

BLOCK 2

COLLECTION DEVELOPMENT

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THE PEOPLE'S
UNIVERSITY

UNIT 6 COLLECTION DEVELOPMENT POLICY/WEEDING OUT POLICY

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6.0 OBJECTIVES

After reading this Unit, you will be able to:

- explain the meaning of collection development;
- state the advantages of collection development policy;
- describe the guiding principles and the components of collection development policy;
- explain the meaning and purpose of weeding out policy; and
- describe the details of weeding out policy.

6.1 INTRODUCTION

In the Bachelor's Degree Course we learnt that the four important factors of a library are the documents, users, staff and the equipment within a building. We cannot imagine a library with all modern equipment and well trained staff but with no information records. We also learnt that in modern times useful information is available not only in the traditional types of documents like books and periodicals but in other formats like audio-visual materials, microforms, plans, maps, models, manuscripts, pamphlets, etc. These types of documents are known as Non-book materials or Non-conventional documents. All of them and the conventional books and periodicals together are known as "Information Records" or "Information Resources".

A modern library therefore should enrich its collection of information records keeping in mind the needs of its users – potential as well as actual. In addition, it should also see that the information available in its documents is relevant, nascent and authentic.

A library can serve its real purpose if it acquires, processes and puts to use documents that are useful to its users. Collecting latest documents relevant to the aims and objectives of the parent organisation within the constraints of the funds and infrastructure available is a great task for any library. Similarly, weeding out the documents that become irrelevant and unusable for one reason or other needs sound judgement and policy.

6.2 COLLECTION DEVELOPMENT

6.2.1 Definition and Meaning of Collection Development

Encyclopedia of Library and Information Science says "Library Collection is the sum total of library materials – books, manuscripts, serials, government documents, pamphlets, catalogues, reports, recordings, microfilm reels, microcards and microfiche, punched cards, computer tapes, etc. – that make up the holdings of a particular library".

Collection development in a library therefore would mean building up and improving the collection in that library. Earlier librarians were concerned merely with acquisition and preservation of reading materials.

At that time number of documents was more important than the information they contained. That is to say quantity was given utmost importance in a library. There is a change in this outlook now. User needs have gained importance now. The term Collection Development has evolved to emphasise the need to respond to user's needs. Bloomfield (1987) says "to meet the demands, librarians have evolved theories of collection development, which imply a more active role in managing libraries collection and indicate that the role may change and develop in response to changing conditions". With the change in our outlook towards library and information services we are now more conscious of user needs, usefulness of information, available with us, and exhaustive and expeditious dissemination of information.

Harrod's Librarian's Glossary (6th edition) defines collection development as "the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years, to meet the objectives of the services".

Collection development is sometimes considered as synonymous to "Collection Building" which means that there is already nucleus of collection in the library and the librarian is going to build up the collection. But collection development is a term other than collection building, since the word development implies qualitative improvement of the collection. That is why Shipman said "Building a Collection may occasionally involve the selection and acquisition of ...materials *ab initio*, but in most cases it is likely to mean the planned systematic development of an already existing collection".

6.2.2 Purpose of Collection Development

Collection development implies selection, acquisition and evaluation of the library collection in order to see that both print and non-print materials that are available in a library are really useful to the clientele. Collection development therefore dispenses away with arbitrary selection and acquisition of documents. Similarly it envisages periodic evaluation of the library stock both to improve its collection as also to weed out the irrelevant, outdated and unnecessary documents from the library. It also means that users' needs should be kept in mind while building up the collection.

The purpose of collection development now becomes clear. Its purpose is to find out the users information/document needs to:

- fulfill the library's obligation to the user community to provide relevant and nascent information;
- find out the users information/document needs;
- select and acquire documents that are really useful to the clientele;
- adopt systematic and judicious spending on document collection, keeping the objectives of the service in mind; and
- periodically review the collection for weeding out unwanted and outdated documents from it.

Self Check Exercise

1) State the meaning and purpose of collection development.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.2.3 Pre-requisites of Collection Development

Collection development is an interplay of the library's aims and objectives and the strategies of the librarian and his staff in order to meet the users needs within the constraints of the library. For this purpose the library has to formulate a clear policy of the acquisition, periodic evaluation of the collection and the systematic weeding out of documents.

Bloomfield observed that the collection development involves identification of some of the key issues like:

- identification of the purpose and mission of the library/parent organisation;
- formulation of library's collection development policy by library committees or by library staff;
- matching between users requirements and institutions aims and objectives;
- budgetary provisions and the contingent problems;
- working out the strategies for implementing the policies and programmes; and
- maintaining, revising and updating policy statements.

We shall now study these and other related issues.

Self Check Exercise

2) What are the pre-requisites for collection development?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.3 COLLECTION DEVELOPMENT POLICY

Collection development policy is the course of action adopted for developing the collection or stock in a library. A policy can be unwritten convention or a written document.

The American Library Association's Collection Development Committee when preparing "*Guidelines for the formation of collection development policies*" assumed that "a written collection development policy is for any library a desirable tool which enables selectors to work with greater consistency towards defined goals, thus shaping stronger collection and using limited funds more wisely".

A written collection development policy is preferred to non-written policy. Katz (1980) and several others feel that CD policy should be a written policy. Futas (1977) states that a written policy "encourages stability and continuity in the library operations". Feng also feels that such a policy statement assures a consistent and balanced growth of library resources".

6.3.1 Advantages of Collection Development Policy

In section 6.2 we have seen the purpose of collection development and its prerequisites. Now, let us see the advantages of Collection Development policy. As noted above it is always better that the Collection Development policy is in written form. From time to time the library may have to review its CD policy due to policy changes of the funding agencies or the parental organisations. But, by and large many aspects may remain the same.

Several authors like Katz, Magrill and Hickey mentioned the advantages of a written Collection Development policy. Their views can be summarised as follows:

A Collection Development Policy:

- expresses openly its relationship with the objectives of parent organisation/library;
- forms the basis for planning collection development;
- provides practical guidance in day-to-day selection of reading materials free from personal bias;
- helps in determining the best method of acquisition;
- supports and assists in justifying the selection/collection. CD policy offers some help against censorship by a clear statement of the type of materials to be purchased and indicating that the policy has the support of the library authority/committee;
- acts as a rational guide for budget allocation and also helps in long range budget planning by stating priorities and outlining growth and development goals;
- helps in making best use of resources;
- facilitates cooperative programmes like inter library loans, resource sharing and networks;
- assists in establishing methods of reviewing materials before purchase; and
- offers suggestions on types of materials to be stored, weeded out and discarded.

Self Check Exercise

3) State the advantages of Collection Development Policy.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.3.2 Guiding Principles

From the above we observe that a Collection Development Policy should essentially state the policies of the library on:

- the selection and acquisition of reading materials;
- the nature and method of periodic evaluation of the reading materials available with it;
- the storage and weeding out of the collection; and
- resource sharing and networking.

The guiding principles for evolving the Collection Development Policy are :

- the goals and objectives of organisation/institution;
- the needs of the user community, actual users as well as potential users; and
- the availability of financial and other resources.

Goals and Objectives of the Institution

The institution or organisation of which the library is a part and parcel and for whose information needs it works keeping in mind its aims and objectives is known as the parent organisation.

In case of academic libraries the academic institution whose aims and objectives are the concern of the library will be the parent organisation. For example University of Delhi is the parent organisation for the Delhi University Library System. The system is supposed to keep in mind the aims, objectives and activities as the three important objectives of college, university and other institutions of higher learning. However, in case of school libraries the objectives can be identified as: 1) instruction, 2) recreation, and 3) extension activities. Though broadly common aims and objectives can be stated for academic libraries there may be differences in the objectives and goals of one academic library to another academic library even in the same category. This is because the parent organisation's priorities, specialisations and thrust areas may differ from one organisation to another. Even the same library may evolve new functions and new goals from time to time.

CD policy of an academic library therefore should be guided by the aims and objectives of that type of library in general and of that library in particular.

The policy also needs periodic review to keep in tune with its changing objectives and goals. Even otherwise policy review is necessary to meet the changing situations and requirements.

Needs of the Users

For any library, users are very important. A library gets its justification when the

users are satisfied with its services. There is another aspect also. It is not sufficient if the library satisfies the regular users, it should also attract those of its clientele who for one reason or other are not using the library regularly. That is how users of a library are classified as actual or real users and potential users. Potential users are those people who are not using the library and its services at present but who are likely to use them once they are informed and or motivated by the library about its functions and services.

The clientele of an academic library can be grouped into three categories, namely, students, teachers and supporting staff working for the academic institution. In the case of a university or an institute of higher learning the student community can again be classified as students taking the regular courses; and research scholars. Though recreational reading materials are not the prime concern or essential concern of an academic library, to meet the needs of supporting staff some amount of such literature also should find place in an academic library.

Collection Development policy should therefore strike a sensible and judicious balance between the various requirements of different users at different levels, in a variety of disciplines.

Availability of Resources

The Collection Development policy is heavily dependent on the resources available for the library. The finances, the infrastructural facilities like library space, furniture and equipment, the hook up with other libraries for resource sharing, etc., determine the planning of CD policy. Above all the availability of documents is yet another constraint on the policy. Particularly if the relevant and useful documents happened to be foreign publications the CD Policy has to recognise the problems of foreign exchange, higher costs and time lag in collecting such documents.

Self Check Exercise

4) Mention in brief the guiding principles of a CD policy.

Note: i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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6.3.3 Components of Collection Development Policy

In the earlier sub-section 6.3.2 we have seen that based on certain guiding principles, a Collection Development policy should cover the selection and acquisition policies; the evaluation programme; the storage and weeding out policies and the resource sharing and networking programmes.

In a summarised form, Katz lists the various components of a collection development policy as follows:

- objectives of the library;
- philosophy of the library;
- purpose of the library;
- brief description of the community;
- who is legally responsible for the operation of the library and selection of materials;

- method of selection as well as limitations of budget served, different age groups of users and similar information;
- type of materials excluded;
- an indication of how the collection is to be built in terms of a) level of collection intensity, b) language, c) chronological period covered, d) geographical areas collected, e) form of materials collected, and f) who is responsible for selection;
- acquisition of foreign language materials;
- statement of handling gifts;
- clarification on weeding out and discarding practice; and
- statements regarding intellectual freedom.

The above points give an idea as to what items are to be covered when Collection Development Policy is prepared. You have already noted that it is better if the collection development policy is in written form.

In the next sub-section you will know about weeding out policy. In subsequent units of this Block you will be studying about selection and acquisition policies; and other essential aspects of Collection Development Policy.

For developing a sound and comprehensive collection of knowledge – old and new – for use by the living ones and the posterity there are just three possible ways:

- 1) academics of the country produce standard works;
- 2) simultaneous publication of standard global works in India for Indian market; and
- 3) standard works from abroad are systematically acquired.

Book Production by Academics

“The real academic climate in a country is generated when a common academic conducts rigorous inquiry (which is properly assimilated) synthetic in character, and continues intellectual work for life. This common academic teaches effectively the younger generation, continues himself to learn through research and objective thinking, and ultimately fruits of his or her efforts are produced as academic works. These academic works are called books. Right from 1800 A.D. the Indian teacher did not earnestly take to book production as one of the major responsibilities of an academic. It was always a practice to import all needed books written by English authors for use in Indian colleges and universities. Even independent India has textbooks programme, duly stamped by Government of India, for acquiring British, American and Russian books for use in our colleges and universities. Scores of top level experts as professors in universities and renowned institutes have not produced quality books for use by their students. No evidence exists to show that our academics ever took to book-writing as a part of duties of the academic community. We left the gaps to be filled by other professions”. (Prof. A.P. Srivastava).

One of the heavily used book series in India is “ELBS” books from England. The British government has been subsidizing this programme since last fifty years. Now, the British government has decided to withdraw the subsidy, resulting into a crisis for Indian students. Indian authorities in five decades have done nothing in this field. They perhaps thought that the British subsidy shall be a perennial one, and they have no role to play in generating standard books for higher education.

