CHAPTER - 1

INTRODUCTION

1.1 SCOPE AND MEANING OF THE TITLE:

"Collection development' has been defined as "a term which encompasses a number of activities related to the development of the library collection, including the determination and coordination of selection policy, assessment of needs of users and potential users, collection use studies, collection, evaluation, identification of collection needs, selection of materials, planning for resource sharing, collection maintenance, and weeding" by the American Library Association [1]. So it is a process of planning a library's stock acquisition programme to cater for immediate needs as well as for future requirements showing depth and quality of stock in a timely and cost-effective manner.

Collection development is not to build, but to develop the collection. This concept makes it explicit that there must be a planning behind it which necessitates an intellectual skill formulated in the way of 'policies'. Collection development policies are usually formal written statements providing specific guidelines often varied from library to library. The elements of this process are selection, acquisition, relegation and discarding, and collection evaluation. It is a decision-making activity assuring continuity and consistency denoting how much emphasis is to be given upon individual steps in those elements and their relationship.

All libraries and information centres are always engaged with the tasks of selection, acquisition, preservation and retrieval of knowledge for the users. So to perform these tasks effectively, collection development must be considered as an important activity under information resource management. Also, the collection development process is closely related to the assessment of the needs of users.
The Calcutta University Library system is performing the above tasks excellently since its inception in 1872. The Calcutta University Library system now consists of the Central Library, Campus libraries, Departmental libraries and also libraries for the advanced centres. Networking facility and automated systems have already enhanced the library services. The Library software system, SOUL, under INFLIBNET programme of UGC, provides its computerized databases through OPAC consisting of bibliographic records of books, journals, theses, dissertations, etc. Online journals – both free (through UGC-INFONET) and subscribed - are used extensively by the users of the university library system and this enhancement has had a great impact on the library services.

The university library system now contains more than 12,00,000 books and 412 print journals. In the year 2007, online journals covered more than forty subjects. Recent acquisition of e-books is highly praise-worthy covering almost 10,000 titles (Springer) and no less important is the subscription of online journal archives of Springer, numbering 929 titles since their first issue. Besides it, rare book collections and different special collections contribute to the library’s heritage of excellence.

In recent years, each financial year allows a total budget amounting to approximately Rupees 2,84,76,000 (2007-2008) to provide for the growth of the collection – books, journals, maps and atlases, standards and patents, theses and dissertations, conference proceedings and reports, microfilms, CDs, etc.

In this thesis we have made an in-depth study of collection development in Calcutta University Library system and analyzed its policies and utilization. We have also made a survey of 20 university libraries in India including 8 university libraries in West Bengal to make a comparative study with the Calcutta University Library system. The findings of our survey have been critically analyzed and incorporated in the chapter on Existing Collection Development Policies. We have also critically studied some of the existing policies at the international level including those of ALA and IFLA.
Like other libraries, university libraries, which are the rich repository of vast range of collection, are always concerned about the balanced growth of collection. The Calcutta University Library system falls under this category too, trying to cope up with its vast range of subjects and fulfilling the different aspects of academic objectives. Therefore, fulfillment of wide variety of information needs of the users, mostly students, teachers, research scholars necessitate a plan which also helps set up properly the basic structure of collection in this university library system.

Collection development policy is a continuous process – a real view of all these operations and organization of aforesaid services to follow-up the growth of collection. But above all, the goal and mission of the library, even for this university library system, is to be followed first. What other policy makers (such as, ALA, IFLA) are trying to develop is to show this policy as a base of consistency and continuity in maintaining collection development. Therefore, now-a-days, even in our country, an urge for written collection development policy by integrating all these conventional methods is observed and felt highly needed for university libraries also.

Among different university libraries in India, the Calcutta University Library system has been taken as an ideal model to be discussed with its different methods. Its great range of collection, variety of collection, vastness of its departmental libraries and campus libraries when compared to other university libraries in India makes the study comprehensive. Along with it, collection development methods of different university libraries of India have been surveyed and discussed to get a view of the national scenario in different chapters of this research work. The methods used are generalized and more or less common in case of other libraries. A consolidation and formalization of the collection development policy is greatly required so that it may be process driven and reliable. All the ideas of collection development policies put in a framework will be beneficial even for library staff as well as users of this university. Actually this policy helps guide them and future librarians also in the form of an ideal guideline. A special focus on utilization
study will help in maintaining the whole range of collection for such a vast library system.

It is hoped that our investigations and analysis of the existing practices prevalent at state, national and international levels and critical observation of a large library system like Calcutta University Library system will help provide recommendations and model guidelines for future use of different university libraries.

