CHAPTER – 9

RECOMMENDATIONS AND SUGGESTIONS

9.1 OBSERVATION:

The Calcutta University Library System, a centre of knowledge & information, is possessing a rich collection covering a whole range of subject areas to fulfill the academic needs of the users. The over all observation during survey part depicts knowledge of its vast range of collections and its qualitative services.

Having a heritage status, the total library system with all its campuses & departments is doing its job to fulfill the needs of the clientele. Even the impact of electronic information is gradually creating a magical trance – thus balancing both the print & electronic format. Like other university libraries, generation as well as processing of quality information plays a key role in collection development. But what is needed is a total consistency for developing collection, maintenance, evaluation, and users’ services in order to guide the present as well as future library professionals associated with this library system. Here the thought of needs should be centralized. If Collection development policy in a standardized written format is maintained, proper guidance in a consistent way can be given to meet the practically unlimited needs of information and thus get the cost-effective & balanced collection. Even advancement of information technology has given rise to the acceptance of new kind of information and their selection, maintenance, evaluation.

Here the ALA Guidelines for Written Collection Development Policy may be recalled:

A collection development policy “is a desirable tool, which (a) enables selectors to work with greater consistency toward delivered goals, thus shaping stronger collections and using funds, more wisely; (b) informs library
staff, users, administrators, trustees and others as to the scope and nature of existing collections and the plans for continuing development of resources; (c) provides information which will assist in the budgetary allocation process\(^1\).

So it is highly effective to think about university libraries also. Actually, a proper collection development policy manages the teaching, learning and research interests of the university curriculum, thus minimizing the difficulties of decision making and so it is recommended to have a Collection development policy in a standardized written format.

Finally, in this thesis we are suggesting a broad framework for the written collection development policy for the Calcutta University Library system. We hope that this will also be useful to other University libraries.

### 9.1.1 FUND ALLOCATION-

The first step to be considered in university library is the fund allocation.

Keen judgement is necessary here to procure / access both print and digital information. A good collection development policy rightly helps get right budget allocation. Consistent guidance can be provided through it. Flexible allocation of fund can be incorporated in the statements as per review of subjects, area and format. Even the library system can have actual steps to be followed for ‘access’ cost especially for networking facility, database services, access to e-journals etc. Sufficient budget allotment as per priority requirement of subject areas and adequate library collections can be allotted and accepted to meet up the role of university library and that can be sought through the judgement of urgent and necessary requirement laid down by the policy statements.

### 9.1.2 SELECTION OF MATERIALS –

Both print and non-print materials and access facility can be managed more judiciously if the utilization study of collection through circulation and other services can be consistently recorded. Even periodic assessment of users’
needs—especially students’ demands, evaluation of strength & weaknesses of subject areas can be much more fruitful to make the library collection more and more strong. Here library’s collection development policy can help mark the weak areas so that current as well as future professionals attached to this university library system will get a consistent guidance about areas to strengthen. Acceptance of external funding sources, if any found, can have the preference especially for sound coverage of research interests also.

The library system has the option of taking gifts / donated materials to enrich the collection. A guiding principle concerning the matter can be incorporated in library’s collection development policy so that a consistent & effective statement will help future library staff also and as a result budget allocation can be transferred from a subject area to another needed one.

Another important area not to be overlooked is the weeding policy. Though no discarding method is popular in this library system, many other university libraries in our country are more or less following the method.

The policy, in this case, can record the right reason for it in written manner. Along with it, policy can also help the professionals to maintain some exceptions— for example, discarding of materials or having low-use storage against unused or older editions of text books not used for last 10-15 years and having recent editions, ephemerals, and like that. Recent additions of electronic information can have separate policy statements for guiding the staff as well as users for accessing and maintaining such kind of resources.

In fact, the main objective of collection development policy is to make a good relationship of the goal of the university with the collection development. The uniqueness among different university libraries’ collection development methods (which are developed in their own use with fragmented manner through library committee’s resolutions from time to time) can be formed so that uniformity all over the country can be regained. As a result, without any kind of confusion, the consistency for future librarians can also be maintained. Even the staff and the library committee members who are changeable at
regular intervals can get right guidance from time to time through this written policy. Not only that, even for internal library services and tasks, staff can keep continuity and proficiency in maintaining the job as well as taking right decisions through the policy statements. Overall guidance and uniformity can be achieved by writing a policy in compact manner and even different university libraries can also be benefitted by following the more or less same matter (only by changing their fashion in services). A common guidance can be handed over to future personnel also in a formal manner. Its great advantage is that detailed information concerning necessity and accessibility of present collection appropriate to general as well as research interests of users become a great objective of the library. It will help as a decision tool.