Simultaneous Publishing

On the one hand our performance has been very poor. Secondly we observe that many books get simultaneously published from English language world, viz. New York, London, Sydney and Canberra, but Bombay or Calcutta or Delhi does not get included in such collaborations. The main reason for absence of India in simultaneous publishing has been the lack of trust of foreign publishers in Indian publishing.

houses and the book trade in India. If the Association of Indian Universities or the University Grants Commission had sponsored collaborative publishing with foreign publishers, it would have been possible to get the simultaneous publishing in India. Therefore, for sustaining higher education in India only the third alternative of professional collection building has been left.

When the money is so scarce and its utilisation on books, etc., is unsystematic, unprofessional, casual and ad-hoc, it is obvious that much success is not going to be achieved in collection building in our university libraries. This anarchy has not created problems leading to an academic revolution of a threatening nature because, as Gidwani stated in 1967, the faculty and the students as a routine did not require books, journals, etc. for their teaching learning processes. Gidwani observed :

“The causes why Indian University Libraries continued to be grounded and have so far failed to reach a take off stage in spite of the grants pumped in by the UGC are the same which underline the ineffectiveness of higher education itself. A main reason is that we have today a self satisfied faculty which inexplicably does precious little to keep itself intellectually alive, with the consequence that practically no rubbing of mature minds takes place on the campus. The teacher lacks a persistent drive for initiative, enterprise and experimentation both in his teaching content and methodology. The wide-spread apathy on the part of academicians will be amply established if one goes round the reading halls of a University Library. One rarely finds the faculty there. Senior teachers seem to feel that it is derogatory for them to be seen often in the library.”

The collections available in various university libraries are not there as a result of any meticulously drawn acquisitions policies covering curricula needs and users' demands. The modern roles of professional library and information science are not involved into it. As stated earlier, these collections have developed through the routine phenomenon of happenstance, where money has had to be spent by the end of each financial year on whatever limited and casual stocks could be managed by the booksellers of the country.

Self Check Exercise

5) Name the components of a CD Policy.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.4 WEEDING OUT POLICY

6.4.1 Meaning and Purpose

We have noted earlier that weeding out policy is an important component of collection development policy. Weeding out documents means removing documents which are found not useful or not serviceable from a library. Documents so removed from the library may be completely discarded where they are not serviceable; are donated to some other library where they may be useful; or kept in a reserve place

called a dormitory library. Weeding out policy means a policy statement on a) what materials are to be weeded out? b) when to weed out? c) who should weed out? d) how to weed out? e) what to do with weeded out materials?

With the explosion of knowledge documents are now being published in millions. New areas of knowledge are coming up and some of the earlier ideas and thoughts are becoming outdated.

For a modern library it is a question of money and space to get all new documents which are relevant and useful. Particularly space for keeping the documents has become a major problem for university libraries. Solutions were attempted earlier and even now attempts are being made to find suitable solutions.

Saving space is not the only reason for thinking about weeding out of documents. Some of the documents may get worn out because of continuous usage. Similarly some of the documents may become brittle and unusable with passage of time. But the most important reason of all is that some documents may become useless since the thought content therein has been modified in a subsequent edition; or because the information in the document has become obsolete. In modern times documents may be weeded out after transferring the information contained in them to microforms and computer tapes and disks.

Report of the Library Committee of the University Grants Commission speaking on the need for weeding out says: "Many works lose their value within one generation, say in twenty-five years. By that time, their thought-content of same may even turn out to be wrong. In a service library no useful purpose is served by retaining such pedestrian books and providing shelf space for them after they have become obsolete. The proper course is to weed out periodically. They should give place to current variations of them."

6.4.2 Discouraging Factors

In spite of the compelling reasons for periodic weeding out documents from a library many librarians hesitate to put it in practice. It is quite evident in our country. The following are some of the reasons for such apathy:

1) Love for Numbers

The glory for numbers in libraries is still there. Though modern librarians realise that it is quality of service that is more important than the quantity of documents in a library even then they hesitate to weed out documents which are no longer useful. This is mainly because official reports to be submitted by them emphasize on numbers.

2) Sanctity of Collection

Many feel that every book, however old it may be, has its value. Sometimes they think that antiquity enhances the value of the book even though its exact reprint in a better physical condition is available in the market. But in a service library documents lose their value and significance if they get mixed up with large number of outdated and useless documents.

3) Pressure of Work

Library being a dynamic organisation, work pressure will always be on the library professionals. Since weeding out implies careful, judicious and justifiable action, which needs time, librarians hesitate to weed out. Hindrance to or dislocation of the routine duties, due to time consumed by weeding out work, may not be appreciated by the clientele.

4) Fear of Audit and Clientele Comments

At the time of audit one may face objection that documents for which amounts were paid are not found in the library. Similarly, the clientele may also comment upon the documents weeded out of the library saying that some very useful documents were also discarded. But a librarian need not get discouraged by these factors. A clear and well planned weeding out policy free from bias and approved by a committee appointed either for this purpose or the one looking after the library affairs will clear all hurdles. Katz says that the weeding is one of the best suitable techniques available to ensure long-range usefulness of any collection.

Self Check Exercise

6) Why do librarians hesitate to weed out documents?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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6.4.3 What Materials Are To Be Weeded Out ?

J.S. Sharma (1978) listed the type of materials to be weeded out from a library as a matter of policy. In 1994, H.R.Chopra restated the same list. The following are some of the types of materials that are to be weeded out periodically:

- Books that are mutilated by users because of constant use should be withdrawn.
- Best sellers, fiction, non-fiction used by hundreds of readers become worn out after sometime. Such documents should be weeded out.
- Text books and language books printed on inferior quality paper deteriorate soon. They can be weeded out once they are worn out.
- In the field of science and technology the developments are so fast that the books published twenty or thirty years ago become outdated. Such books have to be weeded out and replaced by latest edition or by new books on the subject.
- Reference books such as Yearbooks, Annuals, Handbooks, etc. that are published periodically have to be replaced with their new editions and the older editions are to be discarded.
- With the advent of microforms, CD-ROMs, and other space saving technology useful information can be stored in them. So, some of the books and journals after the frequency of their use get reduced or even in the beginning itself should be replaced by such new form of documents.
- Finally, a library should always keep in mind Ranganathan's Fifth Law "Library is a growing organism". With the increase in the number of documents space becomes a problem. So it is essential to weed out all unserviceable materials to find place for new and urgently needed books and other documents.

When to Weed Out?

At any time throughout the year the librarian may come across documents which may have to be stopped from circulation as they are found to be worn out and unusable. Chopra says "in college and university libraries, if time permits each time a book is handled in the library it should be examined from the angle of its physical condition and to its continued suitability. At least once a year the entire collection

should be examined". Annual weeding out of unwanted documents is ideal.

Who Should Weed Out?

Weeding out is an exercise which requires necessary judgement and expertise. The librarian has to be personally involved in it. Sometimes members of Library Committee or the nominee(s) of the library authority or members of a committee appointed for the purpose may take decisions and implement weeding out of materials from the library. The advice of subject experts or senior faculty members, whose judgement can be trusted, should be taken for this purpose.

How to Weed Out? or Guidelines For Weeding Out

Weeding out should not be arbitrary. Because once we take out a document from the library we should think of:

- its replacement with a new copy or a new edition or a new book on the subject; and
- what should be done if the same document is needed at a later date?

Several theories and guidelines on weeding out have come out in the West. Fussler and Simon felt that past use is the best guide for future use of documents. Trueswell developed a technique for weeding out a collection which would ensure a given degree of satisfaction in the future by examining the past use. There are studies by Marianne Cooper and by Raffel and Shishko. Raffel and Shishko suggested publication date should be the important criterion for weeding out documents.

The Council of American Library Association holds the view that in public libraries "annual withdrawals from the collections should average at least 5 percent of the total collection" saying that "unnecessary items remaining in a collection can weaken a library as surely as insufficient acquisitions".

Sinha Committee Report (Library Advisory Committee Report) (1958) holds a similar view in the case of Indian public libraries. The Report observed "weeding out or worn out and out of date books is as important in a public library as acquisition of new books....It is said a conscientious librarian should discard 5 percent of his fiction and 2 percent of his non-fiction every year..."

Ranganathan observes that "many of the modern books get out moded in ideas expounded in them within 20 years. After that period such books should not be preserved in library but should be weeded out and written off.

What to do with Weeded Out Materials?

Our next problem is, what is to be done with materials that are weeded out on sound principles? Of course, books and other materials completely worn out, mutilated and irreparable can be sold just like old news papers and ephemeral materials.

But if the books are in good condition particularly if they are older editions of reference sources like encyclopedias, handbooks, etc. they may have to be donated to other libraries which are not in a position to buy such costly books.

Yet another way is to store the weeded out documents which are otherwise useful, in what is known as "Book Reservoirs". At least one copy of the weeded out documents should be preserved at a place within a region of the country. According to UGC Committee on University and College Libraries (1965) headed by Ranganathan "while weeding out, it is necessary in service libraries – and generally modern university libraries are service libraries – that it should not be done by the libraries of the country in an uncoordinated way for, it is necessary to preserve a few copies of every book somewhere in the country for the use of posterity – and particularly for antiquarian and bibliographic research".

When documents are weeded out it should be done with a specific knowledge and sanctions of the concerned Library Committee or the library authority. The Accession Register should carry the entry that the document is written off; quoting the relevant orders or proceedings of the concerned authority. Shelf list, catalogue and other records should be rectified by deleting the entries relating to the weeded out documents.

Self Check Exercises

- 7) Mention the materials that can be weeded out as a matter of general routine.
- 8) What is it that the librarians are expected to do with weeded out materials?

Note: i) Write your answers in the space given below.
ii) Check your answers with the answers given at the end of this Unit.

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6.5 SUMMARY

Total stock of reading materials available in a library is known as its collection. Since in modern times information may be available in any form like books, periodicals, AV materials, microforms, etc. all types of information resources are needed in a modern library.

Collection development means improving the quality of materials and building the collection over the years keeping in mind the user needs and the aims and objectives of the parent body. The purpose of collection development is to select and acquire documents that are useful to the clientele and to periodically evaluate the collection and take out from the library documents that are not useful from the point of view of their physical shape as well as their information content.

The policy relating to the selection, acquisition, organisation, evaluation and weeding out of documents in a library, as per the needs of the users, and keeping in mind the aims and objectives of the parent body and the financial and other constraints of the institution is known as Collection Development Policy. Generally it is preferred in a written form, and reviewed periodically as the situations and the environment change. It is prepared on the basis of some guidelines covering certain components.

There are several advantages of a written CD Policy. It provides practical guidance in day-to-day problems of acquisition and weeding out of materials; justifies the action of the librarian in collection development; helps in making best use of the resources; works as a rational guide for long term planning of the budget. It will also help the library in planning cooperative programmes like resource sharing, networking, etc.

In the present Unit Collection Development Policy and weeding out policy have been described. What materials are to be weeded out; when they are to be weeded out; how to weed out and what to do with weeded out materials have also been elaborated.

