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5.1 INTRODUCTION

The librarians of the ancient world and mediaeval period had the dream to acquire all the literature in their library collection and they felt proud in becoming custodian of the precious reading materials, the treasures of human intellect. Through the ages, libraries have become the repositories of books and other library materials organized for the service to users. However, a library, however large it may be, cannot store all the materials published and available in the market. The enormous growth of literature and ever-increasing number of documents, even in a particular discipline, make it impossible to acquire the useful documents for the users in the library. The effectiveness and efficiency of the library depend on the right selection of the library materials (Bonita, 1987).

Selection of library materials is of prime importance in a library. The librarian with the help of library staff and with the concerned user groups should perform the job of selection of library materials. At the same time, the librarian should develop the library collection according to the objectives and aim of the library. The selection of the library materials requires well-thought planning, knowledge of recently published materials, awareness of forthcoming publications, availability of rare materials, and efficient organizational set up, good rapport with the publishers and vendors, communications with the vendors dealing with foreign publications and obviously, allocation of fund in a financial year (Charles, 1990).

Academic libraries are to support and promote academic programs of the parent institutions. The objectives and goals of academic libraries depend on the academic activities of the governing institutions. In an academic library, unlike public library, the user groups are homogeneous having differences only in academic standards. The university library has to serve the post-graduate students, research workers and faculty members both for curricular activities and research needs. In college library emphasis is given on textbooks and reference materials (Turner, 1977).

Collection development is the process of planning and procuring a balanced collection of library materials of many formats, including periodicals, books, online resources, and other media. Moreover, to ongoing materials acquisition, library collection development includes:
• The creation of policies to guide material selection
• Replacement of worn or lost materials
• Removal (weeding) of materials no longer needed in the collection
• Planning for new collections or collection areas
• Cooperative decision-making with other libraries or within library consortia

5.2 DEFINITION OF COLLECTION DEVELOPMENT

Collection development is a systematic process. To run the process systematic it needs a structure of rules and policies. These policies are framed considering readers’ present and future needs as well as financial status of the institution. Therefore, libraries should have reading material development policies as per aims and objectives of the libraries. Only such policies can be proper directives for reading material development. Such reading material development policies become a lighthouse for the library.

“The process of selecting which materials to add to the library collection to develop it. Subject specialist librarians are assigned to select or collect materials in their areas or expertise” (www.library.umass.edu).

“The process of examining the academic and research needs and selecting materials in support of those needs, both faculty and students” (www.nyu.edu).

“The process of planning and building a useful and balanced collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library’s clientele, analysis of usage statistics and demographic projections normally constrained by budgetary limitations. Collection development includes the formulation of selection criteria planning for resource sharing and replacement of lost and damaged items, as well as routine selection and deselecting decision” (www.tsolutions.net).

5.3 SOURCES OF MATERIAL

The collection in a library consists of the documents and non-documentary information sources, from which information or knowledge is provided to readers. Both the resources are discussed below (Dhiman & Rani, 2004).
5.3.1 Documentary sources

A document is a record of work on paper or other material for easy physical handling, transportation across space, and preservation through time. A document may be a macro-document like a book, monograph, thesis, dissertation, report, etc., or a micro-document like an article in a periodical. Documents have also been grouped as conventional, non-conventional, neo-conventional, meta documents, etc. As a matter of fact, these documents are available in various physical forms such as books, periodicals and also as audio-visuals.

5.3.2 Non-documentary sources

Non-documentary sources include

- Institutional sources
- Human Sources
- Colleagues
- Peers
- Information Gatekeepers
- Guides, advisors, consultants
- Vendors, contractors, collaborators, etc.

5.4 CLASSIFICATION OF DOCUMENTS

5.4.1 Classification by their physical characteristics, familiarity and usage

The documents have been divided by Dr. S. R. Ranganathan into four classes:

- Conventional
- Neo-conventional
- Non-conventional
- Meta-documents

Conventional documents are those, which are usually recorded on paper in a natural language by writing, typing, printing, or some near-printing process. These are the most popular documents, in use. These include books, periodicals, maps, atlases, etc. Neo-conventional documents are a new class of micro-documents, such as standards, specifications, patents, data, etc. Non-conventional documents are a record in non-conventional size, shape, or material. Audios,
visuals, audio-visuals, microforms, etc. are included in this category. *Meta-documents* are a record of phenomena made directly, unmediated, by the human mind. They are an instrument-record of natural and social phenomena made possible by instrument technology, photography, radar, etc.

Ranganathan's classification groups documents in the chronological order of their development and does not take into consideration the information characteristics of a document. He does not make any difference between an ordinary periodical and an indexing periodical. In addition, a book and a periodical belong to the same category according to him (Foley, 2002).