The written collection development policy may vary from one university library to another as each and every library has its own needs. But having same relevant aspects, a standard format for collection development policy would be highly effective to identify and analyse those relevant aspects of all university library systems.

Though such kind of formal written policy have not yet been introduced by the university libraries at national level in our country, there has often been discussions about its necessity, as for example, Indian Library Association (ILA) has already discussed about its incorporation in India in different conferences. Recently the famous Knowledge Commission of India has delivered its need in its Preamble and has suggested certain guidelines, Keeping track of all these, it is the suggestion of this thesis to have a conclusive way to prepare a broad framework as a model of written collection development policy:
9.2 BROAD FRAMEWORK OF WRITTEN COLLECTION DEVELOPMENT POLICY AS A MODEL FOR CALCUTTA UNIVERSITY LIBRARY SYSTEM

9.2.1 INTRODUCTION:

Collection development policy statements of Calcutta university library system have been introduced and written for preparing a planned structure for maintaining the growth of collection, for preparing collection priorities and for guidance to all personnel engaged with all the services related to the collection development. The goal of the university library can be matched with the growth of collection through the written policy. The policy statements are to be revised from time to time for acknowledging the changing scenario of collection.

9.2.2 PURPOSE:

The policy statement shows the guidelines of Calcutta University Library System in maintaining the balanced budget and right selection of library materials. A systematic development of the collection, like print, audio-visual, electronic, is the main purview of this university library system. So the main purpose of it is to keep a consistent service in every sphere of this library system.

9.2.3 RESPONSIBILITY STATEMENT:

The University Librarian is responsible for developing and managing the library collections. Along with that, the Library Committee from time to time helps the librarian run the process in an effective and efficient way. The university librarian also will assign responsibility to the campus or departmental librarians for selection of books and journals. Here each departmental committee (prepared by faculty) or Head of the department, in turn will help librarians select the right materials as per budget. For selection,
each campus or departmental librarian will prepare a subject profile for needed documents which will be mainly curriculum-based.

9.2.4 MISSION:

The Calcutta University Library System plays an important and responsible part in maintaining university's instructional, research, cultural and service aspects to access information. The information needs of users, especially curriculum-based one is the supporting goal of the university library system. The scholarly needs of faculty are important to be noted here. The other mission of the university is also to render services on the basis of local, regional, national and international aspects. Not only are the recent aspects of research areas, but also to make aware about the forthcoming needs of the research interests another mctto of this university library system.

9.2.5 USERS:

The Calcutta University Library System serves a wide range of users. The main users are students, faculty, and staff. As a doctoral degree-granting university, the research scholars from different communities are of prime importance.

9.2.6 OVERVIEW OF THE COLLECTION:

9.2.6.1 SUBJECT AREAS:

The subjects are collected in such a way to support the library's mission statement - especially the community. The arrangement of collection is covered by the Dewey Decimal Classification System. The foreign language materials are collected by keeping balance with the curriculum and needs of the users (as in case of Language Teaching Unit). The policy statement serves the purpose of delivering the strength and weakness of collection in the following manner:

LEVEL O: Out of Scope – no materials are acquired in this area with exception of some main reference works.
LEVEL A: Basic Level – it shows a very selective collection – basic reference works delivering a wide variety of information, like encyclopedia, dictionary, handbook, historical surveys, bibliographies, yearbooks and so on.

LEVEL B: Study Level – this level shows information for curriculum-based work, supporting graduate and post-graduate levels of study. All the subjects related to the curriculum of the university are to be collected here. Therefore, basic textbooks, complete collection of works, representative journals, some subject reference tools fall here.

LEVEL C: Research Level – this level delineates the research aspects through its collection. It shows the variety of collection particularly required for the research and dissertation purpose of this university. Specialized books and secondary information resources are necessary here. Even exclusive collection of journals on required subjects are to be in collection.