We have taken up the study of the Calcutta University Library system as it is a huge system comprising of Central Library, number of departmental libraries spread over its seven campuses, campus libraries and libraries for the advanced research centres. The New campus (for Technological subjects) at Salt Lake is being set up. Even in long run, this library system minutely follows library rules in different aspects of collection development from time to time, resolved and approved by appropriate authority. Therefore, we feel in-depth study of the collection development practices (policies) as well as utilization study of the collection of this huge system will act as a model for all the university libraries as well as other academic libraries of the country.

Collection development elements vary usually according to the nature of the library system and its users. We have discussed the definition of collection development policy and dissected its inherent components in the chapter on Collection Development Policy: Its Components (Ch.2).

The chapter on Existing Collection Development Policies (Ch.3) discusses the practices of different university libraries at the local, national and international level. Here we have made a comparative study of Calcutta University library with 19 other university libraries including 7 in the state of West Bengal and recorded our findings along with a critical analysis.

One cannot avoid the role of budget without which the whole acquisition method cannot show any balanced formula for building collection within such a variety of subjects. The in-depth study on budget procedure has been incorporated in the chapter on Budget Procedures and Growth of Resources (Ch.4).
Selection is of prime concern and may be thought of as another statement of collection development policy. In the university library there is a large amount of variation. The size of the collection and the type of users are major factors for selecting the right collection for the right user. We have critically discussed the selection procedures in the chapter on Selection procedure of Books and Non-Book Materials (Ch.5).

But above all, it is observed that users of different departmental libraries and campus libraries are the main focus of the growth of collection in this university library system. So the detailed analysis of users' needs is important. We have recorded our observation based on our in-depth study and user survey in the chapter on Study of Users' Needs (Ch. 6).

The fast-changing scenario of today's information technology throws a challenge to the libraries to embrace its methods – information access and delivery. It is nothing but awareness about modern trend towards computer-based information resources and use of networks and communication technology. Collection development policy regarding the e-resources and related consortial ideas has been incorporated in the chapter on Impact on IT on Collection Development (Ch. 7).

Evaluation of both kinds of resources – traditional and electronic takes place almost at the end of collection development policy. The qualitative as well as quantitative aspects of the resources clearly reveal the ultimate needs of the users. In fact, a well-balanced framework of collection is found only through evaluative methods.

As a library collection grows with time, the idea of the cut-off size of collection (which reveals the needed part of collection) along with deselection is introduced. It covers the back storage of collection and micro reproduction process. Discussion on all these has been incorporated in the chapter on Evaluating the Collection: Actual Utilization and Weeding (Ch. 8).

Recommendations and suggestions have been given in Chapter 9.
Chapter 10 contains Bibliography of selected documents. The arrangement of this bibliography and references given as end note at the end of each chapter is made according to The Chicago Manual of Style. 15th ed. The detailed analysis of the rules has been incorporated in this chapter in the section on Methodology.

Index contains alphabetical arrangements of key terms discussed in the thesis.

1.2 PURPOSE AND OBJECTIVE:

University libraries have a wide range of users, having a common objective of getting the right information at the right time. The research interests of the faculties as well as research scholars are the ultimate goal of users in this university library also. Even support of teaching curriculum is another criterion of library collection. Therefore, the regular methods/practices used for collection development are critically analyzed in this thesis. Even existing collection development practices/policies in different university libraries in India and abroad are studied in depth to get a panoramic view of what is being practiced. The main focus is the study and critical analysis of the Calcutta University Library system for its excellence in comparison to other Indian university libraries. The main objective is to find the methods used for developing collection as well as balancing the right collection in different departmental libraries and campus libraries. Even the policy for the newly acquired electronic information resources and their funding sources are critically discussed.

The purpose of this study is also to use different evaluative measures to analyze different methods of building collection. The utilization study of resources as per the users’ demand and the relevance and suitability of the collection within the constraints of the annual budgetary system is also the other objective of this study.
The existing methods in every aspect of collection development are assembled as a model of collection development policy (as urged recently by the Knowledge Commission) with the purpose of depicting it as an ideal model for all other university libraries nationally. The objective is to make this policy in a written manner, so that a consistent and continuous policy can be acquired for guiding the existing as well as future generation.

1.3. THE CALCUTTA UNIVERSITY LIBRARY SYSTEM:

The University of Calcutta is one of the prestigious Universities of India, established in 1857. The main motto is the dissemination of knowledge through its myriads of basic subjects as well as interdisciplinary areas. Besides educating in traditional aspects, this University especially shows its excellence in dispersing qualitative knowledge through various emerging areas in higher education.