**5.4.2 Classification by information characteristics**

C.W. Hanson and Denis Grogan have categorised these documents based on information characteristics into three types

*Primary documents*

These documents represent new knowledge or new interpretation of old knowledge. They are initial published records of original research and development. Often a primary document may be the only source of information in existence. According to Hanson, books, journals, reports, patents, theses, trade literature, and standards are the primary documents. Grogan adds to the list conference proceedings and official publications, but excludes books.

*Secondary documents*

Secondary documents do not carry new and original information but guide users to primary documents. They are compiled from primary documents. They organise the primary literature in a user form. These documents are of three types:

a) Those which index selected portions of primary literature and help users in finding what has been published on a given subject, such as indexes, bibliographies, abstracts, etc.

b) Those which survey selected portions of the primary literature to help users find the state-of-the-art knowledge on a given subject, such as reviews, treatises, etc.

c) Those documents which themselves contain the desired information collected and selected from primary documents. This information, such as biographies, facts, formulae, histories,
procedures, theories, etc., is derived from primary documents and is arranged systematically in some convenient order in such secondary documents. Dictionaries, encyclopedias, handbooks, manuals, etc., are some documents of this type

_Tertiary documents_

Tertiary documents list secondary documents. Their function is to help researchers in retrieving secondary sources. Directories, Yearbooks, Bibliographies of Bibliographies, Lists of Research-in-Progress projects. Guides to Literature, Guides to Organizations, Guides to Libraries, and Textbooks are included in this category of documents (Buchanan, 2009).

5.5 **COLLECTION DEVELOPMENT POLICY**

It is an action adopted for developing the collection or stock in a library. It is a statement that guides the selection, maintenance and weeding of the collection. It covers the goals and objectives, scope and size, types and levels of materials, criteria and priorities for selection and weeding, and an inventory. Selection involves the decision on what to include or access and what to exclude. The American Library Association's Collection Development Committee when preparing "Guidelines for the formation of collection development policies" assumed that "a written collection development policy is for any library a desirable tool 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 preferred over non-written policy (Naushad, 2005).

5.5.1 **Importance of collection development policy**

Its statements are necessary for planning documents. However, the value of collection policies is not universally accepted, the current view among library professionals is that a collection development policy statement is a necessary tool important for consistent, informed decisions. The idyllic collection policy is a living document, reviewed and revised regularly, that "organizes and guides the processes of acquiring and providing access to materials and information sources, integrating these into coherent collections, managing their growth and maintenance, and making decisions about preservation, withdrawal, and cancellation." In conclusion, policies facilitate consistency and communication between libraries and are information tools for working with the library's community [Odini (1994) & Rajeev (2004)].
A written collection development policy statement is projected to clarify objectives and to facilitate coordination and cooperation, both within a library or library system and among cooperating libraries if it is well done. It should serve as a day-to-day working tool that provides the necessary guidelines for carrying out the majority of tasks within the area of collection building. It serves a broad range of functions, continues by presenting a dozen reasons why a policy statement should be devised. In that way, such a document is valuable for the below mentioned reasons (Singh, 1999).

1. Encourage staff to think through library goals and commit themselves to these goals, helps them to identify long and short range needs of users and to establish priorities for allocating funds.

2. It helps to assure that the library will commit itself to serving all parts of the community, both at present and future.

3. It also helps to set standards for the selection and weeding of materials.

4. It contributes to operational efficiency in terms of routine decisions.

5. It informs to users, administrators, and other libraries of collection scope and facilitates coordination of collection development among institutions.

6. It minimizes personal bias by selectors and to highlight imbalances in selection criteria to the users.

7. It support to assure continuity in collections of any size and provides a pattern and framework to ease transition from one librarian to the next.

8. It serves as an in-service training tool for new staff.

9. It gives a means of staff self-evaluation, or for evaluation by outsiders.

10. It demonstrates that the library is running a businesslike operation.

11. Gives information to assist in budget allocations.

12. Serves as a tool of complaint handling with regard to inclusions or exclusions.

13. It relates the goals of the library to the goals of the parent organisation; it is an indicator that both are moving in the same direction;
14. Institutional goals are translated into guidelines for scope and depth of collections in specific disciplines;

15. It demonstrates that collections in the library are developed to support specific institutional programmes in education, research and administration;

16. It may be a vehicle for focusing the attention of the parent organisation administrators or outside sources such as donors on the library;

17. It assigns responsibility for collection development and defines relationships with other libraries or institutions and thus pave the way for resource sharing; It serves as benchmark by which current collections

18. may be assessed and their strengths and weaknesses appraised

5.5.2 Functions of collection development policy

There are five basic functions of collection development (Dhiman & Rani, 2004).