- 1) Collection development means improving the collection of a library with all kinds of documents (information records) which are useful and necessary for the users of a library. It is not the increase in number that is more important but the provision of useful materials. Through collection development a library can fulfill its objectives; achieve its goals; carefully plan the budget and spend on relevant documents. It should also evaluate the stock periodically and weed out unwanted, outdated and useless books.
- 2) The prerequisites for collection development are: a) identification of the purpose and mission of the library; b) formulation of a collection development policy; c) strategies for implementing the Collection Development Policy and programmes; d) maintaining, revising and updating the policies; e) budgetary provisions; and f) identifying and satisfying the user needs within the limits of the policies of the parent body.
- 3) There are many advantages of the Collection Development Policy. Once it is laid down the objectives of the parent body and of the library and their limitations will become clear. It will help in planning for immediate and long range needs. It provides practical guidance for day-to-day acquisition and justifies selection and acquisition of materials. Helps in making best use of resources and in planning resource sharing with other libraries. Particularly, CD Policy gives a clear guidance on evaluation of stock of reading materials and on weeding out unwanted documents.
- 4) There are three important guiding principles for a CD Policy. Whenever the policy is formulated, these three principles should be considered. They are the objectives and goals of parent institution; the needs of the users; and the availability of the resources.
- 5) The various components of the collection development policy are as follows: 1) The objectives, purpose and philosophy of the library; 2) a brief description of the community it is going to serve and its needs; 3) legal responsibility for the operation of the library and the selection of the materials; 4) types of materials including foreign language materials to be acquired; 5) nature of collection building; and 6) policy statements on handling gifts, weeding out and discarding practices to be followed.
- 6) Traditionally libraries go on adding documents to the stock and seldom weed out and discard them. Some of the reasons for librarians hesitating to do so are: i) Their love for numbers. They feel pride in more number of documents in their collection whether they are useful or not, ii) Their feeling that books gain importance with their age – the older the book greater the charm, iii) A service library always hums with activity and so librarians find it difficult to go with the slow process of carefully weeding out unwanted documents, iv) Above all the traditional notions of audit of collection against the amounts spent is a bug bear for librarians. They do not want to take any risk.
- 7) Because of constant use or because of revision of the thought content documents become useless and outdated. Some of them can be weeded out without any hesitation. Books which are mutilated and worn out; text books and language books printed on inferior quality paper; reference books for which latest editions have appeared; and books in science and technology whose thought content became outdated, can be weeded out after they become unserviceable.
- 8) Weeded materials can be disposed in the following manner: a) If they are completely worn out and unserviceable they can be disposed of just like used newspapers and ephemeral materials, b) Costly reference tools when replaced by subsequent editions can be donated to other libraries which cannot afford such costly documents, c) Sound copies when weeded out because they are outdated can be preserved as a separate collection. It is always better to keep few copies of all weeded out documents.

6.7 KEYWORDS

- Book Reservoir** : A place either within the library or at a predetermined place within a region or country where weeded out documents can be stored or preserved.
- CD-ROM** : Stands for compact disk/read only memory. A high volume convenient and inexpensive storage disk for computer data. Updating is not possible with this disc.
- Censorship** : Prohibition of production, distribution and circulation or sale of material considered to be objectionable on grounds of politics, religion, obscenity or blasphemy.
- Clientele** : Users of the library and its services.

6.8 REFERENCES AND FURTHER READING

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UNIT 7 PROBLEMS IN COLLECTION ORGANISATION

Structure

- 7.0 Objectives
- 7.1 Introduction
- 7.2 Collection Organisation
 - 7.2.1 Arrangement
 - 7.2.2 Classification
 - 7.2.3 Cataloguing
- 7.3 Access to Materials
- 7.4 Users' Services
 - 7.4.1 Circulation Service
 - 7.4.2 Reference Service
 - 7.4.3 Co-operative Activities
- 7.5 Collection Care and Evaluation
 - 7.5.1 Storage and Care
 - 7.5.2 Shelf Rectification
 - 7.5.3 Stock Verification
 - 7.5.4 Collection Evaluation
- 7.6 Summary
- 7.7 Answers to Self Check Exercises
- 7.8 Keywords
- 7.9 References and Further Reading

7.0 OBJECTIVES

After reading this Unit, you will be able to:

- identify the problems in shelf arrangement of documents;
- decide the classification and cataloguing practices suitable for collection organisation;
- realise the importance of user accessibility to materials through various services and cooperative activities; and
- understand the need for collection care and evaluation.

7.1 INTRODUCTION

In Unit 6, you have studied about Collection Development Policy and the policies and programmes that will help to achieve collection development in an academic library. Weeding out has been considered as important on activity as acquiring documents for collection development.

It is not sufficient that useful and relevant documents are procured for the library. The arrangement of the documents and their accessibility to the users through services, like circulation, reference service and inter library cooperation, enhance the value of the collection. Similarly, the care and preservation will help optimum use of the collection. In order to realise the purpose and philosophy of collection development periodic evaluation is also essential.

7.2 COLLECTION ORGANISATION

Organisation means systematically arranging in a planned way things or activities to achieve some functional goals. In a library the document collection should be organised in order to achieve effective use of the collection. Once a library acquires information records under its collection development policy they should be put to real use. That can be achieved only by organising the collections.

Collection organisation therefore involves arrangement of the documents in a systematic way. It implies making the users know about collection and its contents; helping them identify and locate the documents; and taking care and preserving documents so long as they are useful. Further, since the collection is organised with the objective of helping the user to find necessary information, weeding out also may be considered as part of collection organisation.

7.2.1 Arrangement

Documents procured have to be systematically arranged in the library. Then only they can be searched with ease and comfort. We may think that arrangement of things or documents is very simple. But we face several problems as we begin arranging information records in a library.

The following are some of the problems:

- All types of information records cannot be arranged in the same way, normally we observe that in a library books are arranged in vertical rows in books racks. But other types of documents like maps, sound recordings i.e. gramophone records, microfilms, floppy disks and the like, cannot be arranged in a vertical position on the same shelves. In a library, documents need arrangement according to their physical nature.
- In a library not all documents are lent out. Reference sources like dictionaries, encyclopedias and the like are not lent out, so the collection is divided as 'Loan Collection' and 'Reference Collection'.
- Books received by way of donation from reputed scientists and scholars are kept separately as 'Special Collections'.
- Some of the materials are kept under lock and key with 'closed access' while most of the materials may be available in 'open access'. Documents in open access can be consulted, browsed, and physically handled by the users.

Even when library books are under lock and key or in closed access-arrangement of the documents is a problem. Arranging them according to accession numbers, or in chronological order of date of publication, or according to the size or height of the book, or according to the colour of the outer cover were some of the ways in which books were arranged in libraries in olden days. But as Palmer and Wells have rightly said "we can only use one order in our shelf arrangement, and that must be the one most likely to be useful to the greatest number of users of the library over the longest possible period".

With the increase in production of documents in different disciplines and with the development of various new branches of knowledge, users search for documents by their titles, authors or subjects. Of these the subject approach has become more prominent and useful. Gelfand observes "experience indicates that the university reader is best served by a classified, open-shelf collection".

Self Check Exercise

- 1) Explain the problems involved in the shelf arrangement of documents.

Note: i) Write your answer in the space given below.

- ii) Check your answer with the answers given at the end of this Unit.

7.2.2 Classification

In a small collection of books it may not be difficult for anyone to pick up a book. But when the collection is very large it is very difficult to find the document required. Subject approach of the user can be satisfied by arranging the documents in a library on the basis of subject analysis of the thought content of the document.

In your BLISc Programme you might have understood what is meant by library classification and also studied about the major schemes of library classification in use. Sayers views library classification as “the arrangement of books on shelves, or description of them, in the manner which is most useful to those who read.” The role played by library classification schemes now is much more than what Sayers was saying in the fifties. Faceted schemes of classification are now helpful even to classify and retrieve micro documents. Of the several schemes of classification available the library has to choose a scheme that is more suitable keeping in mind Ranganathan’s Fifth Law of Library Science “Library is a growing organism”. Once a scheme of classification is adopted the library should stick to it as long as it is possible. With the increase in the number of documents it becomes impractical to frequently change the scheme of classification and the cataloguing practice. So in the beginning itself a suitable scheme should be selected.

Sayers says that we expect from a classification that it will work and a scheme will work successfully as long as it is:

- comprehensive;
- in a consistent and recognisable order;
- as minute a statement of things as is humanly possible;
- flexible enough to keep abreast of the changes in thought and literature which is its reflection;
- having a simple notation which is also flexible; and
- having a full index.

Academic libraries in our country are using Dewey Decimal Classification, and Colon Classification Schemes. Very few of them are using Universal Decimal Classification and Library of Congress Classification Schemes. But a very large majority of them use Dewey Decimal Classification. One advantage of this scheme is that it is kept up-to-date by issuing *Dewey Classification Additions* in between the new editions. Another advantage is that printed catalogue cards and ‘Cataloguing in Source Data’ given on the verso of the title page in Western publications give DDC numbers which libraries can use. Unfortunately, there is no such service for Colon Classification.

7.2.3 Cataloguing

Documents, particularly books, monographs and bound periodicals can be arranged on the library shelves only in a single order i.e., serial order, chronological order, according to size, colour of the binding etc. – whatever be the characteristic we choose for arrangement. However, when the document is classified the class

number may be able to reflect other aspects of the subject content of the document also. Even then the physical location of the document can be only at one relative place among other documents. But if we prepare a catalogue entry for a document we can give some more information about the document. The description can give an idea of not only the physical form and contents of the document but also the facets of its thought through the subject-headings provided for it. Viswanathan says "Cataloguing and classification are the twin processes adopted in modern library administration to help readers in locating the desired books and other reading material quickly and conveniently."

In your BLISc Programme you have studied many more details about cataloguing. In that context you were able to understand the two aspects of a catalogue – the innerform and the outerform. If the collections were to be put to maximum use by a library it should prefer the best physical form of catalogue. Similarly, the catalogue code followed by it also plays an important role.

Of the several physical or outerforms of library catalogue the card catalogue has come to stay because of several advantages even though there are some limitations. In recent times machine readable catalogues or computer catalogues are gaining prominence. But, in our country it may take several years more for the academic libraries of all kinds to switch over to computer catalogues.

As regards the innerform, the prominent forms are the dictionary catalogue and the classified catalogue. Each has its own advantages and disadvantages. "a major disadvantage of the classified catalogue is the barrier presented by the classification scheme – which is never understood by non-librarians." For this Redmond suggests that alphabetic subject indexes to the classification scheme be prepared, with appropriate instruction and assistance to readers.

Gelfand says that in small and medium size libraries dictionary catalogue is easy to use and maintain. But as the library grows a divided dictionary catalogue in two-parts may be more useful. The two parts of such a catalogue are the author – title part and the subject part. However, he is of the opinion that "to be most effective as a guide to the existence and location of books the classified catalogue should be supplemented with author-title catalogue and an alphabetical subject guide."

The librarian of an academic library has to lay down clear policies of classification and cataloguing as a consequence of his Collection Development Policy. Since Collection Development Policy is a long-range policy the decisions on the above practices should not be arbitrary. If the library is already a well established library it should think over whether switching over to a new classification scheme or catalogue code is advisable and advantageous or not. Ranganathan suggested the 'Principle of Osmosis' for a smooth switch over from one scheme of classification to another and for similar changes in the cataloguing practice.

Academic libraries in developing countries where they may be having their collections in several languages face some problems in classification and cataloguing. Classification schemes may not be having sufficient provisions for classifying of the books in the local languages. Similarly the standard subject headings lists may not be having suitable terms for some of the subjects which are exclusively related to the history, culture and religion of the people of the country. Subject headings lists and classification schemes may have to be amended and also sometimes translated into local or regional languages. So, Processing Division should regularly maintain the 'Authority File', making note of the changes, amendments, adoptions, etc. followed in the library.

Self Check Exercise

2) Briefly state the issues to be taken care of while processing the library documents.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.3 ACCESS TO MATERIALS

In the previous section 7.2 you have studied the significance of classification and cataloguing in collection organisation. For effective use of library materials the way in which access is provided to the library materials is also important.

A very broad principle of collection organisation is whether the library should arrange the materials in open access or in closed access. In your BLIS programme you have studied the advantages and disadvantages of two types of access. The arguments in favour of open access outweigh those for closed access, but, even if the library prefers open access, certain areas or collections may have to be kept in closed access. Special collection and the like may have to be kept under closed access.

Within a library the collections may have to be grouped into different sections for their effective use. This depends on the nature of the academic library. In a small library such division may not be necessary. In a medium sized library the reference collection may have to be separated from the loan collection. If it is a university library of large dimensions, then the divisional libraries, departmental libraries, and subject collections, etc., may have to be organised separately.

Centralisation or decentralisation of collection and services is most debatable issue. When the campus is wide spread, decentralisation is one solution for optimum use of collection because nearness of the materials enhances their usage. But a major problem of this arrangement is duplication of materials including costly reference tools. This is because some documents may be needed both at the main library and also at the divisional or department library. Of course, if the library services are computerised availability of information at both places can be ensured through computer networks, and duplication could be avoided.