At the time of its inception, there was no library building. Actual initiative was taken only in 1872 when the University itself acquired a permanent house. Sri Joy Krishna Mukherjee, zamindar of Uttarpara, and Esan Chandra Ghose took this initiative by donating money and books respectively for forming a University Library.\(^2\) It was the real start for developing a library. Gradually there was an aspiration for building a library and its resources were found during 1874-75 after getting an additional amount of Rs. 3500. A Committee was developed to take the right measures to set up the library. But the total fund (through donation) of Rs.9000.00 was found to be too small "to build a library stock which, in any sense, could be turned complete. They were, therefore, of opinion that the Calcutta University Library collections should exist as supplementary to other existing libraries, namely the well-organized Indian Museum Library."\(^3\) The Syndicate accepted the decision of the Committee. The total amount of Rupees Nine thousand (Rs.9000.00) was distributed to the-then emerging and popular disciplines like Science groups including Botany and Zoology, European Classic and different Oriental areas like Sanskrit, Persian and Arabic. At that period, two side rooms of the Senate House building became the address of the university library.
The Calcutta University Act of 1904 gave emphasis on the development of the library system. Sir Asutosh Mookerjee (the then newly appointed Vice-Chancellor) was the main force behind this. But as years passed the need was felt for a separate building for the Library of the University. This dream came true in 1908 with the help of Maharaja of Dharbhanga who donated a sum of Rupees 2 lakhs and 50 thousand. The library was temporarily situated in the Dharbhanga Building till May 1935. Even the Government of India took an initiative by contributing one lakh rupees for the University Library in 1912.

The University Library with some library assistants rendered its service to the Resident Fellows at the initial stage and later on for Resident Registered Graduate teachers and research scholars also.

In 1917, along with introduction of postgraduate departments, a lump sum amount was disbursed for books and journals – Rs. 18048 for Arts and Rs. 8393 for Science.

During 1935, under the supervision of the-then Vice-Chancellor Dr. Shyama Prasad Mookerjee, this university library’s tasks and services were expanded. At that time, the library went to the 3rd floor of the Asutosh Building. At that period, the total number of books purchased was 1985 and periodicals – 335, out of them 177 journals were subscribed. Total amount of expenditure for books was Rupees 16490, for science and technology – Rs. 10691 and for University law college – Rs. 2353. During 1957 and 1958, "total number of books issued during last one year about 3,00,000(2,91,432) against 2,50,000(2,54,348) in previous year." From 6 March, 1967, the library was shifted to the Centenary Building.

Now the university library system is consisting of the central library, thirty-nine departmental libraries and two campus libraries. Now the total collection of books is more than ten lakhs. Among them, most of the departmental libraries are holding more than fifteen thousand volumes and the Law library is setting
an example of huge collection, having more than eighty-five thousand documents.\textsuperscript{10}

The role of the University library is becoming more critical with the introduction of new departments and courses in emerging areas and increase in research activities across all departments:

- We find combination of basic sciences, basic literature & language and few emerging areas like bioscience & technology
- Greater amount of project support through CAS, DSA, COSIST/ASIHSS in different departments
- UGC has enhanced the task of Radio physics department as Networking Resource Centre for Physical Sciences.
- Extra financial support has been accorded to a new emerging branch – Nano Science and Nanotechnology.
- Post graduate course in Neuroscience department has been introduced.
- Many newly added short-term courses have been organized: Clinical Psychology, Forensic Anthropology, Rehabilitation psychology.

All these aforesaid aspects emphasize the importance and crucial role of collection development in the university library.

\textbf{1.3.1 STRUCTURE OF LIBRARY SYSTEM:}

This university library like other University Libraries in India has experienced as gradual recovering of excellence in its performance:

Now it consists of thirty nine (39) departmental libraries, eight campuses, and two libraries of Centres of Advanced Studies including the Central Library.

A) Faculties :-
   i) Arts
   ii) Commerce, Social Welfare, Business Management
iii) Law
iv) Education, Journalism and Mass Communication & Library and Information Science
v) Fine Arts, Music & Home Science
vi) Engineering & Technology
vii) Science
viii) Agriculture & Veterinary Science

B) Campuses:
   i) Taraknath Sikshaprangan
      (Ballygunge)

   Subjects covered:- Agriculture, Anthropology, Atmospheric Science, Biochemistry, Botany, Dr. B.C. Guha Centre for Genetic Engineering & Biotechnology, Environmental Science, Genetics, Geography, Geology, Human Rights, Marine Science, Microbiology, Pure Mathematics, Neurosciences, Statistics, Zoology.

   ii) Rashbehari Siksha Prangan
      (Rajabazar Science College)


   iii) Hazra Road Campus / Law Campus Library:

   Subject covered: Law

   iv) Sahid Khudiram Siksha Prangan
      (Alipore Campus Library)
Subjects covered:- Ancient Indian History & Culture (AIHC), Archaeology, Business Management, Education, History, Islamic History & Culture(IHC), Museology, Philosophy, Political Science, Sociology, Urban Economic Studies.