1. Identification & selection of literature
2. Selection of literature
3. Deselection of withdrawal of literature
4. Preservation of literature
5. Evaluation or collection assessment

5.5.3 Advantages of collection development policy

Several authors like Katz, Magrill and Hickey mentioned the advantages of a written Collection Development policy. Their views can be summarised as below: A Collection Development Policy

- Expresses openly its relationship with the objectives of parent organization/library;
- Forms the basis for planning collection development;
- Helps in determining the best method of acquisition;
- Supports and assists in justifying the selection/collection. CD policy offers some help against censorship by a clear statement of the type of materials to be purchased and
indicating that the policy has the support of the library authority / committee,

- Helps in making best use of resources ;
- Facilitates cooperative programmes like inter library loans, resource sharing and networks;
- Offers suggestions on types of materials to be stored, weeded out and discarded (Carter, 1974).

5.5.4 Components of collection development policy

Policy statements vary among libraries in both length and content. They may be a single sheet or a large manual. So, there is no prescribed formula for formulating such statements. Nevertheless, there are many guidelines as well as actual collection development policy statements published by various libraries or institutions. Such publications are useful for the appropriate type of library for motivation and for emulation as well as speeding the documentation process. Nevertheless, there are basic elements that need to be considered for implementation in the policy. In a summarized form, Katz lists the various components of a collection development policy as follows [Eguavoen & Madu (2002) & Elaturoti (1995)].

- Objectives of the library ;
- Philosophy of the library ;
- Purpose of the library ;
- Brief description of the community ;
- Who is legally responsible for the operation of the library and selection of materials ;
- Method of selection as well as limitations of budget served, different age groups of users and similar information ;
- Type of materials excluded ;
- An indication of how the collection is to be built in terms of
  a. level of collection intensity,
  b. language,
  c. chronological period covered,
  d. geographical areas collected,
  e. form of materials collected, and
f. who is responsible for selection

- Acquisition of foreign language materials;
- Statement of handling gifts;
- Clarification on weeding out and discarding practice; and
- Statements regarding intellectual freedom.

### 5.6 ETHICS OF COLLECTION DEVELOPMENT

Among the three important aspects of a librarian namely, collection, storage and dissemination of use full material, the collection useful in the most vital position. It is the type of document collection that gives library a character more so than either staff or building. Unless a library possesses adequate recent documents supplemented with latest reference and bibliographical tools, it cannot serve its clientele properly and meet the urge for mental food of its all-potential readers that is the prime dharma or duty of a librarian. In order to fulfill the obligation of meeting the reader’s demand the librarian has to follow certain code of ethics for collection development particularly in developing nations where book budget is usually meager and irregular, local book production is limited leading to dependence of libraries almost totally on imported books and the spiraling prices of books at the rate of 20 percent annually and those of journals by 25 percent whereas book budgets have either been static or slashed because of financial stringencies [Charles (1990) & Turner (1977)].

#### 5.6.1 Emergence of code of ethics

The code of ethics for collection development owes its existence in order to satisfy the two basic S.R. Ranganathan’s laws of library science, namely “Every reader his or her book” and “Every book must its readers.” In other words no reader should leave the portals of a library without getting the book of his need and every book’s existence in the stock should be justified. This naturally expects that the librarian ought to be very cautious in selection of books, their acquisition through vendors and observance of maximum economy in purchase of books and journals keeping in view the efficiency of his library. The effort should be made to provide best books for the largest numbers at the least cost. However, book selection is a problem particularly in university and college libraries that depends largely on the availability of funds, the special needs of various disciplines taught in the institution and its future development plans.
5.7 PRE-REQUISITES OF COLLECTION DEVELOPMENT

Collection development is relationship of the library's aims and objectives and the strategies of the librarian and his staff in order to meet the user’s needs within the constraints of the library. Bloomfield observed that the collection development involves identification of some of the key issues like (Bloomfield 1987):

- Identification of the purpose and mission of the library/parent organisation;
- Formulation of library's collection development policy by library committees or by library staff;
- Matching between users requirements and institutions aims and objectives;
- Budgetary provisions and the contingent problems;
- Working out the strategies for implementing the policies and programmes ; and
- Maintaining, revising and updating policy statements.

5.8 DOCUMENT SELECTION

Over last few decades, the term ‘collection development’ has become popular. But there is a tendency to confuse collection development with book selection. The librarians know that collection development begins with books selection. Collection development requires more than the work of evaluating the intellectual and other merits of a library material to decide whether to add it to the library.

The activity in collection development is based on the notion that it is not primarily a theoretical field, but an applied discipline, requiring of those who practice it with an ability to modify, adapt and alter general concepts to meet the varied demands of specific library environments and human situation. Collection development in the libraries is an activity where the context for decision-making is a unique set of institutional characteristics and well-defined goals. Collection development is not entirely a material-oriented activity the focus is on the characteristics of the people - both collection developers as well as the users of the collection. The most important factor is the human factor and not the material factor.

