CHAPTER-5

SELECTION PROCEDURE OF BOOKS & NON-BOOK MATERIALS

There is always a tendency to intermingle the two terms – 'collection development' and 'selection' as being the same. But it is Hendrik Edelman who clarified that collection development is a planning function and selection is the decision-making process implementing collection development goal.

But what is extremely needed, is the users' needs and the institution's main objective. Along with this, budget should not be forgotten.

5.1 SELECTION: NEW SENSE

Apart from traditional conditions, selection policy has been greatly influenced by some emerging issues like price hike, financial crunch, proliferation of subjects, and access to new technology as well as kinds of materials. Atkinson has, at this point, rightly observed that selection is "the fundamental question of collection development therefore is not how useful the document is, but rather how useful it should be made".

This really clarifies the right choice of acceptance of technology for access to wide arena of resources. Electronic resources thus come forward with the help of www and the internet. With the help of this new technology, 'selection' has gripped a new concept "CONSORTIA" – a thought for building collection with effective cooperation.

Whatever be the arena, balanced selection policy statements are to be articulated for every kind of libraries. In university libraries also the same is found to overview the strength and weakness of collection. Infact, a university library covers a vast range of collection for a wide variety of disciplines.
running between undergraduate, postgraduate, doctoral, even post doctoral research. Not only that, different levels of users and myriads of courses are the other aspects to be considered for selection of library materials. In this context, one can remember what Dr. S.R. Ranganathan told us “in a university or research library, book selection should be done from time to time in consultation with the members of the faculty, or the research body, so as to put on the shelves the books needed in the anticipated change in the research activities in good time before the changes take place”.

5.2 SELECTION CRITERIA:

No one can deny the importance of selection criteria in order to select and analyse the condition of selection. Though all are not equally implied during selection process, some important criteria are to be noted here as per Gardner’s idea:

- Authoritativeness
- Accuracy
- Impartiality
- Recency of date
- Depth of coverage
- Appropriateness
- Relevancy
- Interests
- Organization
- Technical aspects
- Aesthetic qualities
- Cost
Additional selection criteria are also be implemented in selection policy for accommodating the task of information technology in the libraries. As described by Peter Clayton and G.E.Gorman\textsuperscript{5}, collection development policy must consider the following factors to be noted for selection of both print and electronic media:

For print media:

Readability/portability/durability

For electronic media:

Accessibility/currency/search ability/interactivity.

5.3 SELECTION CATEGORIES:

It is the task of the selector to have broad ideas selecting the right material efficiently in the way of following selection categories:

- Approval plans
- Publishers' notices
- National bibliographies
- Current review
- Users' recommendations
- Reviews of scholarly journals
- Citations

5.4 SELECTION METHODS:

Selection procedure is complex and multifaceted applicable in a different way and in various kinds of libraries depending on the nature and demand of the users. Relating to this matter it can be observed that few basic steps are to be followed during selection:

- Needs of subjects
- Allocation of funds
- Searching of desired library resources.
In this regard, one must utter the need of "community analysis" focusing on faculty- their teaching and research needs.

5.5 CALCUTTA UNIVERSITY LIBRARY SYSTEM:

The Calcutta University Library System plays a vital role dispersing qualitative resources and services to the users as per instructional and cultural activities of the university by keeping balance with library budget. Like other university libraries in India, especially, of West Bengal, this library system sticks firmly to the basic selection principles in consonance with both the library staff and the faculty.

In preparing the selection policy, some basic issues are thought of important for university libraries:

- Who would be the final authority
- What type of materials should be acquired
- Who can participate in the selection procedure?

And the Calcutta University Library System too follows the conventional method of assigning the responsibility for acquiring right information on the Library Committee.

But the university librarian takes the core part regarding selection of materials for total library system.

For overall selection procedure of library materials, some major aspects are to be granted as vital. Though not very standardized policy to be maintained by the library system, like other university libraries of our country, a conventional task always has been running through as a particular procedure from the past to the present. These are:

- **Budget allocation**: during selection of library materials for different departments as well as subjects, the amount of budget allotted for
individual case is to be analysed, which we find in Appendix 2. In general, collection development policy must be consistent enough to the responsibility of selecting as well as purchasing of materials as per fund allotment. Now-a-days, collection development is greatly emphasized by the quantity and quality of information.