It is now a Central Campus Library. Besides these, South & Southeast Asian studies, Women Studies Research Centre have libraries in the departments.

v) B.T. Road Campus

**Subject Covered:** - Economics.

vi) Viharilal Home Science Campus

**Subject covered:** - Home Science.

vii) Ashutosh Siksha Prangan
    (College Street Campus)

**Subjects Covered:** - Arabic & Persian, Bengali Language & Literature, Commerce, English, French, Hindi, Pali, Sanskrit, Urdu, Language Teaching Unit, Library & Information Science, Linguistics, Film Study Centre, Journalism and Mass communication, Tamil studies.

There are now well known self financed courses – the students of which get immense help from this library system:-

(1) Comparative Indian Language & Literature.
(2) Centre for Studies in Book Publishing.
(3) English Language & Literature (PG Certificate)
(4) Finance (M.B.A.)
(5) Media Studies : Film & Television (PG Diploma)
(6) M.Phil of Library & Inf. Sc.
(7) Buddhist Studies (PG Diploma)
(8) Electrical Engineering. (M. Tech)
(9) Instrumentation of & control Engineering. (M. Tech)
(10) Psychological Counseling. (P.G. Diploma)
(11) Rehabilitation Psychology (P.G. Diploma)
(12) Bioinformatics (Advanced Diploma)
(13) M.Phil. in Clinical Psychology.
(14) VLSI design (M. Tech)
(15) Medical Transcription (Adv. Diploma)
(17) Human Rights (Anthropology Department – M.A.)
(18) Forensic Anthropology (Certificate) – Anthropology Department.
(19) Fisheries Se (M.Phil) – Zoology.
(20) Applied Economics & Information Management (PG Diploma)

The Library System provides the following services:-

- Lending and Reading Room.
- Reference service.
- Bibliographic service.
- Documentation.
- Internet.
- Reprographic.
- UGC – NET career guidance service.

1.3.2. MANAGEMENT OF THE UNIVERSITY LIBRARY SYSTEM:

The whole library system is usually managed by the Library Committee.
1.3.2.1 THE LIBRARY COMMITTEE:-

a) The Vice-Chancellor – Chairman / Ex Officer
b) The Pro-Vice Chancellor (Academic Affairs)
c) The Pro-Vice Chancellor (Business Affairs / Finance)
d) One Nominee on behalf of students' Union
e) University Professors (Not more than five nominees, nominated by the V.C. for a term of 4 years.)
f) The University Librarian – Secretary.

1.3.2.1.1 THE LIBRARY COMMITTEE'S MAIN TASK:

a) To render advisory decisions regarding different Library policies & terms.
b) To recommend general methods for purchasing Library materials and their processing.
c) To help the Librarian take decision concerning management of Libraries, especially Library development.
d) To give proper advice regarding utilization of budget – an important part of any library.

And it is the responsibility of the University Librarian as a secretary to keep track of all records through proceedings.

1.3.3 LIBRARY COLLECTION:

Books : At present the library has a total collection of more than twelve lakhs books.

Bound Journals : More than 2 lakhs.

Print Journal : 412 (149 Indian Titles and 263 Foreign Titles)

Theses : 12000

Electronic Journals : 4000
And also a rich collection of M.Phil. Dissertations, proceedings, reports, maps, microfilms, CD-Roms and manuscripts.

Rare Books : A large collection including some books published from 16th Century onwards and calendars and old university publications. Steps have been taken to digitize them.17

There are special collections developed from gifts/donated by eminent persons like P.C. Ghosh collection (5500 approx.), Maharaja Manindra Chandra Nandi Collection(10000 approx.),18 Bagchi Collection, Pischel collection, Bengal National Chamber of commerce collection.

Besides, there are collections of S.C. Mallick, Rama Sundar Mitra, Dougles Denn and others.

The gifts/donated documents received by any department are accessioned by the Central Library as per general rules of the library. It is the responsibility of Deputy / Assistant Librarian to process the donated documents like other books.

In an overview, total number of books added per year is observed as found in register notebook of Acquisition Department of the Central Library: added books means gift materials + purchased materials + bound volumes of journals – withdrawal books.

1.3.3.1 LIBRARY COLLECTION (BOOKS):

<table>
<thead>
<tr>
<th>Year</th>
<th>Books Added</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 1999-2000</td>
<td>770739 books</td>
</tr>
<tr>
<td>2001-2002</td>
<td>795000 (where 11547 new books were added)</td>
</tr>
<tr>
<td>2002-2003</td>
<td>8,00,000 (where 11547 new books were added)</td>
</tr>
<tr>
<td>2003-2004</td>
<td>10,00,000 (where 11956 new books were added + 2 lakh bound vol. journals)</td>
</tr>
<tr>
<td>2004-2005</td>
<td>10,13,868 (where 13868 new books were added)</td>
</tr>
</tbody>
</table>
2005-2006 : 10,31,024 (where 17156 new books were added)\textsuperscript{24}

2007-2008 : more than 12,00,000 (where 40539 new books were added)\textsuperscript{25}

\begin{figure}[h]
\centering
\includegraphics[width=\textwidth]{chart.png}
\caption{Number of books added per year in Calcutta University Library System}
\end{figure}

This chart gives us an exhaustive idea of developing collection by adding new books per year.