Self Check Exercise

3) Explain the role of decentralisation in effective use of library collection.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.4 USERS' SERVICES

In 6.2.1 you have noted that the concept of Collection Development evolved to meet users' needs. It is not just sufficient to build up a collection it should also be arranged so as to attract the users and in a user-friendly manner. Besides arrangement of the collection a library should start such activities which will help the users to make use of the collection. Gelfand says "broadly speaking there are two areas which underlie the services and facilities which should be made available to readers: the circulation (or loan) service and the reference (or readers' assistance) service."

7.4.1 Circulation Service

The library collection is put to use by circulation of documents there should be enough reading space, comfortable furniture, pleasant environment and sufficient light. Many users may therefore prefer just to borrow books and periodicals. But in the case of reference books one will have to consult them within the library only. Similarly non-book materials like microfilms, microcards, etc., which need a machine to read the information may also have to be consulted within the library. It is, therefore, necessary that for effective use of library collection, factors like space, furniture, equipment, etc., also are taken care of.

For circulating documents there are several methods of charging and discharging. You have learnt some of the existing methods for issue and return of books in your BLISc programme. Again, collection will be used best if the circulation of library materials is fast and convenient to the users. At the same time the risk of losing library materials for the sake of fast methods or circulation should be avoided.

In fact, in a library the Circulation Department will have to organise and supervise such activities which may include:

- identifying prospective borrowers;
- the circulation process;
- conducting inventories and searching for missing books;
- compiling reading lists;
- assisting readers in the use of the library catalogues;
- assisting students in the selection of books;
- conducting inter library loans;
- maintaining the books-stacks;
- administering a collection of reserved books; and other activities.

Identification of borrowers may not be difficult in small libraries. But in large libraries, the library must be satisfied that those who borrow its books are entitled to the privilege and are suitably identified. Otherwise it cannot fulfill its obligation to safeguard the collections. Usually identification cards are issued by the library to its members. Even then, unless the library is vigilant unauthorised persons may use the library and sometimes cause loss and damage to its collection.

Self Check Exercise

4) Mention the various activities expected of a Circulation Department.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.4.2 Reference Service

Reference service is another way by which library collection is brought to the notice of the user. Reference librarian is a mediator between the book and the user. Reference librarian's main objective is to provide right information to the right user at the right time. A well organised Reference Department with a skillful and well-trained reference librarian is a real asset for effective use of the library by the clientele. However, "the reference function is not limited to a single librarian or department; it is performed to a degree by all librarians who deal directly with readers."

In small libraries the circulation department itself will function as reference wing. But in some libraries the two departments will be separate under separate heads. Where the academic institution is very big with divisional libraries, reference collections and reference wings may have to be maintained.

The reference department can help the library in its collection development in several ways. It helps develop the reference collection. While rendering reference service it notices the gaps in the collection of the library and can help the librarian to identify the gaps. In assisting the users the reference department frequently uses the library catalogue. That way it can help the library in catalogue rectification which is necessary for effective use of the library. The Reference Department also helps users in selecting the documents useful to them. It is, in fact, through the reference department a potential user is likely to become a regular user of the library.

Self Check Exercise

- 5) Explain how the reference service can help the collection development of a library.

Note: i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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7.4.3 Co-operative Activities

No library can satisfy all the needs of the user. Paucity of funds, limitations of space and infrastructural facilities, lack of equipment and efficient and sufficient staff, are some of the factors that come in the way of satisfying user needs. Cooperation with other libraries is the best solution for this.

There are several areas in which libraries can cooperate with each other. Gelfand lists them saying "in addition to inter library use, the following types of cooperative activities should be considered for their relevance to local and national needs; cooperative and centralised acquisition; cooperative and centralised cataloguing; development of union catalogues and bibliographical centres; documentation centres; compilation and distribution of bibliographies and union lists; cooperative reference services; cooperative storage centres; cooperative photographic services; and international activities and services.

In the context of collection development and organisation of the collection a library may opt for some of these activities. For example, through cooperative acquisition programmes a library can confine itself to major areas of user needs of its library. For occasional user needs it may depend on inter library loan and other cooperative services. When documents are weeded out, atleast one copy of the weeded document can be kept at a commonly agreed place for cooperative storage centre. By participating in cooperative ventures like development of union catalogues and bibliographies some standard technical processing can be achieved. And this will help the user to get acquainted with the classification and cataloguing since all cooperative libraries follow the same technical processing with the same systems.

So, while laying down the collection development policy the concerned library will have to first of all decide the cooperative activities to be followed by the library.

7.5 COLLECTION CARE AND EVALUATION

It is sufficient to procure documents useful to the clientele and in conformity with the ideas and objectives of the parent organisation. The documents so procured should be treated with proper care and put to maximum use. This is what is implied by Ranganathan's Second and Third laws of Library Services, 'Every Reader his/her book' and 'Every Book its reader'.

7.5.1 Storage and Care

A library should provide for adequate space for storage of documents. "Storage areas should be well ventilated, and safeguarded against excessive dampness or aridity, direct sunlight, heavy dust penetrations and book destroying insects, fungi, rodents, etc." Shelving of the documents should not be over crowded and sufficient space should be left for adding new arrivals and avoiding possible shifting of books frequently. Book supports can help to keep the books straight on the racks even if gaps are left for future additions.

Non-book materials and rare collections need different types of shelving. Rare collections need glass doors closed access arrangements. Palm leaf manuscripts should be spread over the shelves and preferably kept in air-conditioned halls/rooms. Sound recordings like gramophone records need box type wooden shelves. Maps need holders and microfilms and films need container boxes. All the necessary care should be taken to shelve different materials in appropriate manner, and to indicate their location helpfully.

Care of Materials

Care of library materials will help increase their life span and also protect them from being lost. Library materials may get damaged, defaced, and lost forever for the following reasons:

- Climatic variations;
- Direct light;
- Dust;
- Dirt;
- Various types of insects; and
- Human beings i.e. readers.

Sudden changes in temperature and humidity, incessant rains, continuous dry spell and such vicissitudes of nature cause havoc to the library materials. Modern science has found out solutions for such situations. Exposure of a book to direct sunlight reduces the softness of paper and spoils the binding. Direct sunlight may also spoil audio-visual materials. Care should therefore be taken to avoid direct sunlight on library materials.

Moisture and dampness ruin the materials and will be the breeding ground for insects. Proper ventilation can be a safeguard against rains. Air-conditioning can also help in such situations. Dust and dirt which will spoil the library materials should be avoided by frequent dusting and cleaning of the materials. Vacuum cleaning may be taken up periodically.

Care should be taken to prevent book worms, silver fish and other insects, fungus, etc., which spoil the documents. Special collections, rare books, manuscripts and fragile materials should be segregated from the regular collections and specially treated for preservation. The staff of the Scientific Research Laboratory, Lennin State Library, has used pentachlorophenol sodium salt successfully as a fungicide, and it recommends the use of bactericidal equipment for disinfecting the air in stack rooms. For insect control it reports: "the most effective, safest and most convenient insecticide for libraries is DDT, which is used in powder, suspension or solution form depending on the insect population of the stack room."

Human beings also contribute their part in causing damage and loss to books and other reading materials in the library. Misplacement, mutilation and theft are their frequent offences against library materials. Proper precautions should be taken to ward off such offences. A.K.Sharma states: "generally it is observed that the readers who are not capable of copying the graphs, art plates etc., are tempted to take them away even against their conscience. Therefore, if there is a provision of reprographic service, this wrongful act may be avoided. Some more precautions are also suggested as:

- to be alert and check all visitors coming to library.
- to keep an eye on doubtful readers.
- no personal belongings should be allowed inside the library.
- pocket size and other such smaller books should be kept under lock and keys.
- the windows and doors of the library should be made theft proof as well as rat proof, i.e., a netwire of steel meshes should protect books from being thrown out of the library..."

Sharma also mentions "only one door should be kept open for exit and another for entrance". But this is not advisable. There should always be only one opening both for entry and exit at the main entry.

Since books and other documents are frequently used they may need minor repairs, mending and binding. Such needs should be immediately attended to. In small libraries one may have to depend on outside binders but larger libraries should have a well-equipped and adequately staffed binding section. The librarian and the circulation staff should periodically inspect the library stack areas for picking up documents which require repair, mending and binding.

Self Check Exercise

6) State the steps to be taken for storage and care of library materials.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.5.2 Shelf Rectification

In a library, particularly in an open access library, books often get misplaced; sometimes users themselves purposefully misplace books to hide them from the notice of others interested in the same subject. Library staff also sometimes may shirk their responsibility and stack books at a wrong place. When books are kept in their correct sequence the books will be used by several readers without much difficulty.

Examining books to see that they are in correct order on the shelves; also known as 'Shelf tidying', 'Shelf checking' and in American practice as 'Shelf reading' and 'Revising shelves' is called 'Reading shelves'. Ranganathan preferred the term 'Shelf rectification' for the process of restoring order among the books.

Shelf rectification is done by reading the shelves systematically and shelving back the books that are misplaced in their proper sequence.

The advantages of shelf rectification are:

- Library shelves appear neat and tidy with books arranged in a systematic way.
- The arrangement of the shelves will help the user save his/her time in finding his/her book.
- Books which need immediate attention for binding, repair, replacement or weeding out will be noticed by the library staff.
- Gaps in the library collection can be noticed.

Self Check Exercise

6) Define 'Shelf rectification' and state its advantages.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.5.3 Stock Verification

Stock verification is the process of verifying the documents on the shelves and those issued on loan. This is also known as stock taking. *Harrod's Librarians' Glossary* defines stock taking as "the process of taking stock by checking records of books possessed with copies on the shelves or records of books on loan".

Krishan Kumar says "strictly speaking it is meant to ascertain that all the books acquired by the library can be accounted for. Thus in narrow sense it means physical check-up of the documents on record. However, from professional point of view, stock verification should not be equated with physical verification of stock. It is concerned with maintenance and shelf rectification of stock".

The shift in the meaning of stock verification is mainly because: (a) with increase in number of documents the collections become very large and document by document verification is not feasible, (b) professional philosophy and attitude shifted towards effective use of documents rather than their physical count.

Mittal observes: "though, theoretically it may not be very essential to resort to regular stock-taking...it is both essential and desirable to have some kind of checking

so that inherent defects in the administrative policies may be devised to eradicate these maladies.”

In your BLISc programme you have studied the advantages and disadvantages of stock verification, and different methods of stock verification. Let us recapitulate the advantages and disadvantages. They will be relevant in the context of collection development also. R.L. Mittal in his *Library Administrations: Theory and Practice*. 5th edition (Reprint) 1993 listed them in detail.

Advantages of Stock Verification

The following are some of the advantages of stock verification:

Stock Verification:

- reveals the lost books;
- enables replacement of important books that are lost;
- helps in undertaking stock rectification;
- helps the authorities in taking decisions on introduction of open access;
- impresses the authorities on the inevitability of loss of books;
- helps the library authorities in taking necessary precautions if the loss is very high and unimaginable;
- provides opportunity to survey the stock and be aware of the library collection;
- helps in finding out the imbalances and gaps in the library collection and thereby helps in book selection;
- helps in updating library catalogues and other records;
- enables periodic shuffling and dusting of books on the shelves;
- identifies old editions and books not in demand or use to be weeded out; and
- identifies books that need repair and replacement.

Disadvantages of Stock Verification

There are several disadvantages also with stock verification. Particularly the routine work and the users' services will be dislocated. Some of the disadvantages can be listed as follows:

- many of the libraries either completely close down the library or curtail their services. This is not desirable from the point of view of users;
- very often cost of stock verification is higher than the cost of lost and mutilated books; and
- in some libraries, during stock verification, borrowed books are recalled for physical verification, thus causing hardship to users.

New Rules for Stock Verification by Government of India

There are several methods that can be used for stock verification.

Before 1984, Government of India treated books, journals, etc., as “store items” which made stock verification essential. But the following order liberated the libraries by declaring that books, journals, etc., are not store items and thereby worked out separate details for stock-verifications as reproduced below:

NO.F. 23(7)-E.II(A)/83
GOVERNMENT OF INDIA
(DEPARTMENT OF EXPENDITURE)

New Delhi, Dated the 7.2.1984
18 Magh, 1905
(Saka)

Subject : Amendment of Rules 99 and 116 of the General Financial Rules, 1963 (Third Edition) – Exclusion of books, publications and periodicals, etc. from the definition of “Stores”.