❖ **Use study and the users:** this is very sensitive area, the survey of which is highly effective for studying the community needs. So that selection of materials plays a judicial part qualitatively and quantitatively.

For subject selection of any kind of formats, there are few conventional guiding aspects applicable to Calcutta University library system which is also found in other university libraries in West Bengal:

❖ Selection of library materials in different formats relevant of courses and research work
❖ Preparing a balance between budget and selection
❖ Collection evaluation
❖ Keeping aware of the selection of e-resources

Before going for final selection of materials of any kind, the conventional and regular process is that the university librarian along with his staff engaged in selection process, usually reviews some areas which are utmost important to be considered even by the other university libraries:

❖ Faculty requests – the recommendation of their priority lists
❖ Selection tools like book reviews, subject literature, publishers' notices etc.
❖ Quality, quantity as well as physical condition of library collection so that replacement, withdrawal can be done in well balanced way
5.5.1 SELECTION METHODS AS PER DIFFERENT FORMATS

5.5.1.1 BOOK:

The current and regular practice is that the subject departments forward their recommendations in the way of book lists required for the students and faculty. The motto is to find the right document for study and research. So these lists are primarily based on curricular need or followed through suppliers' catalogues or publishers' notices or such other selection criteria mentioned before.

The university librarian and his staff related with the execution of this process are greatly responsible for selecting materials especially for Central Library and monitoring other departments and campus libraries by keeping balance with the budget. Even preference for 'Approval Plans', in the way of gathering books through dealers and then analyzing and selecting the desired one among them is observed in this library system.

Another special feature is that wherever any department is unable to purchase any desired document due to shortage of fund allotted particularly for it, the Central Library, apart from its reference collection has the responsibility to select and purchase it within its limited budget.

Selection method of this library system, like other university libraries in India, follows some basic criteria:

- Number of subjects concerned about teaching and research
- Range of interest
- No of faculties in each departments
- No. of students enrollment in each department
These are shown in the following way:

| Subjects (including self-financed) | : | 115 |
| Interest range | : | Science & technology, Humanities & social Science, Engineering |
| Faculty | : | 598 (approx.) |
| Students | : | 7716 (including self-financed) |

[Source: University of Calcutta Handbook/ ed. By Tapan Kumar Mukherjee, University of Calcutta, 2007]

Not only that, the library always supports a new course or new research interest and for that it may get special privilege and grant to cope up with new program. As for example, *English department* has got a vast change in its syllabus and selection are made accordingly as per fund allocation. Not only that, books are also selected for different self-financing courses and departments (as for example, *M.PHIL.* in *Library and Information Science*, *PG Certificate course in English for Effective Communication as per Syndicate's resolution found on 8.8.06*). Other agencies, now collaborating with University of Calcutta are offering special courses. *As for example*, Globsyn Business School, Salt Lake is offering Post Graduate Diploma (one year) on “*Applied Economics and Information Management*” in collaboration with the university. Users may get help with library materials on this subject from the library of Economics department, whenever needed. Not only that, faculty engaged in another important and well-known diploma course in *Media Studies: Film, TV* follows the same pattern of selection of books and even non-book materials. Another noted example in diversification of selection of books is observed in *Commerce Department* which has also its well-known self-financing wing. Actually, it reflects the emerging scenario of recent development of subjects and how much it is affecting the selection in the university library system. Infact, complete knowledge of users’ needs is the underlying concern for effective selection procedure.
In this perspective, a detailed analysis of newly added courses is surveyed which shows a special effect on the selection of library materials as per trend of those newly emerging subjects. A sample example is observed in the following way:

2000-2001

- Human Development (M.A/M.sc)
- Media Studies: Film & Television (Certificate)
- Bio-informatics (M.sc. Dip.)
- Genetic Pathology (certificate under Biophysics, Molecular Biology & Genetics)
- Computer and Information Science (M.sc)
- Biotechnology (M.sc)
- L.L.B. (Hons.)
- G I S and Remote Sensing (M.Sc Dip. Under Department of Geography)
- Tamil (M.A.) MCA
- Environmental Science (M.sc)
- Information Technology (M.tech)
- Microbiology (M.sc)  

In addition to the above we have,

Upto January 2003

- Journalism & Mass Communication (PG Dip.)
- B.B.A (Hons.)
- B.C.A (Hons.)
- Human Rights (M.A/Msc.)
- Bioinformatics and Biophysics (M.sc)
- Atmospheric Science (M.sc)  

In addition to the above we have,
Upto December 2004:
- Electrical Engineering (M.tech-Part time)
- Information Technology (self-Finance-M.tech-Part time)
- Computer Science and Application (self-Finance-M.tech-Part time)
- Behavioral Therapy (Post Graduate)
- Forensic Anthropology (Certificate)
- Book Publishing (Post Graduate Dip.)
- Sports and Mass Communication (Post Graduate Dip.)