\subsection*{1.3.3.2 LIBRARY COLLECTION (JOURNALS):}

\begin{table}[h]
\centering
\caption{Number of journals subscribed per year}
\begin{tabular}{|l|l|}
\hline
year & No. of print journals \\
\hline
1999-2000 & 674 journals\textsuperscript{26} \\
2000-01 & 703 journals\textsuperscript{27} \\
2001-02 & 794 journals\textsuperscript{28} \\
2002-03 & 527 journals\textsuperscript{29} \\
2003-04 & 525 journals\textsuperscript{30} \\
2004-05 & 407 journals\textsuperscript{31} \\
2005-06 & 286 journals\textsuperscript{32} \\
2006-07 & 412 journals\textsuperscript{33} \\
\hline
\end{tabular}
\end{table}
The aforesaid scenario of print journals shows that during 1999-2002, a steady increase in subscribing print journals is observed, but after 2002 due to increase in number of electronic journals in different interdisciplinary & multidisciplinary subjects, decrease in number of print journals is observed.

Simultaneously, it is also important to observe the growth in issuing library funds from university total general budget in the following manner [observed through annual budget reports of the university as per following years concerned]:

Table 1.2: Library budget allotted through Calcutta University Library

<table>
<thead>
<tr>
<th>Financial year</th>
<th>Total budget (Rs.)</th>
<th>Library books &amp; journals (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003-04</td>
<td>997870000</td>
<td>23783000</td>
</tr>
<tr>
<td>2004-05</td>
<td>1038393900</td>
<td>22313000</td>
</tr>
<tr>
<td>2005-06</td>
<td>1043156000</td>
<td>25819000</td>
</tr>
<tr>
<td>2006-07</td>
<td>1071012600</td>
<td>27233000</td>
</tr>
<tr>
<td>2007-08</td>
<td>1205510000</td>
<td>28476000</td>
</tr>
</tbody>
</table>

Figure 1.3: Library budget allotted through Calcutta University Library Budget (per year).

This chart is an excellent example of growing tendency of budgetary allotment to build the collection of the university library.

1.3.4 NETWORKING SYSTEM:

The recent trend is to access information through networking system. This University Library system also plays a leading role by undertaking INFLIBNET programme of U.G.C. 'SOUL' (Software for University Library). This makes it easy to access almost all the computerized databases of books, medical dissertation, Ph D theses, BNCC collection, Peace Studies collection, etc. The whole library system is now witnessing the epoch-making progress of electronic resources. Through UGC-INFONET program, now users are ready to access its 4000 electronics journals on more than forty subjects. Besides, recently the new additions of following electronic resources give this university library system a total grandeur during 2007:

- electronic books of Springer amounting 9041
- subscription of e-journals (archives) of nine hundred and twenty-nine (929) titles.
- IEL – Online Level II (full package of IEEE and IEE) through INDEST-AICTE Consortium,
- 3957 conference proceedings
- 1760 standards accessed through eleven broad subject headings
- All these show immense popularity of this university library system and its excellence.

Its OPAC (Online Public Access Catalogue) helps users find the databases of books, journals, theses and special collection. Information about the university library's total collection can also be found globally through its website: http://www.caluniv.ac.in.

The evolution of the total networking system of the Calcutta University library system is traced below:

Year 1999 : a turning point for developing networking system.
Year 2000 : 5 campus libraries were interconnected through packet switch data network through I-NET.

Internet access through 64 kbps was sent to Rajabazar, Ballygunge, College Street and Alipore campuses.

SCUL (Software for University Libraries) was installed.

Year 2002 : Social Science and Humanities departments get facilities of networking system in its 3rd Phase.

Years 2004 & 2005 : The Central Library enhances the speed of networking system through fiber-optic LAN connection.

Rajabazar & Ballygunge campuses are connected to 2mbps leased line for faster internet access.
College Street, B.T. Road and Alipore Campuses are connected to 64 kbps leased line.\(^{39}\)

Year 2006: Increase of power in internet leased line in different campus libraries show the need of emerging information for the users:-

- Viharilal Mitra Home Science: 64 kbps
- Rajabazar: 2 mbps & 1 gbps
- College street: 512 kbps to 1 mbps
- B.T. Road: 512 kbps
- Ballygunge: 4 mbps
- Alipore: 512 kbps\(^{40}\)

Another excellent work is going on for preserving rare collection including old records through digitization process:

- The Tagore Law Lectures (between 1870-1986, except fifty-nine missing issues)
- The University Calendar (1858 -1965, except sixteen missing issues)
- The Calcutta Review (for the period 1845-1988, except twenty-seven missing issues).