Attention of all the Ministries/Departments of the Government of India is invited to Rule 99 and 116 contained in Chapter 8 dealing with the “Stores” in the General Financial Rule, 1963. The President has been pleased to decide that hereafter the books, publications, periodicals etc. of a Library will not be treated as an item of “Stores” as defined in the “Note” below rule 99 of the General financial Rules, 1963. Accordingly the provisions of the said “Note” and the Government of India’s decision(1) below rule 116 of the General Financial Rules, enclosed. This issues with the approval of the Comptroller and Auditor General of India and the Department of Supply.

Hindi version of this O.M. is enclosed.

Sd/-
(K.L. MEHTA)
UNDER SECRETARY TO
THE GOVERNMENT OF INDIA
TELE : 373159

To All the Ministries/Departments of the Govt. of India, etc.

NO. F.23(7)-E.II(A)/83

Copy forwarded to the Comptroller and Auditor General of India (with spare copies) and the Union Public Service Commission and as per standard endorsement.

Sd/-
(K.L. MEHTA)
UNDER SECRETARY TO
THE GOVERNMENT OF INDIA
TELE : 373159

AMENDMENT TO G.F.R. (GENERAL FINANCIAL RULES)
1963 (3rd edu.)

PAGE: 38

CHAPTER 8

RULE : 99

The following words shall be added to the last sentence in the note below rule 99:
“But excluding books, publications, periodicals etc. in the library”.

Ministry of Finance (Deptt. Of Exp.) O.M. No.F. 23(7)-E.II(A)/83 dated 7.2.1984 and Deptt. Of Supply U.O.No.I.O. No. PIII-3(6)/83 dated 26.4.83 and C.A.T.’s U.O. No. 1984-TA.II/21-83 dated 23.12.83.

PAGE: 40-41

CHAPTER 8

RULE : 16

For the existing Government of India’s decision (1) below rule 116, the following shall be substituted :

“Government of India’s decision (1) :- The position of library books, etc. is different from that of other stores. Accordingly, the following procedures shall be observed for purchase, write off, disposal of mutilated/damaged books and physical verification of books in the libraries attached to the various Departments/offices :-

- i) Librarian not below the rank of Deputy Secretary to the Govt. of India subject to the powers delegated under Delegation of Financial Powers Rules, 1978 may purchase books, etc. from the reputed and standard book-sellers on the prevalent terms and conditions, tenders need not be called for this purpose.
- ii) Loss of three volumes per one thousand volumes of issued/consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or negligence on the part of Librarian. Loss of a book of the value exceeding Rs.200/- (Rupees two hundred) and the books of special nature and rarity shall invariably be investigated and consequential action taken. All such losses will however be written off only by competent authority.
- iii) Librarian who is of the rank not below Deputy Secretary to the Govt. of India or Head of the Department may write off the loss of volumes mentioned in the proceeding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations motor cycle included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written off by the competent authority as specified in the Delegation of Financial Powers Rules, 1978.
- iv) There may be no objection to the Librarian disposing of mutilated/damaged/obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of a three member Committee to be appointed by the Administrative/Ministry/Department which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.
- v) Complete annual physical verification of books should be done every year in the case of Libraries having not more than 20,000 volumes and not lower than two library qualified staff. In case there is only one qualified staff the verification may be done as per sub-para (vi).
- vi) Complete physical verification at intervals of not more than three years should be done in the case of libraries having more than 20,000 but not more than 50,000 volumes.
- vii) Simple physical verification at intervals of not more than five years may be done in the case of libraries having more than 50,000 volumes. If such a sample verification reveals unusual or unreasonable shortages, complete verification shall be done.
- viii) The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of the staff to whom this work may be entrusted, should be taken by the Administrative Ministries/Departments and Heads of Department.

(Ministry of Finance O.M.No. 23(7)-E.II(A)/83 dated 7.2.1984 and C.A.G.'s U.O. No. 1964-TA.II/21-83 dated 23.12.83.

Self Check Exercise

7) Explain the role of stock verification in collection organisation.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.5.4 Collection Evaluation

Webster's Seventh New Collegiate Dictionary says that evaluation means 'an attempt to determine either the relative or intrinsic worth of something in terms other than monetary'. Evaluation is an integral part of library management and administration. Evaluation of the document collection is an essential and inevitable component of the collection development policy. Through evaluation only library can improve its quality of service.

For this purpose the library may take up a survey by its own personnel or entrust it to an outside library consultant. Such a survey can be limited or comprehensive covering far more of the areas like: book collection, technical services, readers services, use of the library, the personal, administrative organisation, co-operative activities, financial needs, obstacles to library development, operation of special services, etc. "A comprehensive survey might well include all these areas. But even a limited survey may need to cover several related areas." For collection evaluation some quantitative measures like adequacy of the documents can be used but the emphasis should be on the appropriateness of the collection in terms of quality and scope of the materials acquired. The faculty and research scholars and even students may be helpful in measuring quality and appropriateness of the documents produced.

Standard bibliographies – both general and specific subject bibliographies, checklists of selected reference books and periodicals can be used as guides.

Questionnaire surveys eliciting opinion from the faculty to find out the adequacy of the collection for their class lecture preparation; individual research needs and student guidance can be conducted. Similarly, research scholars evaluation of the usefulness of the stock can be ascertained through surveys.

Another way of knowing about the collection is by going through borrowers records; books borrowed on inter library loan; and records relating to the requests made by the library users for books which are not available in the library.

Thorough examination of the book shelves is feasible in a relatively small library. This may reveal gaps in periodical sets, excessive duplication of certain titles, excessive proportions of obsolete materials and other characteristics of the book stocks which are not readily determined from a mere examination of the library catalogue.

It is just not sufficient to evaluate the library collection without any positive follow up action to correct the deficiencies and enrich the collection. For this library's acquisition policy and its financial resources are the determining factors.

It may, however, be pointed out that a systematic and thorough evaluation of the book collection will help identify the strength and weakness of the collection. Accordingly, the collection development policy with a long-range plan to build up the collection can be evolved by redefining the acquisition and weeding out of the library if necessary.

Self Check Exercise

9) State the various ways in which collection can be evaluated.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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7.6 SUMMARY

Organisation means systematic arrangement of things or activities in a planned way. It is not just sufficient if a library develops its collection according to a well laid down policy. The documents so procured should be made accessible to the users because satisfying users needs is a major concern of a collection development policy. Shelf arrangement, classification and cataloguing techniques followed should help in this regard. Several problems crop up in collection organisation in deciding the way the documents should be grouped; how they are to be classified and catalogued.

Circulation service, reference service, inter library loan and other cooperative activities and the like will help the users in getting the information they need and will result in maximum use of the library collection.

Care and preservation of the library materials is also significant for collection organisation. It is not at all contrary to the optimum use of the documents. Privilege does not mean abuse of the facilities. Library materials should be protected from misuse, mutilation and theft. They should also be protected from insects and environmental dangers.

Collection development can fulfill its objectives by periodic evaluation of the collection. Shelf rectification and stock verification will help the evaluation process. In order to ascertain whether the collection is really useful in quality and scope surveys can be conducted and services of the subject experts can be taken.

In this Unit several of the problems in collection organisation are identified and some possible solutions have been hinted at.

7.7 ANSWERS TO SELF CHECK EXERCISES

- 1) Library materials are of different kinds. So all of them cannot be arranged in the same way as books and periodicals are arranged. Nature of materials decides its shelf arrangement. Even in the arrangement of books there are several problems. Serial order of acquisition; chronological order; size of the book; colour of its binding are some of the physical factors for arrangement. Author of the book, title, subject matter of the book are inner aspects of arrangement. Classificatory arrangement according to the thought content of document is the most common way of shelf arrangement.
- 2) While processing the documents the library has to first of all decide as a matter of policy what scheme of classification is to be followed; which catalogue code is to be followed; what is the way in which subject headings are to be prepared; the physical form of the catalogue, etc. Since library is a growing organism those issues are to be considered with a long term policy.
- 3) For a small collection of library materials the problem of centralisation and decentralisation will not arise. When the collection grows enormously large and when the campus of the university or the educational institution is widespread decentralisation of library collections may be necessary. With decentralisation better accessibility to materials can be achieved. Subject needs can be identified and collections can be separated according to user needs. Decentralisation can help better organisation.

- 4) The circulation department of library is expected to organise and supervise several activities. The following are some of them: a) identifying prospective borrowers; b) the circulation process; c) conducting inventories and searching of missing books; d) compiling reading lists; e) assisting users in the familiarisation with the library catalogue; f) assisting students in choosing their books g) conducting inter library loans; h) maintaining book stocks; and i) administering a collection of reserved books.
- 5) The reference department has to first of all improve its own collection of reference books. While serving the users the department notices the gaps in the collection and helps the library that way. Because of frequent use of catalogue it can help in the rectification of the catalogue which is must for collection development. Through its services the reference department can convert a potential user into a real user.
- 6) Library materials are of different types. They include both book and non-book materials. They should be stored according to their nature. Over crowding and tight shelving should be avoided. Library materials should be taken care of against climatic factors, insects, rodents and other creatures. They should also be protected from human factors like misplacement, mutilation and theft of documents.
- 7) Shelf rectification means rectifying the disorder and defects in shelf arrangement. In this process the misplaced books are arranged back in their proper sequence. Ranganathan used the term 'Shelf rectification' "for the process of restoring order among the books". Its advantages are: i) library books will be arranged in a systematic order which will appear neat and attractive, ii) users will be able to find their books quickly, iii) library staff can identify the books that need immediate attention for mending, binding and repair, iv) gaps in the library collection can be immediately noticed and therefore shelf rectification will be helpful in the collection development.
- 8) Stock verification is the process of verifying documents on the shelves and those issued on loan. In a way it is physical verification of the stock but in a professional sense it is concerned with maintenance and shelf rectification of stock. Its role in collection organisation is very important. Stock verification begins with shelf rectification. Hence, when stock verification is taken up collection will be systematically organised; worn out books, books to be replaced will be considered for replacement wherever new editions have appeared. The quality of stock and service will improve after stock verification. New rules of Government of India on stock-verification worked out in 1984, can be adopted by academic libraries.
- 9) Collection can be evaluated in several ways. The following are some of them: i) a survey of the book collection either internally or through an expert, ii) opinion survey of the faculty and research scholars on the adequacy and appropriateness of the collection, iii) going through the borrower records and inter library loan records and records of requests by users for documents not available in the library, iv) stock can also be evaluated by comparing with standard bibliographies on general and specific subjects; and with check lists on selected reference books and periodicals.

7.8 KEYWORDS

Authority File

- : Term synonymous with 'Authority List'. A list of all personal and corporate names of anonymous classic and sacred books, the titles of anonymous books and the headings for series cards, which are used as headings in the catalogue; sometimes references are given to books in which each name and its variants

- Book Support** : A piece of wood or steel placed at the end of a row of books to keep them upright. Also called 'Book end'.
- Cataloguing in Source** : Cataloguing books before they are published, the entries being compiled from proof copies made available by the publishers and the work being carried out by a centralised agency so that full cataloguing information is printed in the books concerned." (Harrod)
- Division Library** : A collection attached to, and administered by a division or a group of related departments of a university or college, usually with some form of cooperative arrangement with the general library or as a part of the library system.
- Faceted Classification** : A scheme of classification which reflects in its structure the analysis of subject according to a number of fundamental concepts (In colon classification they are Personality, Matter, Energy, Space and Time). In a faceted classification scheme only simple classes are enumerated and arranged in facets. Composite classes are expressed by synthesised notation.
- Principle of Osmosis** : When a library switches over to a new scheme of classification or to a new catalogue code the principle of osmosis suggests a smooth change over. According to this Principle new accessions and frequently used present collection should first of all be classified or catalogued according to the new scheme or new code or both as the case may be. Users should be informed through reference department and the library staff about the existence of two collections in the library. Whenever a book is borrowed on its return it should be recatalogued and reclassified and absorbed in the new collection. The principle was suggested by Ranganathan.
- Rare Book** : A book of value, which is scarce and not easily available.
- Special Collection** : A collection of books connected with local history, celebrities, industries etc., or on a certain subject period or gathered for some particular reason, in a library which is general in character.