LEVEL D: Advanced Research Level - this area supports doctoral and post-doctoral research aspects of the university. Different print and microform documents, manuscripts, wide variety of peer-reviewed journals are under this category.

LEVEL E: Intensive Level – it shows many significant works of knowledge for general upliftment of users. Different manuscripts, archival documents, special collection fall under this category.

Overall view of collection arrangement shows the teaching and research awareness of the university.

9.2.6.2 LANGUAGE:

The major language of the collection is English. Other foreign language materials are kept here for the relevancy as well as usefulness of the curriculum, like French, Tibetan, German and so on. Even documents concerning different regional languages like Bengali, Urdu, Tamil, Pali, Sanskrit are also thought of as important one for acquisition.
9.2.6.3 BUDGET SYSTEM:

Usually the basic library materials are – textbooks/monographs and serials. They categorically fall under print, audio-visual as well as electronic formats. Budget allocation should be made by calculating the needed books and journals prices as per number of users (faculty and students). Besides general budget, there are different kinds of special and research/project funds to make a balance in purchasing books and journals. Usually, a maximum portion of total fund may be spent for journal subscription.

9.2.6.4 SELECTION:

The chief responsibility of selecting the materials lies with the University Librarian of this university library system. Along with him, the other departmental librarian and campus librarians are responsible for subject selection for satisfying the users’ needs.

The main policy for selection is to follow the curriculum, research needs and the faculty’s perspective. So the subject areas are to be followed minutely. In this respect, the departmental faculty committee or the head of the department on behalf of the faculties are requested to prepare the lists of needed documents as per budget allocation. But when a document is found highly specialized, general trend is to acquire through interlibrary loan system. A very fine liaison between faculty and the library is followed here.

For selection, different announcements, catalogues, book reviews, and even books received for inspection or on approval are taken as granted in university library. Along with this system, display system of those books as well as current book catalogues in the library premises would be a very helpful idea for making the general users (general students, visitors, ex-students, research scholars) aware to give suggestions for selecting library materials. The Library Committee with the concerned experts can go through those suggestions to get a broad view during selection.
Apart from that, *suggestion forms* for selecting the materials by the students also are welcome to prepare a balanced development of collection in the library. And that should be one of the guidelines to be written in the policy.

Another important criterion involved with the selection process is that no discrimination is found in selecting general documents on the basis of race, sex, political interests, and religion. But in general, any kind of serious documents concerning any kind of offensive or disgraceful matter affecting the social life are usually under restriction for selection.

The function of selection depends on the following matters:

- Overall review of faculty and students' requests, different trade and national bibliographies, advertisements, publishers' catalogue, market position (especially for current topics).
- Course syllabi are to be minutely followed
- Keep a balanced formula with the annual financial budget allocation
- Select the right materials through donated ones
- Keep minute observation in change of curriculum or establishment of new department.
- Review and select authoritatively and efficiently the print materials in comparison to electronic materials.

If this is followed in a minute detail in the way of forming a Collection Development Committee (for selection) who can work with responsibility within the budget estimate by following the guidelines of collection development policy.

In brief, this university library can categorize the following themes in building collection and that should be enlisted in the written collection development policy for the benefit of the recent as well as future library staff:
❖ To select and acquire all the documents in all kinds of formats available in the market and to support the teaching curriculum and research interests. Therefore, enlistment of text and references become important in selecting materials.

❖ Various kinds of formats to develop collection in the university library are also needed, so that undergraduate, post-graduate as well research programmes can be run smoothly.

❖ Not only that, the collection development policy in a written manner should guide the selection committee to evaluate the need of resources every year as per the course curriculum and research interests. The pattern of need, existing resources and changing nature of subjects – all are to be considered in the guideline, so that a graphic structure for evaluating the strength and weakness of collection can be displayed efficiently before the library selection committee.

❖ The collection development policy must also mention the selection process – whether Approval Plan (mostly used by this library), where suppliers are providing right documents to the concerned departmental selectors (faculty or to the central library) for selecting the materials with a commitment to return the unneeded documents or Blanket Order, where all titles are compulsorily confirmed for acquisition (though not in use in general).

