficulties/problems in case some online resource is not accessible.

- The libraries have to maintain OPAC (Online Public Access Catalogue), create, update MARC records, ensure that the database is error free, create bar code labels, make the items ready for circulation and use.

The regular upkeep and maintenance work is very important for providing quality services to the users. Libraries by investing in maintenance activities can continue to serve the users for longer periods of time.

Students Using Computers in the JNU Library

Visually Challenged Students using Computers in the JNU Library

Summary

The maintenance of any system is very essential in order to keep it functional and ensure its existence and optimum use for which it is intended. Maintenance work in libraries aims at keeping the physical and computing infrastructure in a good working condition and prevents their decline. Inventory control is all about ascertaining the physical availability of the items which have been procured and recorded in the stock register. Inventory refers to the material or items in the stock or collection. Weeding refers to removing items outdated material from the collection.

Exercise

A.   Short Answer Questions:

1.   What do you understand by maintenance work and list various activites of maintenance works.

2.   List the different activities which are undertaken to keep the library in good working condition.

3.   What is inventory control? Why is it done in the libraries? Mention different steps in inventory control.

4.   Enumerate the advantages of digitization.

5.   Explain the importance of weeding in the libraries.

6.   Discuss the concept of stacks maintenance.

7.   How are computers and their peripherals maintained in libraries.

Practical

(a) Please visit the library of your school to find out the following:

    i.   Procedure adopted by it for stock verification.

    ii. How books and magazines are arranged in the stacks.

    iii. How theft and damage of the material is prevented.

(b) Please visit any college library in your vicinity to find out the following:

    i.   Policies and procedures adopted by it to preserve the collections.

    ii. Their weeding out procedures.

    iii. Policies for binding journals and books.

(c) Please visit any college library in your vicinity to find out how the staff repairs the damaged books in-house.

Glossary

Digital Preservation: It is the active management of digital content over time to ensure uninterrupted access and use by the future generations.

Conservation: It refers to treatment or repair of damaged, mutilated items to restore them to a usable state. It also involves treatment of individual items to slow or prevent their decay, damage and decline.

Preservation: It refers to the overall management and care of collections of items. It involves protection of cultural property through activities which minimize chemical and physical deterioration and damage that prevents loss of information content. http://www.conservation-us.org/about-conservation/definitions#.Ur1HG9IW2s4.

Commercial Binding: It is a method of ensuring protection and preservation of paper back books and journals in libraries.

Shelf Preparation: It is the preparation of newly procured, bound library material and involves activities like pasting of barcode labels, library labels, due date slips, book pockets, stamping etc.

B.   Fill in the Blanks:

    i.   Complete physical verification on every year is for the collection having less than equal to _____ volumes including back volumes of journals.

    ii. _____ helps in ascertaining that whatever has been procured is physically available in library.

    iii. _____ is a file of cards or slips containing a record for each book or document in the collection.

    iv. The barcode label is a series of parallel _____ and white spaces of varying width.

    v. The word preservation has been derived from word _____.

vi. The word conservation has been derived from word _____.

vii. The purpose of _____ is to ensure a quality collection which is current and in good physical condition.

viii. Shelf preparation is also referred to as _____.

ix. The regular _____ is very important for providing quality services to the users.

x. _____ is the management and maintenance of digital objects so that they can be access and used by future generation.

C. Multiple Choice Questions:

Tick the correct answers:

(a)   Inventory control is also known as

    (i)   Stock verification

    (ii)   Budget control

    (iii)   Technical process

    (iv)   None of the above

(b)   Complete physical verification at 3 year internal if the collection is

    (i)   Less than equal to 20,000 volume

    (ii)   More than 20,000 but less than 50,000

    (iii)   More than 50,000 but less than 1,00,000

    (iv)   More than 1,00,000

(c)   Shelf list Contains information of

    (i)   Call no.

    (ii)   Title

    (iii)   Brief description of the item

    (iv)   All of the above

(d)   RFID stands for

    (i)   Radio Frequency Identification

    (ii)   Read Frequency Identification

    (iii)   Radio Frequency Identity

    (iv)   None of the above

(e)   Conservation of materials covers

    (i)   Cause of deterioration

    (ii)   Damage

(iii)   Their treatment

(iv)   All of the above

(f)   In the digital format, information is organized into discrete unit of data called

(i)   Bits

(ii)   Pits

(iii)   Fall

(iv)   None of the above

(g)   All activities undertaken to copy or convert data from older to newer computer technology while preserving the integrity of the data and the ability of the users to access it is

(i)   Migration

(ii)   Emulation

(iii)   Refracting

(iv)   None of the above

(h)   Digitization is the conversion of _____ information to digital form.

(i)   Analog

(ii)   Photograph

(iii)   Multimedia

(iv)   None of the above

D.   Short Answer Questions:

(i)   What are the rules for physical verification decided by the Government of India.

(ii)   List out the factors responsible for inventory control.

(iii)   What is shelf list? What information does it contain?

(iv)   How RFID helps in inventory control?

(v)   What is preservation?

(vi)   What are advantages of preservation activities?

(vii)   What are the general policies of preservation?

(viii) What is conservation?

(ix)   What is the importance of conservation work in libraries?

(x)   Differentiate between preservation and conservation.

(xi)   What are the various steps involved in digitization?

(xii)   What is migration?

(xiii) What is emulation?

(xiv) What is binding?

(xv) What are the steps followed in binding of documents?

(xvi) What is weeding process?

(xvii) What procedure is followed for weeding out?

(xviii) What is physical processing?

(xix) What is the need for maintenance of computers and e-resources in the library?

E.   Check List for Assessment Activity:

Use the following checklist to see if you have met all the requirements for Assessment Activity:

PART - A:

 (i) Explain the reasons for application of inventory control in libraries.

 (ii) Explain the different steps involved in conducting an inventory control.

 (iii) Explain the preservation in libraries and its advantages.

 (iv) Explain conservation and its importance.

PART - B:

 (i) Explain the guidelines for conservation in libraries

 (ii) Explain the need for digital preservation.

 (iii) Explain weeding process and its purpose.

 (iv) Explain shelf preparation.

 (v) What is barcode labels.

PART - C:

Performance Standards:

The performance standards may include, but not limited to:

Performance Standards	Yes	No
Able to explain inventory control and reasons for following it in the libraries.		
Able to explain different steps involved in conducting an inventory control.		
Able to explain preservation its advantages and policies for it.		
Able to explain conservation and its importance.		

Able to explain guidelines for conservation.		
Able to explain digitization, its benefits and various steps involved in digitization.		
Able to explain digital preservation and its need.		
Able to explain binding process and steps followed for binding of documents.		
Able to explain weeding and its importance.		
Able to explain the criteria for weeding and its procedure.		
Able to explain shelf preparation.		
Able to explain stack maintenance and maintenance of computers and online resources.		