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UNIT 8 COLLECTION DEVELOPMENT PROGRAMMES

Structure

- 8.0 Objectives
- 8.1 Introduction
- 8.2 Collection Development Programmes
 - 8.2.1 Types of Materials in Library Collections
 - 8.2.2 Selection
 - 8.2.3 General Principles and Ideals
 - 8.2.4 Criteria for Selection
 - 8.2.5 Selection Policy-issues to be Considered
- 8.3 Acquisition Programme
 - 8.3.1 Procurement of Documents
- 8.4 Allocation of Funds for Collection Procurement
- 8.5 Curriculum and Collection Development
- 8.6 Summary
- 8.7 Answers to Self Check Exercises
- 8.8 Keywords
- 8.9 References and Further Reading

8.0 OBJECTIVES

After reading this Unit, you will be able to:

- understand the types of materials acquired by an academic library;
- know the levels of document selection for an academic library;
- appreciate the general principles and ideals of book selection;
- identify the criteria for selecting book and non-book materials, and the sources available for selection;
- know the issues relating to procurement of documents and allotment of funds; and
- say how curriculum influences the collection development.

8.1 INTRODUCTION

In Unit 6, you have studied what is meant by collection development and its components. For collection development the library will have to plan ahead and it is a long range plan. CD (Collection Development) policy mentions the policies and programmes a library wishes to undertake to achieve collection development.

In this Unit, you will study about the types of materials that are needed in an academic library, the levels at which a library can equip itself keeping in mind its objectives and programmes. In order to proceed with collection development the library will have to be aware of some general principles and ideals about selection and the issues to be considered. Similarly it will have to know the criteria for selection of different types of documents.

Documents can be procured by purchase, gift, exchange, and under statutory obligation as a deposit centre. In order to purchase relevant and useful documents funds are

needed to build up the collection. To determine as to how these funds should be allocated for collection development, the library should develop some criteria.

Finally, you will study in this Unit that the curriculum of the parent institution plays a prominent role in the collection development.

8.2 COLLECTION DEVELOPMENT PROGRAMMES

In Unit 6 you have studied the concept of collection development, its meaning, purpose and prerequisites. You have also noted that collection development implies selection and acquisition of useful materials, periodic evaluation of stock and weeding out, worn-out, outdated, and unserviceable documents. It was also noted that collection development policy should preferably be in written form.

Therefore, when we speak of collection development it implies programmes relating to selection, acquisition, stock evaluation and weeding out. Separate policies are to be evolved for each one of these components. You will now know about the policies and the programmes relating to collection development.

8.2.1 Types of Materials in Library Collections

Before collection development is planned it is necessary first of all to identify the types of documents that are to be kept in an academic library. We have seen that in modern times information may be available not only in the form of conventional documents like books and periodicals but in other forms also. Particularly in the case of a university library information available in non-conventional documents may also be required for teaching and research.

Similarly, such libraries may have to procure documents not only within the country but foreign publications also. Sometimes documents published in foreign languages may also be required. Another way of looking at the type of documents needed is that documents may be of general nature or of reference type like encyclopedias, dictionaries, etc.

Finally, documents in an academic library can also be classified as those that can be considered as basic documents like basic texts, etc. and those that are concerned with micro level research in the subject, that is special subject areas.

The way in which the nature of the documents in an academic library can be classified is diagrammatically represented in Fig. 8.1 below :

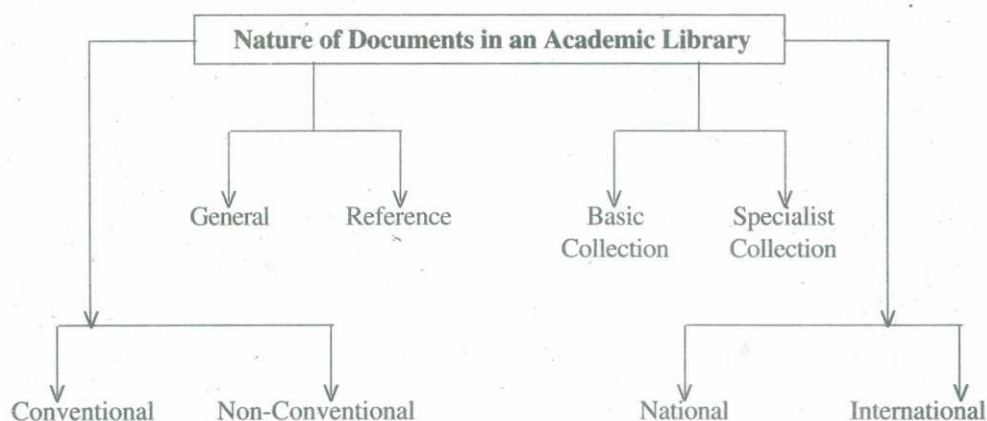


Fig. 8.1: Nature of Documents in an Academic Library

Ranganathan classified the documents that are needed for documentation work and services:

- Conventional documents — Books and periodicals;
- Neo-conventional documents — standards, specifications, data and the like;
- Non-conventional documents — Microscopy, audio, visual and audio-visual documents; and
- Meta documents — record of national or social phenomenon got through instrumental and mechanical devices — unmitigated by human brain.

The Parry Committee (UK) observed that “the policy documents of a university library shall consider all subject fields which are to be developed in relation to the needs of the students and staff of the university, all special collections and all types of materials whether printed or not. Some examples of the material which a university library may be expected to collect and which pose different problems in their acquisition methods are: a) students texts; b) books currently published; c) currently published periodicals; and d) other materials like maps, sheet music, microforms, recorded sound on tapes and records, cine-films and other visual aids, cards and tapes for computers, etc.

From the above statements it is clear that in an academic library almost all kinds of information records are needed. The type of library i.e., university, college or school and its objectives and functions decide which of these types of documents are needed most and at what level.

Self Check Exercise

1) Mention the nature of documents needed in an academic library.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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8.2.2 Selection

Speaking about a University library Ndegwa says “Selection for a university library collection includes not only books and periodicals but also other print materials such as newspapers, pamphlets and maps. In most cases, it also includes atleast some non-print media such as microforms, tapes, audio-cassettes, video-cassettes and so on”.

Levels of Selection

Thus, different types of documents are needed in an academic library. The library should also identify the different levels of selection. That is to say for what level the documents are to be selected. **American Library Association’s Guidelines for formulation of collection development policies** recognise five main levels as follows:

Comprehensive level : all significant works are required. This level is used only in “Special collections” whose aim is to be exhaustive.

Research level : This level includes the major source materials for post graduate and independent research with all important reference works and specialised monographs together with an extensive collection of journals and the major indexing and abstracting services in the subject.

- **Study level :** It is expected at this level to provide adequate materials for undergraduate and graduate course work and for sustained study but at a lower level than the research level. It should contain the basic monographs by important writers, a selection of works by secondary writers and a representative selection of journals in the field.
- **Basic level :** At this level of collection the documents define the subject indicating that more information would be available elsewhere. It includes major dictionaries and encyclopedias, selected important monographs and bibliographies and a few major periodicals.
- **Minimal level :** This is the level where the subject in question will not come into the scope of the library and where only the very basic reference tools and little else is acquired.

Self Check Exercise

- 2) Explain the various levels of document selection for libraries.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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8.2.3 General Principles and Ideals

From the earliest times when libraries became service institutions the policy of selecting documents was there. The reasons are: i) not every document is useful for a library, ii) it should satisfy the objectives of the library, and iii) even if a document is useful sometimes the amount needed for its acquisition may be so high that the library cannot afford.

So certain general principles are enunciated for selection of documents. The principles of book selection enunciated by Drury are:

- Apportion the library funds in such a way as to obtain books of high quality for the greatest number of people;
- Secure any book which the library can use with advantage;
- Fix upon a policy of selection and stick to it until it has been proved wrong; and
- Select books that represent any endeavour aiming at human development, material, mental or moral.

Ranganathan suggested the following ideals for book selection:

- The ideal is to select only after inspection and perusal. Conform to this ideal whenever facilities exist for it. Either in the form of the chief book centre being not far from the library or of booksellers or the agents for the publishers, taking the books from place to place;
- Impeccable character and integrity should be brought to bear on the discharge of duties connected with book selection and assessment of potential wants of the readers free from any speaking tendency to please the whims and fancies of the members of the Library Committee;
- Book selection should be the joint responsibility of the library staff and the teaching staff. They should be guided by the probability of getting readers for the books selected. Book selection should never be vitiated by considerations of privilege;

- Save the time of the staff by eliminating time lag in book selection. To eliminate time lag book selection may with due circumspection, base itself on the advance announcement of books by publishers of repute; and
- Judge not hastily or light heartedly; reject not easily. Err on the side of selection rather than rejection.

Self Check Exercise

3) State the general principles of book selection.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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8.2.4 Criteria for Selection

Keeping in mind the general principles of selection we proceed further to acquire different types of documents. They pose certain issues to be considered in their selection and acquisition. We may take up some major issues and problems in the following sections and sub-sections.

Selection of Books

Though electronic media entered the era of recording information books continue to be published and used in large numbers. For any library, books form a major part of its collection. All the documents may not be relevant or useful in quality and contentwise. Sreepathi Naidu stated some principles for selection of books; reference works and non-book materials.

Books

The principles governing selection of books are:

- authoritativeness of author and publisher;
- significance of subject matter;
- accuracy of information;
- library value or artistic quality;
- importance to total collection;
- current and/or permanent values;
- scarcity of material on the subject;
- relationship to other materials in the collection;
- price; and
- format.

The criteria may slightly vary for certain categories of books, where specific evaluation principles are to be applied.

Reference Works

Sreepathi Naidu suggests the following criteria for reference works:

- authority of the author, his credentials, biases and his previous work;
- scope of the work, its broadness of the topics or narrowness and limitations in the range of subject;

- treatment of the subject;
- arrangement;
- format;
- indexing and bibliographical value; and
- comparison with similar reference tools and whether it complements the existing collection.

Textbooks

Textbooks are to be selected on the basis of:

- applicability to course of study;
- vocabulary;
- table of contents;
- index;
- appendix;
- glossary;
- graphics;
- clearly stated objectives;
- organisation of information;
- chapter arrangements;
- chapter summaries;
- supplementary material;
- physical quality, durability of binding, quality of paper, etc.

Fiction

Fiction shall be selected on the basis of:

- popularity of the author;
- style of the work;
- nature of the theme introduced;
- setting of the events;
- characters; and
- reviewer's views.

Non-Fiction

Principles to be observed for selecting non-fiction are :

- Accuracy and author's credentials;
- Scope and authenticity of the book;
- Quality of graphics when technical data is dealt; and
- Bibliography at the end of the chapters.

Self Check Exercise

4) Mention the criteria for selecting reference works.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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Selection of Non-book Materials

Libraries and Librarians are quite familiar with books and periodicals. Problems of their selection and acquisition are more or less known. However, some general principles of selection have been evolved, which we mentioned in the earlier. The criteria suggested for selection of Non-Book materials are:

Authenticity: (accurate facts; facts impartially presented; up-to-date information; other acceptable works of producer);

Appropriateness: (vocabulary at users level; concepts at users level; useful data; media subject correlation (e.g. are reprints to art, specimens to science) titles, captions, etc. related to subject; narration, dialogue, sound effects related to subject; individual and/or group use suitability);

Scope: (small coverage as indicated; superior concept development by this means; content to satisfy demands for current subjects);

Interest: (relationship to user's experience; intellectual challenge; curiosity satisfaction; credibility; imagination appeal; human appeal; sensory appeal);

Organisation: (logical developments; pertinence of all sequences; background elements; balance in the use of narration and dialogue);

Technical aspects: (tone fidelity; clarity; intelligibility; in-focus pictures; true size relationship; unified composition; effective colour use; complete synchronisation of sound and image);

Special features: (descriptive notes, teachers/users guide; permanent accompanying material);

Physical characteristics: (ease in handling for use and storage; minimum instruction for individual use; attractive packings; durability; ease of repair);

Library potential: (relevancy that promotes communication; flexibility for many effective uses);

Selection aids: (recommendation in evaluation sources); and

Cost: (conforming to budget; less expensive for satisfactory substitutes average supplemental costs for replacement; repair; physical processing; storage).