❖ In today’s online environment, Alert service is highly recommended through the guideline to make the selectors (departmental faculties and others associated with the materials selection process) aware of the list of newly published materials, data of previous years’ purchase, even demand of the other users, like students, PhD scholars of respective departments, so that a concrete selection in building collection is to be done in an effective manner.

In fact, the selection of collection is such a minute task that it needs a total guideline to be followed through the written policy.
If there is a proper guideline to recommend the copies of text items needed in a particular way, it will be highly beneficial for the total library system. As for example:

- Per fifty (50) students: 5 copies of text materials including reading hall facility
- Per hundred (100) students: 10 copies of text materials including reading hall facility
- Over hundred (>100) students: 15 copies of text materials including reading hall facility.

This can vary as per the year’s demand of the documents.

Ongoing review of the actual need of the journals subscribed each year by the faculties as well as the library’s selectors is to be conducted in a regular way (annually, before selecting journals) and that must be recommended in the guideline. It is highly needed one, especially for the following reasons:

- Economic constraints,
- Rapid change of interdisciplinary and multidisciplinary subjects
- Relevance of the course curriculum, research needs because of inclusion of new emerging subjects in each and every year
- To avoid duplication of journals in between common subjects and for accessing their online version.
- As a major amount of library budget is usually allotted for the subscription of journals and it is a recurring process, the structure of library’s collection is extensively affected by the whole process of journal subscription.

Therefore, a basic guideline for journals subscription, though applicable in this university library system, is to be included in the policy guideline in a written manner:
Titles of journals are to be selected on priority basis by the Departmental committee of Head of the Department of the concerned department to fulfill the needs of the curriculum and research interests.

In special case, faculty requisition on the basis of his/her individual research aspect are also taken into consideration to subscribe journals.

The level of study is to be followed for selection of exact journal titles.

Journal titles used in multidisciplinary subject areas are and also should have a common platform along with course relevancy in between the departments.

Usage statistics for both print and online journals are to be recorded at regular intervals.

Selection of other kinds of library materials, such as, maps, atlases are to be selected by keeping in mind of the relevancy of the course curriculum and incorporated in the policy guideline. Different types of maps and atlases are to be categorically identified in the guideline. Even up-to-date maps covering the whole world, topographic maps, national atlases, maps of different thematic series are to be categorically specified to fulfill the needs of the required subject area.

9.2.6.5 REPLACEMENT:

It is not the responsibility of the Library itself to purchase the missing books. The users, who are responsible for any kind of damage or loss of materials, even in case of mutilation of pages, are liable for replacing those materials. Obviously, here the decision of the Library Committee is highly adorable. Library books borrowed by the users are to be replaced by the new copies. In case of non-availability of that copy in the market, photocopy of those documents are to be produced before the library.

One criterion to be followed in case of highly expensive books, most usually foreign books, is that a maximum margin (for example, two-third of the current...
price of the document) for granting the charge against such kind of document (which are also not available in the market) should be allowed for users, especially students. That must also formally be resolved through the Library Committee meeting and accepted as one of the replacement guideline of the collection development policy, so that it would be highly effective to follow easily and efficiently by the future library staff.

9.2.6.6 DESELECTION AND OR RETENTION OF MATERIALS INCLUDING WEEDING:

The university librarian along with other departmental librarians and campus librarians takes the responsibility of withdrawal of library materials under different subjects. The ‘library materials’ are books, periodicals, non print materials, electronic resources.

Decision by the Library Committee is needed here to deselect or withdraw materials. The factors needed to be considered:

- Actual use of the titles
- Relevant materials as per curriculum
- The currency of the collection
- Different evaluative measures to be taken in library services
- Space saving ideas
- Physical condition of materials
- Unneeded multiples copies

Even unused materials are to be shelved in a separate area (back storage facility), not for discarding, but for their research value.

In this situation this university library system can have the back storage practice as its modified weeding policy under the guidance of collection development policy. Also it may be suggested that several university libraries may cooperatively build a repository of unused documents to act as a central
back storage. Other suggestions mentioned in Chapter 8 may also be incorporated here.