In addition to the above we have,
Upto December 2006:
- Home Science (self-Finance- B.Ed.)
- Instrumental and Control Engineering (self-Finance - Part Time under Department of Applied Physics)
- Development Studies (M.phil-Social Science Centre)
- VLSI Design (self-Finance - M.tech under Department of Radio physics)
- English for effective communication (Certificate - self-Finance)
- Buddhist Studies (Post Graduate Dip. - self-Finance under Pali Department)

This very example is highlighted here to acknowledge the growing trend of subjects in different courses which, in other way, is helpful to assess the development of collection in this library in consistence with those new courses.
Not only that, a sample survey of UGC Special Assistance Programme of different departments of this university helps get a broad view of building collection in strengthening the following subjects in different years which are getting stress for different projects:

**CAS:**
- Applied Mathematics
- Botany
- Chemistry
- Radio physics & electronics

**DSA**
- Anthropology
- Applied Mathematics
- Biochemistry
- Biophysics
- Commerce
- History
- Journalism
- Physics
- South & South East Asian Studies

**DRS:**
- Applied Physics
- Arabic & Persian
- Chemistry
- Business Management
- Geology
- History
- Museology
- Political Science
- Statistics

**COSIST:**
- Applied Mathematics
- Biochemistry
- Biophysics, Molecular Biology and Genetics
- Physics

5.5.1.1.1 REFERENCE COLLECTION

It is specially treated as important where the basic and in-depth information are provided. The central library has the epoch-making job from the very past years to collect reference materials. The kind of reference materials that are covered in this library's collection:

- Encyclopaedia
- Handbook
- Dictionary
- Bibliography
- Biography
- Concordance
- Almanacs & yearbook
- Indexes and abstracts
- And also different reports,
- University publication,

For selection of reference collection, the main part is usually played by the Central Library. Periodic evaluation by the librarians greatly deserves the measure of qualitative and quantitative selection of reference materials as per each year's budget. Even reserved books (texts) system is available for the users, mostly students, for study. They are selected in the general norm.

5.5.1.2 SERIALS:

The major part is serial subscription and their renewal method. Observation shows that here selection method depends generally on the major concepts:

- Existing titles
- New titles
Among them, for the first one renewal method for maintaining continuity is necessary. For selection of others, departmental libraries, depend very much on the recommendations of heads of departments or departmental committees. It is the common practice to select serials as per given priority of the lists of concerned subject departments. Emphasis is generally given on the continuity of the important existing serials, because the continuous price hike of subscription rates, rise of interdisciplinary subjects, publishing large amount of journals in each year have a great impact on this method. It is, indeed, a crucial task to keep balance of the limited budget.

Selection of serials is based on confirm recommendation against recurring budget. To avoid budgetary hazards and huge amount of duplication of serials in different departments in a particular campus, like Rajabazar Science College campus or Ballygunge Science campus, selection of serials have been centralized campus-wise. And it is the responsibility of the university librarian to monitor over all. Emphasis is given on some areas, as for example, science & technology.

For all these, the utmost need of analyzing the following concepts is to be followed:

- Fund analysis
- Usage
- Recommendation
- Core lists

Now today's concern is the electronic format of serials. The Calcutta University Library System has already accepted the Consortia agreement of INFLIBNET during 1990s and offering packaged journals through UGC-INFONET free of charge. It is the common scenario of other university libraries of West Bengal too. Even the university librarian is monitoring the purchased journal (electronic format) for its library system based on the recent trend of users' demand of using electronic journals. As a result, selection of
print journals is efficiently monitored through cancelling those journals which have already online facility. As for example, for Library & Information Science, "Journal of Documentation" was subscribed in print form for a long time and now its online facility has paved the way to drop the print form.

5.5.1.3 NON-PRINT MATERIALS:

The library collects different non-print media like audio-cassettes, video-cassettes, CD-ROMs containing subject information. But mostly they are accompanying materials of books purchased by the library. Even a large collection of microforms are found in the Central library.