Self Check Exercise

5) Enunciate the basic principles for selecting non-book materials.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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8.2.5 Selection Policy Issues to be Considered

Now briefly we discuss about Selection Policy. A library has to first of all decide what should be its policy in relation to selection of materials. It is true that subsections 8.2.3 and 8.2.4 gave some principles which are common to all libraries. But each individual library has to take certain decisions on some major issues which will become the selection policy of that library. We shall discuss them now.

Gelfand identified and discussed some of the issues as follows:

Instructions Vs Research

The two important functions of an academic library particularly — a university library- are instruction and research. Gelfand says, “most university libraries tend to place the needs of instruction before those of research in selecting books. But there should be no sharp lines of separation between the two needs in a university library.” But, in case of a college library probably the emphasis has to be on instruction rather than research.

The institution should clearly formulate its present and probable future programme of teaching and research and provide an official statement of policy in some detail. For this purpose it may consult and take advice from appropriate academic sectors.

Foreign Books

Procuring foreign books is expensive and time consuming. But if research and higher learning were to be the objectives of a university it will have to acquire major works in principal modern languages. The library, accordingly, must select and acquire materials for each subject of university interest without primary regard to language.

Current Vs Older Materials

A small academic library with limited graduate courses may perhaps prefer current materials over older materials. But “current publications are not easy to obtain by countries which are distant from the principal centres of the book trade, but out-of-print books and sets of journals — the two forms of ‘older’ materials — are even more difficult to acquire. Co-operative acquisitions and inter library loans can provide a solution to the needs of older materials”.

Research Materials

Based on the research programmes, initiated or sponsored by the parent organisation, research materials useful and appropriate to studies should be acquired.

Text Books

Gelfand suggests that the pressure for multiple copies of textbooks should be tactfully avoided by the library “since a diversion of substantial funds to this purpose will result in reduction in subject coverage, which will be harmful to teaching and research and therefore shall not be to the best interests of students and faculty. It is more appropriate for the university or the government, or perhaps for outside agencies to assist students” with their textbook needs.

In our country the scheme known as “Book Bank Scheme” was introduced by the UGC to help students of weaker sections where multiple copies of useful textbooks are provided for. Also many university libraries and some public libraries make provision for exclusive textbook sections.

Popular Books

Gelfand says “libraries with insufficient funds for the purchase of basic required materials are hardly likely to spend appreciable amounts for popular and non-fiction

books. They will tend to rely on neighbouring public libraries for these. In situations where the students do not have access to good public libraries, however, university library may find it desirable to form a small collection of popular materials.

Rare Books and Manuscripts

Purchase of rare books and manuscripts should be done with great caution. "They are likely to be expensive, and unless they contribute directly to a course of study it is highly doubtful whether the small university library should acquire them". However, rare books and manuscripts of specifically local or national interest should be acquired.

Materials in Micro Facsimile and Related Forms

Many documents which are of great use for research and which may be out of print can now be made available in microform. "Sets of major scholarly journals, long runs of important newspapers, dissertations, government and international agency documents, manuscript collections and long out-of-print monographic literature may now be acquired in microform. In many instances the producers of microforms are also able to supply full-size paper reproductions. An increasing number of current publications is also available in microform. In general, it is best to acquire in microform the types of materials that are likely to be used for research by a few individuals rather than for general reading by many".

Self Check Exercise

- 6) What are the major issues that come up for consideration at the time of selecting documents?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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Who Selects the Documents?

Our next question is: who is going to select the documents for acquisitions. One may say that the librarian is all in all and therefore who else will select the documents for a library. But sometimes the users feel that even if the librarian is highly qualified he or she may not be a specialist in all the fields and hence may not be able to decide what documents are really useful for users.

Hingwe quotes some of the opinions in this context. The UGC (Britain) Committee on libraries mentions — "the individual scholar can therefore, contribute much to book selection; but reliance on his judgment is not enough, there must also be continuity in policy and bibliographical expertise of a more general kind." George M. Jenks says, "the question who selects the books is a touchy problem when the faculty feels that any delegation of book selection to a librarian is a loss of status and/or admission that he/she is not competent to select materials in his/her field. The only way to resolve this problem is to have librarians who are competent and can work with departments."

Wilson and Tauber observed "the programme that will prove best will invoke all members of the university community, including faculty, library staff, students, and special organisations of alumni and friends."

The UGC (India) Library Committee recommended “the authority concerned should provide a panel of experts in different subject to help the librarian in making the final selection of reading and kindered materials”.

Highwe says “in respect of book selection practices in the Indian Universities it is observed that majority of them favour book selection as a joint venture of the faculty and the library. Some librarians have frankly admitted that the faculty is more competent to make effective book selection. Majority of the librarians have frankly admitted that it would not be possible for them to do justice to the task of book selection unless subject specialists are appointed in libraries to undertake the responsibility of book selection”.

In some cases either the library committee or a sub-committee may be interested in selecting the library materials. But this may be time consuming and the committee may become unwieldy. Best solution perhaps is the one where the librarian is assisted by subject experts from different disciplines.

Sources for Selection

Reviews in newspapers and periodicals; references cited in scientific and other communications; actual physical observation and scanning of new arrivals in book shops, exhibitions and libraries; or through personal communications are some of the channels to know of new documents.

Ranganathan in his book *Library Book Selection* says, “the sources for book selection consist of: 1) readers suggestion; 2) review column in newspapers and periodicals; and 3) bibliographies. In chapter K of that book he gives a list of periodicals which carry book reviews: bibliographies, trade catalogues; bibliographies of periodical publications; bibliographies of translations, etc., which will be useful for book selection.

R.L. Mittal's *Library Administration : Theory and Practice* (1993) (pages 197-108) also gives the details of important book selection tools for books published in U.K., U.S.A. and India.

Some of these valuable tools for selection are:

For Books Published in Great Britain:

- Book-Seller: London, J. Whiteker and Sons, 1858-1908 monthly; 1909 — weekly. It has monthly, quarterly and yearly cumulations.
- Whiteker's Cumulative Book List : London, Whitaker, 1924 — quarterly and annual.
- British Books in Print : The reference catalogue of current literature. London, Whitaker, 1867—irregular (previously known as “Reference Catalogue of current literature”. Now it is called Whiteker's Books in Print.
- British Book News, London. British Council, 1940 — monthly.
- Times Literary Supplement: London, The Times (Daily Newspaper, 1902—Weekly). This is a reviewing periodical.
- ASLIB Book List : London, ASLIB, 1935 —Monthly.
- British National Bibliography: London, Council of British National Bibliography, 1950 — Weekly.

For Books Published in USA:

- Publisher's Weekly: New York, R.R. Bowker, 1872.
- American Book Publishing Record: New York, R.R. Bowker.
- Publisher's Trade List Annual, New York, R.R. Bowker, 1879 — Annual.

- Books in Print: New York, R.R. Bowker, 1948 — Annual.
- Subject Guide to Books in Print. New York, R.R.Bowker, 1950 — Annual.
- Library Journal: New York, R.R.Bowker, 1876—Fortnightly (monthly in July and August).
- Book Review Digest: New York, H.W. Wilson, 1905—Monthly (except in February and July).
- Cumulative Book Index: World list of scientific books in English language. New York, H.W. Wilson, 1898 — (Monthly except July, August and December).
- The National Union Catalogue: Washington, Library of Congress, 1948 — monthly.
- The Library of Congress Catalogue, Books Subject: Washington, Library of Congress — Quarterly.
- Scientific, Medical and Technical Books : Edited by R.K. Hawkings 2nd Ed. Washington, National Academy of Sciences, National Research Council, 1948.

For Books Published in India:

- Indian National Bibliography: Calcutta, Central Reference Library, National Library, 1957 — Quarterly, 1964 — Monthly.
- Impex Reference Catalogue of Indian Books: New Delhi Indian Book Export and Import Co., 1960 — Supplement 1960-62.
- Documentation on Asia: Edited by the Girja Kumar and V. Machwe. New Delhi, Allied Publishers, 1963. V.1 - 1960 — Annual.
- National Bibliography of Indian Literature, 1910-1953 : New Delhi, Sahitya Akademi, 1962.
- Indian Books, 1974-75: An annual bibliography by Ram Gopal Prasher and Associates. New Delhi, Today and Tomorrow's Book Agency.
- Indian Books in Print : 6th edition compiled by Sher Singh, 3 vols. Delhi, Indian Bureau of Bibliographies, 1995.
- Indian Press Index with Book Review Supplement. Delhi, Delhi Library Association, 1968.
- Government Publications of India: A survey of their nature, bibliographical control and distribution systems, by Mohinder Singh, assisted by J.F. Pandya, Delhi, Metropolitan Book Co.

Besides these, several publishers of reputation issue from time to time catalogues and newsletters listing their publications.

Indian Book Industry is a monthly journal which announces forthcoming publications, reviews some selected titles and also publishes articles on topics related to book industry.

Similarly, there are books and journals in various Indian languages providing information on books published in their respective languages.

Self Check Exercise

- 7) Name two important sources each for selecting books published in U.S.A., Great Britain and India.

Note: i) Write your answer in the space given below.
ii) Check your answer with the answers given at the end of this Unit.

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8.3 ACQUISITION PROGRAMME

Harrod's Librarian's Glossary defines acquisition as the process of obtaining books and other documents for a library, documentation centre or archive.

Gelfand observes, acquisition programme "is a plan for carrying out the objectives of the library with respect to the development of collection. It should be long-range plan, flexible in nature and subject to periodic review and revision". The programme should have the approval and support of the authority and should be initiated for a period of five years or more with budget support. Since the programme needs active support and co-operation of the faculties and library staff it should be widely publicised".

Gelfand quotes Wilson and Swank who describe the acquisition as "the continuous systematic analysis of weak spots in the book collection through the checking of bibliographies against the library's holdings, the submission to the faculty lists of materials not owned, the rating by the faculty and library staff of these titles, and finally the preparation of want or desire data lists". The lists then go to the order department where the process of procurement begins.

8.3.1 Procurement of Documents

Books and other documents are acquired by a library by: (a) purchase (b) gifts (c) exchange (d) legal or statutory obligation. In your BLISc Programme you have learnt about these methods in considerable detail.

Whatever be the method of acquisition it is necessary that the material acquired should be appropriate to the objectives of the library. Of course, if the library happens to be a legal deposit library like the National Library, then it will receive the documents under the statutory provisions. In case of gifts and exchanges the library should keep in mind its requirements and accept the materials on that basis only. "Inappropriate materials, even if free, are ultimately expensive. Like purchases they require clerical work in the order department, cataloguing and processing and shelf space."

Purchases

There are several ways in which books can be procured through purchase. They may be purchased directly from the publisher or through their distributor or through a local bookseller. Publishers may not prefer direct sales. Some societies, associations and learned institutions prefer sales through distributors. Even if they sell they may not allow any discount or even if allowed they may charge for packing, postage, etc.

Between the distributors and local book seller atleast one advantage with the local bookseller is that the librarian can physically see the book or ask the supply to be 'on approval basis'. Another advantage of a local bookseller is that local reminders on the late supply and replacement of defective copies will be easy. But at certain places the local booksellers may not be in a position to handle the requirements of the several disciplines of the university.

Another disadvantage with a local book seller is that he may bring undue pressures through the faculty, committee members and others for purchase of unrelated and unwanted books.

Sometimes a sole agent is preferred by a library for a specified period like 2 or 3 years. For larger libraries relying on the whims and fancies of a single supplier is also not advisable. He may prefer to supply only those books where the profit margin is more and also avoid titles difficult to procure.

It is always better therefore to prepare a panel of suppliers with agreed terms and conditions of supply from whom the librarian can pick up the suppliers according to their areas of specialisation in supply. This panel may be renewed or revised once in every three years.

However, for certain types of supplies like annuals; series; multi-volumed books published over a period; serials and the like, standing vendors may have to be preferred. Wherever possible standing orders can also be placed with the publishers directly.