But whatever items are mostly felt obsolete for the users, can be withdrawn totally and reports of it is to be kept from time to time. If found important, replace them again in stack area. The policy guideline, in such cases may identify those categories for disposal:

- Materials needed only for short-term courses – duplicate copies of those materials. Only **one copy** of those materials can be retained.
- Materials preserved in microform / cd-rom version - only one hard copy can be retained (especially in case of question papers/newspapers of the university).
- Materials which can be replaced by superior and new quality can be disposed of.
- Multiple copies are purchased profusely, but are kept unused for at least last 10 years.
- Duplicates of titles having ephemeral use
- Duplicate copies of print journals
- Very old editions of textbooks which are now not in actual use.
- Any documents not accessed by other libraries in West Bengal or even in India are to be retained for the research value and demand of the users.
- Every decision regarding replacement of print journals by their online version is to be prepared after consultation with faculties.

Another major task can be granted as a policy guideline, which would be highly effective to make the users aware of the documents kept unused for a long time, is to **exhibit** those documents in a beautiful way within the library premises and make all the concerned departments aware of them which might be again useful in forthcoming future.
Even retention of documents can be done through *micro-reproduction* (microfilming/ at present, digitization). In this case, the Calcutta University Library System is going ahead by digitizing the old, worn-out, but most important records of the university. In this case, rules for digitization of collection can be standardized for the benefit of the concerned university library as well as other university libraries also, because this system is even in cradle stage.

The whole system of deselection/ retention method is to be categorically written in the policy guideline to guide the future library staff. The staff would be expert in subject areas and serve the purpose of weeding or retention as per their own specialized knowledge. That should be determined by the library committee. In this way the university library can make very minutely and efficiently the philosophy of Dr S.R. Ranganathan- the third law: "*Every book, its reader*" – a fruitful one. In fact, he even advocates- "worn-out and out-of-date books should be weeded out without hesitation*" 2

**9.2.6.7 GIFT:**

The materials (whether money or materials) donated by different personalities are valuable resources for the university library. The University Librarian takes a great responsibility for selecting the needed gifts as per the mission of the library. Selected donated materials are accepted through a commitment (procedure of accepting a formal letter from the donor). Even cash donation can be of same procedure to purchase materials. The library will provide a statement of the donated materials (list and total number of items) to show what they owe to the donor. Even the name of the donor (whether an individual person or any organization) is displayed to show honour to that donor.

**9.2.6.8 LIBRARY PRESERVATION:**

The university library is itself a resource centre of knowledge of varied degree. So it needs proper preservation to maintain collection – past and present to
fulfill the needs of accessing the right information and also the research needs.

This university library system likewise is engaged in preserving the library materials. Its preservation section is responsible for care of the rich resource of knowledge in a long-lasting way.

The conservation method is needed for keeping the worn-out materials in well-conditioned manner. The library system under the guidance of the University Librarian maintains the physical condition of the library in a well-conditioned manner. For this the following is required:

- good lighting facility – in stack area and exhibit area.
- proper air conditioning,
- humidity and temperature control

Simultaneously, preservation policy is extensively articulated by accepting different measures like,

- binding,

- internal repairing of damaged books. Good binding section within the library helps prepare different kinds of binding (cloth or leather – as per the needs) of damaged materials.

Binding section is a sound and solid section for preserving not only the books, but also the print journals. Infact, all the print journals coming year-wise are retained through binding in a cumulative volume. Even different rare books are bound with special treatment following the formal preservation method.

- House keeping and pest control

Usually, fumigation method and pest control at regular intervals in different departmental and campus libraries including central library are to be followed.
Not only that, regular dust control for the whole library system has been and to be maintained properly.

The advancement of new technology helps digitize the worn-out but valuable records of the University for the service of the users.

What kind of library preservation method for keeping the documents out of bookworms is to be written definitely in written policy. That comprehensive policy guideline is to be incorporated into the general collection development policy to maintain a standard format

Staff engaged in this section must:

➢ Grow awareness among them regarding the issues and services of preservation area through out the total library system.

➢ Use a particular standardized preservative method along with best practices.

➢ Always keep in touch with latest principles of preservation as well as conservation method and also with other persons engaged with related matter.

Another major part of this area is the financial commitment to run this process smoothly and efficiently. A wide range of recurring cost for preservation (pest control, fumigation etc.) is usually included in every year’s non-plan general budget. That must also be incorporated into the policy guideline which makes the authority (even the future one) aware about the following matter of cost:

➢ Technical and physical infrastructure – having preservation laboratory and also digital lab.