All these have already been digitized\(^ {41}\).

- Not only that, digitization of titles and the content pages of medical theses and dissertations (approx. twenty-one thousand) have been processed.

It is the purview of the University Librarian and his team that the heavy tasks of digitization of archival records like Minutes of the Syndicate, Proceedings of
the Senate are already at the end process. Even old records of Tabulation rolls (till 1951) have already been digitized, which in turn, helps preserve the examination records in an archival format.

New concepts of interdisciplinary and multidisciplinary subjects as well as promotion of arts, literature and science & technology subjects envisage their excellence in various fields. The impact of new emerging subject fields fall also on library system — their collection. Radio Physics has got the responsibility of Networking Resource Centre for Physical Sciences. Now the work is going on for establishment of NanoScience and NanoTechnology Department. M.Sc. in neurosciences also has a great impact on building new kind of collection in this library system.

1.4 METHODOLOGY:

1.4.1 THE INFORMATION SEARCH

Collection development policies over time are collected through literature search and survey covering both traditional and electronic resources. The methodology adopted is the 'survey method' as well as direct interview method. In fact, data (to the extent available) are collected on the basis of survey of the university campuses and different departmental libraries of Calcutta University Library System. In the tables (appendices) 'x' means unable to get data properly from files. To gather information on existing collection development policies in the Indian context, a structured questionnaire was prepared (included in the appendix) and sent. Personal visits were made to six university libraries in West Bengal excluding Calcutta University. Out of forty university libraries, nineteen libraries sent their answers. These have been critically analyzed and incorporated in the thesis.

In order to know the users’ views (categorized as general students, students doing higher studies like M.Phil, research scholars, teachers, etc.), ‘questionnaire method’ as well as direct interview method have been followed. Here different departments and campus libraries including central library of Calcutta University have been covered.
1.4.2 THE QUESTIONNAIRE DESIGN:

Two questionnaires were designed – one for survey of the library and another for the user survey. Both were designed in a structured pattern and most of the questions were provided with multiple choice responses. The other questions required very specific answers e.g. "If the library is networked, then in which year networking of the library started?"

1.4.3 THE SAMPLE SELECTION PROCEDURE:

Statistical techniques are used for data collection as well as data representation. Random sampling method without replacement was used to collect samples for analysis of usage of books. It was decided to have a sample size of 30 to reach a large sample size while selecting samples of books in different campus and departmental libraries. The total number of books in the departmental library’s collection was ascertained from the Acquisition Register. 30 random numbers (between 1 and the total number of books) were generated without replacement by a Statistician using a computer. The books that corresponded to these random numbers in the Acquisition Register were taken in the sample. This procedure was repeated for different departments.

1.4.4 SPECIFIC NATURE OF DATA:

Data has been collected from specific sources and references have been provided. Also the data collected has been provided in appendix with the thesis.

In order to facilitate interpretation of the data and its critical analysis, results have been provided in both text and with graphical representation in the form of tables and charts.

1.4.5 PUBLICATIONS OF TEACHERS AND SCHOLARS:

It was suggested by the Ph.D. Committee, during my Ph.D. Seminar based on the 5000 words presentation, that “publications of teachers/scholars of the
University of Calcutta be incorporated”. The list of publications of the Calcutta University teachers (for the years 2000 to 2006, except year 2003) was collected from the different sections on each department in the Annual Report. This has been incorporated in the appendix of this thesis. The total number of publications in those years was approximately 12,000. In order to cover all years from the inception of Calcutta University it is recommended that an Institutional Repository be developed in the first phase as a separate project. In the next phase it is recommended that these be digitized and made available through online database. This will be of invaluable help to future research scholars.

1.5 BIBLIOGRAPHICAL REFERENCES STANDARD:

The references in each chapter exemplified as note, rather end-note are explicitly developed by following different rules of notes under the guidance:


Here among the two basic styles - notes-and-bibliography system or humanities style and author-date system, all the rules used in references as well as bibliography are as per ‘Humanities Style’ or ‘Notes-and-bibliography documentation System’ of this Chicago Manual [Rule 16.3 p.594: ] – “In the system favored by many writers in literature, history, and the arts, bibliographic citations are provided in notes (whether footnotes or endnotes), preferably supplemented by a bibliography. ..... Chicago recommends this practice as user-friendly and economical – duplication of information is minimized”. Here the publication date is placed after the publisher of a book, after the volume of journal.