Acquiring foreign publications, may be problematic for the librarian. Lack of foreign exchange and restrictive customs and import regulations come in the way. Relying on domestic suppliers to whom payments can be made in local currency may be time consuming and costly.

It is desirable that foreign books be purchased directly through the foreign agents. "The library should select a reliable dealer in each of the major publishing centres. There are several international book-dealers, who are capable of providing a wide range of current and retrospective materials, subscription to journals, shipping and other services. The Publishers' International Year Book provides a list of international book-dealers..." Foreign library associations may also help in providing information on international agents for the supply of library materials. In order to get some publications free or at concessional rates the library may have to become an institutional member for some of the associations, societies, etc.

Gifts

A library may receive by way of gifts private collections of individuals or few books from individual donors. It may also request for donations of books, manuscripts, back issues of periodicals, etc., either by public appeal or by approaching individuals. When documents are requested for collection development the appeal should be very specific in its nature and not a general appeal, except perhaps, in the case of a public library. As already stated in section 8.3.1 inappropriate materials, even in free, should not be acquired.

However, in rare occasions the personal collections of great personalities may be offered and the library may have to take the collection *in toto* without discrimination. Such collections are generally kept separately as special collections.

Exchanges

Research libraries, libraries of universities and institutions of higher learning, may prefer to exchange publications of their centres with similar organisations. Scientific and technical reports, dissertations and project studies of such centres may be published in limited numbers and they may not be available for sale or for general distribution. Such documents can be obtained only through exchanges. But, exchange is a two way traffic. Unless the parent organisation is in a position to exchange its own publications a library cannot seek materials through exchange.

Legal Deposit

National library of a country gets documents (books, periodicals and other print material⁶) published within the country, free of charge under the statutory provisions. In our country under the provisions of *Delivery of Books Act, 1954* and its subsequent amendment in 1956 books and periodicals published in the country are to be sent to the National Library, Calcutta and three other libraries at Delhi, Bombay and Madras as a legal obligation.

In certain cases international organisations like UNO, UNESCO, ILO, FAO and the like may prefer to send one free copy of their publications to a library as a depository library. Then perhaps, the library may not be in a position to further scrutinise the materials to be received.

Self Check Exercise

8) What are the ways by means of which documents can be acquired for a library?

Note: i) Write your answer in the space given below.

ii) Check your answer with the answers given at the end of this Unit.

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8.4 ALLOCATION OF FUNDS FOR COLLECTION PROCUREMENT

Earlier you have seen that finances and infrastructural facilities determine the nature of a collection development policy. In the case of a library the parent body will apportion the funds for the library. The library in its turn will allocate the funds for the different items of expenditure. There may be some other sources of income to the library like sale of news papers, collection of overdue charges, etc. The library may have to forward these funds to the parent body as income from the library.

Major sources for library fund are the recurring and non-recurring grants received from the parent body, state and/or central government and their agencies. You have seen in Unit 2 (Block 1) that the UGC is playing a vital role in promoting academic libraries. Again in Unit 5 (Block 1) you have studied the sources of library funds and the nature of expenditure and the components of a library budget.

Trehan says, "the book funds allotment should be apportioned and allocated as under:

- fixed charges which recur annually and cover renewal of journal - subscriptions;
- general fund for purchase of reference books, books of wide general interest and recreative reading;
- departmental fund which is allotted to departments generally on the basis of actual expenditure of the previous year and recommendations of the library; and
- special fund for purchase of text books for poor student.

Library budget provides for recurring and non-recurring expenditure. The routine funds required for procuring books and other reading materials, and for staff salaries, maintenance, and miscellaneous expenditure usually constitutes the recurring grant. But sometimes the library may have to spend as onetime expenditure on some equipment, or furniture or extension of the library and the like. Such expenditure will not repeat year after year. So it is known as non-recurring expenditure. Whenever a new course is offered or a new department is started the library collection on that course or on the courses offered by the new department should be developed by providing funds in addition to the routine funds.

"General funds are those which the library uses for building up the reference and bibliographical collections and for acquiring other materials which do not fall readily within the subject scope of a single academic department". These funds are also known as 'unallocated funds' and they come in handy for the librarian to strengthen library collections by filling gaps or for purchase of extra copies where needed or even for acquiring the private collections of retired scholars. Unallocated funds help in collection development by the librarian. Gelfand suggests, "a good proportion to place in the general funds is 30 to 45 percent of the total book fund. Even more may be necessary to ensure development of a strong collection of reference and bibliographical materials."

Departmental funds are funds allocated to different departments for building up collections in the subject fields of the department. It is difficult to specify and allot funds to different departments. Library Committee or a committee of the faculty may decide the allotment of funds to different departments. Even the allocation may be arbitrary. It is better to leave the matter to the discretion of the librarian in cooperation with the faculty.

In addition to these funds allocation may also have to be made to meet recurring and non-recurring expenditure on furniture, equipment, repairs, insurance, travel, stationery, part-time employment, etc.

Self Check Exercise

9) Write a note on "general funds" for collection procurement.

Note: i) Write your answer in the space given below.

ii) Check your answer with the answer given at the end of this Unit.

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8.5 CURRICULUM AND COLLECTION DEVELOPMENT

In Unit 6 while discussing about collection development you have seen how the needs of the users are of prime concern for a collection development policy. In the case of an academic library the predominant user group is the student group. Their needs are oriented towards the courses they study.

Further, the goals and objectives of the parent body also are related to the courses offered by the institution and the research projects taken up for the advancement of knowledge. So, collection development in the library of an educational institution is dependent upon the curriculum of the institution.

In order to meet the curriculum requirements the library has to build up its collection, evaluate its collection periodically and also weed out documents which may not be of real use to its clientele. Whenever a new course is introduced the Library Committee and the librarian should immediately identify its information needs and give priorities to the collection related to it.

If there is no nucleus collection on the subject in the library a non-recurring provision in the budget for basic level collection should be made. Essential reference sources, basic textbooks and journals relevant to the new course should be acquired.

It will be better if the librarian and his staff are associated or informed about the change in policies, curriculum and the research activities of the institution. Ndegwa says, "a university as a growing institution has to continue changing its emphasis. The library must therefore be geared to adapt to such changes. In its acquisitions policy, the university library needs to reflect developments in institutional methods, new areas of teaching, emphasis on research. It is important therefore that the library, through its chief librarian and staff be closely concerned with the total university planning so that they can be aware of changes long before they come into operation".

8.6 SUMMARY

In this Unit, you have studied the various aspects of collection development programmes like the types of information records usually available in an academic library; levels of selection of these documents; general principles of selection of books and non-book materials. Before commencing the selection process, issues like procurement of older materials or current materials; materials for research or for instructions; microforms or print materials; etc. come up for consideration. You have further learnt in this Unit the various sources available for selection and that the librarian with the help of subject experts will select the documents for procurement.

Purchase, gift, exchange and legal deposit are the ways in which documents are procured. Funds are allocated under different categories for procurement. General funds are helpful to the librarian to improve the collection by filling the gaps in the collection. Curriculum plays an important role in collection development. Librarian and his staff should be in the know of the policy changes in curriculum so that collection development can be effective.

8.7 ANSWERS TO SELF CHECK EXERCISES

- 1) An academic library needs different types of documents. They may be conventional, non-conventional and meta documents. Documents in the nature of text-books, serials; series; rare-books; manuscripts; microforms; maps; audio; visual; and audio-visual materials; computer tapes and disks; whatever be the form they are all needed by an academic library provided the information is useful for instruction and research in the subject fields of the academic institution.
- 2) The levels of document selection are: i) Comprehensive level, covering all significant works; ii) Research level, with important reference works, specialised monographs, extensive collection of journals and major indexing and abstracting journals; iii) Study level, which covers basic monographs by important writers and representative selection of journals in addition to adequate materials for undergraduate and post graduate studies; iv) Basic level which includes major dictionaries, encyclopedias, important monographs and few major periodicals; v) Minimal level with only very basic reference tools.
- 3) The basic principles for book selection are : a) Obtain books of higher quality for the greatest number of books. b) Procure any book which can be used with advantage by the library. c) Once a selection policy is decided the library should stick to it. d) Books that aim at human development — mental, material or moral are to be selected.
- 4) Reference works should be selected on the basis of the following criteria: i) Authority of the author; ii) Scope of the work; iii) Treatment of the subject; iv) Arrangement; v) Format; vi) Index and bibliography provided and finally; vii) Its relative importance in comparison with similar reference tools in the library.
- 5) Non-book materials are to be selected on the basis of a) Authenticity of information; b) Appropriateness of concepts, vocabulary, narration, sound effects,

suitability for use; c) Scope of coverage d) Interest developed; e) Organisation by logical and useful sequences; f) Technical aspects like clarity intelligibility, effective colour use. g) Special features like users' guide, accompanying material etc; h) Physical characteristics like durability, attractive packing, ease of repair; i) Potentialities for library use; j) Selection aids recommendation for it; and finally its k) Cost.

- 6) In an academic library, particularly, a university library several issues are to be considered at the time of selection of documents. They are: i) Whatever instructional needs are to be given preference or research needs; ii) To what extent foreign documents are to be acquired; iii) Current materials or older materials which are to be given preference; iv) Multiple copies of text books are to be purchased or not v) To what extent one can go for popular fiction and non-fiction; vi) Extent to which rare books and manuscripts can be acquired; vii) Between materials in microform and the regular form, which are to be weighed most.
- 7) Important sources for selecting documents are a) USA - i) Books in Print, New York, R.R. Bowker, Annual. ii) Publishers Weekly, New York, R.R. Bowker. b) Great Britain - (i) British Books News London, British Council, Monthly. (ii) British National Bibliography, London, Council of National Bibliography. Weekly c) India i) Indian National Bibliography. Calcutta, Central Research Library, National Library. (ii) Indian Books in print, ed. 6 compiled by Sher Singh 3 Vols. Delhi, Indian Bureau of Bibliographies, 1995.
- 8) Documents can be acquired for a library by means of a) Purchase b) Gift c) Exchange and d) Legal deposit. Purchases can be made by placing orders with publishers or their agents and also through local book-sellers. Gifts may be by individuals or corporate bodies which should be accepted only if they are useful and relevant. Research organisations, universities and institutions of higher learning who publish their research may offer exchange of their publications for similar publications of another centre. Exchanges also should be accepted only if they are relevant. Legal deposit or statutory deposit may be received by a library. Generally this is the case with National Libraries.
- 9) General funds are also called "Unallocated Funds". Gelfand suggests that 30 to 45 per cent of the library fund should be set apart for this. With this fund the librarian can fill the gaps in the library collection, buy multiple copies when needed; and purchase special collection or private collections of renowned scholars and scientists to enrich the library collection. The fund will be useful for subject development in the collection.

8.8 KEYWORDS

Conventional Document	: A document where the thought content is recorded in a natural language by means of writing, typing printing or by some near-printing process.
Curriculum	: All the courses of study in a school, college, university, etc.
Format	: i) "The shape and size of a book expressed in terms of the size of the full sheet of paper and the number of times it has been folded to get the leaf of a document". (Ranganathan). ii) A statement of height and width of a typical leaf of a document.
Glossary	: An alphabetical list of abstruse or technical terms concerned with any specific subject, together with their definitions or elucidations.

Meta Document	: An instrument record of natural and social phenomena made directly unmediated by the human mind even before it got transformed into thought and got into human mind.
Micro Facsimile	: A copy of an original reproduced in micro size.
Neo-Conventional Documents	: "Standards, specifications, patents, data of properties in natural sciences and their applications, reaction formulae in chemistry, differential clinical data in medicine, and press cuttings of current opinion and news in the field of social sciences (etc) which form a new class of micro documents ... They may be called Neo-conventional Documents".
Non-Conventional Documents	: Micro reproduction of a conventional documents; audio; visual; and audio-visual records.
Sole Agent	: A book-supplier who will supply reading materials on all subjects to a library.
Standing Order	: i) An order to supply each succeeding issue of a serial or periodical or subsequent volumes of a work. ii) An order which is to be acted upon continuously until countermanded.
Standing Vendor	: A supplier of books and other reading materials who executes standing orders.

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