Chapter-2

Maulana Azad Library: An Overview
Chapter-2

MAULANA AZAD LIBRARY: AN OVERVIEW

1. LIBRARY

Library is a social agency which has been created by actual necessities in modern civilization. Library and society are interlinked and independent. Library is a social institution charged with the function of assembles, organize, preserve, socialize and serve all expressed thought embodied as manuscripts, books, periodicals, journals etc.

International Organization for Standardization has defined a library as “irrespective of the title, any organized collection of printed books and periodicals or of any other graphic or audio-visual materials, and the service of the staff to provide and facilitate the use of such materials as are required to meet the research, informational, educational or recreational needs of its users”.

According to S. R. Ranganathan, “a library is a public institute or establishment charged with the care of a collection of books, the duty of making them accessible to those who required the use of them and the task of converting every person in its neighbourhood into a habitual library goes and readers of books”.

Thus library helps in contemporary development of knowledge and conserves the precious research time of humanity by separation of literature search from positive research.

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1.1 FUNCTIONS OF A LIBRARY

A library should provide for..........

1. Life long-self education

2. Information/documents on all subjects including local, national, international affairs to serve economic, political and social welfare.

3. Proper use of leisure.

4. Advancement of culture.

5. Preservation of literacy heritage for posterity.

1.2 TYPES OF LIBRARY

The libraries are of the following types

1) National Library

2) Public Library

3) Special Library

4) Academic Library

   School Library

   College Library

   University Library

2. NATIONAL LIBRARY

The feeling that there must be place where the country’s intellectual heritage may be collected, preserved and kept for use by the present and coming generation resulted in setting up national libraries in many countries. National library plays the role of the depository and repository of country’s printed cultural heritage as well as the main bibliographic centre within the orbit of the system.
The definition of national library as adopted at the general conference of UNESCO in 1970 is as under:

"Libraries which irrespective of their titles are responsible for acquiring and preserving copies of all significant publications published in the country and functioning as a "deposit" library, either by law or under other arrangements. They will also normally perform some of the following functions:

Produce a national bibliography; hold and keep up to date a large national and representative collection of foreign literature including books about the country, act as national bibliographical information centre, compile union catalogues, publish the retrospective national bibliography. Libraries which may be called as national but whose functions do not correspond to the above definition should not be placed in national library category”.

2.1 Functions

The National Library is expected to fulfil the following basic functions:-

1) To acquire, store and organise the complete set of national printed output and to serve as a depository of these materials.

2) To acquire and conserve rare documents such as manuscripts.

3) To acquire, store and organise representative collection of other countries and on all subjects.

4) To provide access to its collection.

5) To provide bibliographic and other like services.

6) To publish retrospective national bibliography.
7) To provide leadership to the libraries of the country.

8) To provide training of library personnel.

9) To provide national and international exchange of publications.

10) To compile union catalogue.

2.2 Some National Libraries

The National Library of India (Kolkata)

British National Library (U.K)

The Library of Congress (New York)

National Library of Agriculture (Washington)

3. PUBLIC LIBRARY

A public library has been regarded as an integral part of the social framework from the very beginning. It is considered as a social agency charged with the responsibility of serving the information needs of the society.

Public library is probably the one public agency to provide education to one and all within the society without the distinction of caste, colour, creed, sex and nationality. That is why it is called as a ‘People’s University’.

3.1 Functions

➢ To facilitate informal education of all the people in the community.

➢ To enrich and further develop the subjects on which individuals are taking formal education.

➢ To meet the information needs of all.
➢ To support the education, civic and cultural activities of the groups and organizations.

➢ To encourage wholesome recreation and constructive use of leisure time.

➢ To gather resources in order to promote an enlightened citizenship and enrich personal life.

➢ To assist students and to hold exhibitions, lectures, adult education classes.

3.2 Services

A public library provides the following services:-

1) Issue of documents.

2) Inter library loan.

3) Provision of general and specific information.

4) Assistance services.

5) Reader’s advisory services.

6) Compilation of bibliographies.