End notes are usually at the back each chapter.

In case of author’s entry, according to this style manual,
Rule 17.26 (p.649) is followed where “In a note, the author’s name is given in the normal order”. In a bibliography, “names are arranged alphabetically, it is inverted (last name first”).

Rule 17.27(p.649) is followed for two authors where an example shows that in a bibliography, only the first author’s name is inverted, and ‘comma’ is used in both before & after the first author’s given name. ‘and’ is used in-between the authors.

Rule 17.29 (p.650) is followed for more than three authors where in note, only the name of the first author is included alongwith ‘and others’.

Rule 17.41 (p.653) is followed for editors- example is given to be followed after the name of editor using comma and writing the abbreviation ‘ed.’ In both notes and bibliography.

Another important style is used here very often is exemplified in ‘chapters or other titled parts of a book:

Rule 17.68 (p.661-662) is followed for part of a book where “the author’s name is followed by the title of the chapter in roman, followed by in (also roman), followed by the title of the book in italics” In notes and bibliographies, usually the chapter is enclosed in quotation marks.

Rule 17.79 (p.665) is followed for editions.

Rule 17.71 (p. 663) for Conference Proceedings, where “Individual contributions to conference proceedings may be treated like chapters in multi-author books (see 17.69)”, that is, p. 662.

Rules 17.154 – 17.179 (p.689 –p.696) are followed for periodicals where author, journal title, issue information, date, years- all are ruled out for notes and bibliographies. As for example, rule 17.159 tells about journal title –
“Titles of journals are italicized and capitalized headline style” in notes and bibliographies. The title are usually given in full form, except the omission of an initial ‘the’ in case of both notes and bibliographies.

**Rule 17.162 and 17.163 (p. 690)** are followed for periodical’s volume and issue numbers.

**Rule 17.4 (p.644)** is followed for electronic sources.

Not only that, in spite of following the AACR rules, it is much more helpful to follow this manual as use of *Ibid, Idem, Op.Cit and Loc. Cit.* – Rule 16.47, 16.48, 16.49 and 16.50 – p. 605-606 are analysed here in detail to be cited in end notes/ references of each chapter of a work. In case of “op.cit.” and “loc.cit.”, “Chicago disallows both *op.cit.* and *loc.cit.* and instead use the short-title form described in 16.45.”

Rule 16.45: the short title contains the key word or words from the main title. An initial ‘A’ or ‘The’ will be omitted. Titles of **four words or fewer are seldom shortened.** (p. 605)

In case of bibliography, the use of **3-EM Dash** for repeated names is nicely expressed in rule 16.84(p.614) where it is described that a 3-em dash (followed by a period) or comma replaces the name after the first appearance.

### 1.6 REVIEW OF LITERATURE:

Literature concerning ‘collection development’ reveals a vast range of ideas concerning its philosophy, history and gradual trend of its practice. The initial phase of this concept reveals the different aspects of collection development like budget allocation & its formulae, selection, evaluation and the like and these are reflected in many primary and secondary sources of information like journals, books, encyclopecia, conference proceedings, and Internet resources.

What the university libraries are thinking about acquisition policy and collection development is critically analysed in A Klozbucher's "The changing function of the university library and its effect on the acquisition policy (LIBRI 20: 187-205, 1970). 'Development of working collections in University libraries' by Barbara A. Rice (1977) in College & Research Libraries, 38: 309-
Collection evaluation – an important part of this concept is observed right from the early period. The most important is F.W. Lancaster’s ‘The Measurement and evaluation of library services’ (1977) which very simply and extensively discusses the different measures of use of library collection. Some others are – ‘Evaluation of the university library collection’ in Library Resources and Technical Services, 2: 24-29 (1958) and Swank Raynard’s ‘Too much and too little: Observations on the current status of library resources’ in Library Resources & Technical Services, 3: 20-31 (1959).


Though the selection policies in conjunction with collection development is traditionally reviewed in various literature during 1970s, but some recent documents are greatly useful for showing the importance of this area in different literature: Richard K. Gardner’s ‘Library collections: their origin, selection and development’, p.179-99; Dan C. Hazen’s ‘Selection: Function, models, theory’ in Collection Management: A New treatise, edited by Charles B. Osburn and Ross Atkinson, p. 273-300.


Profuse amount of literature has been found on ‘weeding’- another important criteria of collection development. Weeding criteria is extensively defined in
some articles like American Library Association’s ‘Standards for college libraries’, 1986 found in ‘College & Research Libraries News, 189-200, (March 1986)\textsuperscript{54} and Stanley J. Slote’s ‘Weeding library collections –II’ (Libraries Unlimited, 1982).\textsuperscript{55}

Richard Gardner’s ‘Library collections: their origin, selection and development’ McGraw hill, (1981) 212-214\textsuperscript{56} reveals the research work on importance of weeding in libraries. As per his view, ‘circulation often increases after weeding’.