➢ Plan for finance – granting projects, assurance of budget grant in general

➢ Staff pattern – staff training,
9.2.5.9 INTER LIBRARY LOAN:

Different departmental libraries or campus libraries enjoy the facility of borrowing the books within themselves under the supervision of departmental heads or the University Librarian in the name of inter-library loan system. Even required documents which are not acquired by the library are to be borrowed for the concerned users only through the Central Library.

Records of those wanted titles helps get proper evaluative measure for purchasing the materials. In fact, the importance of inter-library loan system has a great impact on fulfilling the users' needs and building a cooperative collection development. It is highly recommended by S R Ranganathan- "even the richest of libraries cannot find finance to buy books in occasional demand. The second law, therefore, recommends all the libraries of a land forming a single system, with inter-library loan facilities". ³

9.2.6.10 ELECTRONIC RESOURCES POLICY:

Like other university libraries, this library system follows the educational needs of the users. So to keep abreast of newer and newer information, electronic information is acquired by this university library system also. But the selection and maintenance of those materials are to be thought of as formal policy. The University Librarian along with the related Library Committee members takes the sole responsibility of organization of these materials.

Whether integrated or separate policy for electronic resources is to be accepted as formal one is to be prepared by the Library Committee under the supervision of the Librarian.

Factors to be planned:

➢ Access modes – LAN/WAN- campus-wide or within the central library premises
➢ Mode of agreement- consortia or subscription
➢ Hardware, software, installation process
➢ Staff and user training

Kinds of electronic resources to be considered for policy maintenance:

➢ Bibliographic databases
➢ Full-text databases – especially of electronic journals
➢ Archival databases

A separate or integrated selection method for selecting these resources includes:

➢ Users' need
➢ Currency of information
➢ Cost of acquiring information
➢ Fund allotment along with print materials
➢ Licensing policy
➢ Agreement policy with the vendors or publishers
➢ Access arrangement for the users – how far to be accessed or giving downloading or copying facility
➢ Getting evaluative measure through departmental or campus libraries
➢ Here Intellectual Property Rights including copyright, access, and privacy of library users – all issues are to be incorporated in the policy statements.
➢ Another important criterion to be written here is the avoidance of duplicate material with print items, especially in case of journals.
➢ Usage statistics through the vendors of electronic resources is urgently needed for getting rate of use in the library.
9.2.6.11 FORMAT:

a) *books /monographs* – mostly text books, reference collection of print materials, providing basic and curriculum-based information – govt. documents, rare book collection also fall in this area.

b) *serials*– information in successive parts having continuity and currency of publication

c) *non-print materials* – videocassettes, CD-ROMS, microform (microfilm)

d) *electronic information* – a vast range of current information in an online format. But what is common is the selection and maintenance of those kinds of materials – the main motto is to provide right information to the right user.

e) Another important format is unavoidable is the *archival collection* of the university library which are of extensive value. Archival records are those which comprise of wide variety of formats like, books, manuscripts, annual reports, minutes and proceedings of the university and even digitized formats. Even different records of administrative as well as academic offices of the university itself as well as other organization are designated as archival materials. Different review reports, university publications, newsletters, lectures, alumni reports, theses, dissertation and like that from time to time are also thought of as archives. This information is to be kept as 'restricted' for general users for the preservation method which are not to be consulted without prior permission of the librarian.

f) *Special collection* is to be kept under the supervision of the university librarian and different campus librarians and the departmental librarians are helpful to cooperate in maintaining such kind of collection. These are highly valuable and protect the cultural heritage of the university.
g) Internet resources, applicable for subject-wise information, can be selected for developing collection, so that users’ access to the right information at the right moment will be benefited. Even SDI (Selective Dissemination of Information) service to the departments (mainly faculty, research scholars and interested students in general) can be provided through those internet sites and information.

9.2.6.12 COLLECTION EVALUATION:

Evaluative measures in different spheres of library activities are to be arranged systematically in order to minimize different difficulties in managing as well as building collection. Whatever measures are taken and to be incorporated for evaluation, are to be clearly written in collection development policy. The statements must be reviewed in a regular manner.