The book selection or document selection is a very responsible job. It is conditioned by three factors; demand, supply and finance. Planning, therefore, must be mainly concerned with
these factors (Dhiman & Rani, 2004).

These aspects of planning can be discussed under four heads;

1. Ascertaining demand
2. Finding resources
3. Allocating funds
4. Arranging personnel

5.8.1 Principles of book selection

From the earliest times when libraries became service institutions the policy of selecting documents was there. The reasons are (i) not every document is useful for a library (ii) it should satisfy the objectives of the library and (iii) even if a document is useful sometimes the amount needed for its acquisition may so high that the library cannot afford its acquisition. So certain general principles are enunciated for selection of documents (Kumar, 2002).

Dury’s principle

More important of the Drury's principles of book selection are given below:

1. Study open-mindedly the community, endeavoring to analyze its desires. diagnose its ailments. Provide for its wants and satisfy its needs.

2. Provide for both actual and potential users. Satisfy the former's general and specific demands as far as possible; anticipate the demands, which might or should come from the latter.

3. Enact suitable standards for judging all books and strive to accommodate them.

4. Apply criteria intelligently and evaluate contents for inherent worth.

5. Purvey for recognized groups, reflecting every class, trade employment, or recreation, which develops a natural interest.

6. To be willing to buy as far as funds permit, the works asked for by specialists and community leaders.

7. Select books that represent any endeavor aiming at human development-material mental or moral.

8. Do not strive for completeness in sets series or subjects unless convinced that it is necessary.
9. Restrain the unduly aggressive patron but recognize the inarticulate one.

10. Aim at getting the best on any subject but do not ignore to install a mediocre book that will be read in preference to a superior one that will not be read.

**McColvin’s principles**

L.R. McColvin advanced his “Demand and supply theory of book selection in 1925. He states, "Books in themselves are nothing. They have no more meaning than the white paper upon which they are printed, until they are made serviceable by demand. The more closely book selection is related to demand, the greater is the resultant and possible service." The term 'supply' refers to the availability of reading & material in all its varieties. 'Demand', on the other hand, means expressed and unexpressed informational needs of the users. This theory advocates the selection of only those documents which are demanded by the users for their informational needs. Demand for documents, however, should be differentiated according to its volume, value and variety. Whereas the development of the collection should be need-based, it should at the same time be seen that we develop a balanced collection. No document of value should be left out even if demand does not exist for it. Such documents are likely to be in demand in future. It should also be seen that no section of the users is over-emphasizes or neglected.

**Ranganathan’s principles**

1. The ideal is to select only after inspection and perusal. Conform to this ideal whenever facilities exist for it either in the form of the chief book centre being or far from the library or of booksellers or the agents for the publishers, taking the books from place to place.

2. Impeccable character and integrity should be brought to bear on the discharge of duties connected with book selection and assessment of potential wants of the readers free from any speaking tendency to please the whims and fancies of the members of the library committee.

3. Book selection should be the joint responsibility of the library staff and teaching staff. They should be guided by the probability of getting readers for the books selected. Book selection should never be vitiated by considerations of privilege.

5. Judge not hastily or light heartedly; reject not easily error on the side of selection rather than rejection.

5.8.2 Selection of library materials

The selection process is related to other professional activities and is dependent on them both for policy decisions and practical procedures. Selection is part of the overall collection development process and must be viewed in this perspective. S.R. Ranganathan's five laws of library science are (Foley, 2003):

1. Books are for use
2. Every book its reader
3. Every reader his/her book
4. Save the reader's time
5. The library is a growing organism

The above laws provide the ideas that decide the principles of effective selection. Such principles may be summarized as follows:

✔ One should update professional competence by regular reading in the literature concerning the principles and practices of collection building, selection, publishing, reviewing and acquisitions;

✔ One must have an intimate knowledge of the library's purpose, its collections and its user groups. These are the key factors in effective, responsible selection of library materials;

✔ A good selector will develop over time a sound understanding of how the publishing industry and the book trade operate; this includes how library materials of all types are generated, distributed and sold;

✔ One should become familiar with the publishing policies, advertising media, publicity outlets, names of senior editors and general reliability of those publishers whose lists are most directly relevant to the library's collection building requirements;
One should become fully familiar with the key reviewing media and should read reviews regularly in order to keep abreast of critical opinion on books and other library materials;

One should become fully familiar with trade and national bibliographies, and should understand their strengths and weaknesses with regard to the library's collection-building requirements;

One should always make independent but well-informed judgement about what materials are to be selected for a library, as the competent professional is in the best position to determine the right materials for the specific collection and its users.