7) Referral services.

8) Extension services.

9) Library orientation.

4. SPECIAL LIBRARY

Special library means a library which is concerned almost exclusively with the literature of a particular subject or group of subjects. It also includes libraries with the collection of a particular form of materials.
To L. H. Harrod, "Special library is a collection of books and other printed, graphic or recorded material dealing with a limited field of knowledge and provided by a learning society, research organization, government department or even an education institution"\(^2\).

4.1 Functions

Special library may performs the following functions:-

1) Selection of documents and sources of data/information.

2) Acquisition of documents and data/information.

3) Processing of documents.

4) Storage of documents.

5) Retrieval of the documents.

6) Publication or reproduction of documents.

4.2 Services

A special library provides the following services:-

1) Issue of documents.

2) Routing of periodicals.

3) Inter library loan

4) Replies to enquiries received personally through letter or on phone.

5) Retrospective search.

6) Selective dissemination of information (SDI).

7) Referral service.

8) Translation service.

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2. L.H. Harrod. Librarian’s glossary of terms……. (London, Andre Deutsch, 1971)
9) Bibliographic instruction.
10) State of are reports.
11) Current awareness service (CAS).

5. **ACADEMIC LIBRARY**

An Academic Library is a library attached to an academic institution, i.e. an institution engaged in teaching or research and imparts formal education to students who aspire to complete a particular course under a prescribed syllabus. Schools, colleges, universities and technological/engineering/medical institutions are some of such institutions. There are various types of academic institutions which may vary from one another in respect of courses offered by them.

Academic libraries exist to cater the needs and requirements of their parent academic institution. They vary in shape, size, collection and services, depending upon the nature of the parent institution. However all academic libraries have common qualities in many respects. It is because all academic libraries exist to support the teaching and research programmes of their parent institutions.

Academic libraries have become most important in academic institutions due to changed nature of education. Tremendous growth in the student population; opening of new academic institutions; rapid expansion of education; growing emphasis on qualitative education and high cost of books are some of the factors which necessitate the establishment of a well equipped academic library.

5.1 **School Library**

The school library is a part and parcel of school setup. It exists to serve the objectives of its parent organization. A school library plays a
very important role in helping the educational system of school to achieve its goal.

The performance of students can be improve considerably if they use the library regularly. They need to be encouraged to use the school library. This will greatly help in raising he standard of education.

5.1.1 Objectives of the School Library

The aim of a good school library is to become a force for educational excellence. A school library does not exists for itself. It exists to serve the objectives of the parent organisation. The library attempts to advance the objectives of the school.

The objectives of the school library are as follows:-

1) To faster interest in reading and to make the young minds be familiar with books as source of information and leisure.
2) To help children to become independent in findings and selecting important relevant information for their studies.
3) To encourage a life ling education and to create a longing for new knowledge.
4) To make available to teachers the resources of the library for their own professional growth.
5) To bring out the potentials in the personalities of students.
6) To create in them a searching mind in the use of all the library resources.

In order to achieve these objectives, a school library should be considered a resource centre, providing open access to its users. It should
be made a centre of informal education, and above all the school library should be hub of the activities in a school.

5.1.2 Services

A school library is a service library. Therefore, to increase the reading habits in children school library should provide the open access to the documents. These are acquired and processed for use. A school library does not exist for its own sake but aims to serve the students. A school library should provide the following services:-

1) Display of materials and information.
2) Organization of story hours, books talks, debates, essay etc.
3) Initiation and orientation of freshman.
4) Reader’s advisory service.
5) Circulation of materials.
6) Reservation of materials.
7) Library instruction.
8) Assistance in the use of catalogue.
9) Assistance in searching and locating the materials.
10) Assistance in the use of reference books etc.
11) Provision of information on request.
12) Maintenance of vertical files containing pamphlets, reports etc.
13) Preparation of reading lists.
14) Inter library loan.
5.2 College Library

A library attached to a college is called a college library. College is regarded as an institution of higher learning which usually offers three years of four years course after school leading to a bachelor’s degree. Some of the large colleges also offer courses leading to master’s degree usually research take place at universities.

5.2.1 Services

A college library provides the following services:

1) Lending service.
2) Reference service.
3) Reservation of documents.
4) Display/exhibition.
5) Reprographic service.
6) Orientation.
7) Inter library loan.
8) Compilation of bibliographies /indexing service /abstracting service.
9) Assistance in the location of documents.
10) List of additions.
11) Reader’s advisory service.
12) Selective dissemination of information (SDI).
13) Current awareness service (CAS).
5.3 University Library

A university library is a library attached to a university. It exists to cater to the needs and requirements of students and teachers and to support the teaching and research programmes of the university. University library considered as an integral part of a university. This library is different from other two academic libraries in many respects like size, collection as well as clientele. Need and importance of university libraries has been realized and accepted by many authorities. For example, the Kothari Commission recognizes a university library as the “heart of the university”. The prime function of the university library is to provide facilities for study and research for all the members of that university. It implies three functions of the university library that is teaching research and extension services.

5.3.1 Origin and Development

India is the site of one of the most ancient civilizations in the world. After the settlement of Aryans, a section of intellectuals, the Brahmins became priests and men of learning. At that time, a university was founded in the city of Gandhara in northwest India, named Takshila University. It is considered to be the first University in the world. Takshila University acquired an international reputation in the 6th century BC as a centre of advanced studies. It was a great centre of learning with a number of famous teachers and an excellent library. The library collection included works on Hinduism, political science, literature, medicine and philosophy. This university and the library were destroyed during the invasion of Hunas.

In the 3rd century BC, Buddhism received great impetus under India’s most celebrated ruler Ashoka. At that time, Buddhist monastic
institution at Nalanda became important centre of higher learning. The University of Nalanda owed its foundation to six generations of Gupta Kings. The University had a huge library with a collection of invaluable manuscripts and served over 10,000 students from India and abroad. Nalanda University library was the biggest in Asia.

The library of the Fort William College came into existence in 1800 at Calcutta. The collection included 11,718 printed oriental books, 5,224 European books and 4,253 oriental manuscripts.

**Post Independence Period**

Educational developments of independent India was greatly influenced by the Education Commission appointed in 1948 by the Govt. of India under the chairmanship of Dr. S. Radhakrishnan, the commission looked very closely into the conditions in college and university libraries. In its report the commission wrote that the library is the heart of all university work. For both humanistic and scientific studies, a first class library is essential in a university. There is no doubt that in most of our universities the annual grants for libraries are very in adequate. The commission recommended that university and colleges should work up to an optimum of 6.25% of the total budget or rupees 40.00 per students as the annual grant for their libraries.

In 1957, the UGC appointed a committee under the chairmanship of distinguished librarian Dr. S. R. Ranganathan to advice the UGC about the developments of university and college libraries and their organization. The committee submitted its report in 1965. The committee advised UGC to prepare a set of standards for library buildings, furniture, book selection, purchase of journals, reference services, inter library loan, training of librarians and increasing their pay scales.
5.3.2 Functions

The university library is expected to perform the following functions:-

1) To acquire, process, organise and make available reading and other materials to students, teachers and other staff members of the university.

2) The university library is also expected to provide materials to its users for.

3) Arousing their intellectual curiosity and sharpening intellectual faculty.

4) Stimulating imagination, reasoning and critical faculty.

5) Refining their ethical and cultural values.

6) Make them aware of their environment and development around them.

7) Informing and guiding them with regard to their further education and profession.

8) To encourage the use of library by initiating the fresh students and teachers and taking up reader’s education programmes.

9) To adopt new technology e.g. Computerization in certain areas with a view to provide purposeful service in minimum possible time.

5.3.3 Services

The services to be provided by university library are:-

➢ Lending service.

➢ Provision of general and specific information.
Compilation of bibliographies.

Assistance in location of documents.

Reader’s advisory service.

Reservation of documents.

Documentation service.

Inter library loan.

Maintenance of clippings.

Maintenance of vertical files.

Reference service.

Referral service.

Reprographic service.

Translation service.

Extension service.

Display of new addition.

Literature search.

Bibliography instruction and library orientation.

5.3.4 Library Fund

Various financial norms have been suggested in India for the allocation of funds by the University to the library. Some of them are:-

1) Radhkrishnan Commission report (1948) suggests optimum 6.25% of the total budget of the University or Rs. 40 per student.
2) Ranganathan Committee (UGC) (1957) suggests Rs. 15 per student and Rs. 200 per teacher and research fellow.

3) Kothari Commission (1964-66) suggests Rs. 25 per registered student and Rs. 300 per teacher and research fellow. The commission of expenditure on reading materials in relation to staff should be in the ratio of 4:5 in addition to this it suggested 10% for furniture, 5% for book binding and 8% for miscellaneous purposes.

4) KM Raj Committee- Karnataka University (1980-81) has recommended that 20 to 25% of university’s total budget should be an earmarked for a university library.

5) Association of Indian Universities Report on national policy on University libraries (1987) has suggested 10% of the total university budget to be allocated to the library. Out of the total library budget 25% should be earmarked for book budget, 13% for periodicals, 6% for binding and 50% for salaries.

6. **ALIGARH MUSLIM UNIVERSITY**

   In 1875 Sir Syed Ahmad Khan founded a High School at Aligarh, which within three years, was raised to a college known as Mohammadan Anglo-oriental College. The Aligarh Muslim University established by the Aligarh Muslim University Act of 1920 evolved out of this college.

   The Aligarh Muslim University maintains several college and institutes, important among which are the Zakir Hussain College of Engineering and Technology, the Ajmal Khan Tibbiya College, the Jawaharlal Nehru Medical College, the Institute of Ophthalmology, the Institute of Islamic College, the centre of West Asian Studies, the Centre for Advanced Studies in History, the University Polytechnic, the
University Women’s Polytechnic and five high schools including one for blind students.

The Aligarh Muslim University is essentially a residential university with most of its over 27000 students staying in 69 hostels grouped under 16 hall of Residence, including Non Resident Student Centre (NRSC).

Another unique feature of the Aligarh Muslim University is its maintenance of several schools right from Nursery to Senior Secondary level. All schools serve as feeder institutions for the University and therefore, deserve greater attention for bringing them at par with the best schools in the country.

The University has eight centres under UGC’s Special Assistance Programme in the Departments of Arabic, Geography, Persian, Museology, Linguistics, History, Biochemistry and Electronics.

In line with the 10th Five Year Plan guidelines for quality research, university continues to encourage our teachers and research scholars to submit research proposals to such funding agencies as UGC, AICTE, DST, CSIR, ICMR, ICAR, ICSSR, ICPR, DBT etc. and over 150 such projects have been approved by these agencies. In addition about 100 teachers were also given small grants for taking up individual research projects out of non-plan budget of the University.

7. MAULANA AZAD LIBRARY

The central library of Aligarh Muslim University is known as Maulana Azad Library. It is one of the oldest and second largest university library of Asia. The central library was set up in 1875. The foundation stone of the library was laid by Lord Lytton, the then viceroy of India. That is why the library was originally named as Lytton Library.
In 1960 it was inaugurated by Late Pandit Jawaharlal Nehru, first Prime Minister of India and was renamed as Maulana Azad Library after the name of Maulana Abul Kalam Azad the great Educationist, Statesman and the first Education Minister of independent India. The present grand seven storied building is surrounded by 4.75 acres of land in the beautiful lawns and garden. It is most beautiful building of the university and one of the few very attractive libraries in the country. The library has 11,50,000 books/documents.

The collection consists of books, periodicals, pamphlets, manuscripts, paintings and photographs. Maulana Azad Library comprising of about 2 lakh printed books and periodicals, including 10,000 items belonging to rare category in Urdu/Persian/Arabic/Hindi and Sanskrit forms the most significant part of collection.

One of the most priced collection of the library is its collection of about 16,000 rare manuscripts, one of which written on parchment in Koofi Script. No wonder than, the library known for its collection of oriental manuscripts is frequented by the scholars of Orientalia and Medieval India. Some other valuable Sanskrit works translated into Persian forming part of manuscript collection. Apart from the collection of orientalia the library has a vast collection of books in English belonging to different subjects especially in Science and Technology. Maulana Azad Library performs the function of a national library so far as their collections of oriental manuscripts are concerned. It is because of these rich collections of immense research value that this library is reckoned among major libraries of the world.

There are different sections of Maulana Azad Library such as:-
**Acquisition Section**

The major activities are:

- Maintenance use of bibliographic aids (e.g. database catalogues, trade lists etc.)
- Maintenance of order files.
- Receipt, handling and inspection of incoming shipments.
- Preparation of bills for payment, books keeping and other financial activities.
- Preparation of accession lists.
- Ordering and checking of periodicals.

**Technical Section**

The major activities are:-

**Cataloguing Section**-

- Preparation of the main entry.
- Preparation of Shelf List.
- Label pasting.
- Card filling.
- Preparation of List of Additions.

**Classification Section**-

- Duplicate checking.
- Determining specific subject of book.
- Allotting class number
- Assigning Book number.
Assigning Subject Headings.

**Circulation Section**

The major activities are:-

- Issue and return of documents.
- To check over dues books.
- To prepare statistics.
- Calculation of fines and issuing of fine notice.

**Periodical Section**

The major activities are:-

- Inputting serial data.
- Ordering new serials.
- Renewal of presently subscribed serials.
- Accessioning of serials.
- Prepare list of serials ready for bindings.

**OPAC**

"OPAC is acronym for ‘Online Public Access Catalogue’, OPAC are library catalogue in the traditional sense and they are online bibliographic retrieval system. They are becoming a part of the modern life.

A public access online catalogue must at minimum provide the bibliographic records content, retrieval functions and access points similar to and understandable of in terms of card-catalogue. Therefore the record content will include entry information, noted information and tracing information. The user must be able to locate in the database, all
editions or other versions of a work, all works on a given subject and a work or works with a specific title”.

The library provides the whole university campus wide access to online-journals through a well equipped Computer Lab. Digital Resources on many subjects are made accessible through a Digital Resource Centre, established in January 2009 in the library. All the issue able books in the library are bar coded for automated check in and check out. About 5,000 students, teachers and members of the university visit the library daily. The library is open from 8:00 am to 2:00 am (next day).

The library has started data mining in a recently developed information centre, where free e-resources from the web are tapped for the benefit of university community.

6.1 ONLINE-JOURNALS LAB

Online-Journals Lab in Maulana Azad Library has established in August 2006. This lab is available for Research Scholars and faculty members after their registration as member.

This lab is situated on first floor near Newspaper area. There are 851 users of the lab and the main user group who use this lab are research scholars and staff. This lab is opened from 8:00am at morning to 11:30pm at night. There are 20 systems available for users to access the journals.

Research scholars who belong to different fields come to the lab to search the journals related to their subject. The lab provides 4,453 journals in different disciplines.

Mostly users come to the lab daily to up-to-date their research work and they get full support from the lab staff.

Lab provides full text online-journals under UGC-INFONET Consortia and also provides full text online-journals through J-gate.

**ONLINE-JOURNALS CONSORTIA AVAILABLE IN MAULANA AZAD LIBRARY, AMU, ALIGARH.**

Under UGC-INFONET consortia Maulana Azad Library provides following resources:

**Full Text Journals**

- American Chemical Society
  
  (http://www.pubs.chemsoc.org/)
  
  Journals: 31 Full text journals

- American Institute of Physics
  
  (http://www.aip.org/)
  
  Journals: 19 Full text journals

- American Physical Society
  
  (http://www.aps.org/)
  
  Journals: 8 Full text journals

- Springer Link
  
  (http://www.springerlink.com/)
  
  Journals: 200 journals subscribe and access to 1200+journals

- Elsevier Science
  
  (http://www.sciencedirect.com/)
Journals: 34 Full text journals

- Emerald
  (http://www.emeraldinsight.com/)
  Journals: 29 Full text journals

- Annual Reviews
  (http://www.arjournals.annualreviews.org/)
  Journals: 31 Full text journals

- Taylor & Francis
  (http://www.journalsonline.tandf.co.UK/)
  Journals: 100 journals subscribed and access to 1100+journals

- Institute of Physics
  (http://www.iop.org/EJ)
  Journals: 36 Full text journals

- Royal Society of Chemistry
  (http://www.rsc.org/)
  Journals: 23 journals/ 6 databases

- Cambridge University Press
  (http://www.journals.cambridge.org/)
  Journals: 189 Full text journals

- Project Muse
  (http://www.muse.ihu.edu/journals)
  Journals: 293 Full text journals

- J-STOR Archival Access
- Encyclopaedia Britannica
  (http://www.search.eb.com/)
  Journals: 1 Full text journal

- Science Online
  (http://www.scienceonline.org/)
  Journals: 1 Full text journal

- Nature
  (http://www.nature.com/)
  Journals: 1 Full text journal

- Portland Press
  (http://www.portlandpress.com/)
  Journals: 4 Full text journals

- Blackwell Publishing
  Journals: 100 Full text journals subscribed and access to 489 journals

- Euclid Project
  (http://www.projecteuclid.org/)
  Journals: 18 Full text journals

- Oxford University Project
  Journals: 100 Full text journals/169 accesses
Abstracting/Indexing Database

- Chemical Abstract Service
  (http://www.stnweb.cas.org/)
  1 database

- Biological Abstract Service
  (http://www.web5.silverplatter.com/)
  1 database

- MathSciNet
  (http://www.ams.org/mathscinet/search)
  1 database

Portals

- Ingenta Gateway Portal
  (http://www.ingenta.com/)
  Index of 5700 journals

- J-Gate Portal
  (http://www.j-gate.informindia.co.in/)
  Index of 14,000+ journals

Every month Maulana Azad Library provides a new password for using J-Gate.

J-Gate is an electronic gateway to global online-journal literature. Launched in 2001 by Informatics India Limited. J-Gate provides samples access to million of journals articles available online. It presently has a massive database of journal literature indexed from about 14,000+ online-journals with links to full text at publisher sites. Search is provided
by journal title, keyword, subject categories and year of publications. Basic bibliographic data with abstracts are also provided.

E-journals are available against each of the following URL:-

1) http://www.jccc.ugcinfonet.in/
   2093 journals

2) http://www.freemedicaljournals.com/
   430 journals

3) http://www.pubmedcentral.nih.gov/
   499 journals

4) http://www.medland.nic.in/
   40 Full text Indian journals

5) http://www.ncbi.nlm.nih.gov/pubmed/
   Database of 18 million documents

**Open J-Gate**

This database provides free full text of 4791 journals covering the following subjects areas:

- Agricultural and Biological Sciences : 684 journals
- Arts and Humanities: 908 journals
- Basic Sciences : 1328 journals
- Biomedical Sciences : 1737 journals
- Engineering and Technology : 1356 journals
- Social and Management Sciences : 1352 journals

http://www.openj-gate.com/
ERIC (Education Resources Information Centre)

It is free searchable database for the educational articles. It provides unlimited access to more than 1.2 million bibliographical records of journal articles with partial free full text.

http://www.eric.ed.gov/

CONCLUSION

A library is regarded as a social institution therefore it is expected to perform certain function. The libraries are of such types: National Library, Public Library, Special Library, Academic Library, School Library, College Library, University Library. A university library is a library attached to a university. It exists to cater to the needs and requirements of students and teachers and to support the teaching and resources programmes of the university.

The Maulana Azad Library was established in 1875. The library, with its rich collection around 11.5 lakh and invaluable oriental manuscripts, continues to be intensively utilized by the students, teachers and visiting scholars. Library with its extended opening hours provides uninterrupted access and maximum utilization of its vast resources.