❖ Regular (monthly or quarterly) and systematic survey of campus-libraries and departmental libraries to make a statistical report in relation to:

- users’ requirement for selection and budget allocation
- identification of brittle, worn out, damaged materials.
- security measure for mutilation of materials during shelving and circulation.
- evaluative measure for preservation of library materials is to be determined and processed through a routine work. In this case some of the evaluative measures are: value of the materials, physical position, use of materials, availability of the concerned materials in other format (like in CD, microform, diskette) or in other libraries.
- use study measure especially through circulation is highly effective. For finding out actual use of materials, regular or monthly statistical reports are be written in policy for
evaluation. Different measures like in-house use study, circulation system (by observing the book cards), interlibrary loan. Even the system of numbering the book card continued for each material is to be determined for getting circulation statistics.

- deselecting including weeding guidelines are very important for each and every library for collection maintenance. Evaluative measures are also to be granted and kept written in the policy. Besides consultation with faculty, actual use study, checking of catalogues for determination of effectiveness of materials, journal usage, subscription rate, availability of those journals, coverage in abstracting and indexing journals are important evaluative measures for deselection.

Here the task of the university librarian engaged with the overall library management is to help the users get those resources through exact browsing and linking. So that the third law of Dr. S.R. Ranganathan – 'every book its reader' will be highly effective in today's online resources.

9.2.7 REVIEW OF THE POLICY:

As the collection development policy is dynamic one, requiring constant revision from time to time, the university librarian with the Library Committee takes the charge of supervision for constant review of the written policies in a regular interval for the benefit of the future generation.

Therefore, it is probably the right path to have a written collection development policy in a standardized format showing the mission and objective the whole library system and that can be a burning example to have great acceptance at national level by other university library system in India.
9.3 CONCLUSION:

This work tries to attempt a continuing effort in showing the status of collection development policies (written) in different university libraries abroad and India. The need for written collection development policy in those libraries, especially at our national level is very often urged by different associations and organizations. For showing its importance in different facets of collection development – like budget, selection, evaluation, preservation, weeding etc., this work tries to prepare an organized and methodical structure. Even the recent trend towards the digital documents and library cooperation are covered here in perspective of different university libraries including Calcutta university library system (surveyed). It reflects the urgent need of a common standardized format of written collection development policy based on the good practices by the university libraries at our national level- about which our National Knowledge Commission has already declared.

The Calcutta University Library System can play a role model because of its high excellence and richness, vastness of subjects, courses and departments. Therefore, it is the great task of this work to give a panoramic view of the urgent need of written collection development policy in a common platform, so that all university libraries at national level can incorporate it along with its variation as per their own needs.

This research work is mostly based on survey work. During this research work, the following problems were faced:

The limitations are as follows:

1. Any kind of sample concerning faculty's requisition for books and journals which is highly needed one for selection

2. Many old records for gathering information through minutes of all the years, annual reports were out of reach.

3. No statistical records could be done about who are using which journals (name of the print journals and the respective users' names)
as no such data was recorded in the attendance register of journal section. Same is the case of digital information section- where no such record can be observed – who is viewing which online journals.

4. Even the circulation statistics in detail could not be done so accurately, as it was not possible to get a view of the record of issue register. If a compact register was found where the record – “the name of the book issued to whom and when it was returned or renewed”, so that a compact idea of about the books’ status. Even an evaluative measure can be easily observed concerning the not-found books - just at a glance.

5. Collection is being continuously updated and it was not possible to incorporate all updations.

6. For taking evaluative measure in case of use of resources, continuation of book cards/slips are not found. It is, therefore, prepared only on the assumption and basis of current book card/slips of the respective documents. Not only that, use status of print journals, as surveyed in central library, can not be done properly for no such record was found in journals (print) section.

7. As old records were non-accessible for digitization of valuable and rare documents, it was not possible to get a panoramic view of that section.

In spite of some lacunae, we have tried to make this original work comprehensive. This should prove useful for the future research workers in this matter as well as librarians who want to use it as a model for writing collection development policy. Like the Calcutta university library system with its vastness of campuses and departments, its excellence in all sphere can be the role model for any university library system.

Collection development policies should be continuously updated to take into account all new media, changing technology and new methods of cooperation among libraries. Further research is required to move towards cooperative collection development policies among university libraries in India.
REFERENCES:


3. Ibid. 127.