5.8.3 Selection environment

Selection of library materials occurs within a set of common factors:

- It is done on the basis of existing collection requirements and user needs and wants with regard to subjects, formats and level of content;
- It proceeds within a carefully determined budget, with funds may be allocated to specific areas or other categories to the library;
- It involves a structured approach to the identification and evaluation of potentially suitable library materials.

5.8.4 Selection criteria

Here, criteria that form the basis for selection in library and apply to all materials are mentioned. In addition to establishing collection policy guidelines, the users should also consider the below criteria when making purchasing decisions about specific items (www.libsci.sc.edu).

1. **Purpose and scope:** The selector needs to establish the purpose for which the material was issued and to determine the level of coverage.

2. **Subject content:** How well is the subject covered? Are staff and outside professional reviews favorable? This is probably the most important consideration. The contents must match the fields of interest of the library's sponsor.

3. **Comparison/Duplication of other works:** How does this item compare with materials already in the collection? Does it add new information or does it supplement or duplicate existing information?
4. **Level and Audience for which material is written:** Is the book popular in tone, or is it technical or scholarly? What is the reading level?

5. **Authority of Author:** What is known about the author? Is the author qualified to write on the subject?

6. **Publisher:** What is known about the publisher? What type of material is generally issued by the publisher? Is it a popular or scholarly organization? If an association or network published an item, what is known about the association/network and its objectives?

7. **Timeliness:** Is the information up-to-date? Does the author include recent developments or current thinking about the topic? If the work is a new edition, has the previous edition been rewritten or updated?

8. **Cost:** Cost will influence whether the selector acquires the book in paper or hardcover editions and whether a popular title is acquired in quantity. It may also influence whether particularly expensive items will be rejected.

9. **Format:** Each type of material must be considered in terms of quality for its format in such matters as binding, illustrations, quality of paper, size of type, or audio or visual reproduction.

10. **Bibliographic Control:** In the case of serials, an important consideration is determining which indexing services cover them and whether these services are print, on-line, or CD-ROM.

11. **Demand or User Need:** Has the subject been requested? Will the material fill a stated user need? How much money can be allotted to this interest or need?

**Additional selection considerations**

Because the selection process in a special library tends to be elementary, the following matters should be considered to assure that the basic collection meets adequate research needs (Lancaster, 1977).

1. Subject-specific bibliographic sources may be utilized.

2. Journals such as *Library Journal* provide references to popular materials that are needed to provide a balanced collection.
3. Trade and industry periodicals usually have a regular literature or book review feature. These are essential for helping the librarian determine the target audience for a college textbook or a major introduction to a new technology.

4. Spend time scanning the "new library acquisition" lists from other libraries within the subject specialty.

5. Library colleagues are the "silent partners" in building a good collection.

6. Newsletters are invaluable to help identify technical reports from research institutes and trade/industry associations.

7. The most demanding, most appreciative collaborators are the library's own patrons. Promoting an environment that encourages their involvement in building their collection is a necessity and demonstrates to senior management that the special library staffs are valued partners in the corporation's research effort.

8. Acquiring documents generated by the corporation itself can be a very difficult task. The librarian needs to have the full cooperation of all departments to be sure that at least one copy of each major report or study is sent to the library. The librarian must convince senior management that this material must reside in the library, where it can be consulted, on an open or restricted basis, by company employees or outside consultants.

5.8.5 Responsibilities of selection

This addresses two questions:

- Who shall do the selecting?
- How shall the procedure be organized?

The key to the first question is a combination of library staff and users. Within the library it may be done by the chief librarian or department heads engaged specially for this task (i.e. collection development librarian, acquisitions librarian) subject or area specialists; or other professional staff as part of their common duties (i.e. reference librarians, technical services librarians).

5.8.6 Selection organization

This section addresses the second question stated in the previous section. It should indicate clearly and precisely that: Who has responsibility for what and who is responsible to whom. If a selection committee is used, who chairs the committee, and who appoints the members? How
often does the committee meet? What are its terms of reference? If selection is the responsibility of individuals outside the library: How is this responsibility assigned and monitored? What resource does the librarian have if his external selectors fail to perform adequately? If internal and external selectors do selection jointly, what are the lines of demarcation? Who selects reference materials, serials, decides on multiple copies, etc.? All such questions should be addressed in the statement so that there is no doubt about responsibility and so that the newest member of staff has a clear grasp of procedures.

**Guidelines for selection**

This section turns to what to select. It presents only general guidelines derived from and based on the CD policy. It lists general selection sources, together with categories of specific types of sources (publishers' catalogues, scholarly journals, indexing services, etc.). These listings help ensure that the named sources are used by selectors, and remind selectors of the other types of sources that they ought to be using. Some libraries may actually name specific sources within each type, but this can’t be done in libraries selecting across a broad range of subjects and types of materials (Dhiman & Rani, 2004).

**Handling of gifts and donations**

A donated item has to be taken into the collection according to the same criteria for purchase item. Therefore, the statement indicates that gifts are received on the understanding that they may be disposed off in a manner deemed appropriate by the librarian. The statement also indicates acceptable conditions of gifts.

**Criteria for weeding**

Weeding, often termed "deselection" in USA and "relegation" in the UK, involves a number of decisions that should be outlined in the selection procedures statement, involving criteria for weeding, scope of weeding procedures, frequency and purpose, together with a general allocation of staff responsibilities, so that there is no confusion about who is responsible for what and when.

**Handling of complaints**

Complaints about and censorship of library materials have been controversial issues for many years although this case is less likely to occur in libraries than in other types of libraries such
as public and school libraries, but it could happen. This section contains a statement of complaint-handling procedures and a standard form to be completed by potential censors. The written statement should be made available, together with a copy of the collection development policy, at the first hint that an item in the collection is being challenged. The complaint-handling form should be completed only if a formal complaint is lodged.

5.8.7 Book and serials selection

Sources for book selection

Tools for book selection should be both alerting and evaluative to be convenient for selection. They may be in the form of review, bibliographies or advertising materials, may be in print or electronic formats. The various sources may be summarized as below:

- Publishers' flyers and catalogues. Libraries usually receive a lot of announcements from the publishers about the availability of new books.

- Vendors' flyers and catalogues. Many vendors do the same thing as publishers.

- Recommendations from users. This should be encouraged. Request forms must be readily accessible.

Book selection

Books assist in the dissemination of information by providing a suitable means of access to recorded knowledge. It is fact that a book is out-of-date when it is published, but this does not invalidate its use as a digest of available knowledge in a physically form. The main categories of books are:

- Quick reference books. Dictionaries, directories, and data books, these are essential items in every collection. Now many of these books are also available in CD-ROM format.

- Standard works of reference. These provide access to knowledge in depth in subject at an advanced level. They are usually too detailed to serve as textbook guides to their subjects.

- Postgraduate textbooks. The need to specialize is paramount and the number of courses leading to future qualifications is numerous in higher education. This ensures a good
market of textbooks at the postgraduate level. They are among the most heavily used materials in the library.

- **Texts for basic study.** There is virtually no topic in the undergraduate level which is not suitably covered by this type of material.

- **Monographs.** A monograph consists of a treatise on a single subject, and it is always an advanced level work. They may also appear in series.

- **Theses and dissertations.** Most of the smaller libraries do not hold this type of material and larger one will only hold those originating in their own parent organizations. If required, it is usual to have them collected by a central body such as national or depository libraries.

- **Pamphlets and other ephemera.** Pamphlets are short topical and written with a particular object in view. They may quickly lose their currency. They may be ordered and treated as books.

- **Reports.** A report is a work written by a task force or particular group specially commissioned to study a particular issue or problem. They may be difficult to trace. Reports may also emanate from important bodies in the profession. An example of reports is the annual report of a research or teaching institution. Government departments generate a great deal of report literature, of which many are on social and science subjects.

- **Conference proceedings.** The quality of this type varies from carefully edited account of important meetings to mere photolithography of the authors' typescripts with little editing and no index.

**Serials selection**

Since eighteenth century, the journal has been an important mechanism for bridging scientific findings. They continue to constitute the core of library collections. But journals now face price increases, declining number of personal and institutional subscribers and the threat that print publications will be overshadowed by electronic forms of scientific communication. They also face various changes in the title, emerging, the publishers, or splitting, editorship, supersession, ceasing, format or size, numbering, or frequency.
- **Selection Committee.** This is the practice in academic libraries and in large libraries, as suggestions or requests are brought to the committee for review. Criteria for evaluation are agreed upon and an evaluation form is used to collect data for decision-making and to document decisions. The information should be recorded in a consistent manner on a standard form to allow comparisons.

- **External reviewers.** These may be faculty or other professional staff without forming any group. A form similar to the one used for selection committee may be used, preferably with a sample issue of the journal. The library may use departmental representatives for this purpose. The librarian has to set a plan for follow-up. Although selection criteria previously dealt with apply to all types of library materials, there are some unique characteristics of the journal format that need to be considered:

  - **Quality:** Although no single measure will be sufficient to judge quality, there are several factors to be taken into account:
    - **Publisher:** Who is he? How reputable is he as a scientific publisher? Is the publisher a professional selection tool, as articles may be cited for multiple reasons and not necessarily to indicate useful research?
    - **Physical quality:** It is to be noted here that not all countries have equal access to high-quality paper and printing.
    - **Illustrations:** Clarity and definition in reproduction of radiographs, photographs and other images. Use of color may be important in some fields.
    - **Paper and binding:** This may not be a factor to be considered as a factor for selection, although using acid-free paper is relevant for material preservation.
    - **User needs:** User care and current research needs are driving forces for selection. One indicator of need is the number of requests made to obtain copies of articles through interlibrary loan or document delivery services. The departmental representatives for selection may be a source for identifying department needs.
    - **Local availability:** Whether the title is available in another library of the parent organization.
    - **Cost:** The judgment on the benefit for cost may be difficult, and subject experts should be called upon for advice.

*Electronic journals*
Electronic journal means it is available in the digital form and easy access to the users. The first category of the journal is the only available in the form of digital availability. The second category of the journal is the supplied by the vendor commercially benefited. The availability of the electrical journal in the different handy e material sources like CD Rom, Floppy, Hard disk etc… Here below listed some important information about the digital journals.

- **Advertising and announcements**: Advertisements may be sent directly by publishers, or are published in library journals. Vendors also alert libraries in various ways: through lists, order forms, and online information systems. Publishers' catalogues may also be used.

- **Sample issues**: These are sent by the publisher as sample or trial issues, which often may be requested and sometimes purchased.

- **Core lists**: Lists of key journals, sometimes together with some other library materials are compiled.

**Selection of electronic materials**

Selection decisions of electronic resources parallel those of print materials in many ways, but they are treated separately, because their unique characteristics introduce additional factors to collection decision-making and because these formats can affect information delivery, budgeting, equipment, and staffing.

Selection of computer software by students, staff, faculty or researchers should be guided by the library's collection development policy. The criteria of resources for selection are:

- **Scope**: The resource must fit the subject scope of the library.

- **Depth**: The intensity of collecting in a discipline will dictate how many resources the library will acquire, or the degree of specialization needed.

- **Audience**: The selection should answer the question whose needs should the library intend to serve with the software? Different clientele will require different resources.

**5.9 COLLECTION EVALUATION**

Vebstar's Seventh New Collegiate Dictionary describes evaluation as an attempt to determine either the relative or intrinsic worth of something in terms other than monetary. The library may
take up a survey by its own personnel or entrust it to an outside library consultant. Such a survey can be limited or comprehensive covering or for more of the areas like, book collection, technical services, reader’s services, use of the library, the personal, administrative organization, co-operative activities, financial needs, obstacles to library development, operation of special services etc. A comprehensive survey might include all these areas. But even a limited survey may need to cover several related areas. The faculty and research scholars and even students may be helpful for measuring quality and appropriateness of the documents produced (Lancaster, 1977).

Standard bibliographies both general and specific subject bibliographies checklists of selected reference books and periodicals can be used as guides.

Questionnaire surveys eliciting opinion from the faculty to find out the adequacy of the collection for their class lecture preparation; individual research needs and student guidance can be conducted. Similarly, research scholar’s evaluation of the usefulness of the stock can be ascertained through surveys.

Borrowers records; books borrowed on inter library loan; and records relating to the requests made by the library users for books and journals which are not available in the library.

It is just not sufficient to evaluate the library collection without any positive follow up action to correct the deficiencies and enrich the collection. For this library's acquisition, policy and its financial resources are the determining factors (Shaughnessy, 1977).

In the context of electronic resources like computer floppies, CD ROMs users, keep the view of evaluation system by considering availability and accessibility. Whichever method will be utilized for the evaluation purpose but the ultimate goal and objective is to satisfy the need of users in terms of material available in the library.

5.10 CIRCULAR OF LIBRARY COLLECTION

Lending documents for home reading is a normal, regular, and on-going activity of most modern service libraries. The components of circulation systems will normally include:

- A file of registered borrowers
A record of all loan transactions
A system of charging and discharging
A renewal mechanism for extending due dates for return of books and
A reservation of books already on loan for members who need them

In addition to these, the circulation division may be required to take responsibility for the shelving of materials, recording and maintenance of circulation statistics and protecting the collection to ensure its fullest long-term use. These can be broadly grouped as under (Michael, 1995):

1. Register systems
2. Card systems
3. Semi-mechanical systems
4. Automated systems

**Register systems**
The earliest method of charging books for home use was a relatively simple one of writing the author, title and borrower's name in a 'Day book'. A 'Day book' was a register that recorded all daily transactions sequentially in a register. Later, this method was superseded by the 'Ledger system' with separate pages for each registered borrower. The wooden dummy was filed on the shelf in place of the book that was withdrawn. This method eliminated the need for going through lists of names and titles to find a specific book.
The next step forward was the development of the 'Temporary slip system'. In this system, a slip is prepared at the time of issue of a book, with the particulars of the book such as the call number, author title, and the particulars of the borrower, i.e., name registration number, address, etc., and the date of issue. The main advantage of this system over the 'Dummy system' was that it kept the circulation record together at the circulation counter instead of scattering throughout the shelves.