Recent trend towards information technology gives a different angle to collection development. The journals like Library Trends and Collection Management create an extensive and useful idea of collection development in view of electronic resources. The importance of electronic resources is found mainly during 1980-2000. The electronic library collection development especially in Cornell University Library is minutely discussed in “Collection development for the electronic library: A conceptual and organizational model” by Samuel Demas in Library Hi-Tech – 12 (3): 71-80, 1994,\textsuperscript{57} where the term ‘genre specialist’ is coined. Ownership vs. access is discussed in different literature. Even the benefits of electronic resources over traditional formats are analysed from time to time. In ‘Last Year’s Work in collection development’, Lehmann and Spohrer analysed selection policy, evaluation, organization, and building of collection in such a transforming situation in Library Resources and Technical Services (LRTS), 1993. Not only that, many documents show different views, especially distinction between print and electronic materials and with that also about cooperative ideas. In Collection Management in Academic Libraries, edited by Jenkins and Morley (Bombay: Jaico, 1996) different views are expressed in the topic.\textsuperscript{58} Another important document- ‘Creating a virtual library: a how-to-do it manual’ by Stielow is greatly informative for bridging the two different aspects- print and digital form.

How to embrace the digital environment, its principles & practice, selection method and related guides for collection of e-resources in perspective of needs of users is envisaged in a fine manner in different articles. Along with
that, this changing environment reminds us about resource sharing, storage facilities, interlibrary-loan facilities. An example is Allen and Hirshon in ‘Hanging together to avoid hanging separately: Opportunities for academic library consortia’ [Information Technology & Libraries, 17(1): 36-44, 1998].

In our Indian scenario, Dr. S R Ranganathan’s ideas on different facets of collection development are noteworthy. In fact, his ‘Five Laws of Library Science’ are the basic guidelines for preparation of policies on collection development. Along with it, the insufficient nature of collection helps the library staff think of interlibrary loan system – as exemplified by the third law of library science- “Depend on inter-library loan for books in occasional demand”. 59

To think of Indian scenario, collection development, their functions, policies are also discussed from time to time. IASLIC and ILA through their conferences took the initiative to form a policy-making concept for collection development in Indian libraries. As for example, B.K. Choudhury, Krushna C. Panda and C.R. Karisiddappa discussed functions of collection development, needs of collection evaluation etc in IASLIC’s All India Conference at Ranchi in 1993:p.19-23. Its proceedings include different important articles which are noteworthy for different aspects of collection development - needs of general collection development policy and so on. Sanjaya Mishra and Parmanand discussed the urgent need of making policy statements as no ideal and general policy for collection development was observed in different libraries in India. Not only that, during 1997 all the issues of DESIDOC Bulletin of Information Technology give a total picture of our Indian scenario in perspective of collection development in relation to the impact of Internet resources in Indian libraries. As per Devika V Aptagiri, internet is a great world-wide source of information which, in turn, shows an important part of electronic collection development in New vistas in collection development: the Internet perspective- DESIDOC Bulletin of Information Technology, 17(2): 23-26, 1997.60 The 45th ILA Conference in Hisar, 1999 : p. 555-561 gives Sohan Lal’s thought about the impact of CD-ROM, OPAC, Internet as well digital library in building collection in Indian libraries [‘Collection building in libraries
In the year 1997 where many concepts of building collection and its policy emerged by various eminent library professionals. As for example, M.S Sridhar’s ‘Role of conspectus in collection management and resource sharing’ in Library Science with a Slant to Documentation and Information Studies, 34(2): 91-99 assessed the need of consortial database and cooperative collection building among Indian libraries. The lack of standardized guidelines of collection development policy in libraries and the need of its formulation is best reflected in H.N.Prasad’s ‘Collection development policy for libraries: Some guidelines for the formulation’ and Sanjaya Mishra & Parmanand’s ‘Role of policy statement in collection development’ in All India Conference of IASLIC, Ranchi, 1993. Even National Knowledge Commission has provided guidelines for developing collection development policy in different types of libraries.

Although collection development has been discussed in its various aspects from time to time both in India and abroad in many primary and secondary sources of information, collection development of Calcutta University Library system including resource selection policies, assessment of users' needs, utilization study and collection evaluation has never been critically studied.
REFERENCES:


3. Ibid.


7. Ibid. 9.


10. Ibid.


13. Ibid., 4


23. Ibid., 206.
28. Ibid., 146
31. Ibid., 206
37. Ibid., 206
38. Ibid., 207
39. Ibid.
40. Ibid., 173.
42. Das, "Convocation Address", 5