5.5.1.4 GIFT MATERIALS:

Though not a separate kind of format, it has special effect in building collection. These are thought of as valuable in increasing the collection of library materials. The Calcutta University Library System procures such kind of valuable gifts (in the form of books and also monetary donation as exemplified by the renovation of digital library section in central library by Bijoy-Manjula Gangyopadyay). Like other university library system in West Bengal as directly interviewed, the university librarian makes a commitment to accept the gifts along with the coordination of the Vice-Chancellor of the university. The usual method of granting those gifts is that a letter from the part of the donor is always to be valued. But there is a clear statement that the library's mission and its need are of prime importance on which the acceptance of gift depends. And herein lies the selection of gift materials in building collection.

5.5.1.5 ELECTRONIC RESOURCES:

Along with other university libraries in India, this library system is also feeling the tremendous growth of information in the more advanced format – electronic media. Here electronic resources are of following kinds:

- Bibliographic databases of books, journals, theses, dissertations and medical dissertations, special collection.
Full text resources including electronic journals – both free and subscribed journals

Electronic books categorized as per subjects

Archives having university publications' collection

The Library system first of all has procured UGC-INFONET scheme giving more than four thousand electronic journals since 1990s.

They are free of cost as per objectives and mission of the university. It is totally under the purview of the university librarian along with the cooperation of the heads of the departments or the departmental committees.

Based on the usage pattern of INFLIBNET and high demand of this kind recent trend of adopting new technology (which is discussed in the Chapter 6 of this thesis), selection of electronic books through Springer and also IEEE package is monitored by the university librarian. But the decision-making approach is delivered through the Library Committee and resolved in Syndicate meeting from time to time.

But during selection of e-resources, the university librarian has to think over the maintenance, storage/access system of e-resources. Selection criteria usually followed here are:

- Users' needs
- Ease of use
- Ease of maintenance
- Training of both staff and faculty/students
- Frequency of updation
- Accuracy
- Legal issues regarding copying
To fulfill the need of balanced growth of collection all must be aware of the community needs and the immediate knowledge of the library concerned to go beyond the current needs, but within the budget limit.

As technology is changing, the collection development pattern of the university library system is also changing.

5.5.2 FACULTY –LIBRARY LIAISON FOR SELECTION:

Qualitative collection is a demanding aspect in university library like the Calcutta University Library System. To fulfill the current needs of users (both faculty & students) according to the curriculum, it is the general practice of this university library to involve the faculty in selection of library materials. In each and every department, with the help of departmental librarian (sometime or not), departmental committee or individual faculty are usually engaged in book selection from time to time. This regular flow of book selection, mostly from publishers’ list or vendor’s catalogues, is found helpful for the library also in order to keep the total selection in balanced form.

But sometimes disparities between highly active and less active selectors (faculty) in different departments may lead to an imbalance in building collection. Sometimes lack of sufficient coverage of curriculum-oriented books may be found due to lack of faculty-librarian participation in building collection. Another aspect is observed that for making fund adjustment in order to follow high or low demand by any department, the librarian has the authority to divert the money to other department. But for that, regular communication between the librarian and the faculty is highly needed.

Over all observation suggests that the judgement of selection of both print and non-print media requires the needs and interests of the users. The library system itself shows a great example over the decades. Collection development and selection need much more minute work in an attentive and timely manner even in accommodating new vistas – electronic resources. The university librarian is continuously monitoring this systematic cycle by covering all the departmental and campus libraries including the central
library. The related staff should also be efficient enough to cover all kinds of evaluative measures to make the selection process a successful enough. Here introduction of collection development policy is needed as its statements can help in decision-making. In fact, building collection in a proper way needs user participation in a full-fledged way. Some interesting decisions can improve the selection methods in university library:

- Active participation of different project teams and especially students in selecting right information
- Current awareness service and selective dissemination of information (SDI) service for users will help found the right documents.
- Early procurement of books and other documents, so that users can find out the needed documents in an easy way, thus helps select the large amount of documents.
- General users' (students) active and extensive participation along with the Library Committee in selecting needed documents for the university library.

In general, it can be said that in case of selection process, Fund analysis, Usage pattern, Recommendations and Core lists are most important. Information is selected whenever urgent need is generated. And collection development policy should include all areas, in which documents are needed.
REFERENCES:


