Chapter 1
Introduction
to meet the objective of the service. The term demands depth and quality of stock and includes associated activity towards exploitation of the collection through publicity and staff training etc.

3) Encyclopedia of library and information science describes “Library Collection is the sum total of library materials, books, manuscript, serials, government documents, pamphlets, catalogues, report recording, microfilm reels, micro cards and microfiche, punched cards, computer tapes etc. that make up the holding of a particular library”.

4) Harrods librarian’s Glossary (6th edition) defines “Collection Development as the process of planning a stock acquisition programme not simply to cater for immediate needs but to build a coherent and reliable collection over a number of years to meet the objective of the services”.

5) According to Wikipedia library collection development is the process of planning and acquiring a balanced collection of library materials of many formats including Books, Periodicals, Online resource and other media.

**Methods of collection development:**

There are various methods of collection development which are as follows:
1) **Purchase** –
It is the primarily method of acquiring documents in a library. Library acquire most documents in by directly purchasing them from the publishers or agent if there is no other way is open for the collection development.

2) **Gift / donations** –
Gift is an important source of developing library collections. No library can afford to purchase all the reading materials needed or demanded by the users of the library. So up to some extent library rely on this method. Some publisher provides specimen copies of the documents to the library. These specimen copies are come under the category of gift.

3) **Institutional membership** –
The library may enlist itself as a member of learned societies and various institutions which publish useful materials often the membership subscription may cover the right to receive their publication either free of cost or at confessional prices.

4) **Deposit system** –
It entitles some specially designated libraries to receive free copies of the publications brought out by government, national and international organizations. There are many university libraries and state central libraries enjoying these benefits.
5) Exchange –

Exchange is another important method of building up the library collection. Exchange of materials between libraries, learned societies, institutions and government serve a number of purposes such as:

i) Procurement of out of-print and rare books that cannot be obtained from any other sources.

ii) Acquiring publication which are not for sale or not distributed in the usual book trade channels which is particularly true in case of foreign government documents and reports.

iii) Obtaining government publications on a regular basis.

iv) Using to best advantage the duplicates of the library as well as its own publications or those of the parent organization by offering them in return for publications not represented in the library’s collection.

It is thus a valuable source for filling up gaps in the collections. Exchange also promotes good will among the libraries especially at the national level.

Objectives of Collection Development

The objective of collection development is to build a library collection which will supply a continuously to support expanding store of useful information to support and enrich the programs of its parent organization.

In order to provide the best materials for the implementation of its duties,
the library requires guidelines for collection development. The policies which are of necessity to provide needed, from the framework for building the library collection.

Collection development is a plan which can be implemented and evaluated. It is a process of intertwining of (i) information resource (ii) information use and use demands and (iii) fiscal resources. The process involves mainly three aspects.

- Collection planning;
- Collection implementation; &
- Collection evaluation.

**Collection Development Policy**

It is the course of action adopted for developing the collection or stock in a library. A library can be an unwritten convention or a written document. The American Library Association Collection Development Committee when preparing “Guidelines for the formation of collection development policies” assumed that a written collection development policy for any library a desirable too which enables selectors to work with greater consistency towards defined goals, thus shaping stronger collection and using limited funds more wisely.

A written collection development policy is more preferred to non-written policy. A collection Development policy consists of following:
A. Responsibility for selection

In the academic environment, selection of library materials is a joint responsibility of teaching faculty and the library professional staff. The primary responsibility for the co-ordination of collection development process lies with the Collection Development Librarian. While recommendation from teaching faculty are welcomed and solicited, the library professional staff will carry the responsibility for ordering in areas not covered by faculty (e.g. reference, General, etc.) and/or remaining budget not yet encumbered, so as to achieve a balanced collection, and to make that the total allocated budget is encumbered. The ultimate responsibility for collection development direction and policy decision, including and quality of selections, rests with Library Director and under his or her direction with the Collection Development Librarian.

B. Factor to consider the selection

In selecting materials for library the library, factors to be considered are as follow:

1. The procurement or timely value of the material for interest, information, or enlightenment.

2. The accuracy of materials.

3. The usefulness of the materials with aspect to each other material already in the collection.
4. The probable usage of the material in the educational and research mission of the University / Institute.

5. For serials priority for titles that are analyzed in standard indexing and / or abstracting services to which the library provide access, for support of subject areas with new degree programs, for deficiencies indicated by comparison studies with other universities and or for access to a title unavailable in the document delivery system when the title is to support a new degree program.

C. Materials to be Acquired teaching and research programs of the university

The library, Will acquire as far as permit, all materials needed to support the teaching and research programs of the university / Institute. Due to the diversity, extent, and unique character of research endeavors, it id not financially feasible to build a collection comprehensive enough to support all research interests. Electronic database searching, networking and Interlibrary Loans are among the alternative methods, which may be considered in providing access to research materials. A limited number of current Publication of Best Seller books. The majority of materials acquired will include monograph, sets, maps, journals, and other serials publication, newspaper, pamphlets, photo, reproduction, government document, microfilms, archival materials m manuscripts, audiovisual
materials and other items commonly included as part of library resources, except for special text books and juvenile collections, the library will not normally purchase materials to be used solely for classroom instruction such as cliff notes, study guides, etc.

D. Budgetary Considerations

Budget allocation is not made especially to departments independent of the library. The procedure followed in allocating funds to the various subject areas may be based on a formula with factors, such as number of students enrolled at various levels, number of courses. Offered in each discipline during a particular semester, circulation records, and average price of book in each discipline considered. A copy of the formula for monograph allocation is available at the Collection Development office. Exceptions are made for subject areas where there are extra funds available though special line item accounts.

E. Format

All books will be ordered in whatever format is requested by Librarians/Faculty members. In case the format is not identified, books will be ordered in hard copy. If the requested format is not available, whatever available format will be ordered in hard copy, unless it is specified otherwise by the librarian.
Principles of collection development

There are some principles of selection. These principles which guide the librarian in making a judicious choice of a document. The production of document today is very large. Thousand of them are in wide varieties. With the help of these, following principles are developed a meaningful collection of documents in the libraries.

Selection of document is both an art and a science. The following principles of selection are important and should be given weight age. They are as follows-

a. Drury's principles

The basic principle which still governs the selection of reading material for a library was enunciated by Drury in 1930. It states “To provide the right book to the right reader at the right time.” The reader is the central theme. A document is right or otherwise is in relation to a reader. It is to be provided when the reader needs it for use. The selector should know the readers and their requirements. He should select only that material which caters to the informational, educational and recreational needs of the readers. The selected material should be procured expeditiously to be made available to the user when he needs it. Knowing the needs of the readers and knowing the documents which can meet these need is important in making the selection of document, but important this is the
creation of an efficient mechanism to ensure the availability of the selected material at the right time.

**b. Dewey's principles**

Melvil Dewey’s principle states “The best reading for the largest number at the least cost.” According to this principle a library should select within the financial resources available the best document which may satisfies the information needs of the maximum number of readers. The term best means a document which may be the best in its own field, the best that will be read, and the best of which good use will be made, and the best that will answer a certain demand. The best documents are those which satisfies the demands of the user for recreation, knowledge and study; the document which cater the social and cultural needs of the user.

**c. Ranganathan’s laws and document selection**

Ranganathan’s first three laws of library science are helpful in formulating the principle of document selection. First law makes it obligatory that only those documents should be selected which are of use to the clientele of a particular library. While selecting the documents the present and potential requirements of the user must be kept in view. A school and public library avoid the selection of costly books which are not likely to be infrequent demand. For a children library, the book should be illustrated, in bold type page and attractive fonts. The second
law “Every book its reader” directs the selector to cater for the information needs of all users of the library. The subject or the language or the style of exposition of document is to be selected should be in accordance with the requirement of the users. This is possible only when the selector of the document know the user and their requirement. The third law of library science “Every reader his/her book” suggests that all efforts should made to put to use those documents of value which have been selected in anticipation of the needs of the user.

**d. Mc Colvin Theory.**

L. R. Mc Colvin advanced his demand and supply theory of book selection in 1925.He states book in them are nothing. They have no more meaning than the white paper on which they are printed, until they are made serviceable by demand, the greater is the resultant and possible service. The term ‘supply’ refers to the availability of reading materials in all its aspects and verities. Demand on the other hand means expressed and unexpressed information needs of the users.

**Library budget**

The term budgeting refers to the process of budget planning and preparation, budgetary control and related procedures. The formal presentation of the plan is called budget. Budget is the written statement of income and expenditure during the year. It covers all items of work to
be taken up over a specified period of time in future. thus an overall budget covering the institution as a whole is also known as master budget. A library is an estimate of expected income and expenditure of the library for the coming year. Being merely an estimate, it can be altered, due to change in circumstances. Budgeting is usually done on early basis. The most central aspect of financial management of library is the budget, which is a statement of income and expenditure of the library. It is also an instrument of control, communication, coordination, evaluation and motivation.

**Objectives of Library budgeting**

The overall objectives of library budgeting is to plan different phases of library operations. Coordinate activities of different departments of library and to ensure effective control over it. Thus specific objectives are as follows:

- To predict library's future services, services cost and other costs to achieve desired goal.
- To anticipate library's future financial condition and future needs for funds with a view to keeping the library active and up-to-date.
- To coordinate the efforts to different departments and departments of the library towards the common objectives.
- To accelerate the efficiency of operations of different divisions and
departments of the library.

- To fix responsibilities of different departmental head.
- To have effective control over the library's fund.

Factors effecting budget

- Size of the library- collection, staff, users and services points.
- Location.
- Kinds of the library services.
- Types of users.

There are few methods of preparing library budgets, which includes both the traditional approaches used by Marty organizations and more innovative one that have recently found their way into libraries.

Methods of library budget

a. Line by line item budget

In this type of budgets, the items of the expenditure are divided line by line, into broad categories such as books and journals, salaries and allowances equipment, contingencies etc. With further sub-divisions of each of these broad categories. This is the usual traditional method which, by taking into account past expenditure of the previous years' allocation, assuming that all current programmers’ are good and necessary. this budgetary method does not go into evaluation of activities and services of performance.
b. Lump sum budget

In lump sum budget, a certain amount of money is allocated to the library. In this, the library got freedom to decide as to how the amount is going-to be allocated to different categories.

c. Formula budget

In formula budget predetermined standards are applied for allocation of money. Such a budget is technical and easy to prepare. It does not require special skills to prepare the same.

d. Programme budget

It does not estimate the expenditure on the basis of the individual items, it is focused on the activities that the library plans. Hence the budget is prepared on the basis of the cost of programme. Every year, the library has to decide whether a programme has to continue, get modified, or deleted.

e. Performance budget

This method is similar to programme budget but in this method the emphasis is given to performance in place of programmes. The expenditure is based on the performances of the activities and the stress is given to operational efficiency. The careful accumulation of quantitative data on all activities over a period of time is required. Management techniques such as cost benefit analysis are used to measure the
performance and establish med norms. Hence this method measures only the quantity not quality.

**f. Planning programming budgeting system**

PPBS method combines the best of both program budget and performance budget, and focuses on planning. It begins with the establishment of goal and objectives and ends with formulation of programmes and services. This method combines the functions of planning activities. Programmes and services, translating them into tangible projects and finally presents the requirements in budgetary terms.

**g. Zero based budget**

This method is similar to PPBS conceptually but does not take into accounted that what happened in the past but emphasizes on the current activities. Every programme and activity is spelled out in detail, and request for financial support to there has be established afresh every years. In fact, no activating could continue simply because that activity was undertaken previous year.

**Conclusions:**

A library collection consists of documents of different types. Each type of documents has its own important and value. Comprehensive, balanced and up-to-date collections of the library satisfy the informal needs of the users. To select document of all types for building up and effective
library collection, some established principles of document selection are
to be followed. Those enunciated by Drury, Dewey, Mc Colvin provide
the due guidance and are quite helpful. A good policy can ensure
consistency in approach but it should also be fit in the changing
environment as a planning tool for managers.

A library budget is an estimate of exacted income and expenditure of the
library for the coming years. Budget, a library is able to limit its
expenditure to income. In addition a budget enables it to do spending in a
systematic manner.