**Card systems**
With the increase in the number of readers using libraries, it became necessary to devise a stone method of identifying both the book and the borrower. Thus the two card system, one card for the book and one for the borrower came into existence.
Semi-mechanical systems
The next stage saw the replacement of human labour by machines when mechanical charging systems were developed, essentially most subsequent systems, involved the use of cards with prepunched holes around the edges, one of which could be cut to indicate the date on which an item is due.

Automated circulation system
The advent of the computer in the 1960s and microcomputers in the 70s and 80s radically altered ground rules. Important statistical data pertaining to collection use and library users can be obtained by manipulating the data accumulated in the circulation process. Advantages of speed, the ability to manage large amounts of data, and the long term trends of increasing computer power and decreasing cost have attracted libraries to automated circulation. The libraries are switching over to automation. There are available various libraries softwares through which automated circulation can be adopted.

5.10.1 Circulation functions

- User registration, Charging and discharging,
- Control processes like renewals, recalls, holds, over dues and notifications,
- Additional lending operations like inter-library loan, Maintenance of records and statistics,
- Clearance and miscellaneous functions like gate register, property counter, vigilance at entrance and exit gates, etc.

User registration
Registration identifies the borrower as a member of the community in the case of public libraries or as an enrolled student or faculty staff member in a typical academic environment. This identification is necessary for the accomplishment of the controlling processes like holds, recalls, fines, etc. It is one of the initial contact points with the user community.

Charging and discharging functions
It is noted that this is an important basic activity of a service library. Librarians have, therefore, spared no efforts in designing and developing efficient and economical charging systems to give
borrowers excellent service. An ideal charging system should therefore have the following capabilities. It should be able to:

✓ Identify the books that are charged, i.e., be able to ascertain whether a book is in the library or out;
✓ Identify the borrower of a particular book;
✓ Identify when a book is due back in the library;
✓ Measure the extent of use of books, i.e., provide a permanent record of the number of times a certain book has been circulated;
✓ Indicate the extent to which a reader is making use of the library's borrowing facility, i.e., indicate the number and type of book a user has borrowed, etc.; and
✓ Indicate the numbers of books circulated per day and also other subject-wise circulation statistics. There are three categories of records on which circulation control is based. These include:
✓ Items of documents that are on loan;
✓ Time record linking the above two records. The quality of operational competence is evaluated with reference to:
✓ Speed, i.e., the issuing and returning of books should be earned out with speed without sacrificing efficiency;
✓ Economy, i.e., the system should economies on staff, time, money, materials, plant and stationery;
✓ It’s being fool proof, i.e., versatile in terms of identifying the whereabouts of a book;
✓ The smooth flow of traffic, i.e., no congestion at the counter at any time;

**Controlling processes**

The controlling processes further regulate the circulation of library materials. These functions include:

(i) **Renewals**: Renewals represent an extension of the loan period by recharging the same item to the same borrower. Some books are required by readers for a longer period for various reasons. Books may be renewed if there is no demand for the same book, as indicated by the reserves record. However renewal is allowed on condition that the book will be returned immediately if recalled
(ii) **Reserves:** The reserve procedure is also known as hold procedure. In this, library materials already on loan are identified and held or reserved upon request for other patrons, a record is then made at the circulation desk that serves to identify the user making the request and the book in question. The next step occurs upon the return of the book.

(iii) **Recalls:** Another important controlling activity concerns circulation is recalls. This is the activity of calling books back into the library so that they can be lent to the other person is known as recall. Thus, a request for a hold or reserve initiates a recall of a book on first loan or already renewed.

(iv) **Reminders:** Sending regular reminders for overdue books is one of the most important jobs of counter staff. The library's inability to locate the book promptly and ensure availability may also prompt the readers to retain the books with them for a long time. To avoid such monopoly of books by a few persons and to give every reader a fair chance to use these books, reminders should be sent at regular intervals.

(v) **Fines/overdue charges:** It is a general practice in libraries to collect overdue charges fines for books returned after the due date. The policy of fines/over dues is primarily measure of control for the proper use of books. The amount of fine and the ways of cumulating fines varies and depends on the library's policy. Fines are normally cumulative upto a certain amount per book and then stay at that maximum amount.

**Inter-library loan**

It is neither desirable nor feasible for a library to be totally self-sufficient. They need to depend on other cooperating libraries in the city or region, to obtain books and other library materials required by the patrons. The resource sharing networks and programs of libraries facilitate activities like borrowing material unavailable in a specific library from other participating libraries. Such loans between libraries are known as an inter-library loan. The inter-library loan is perhaps the oldest form of cooperation among libraries.

**Records and statistics**

The maintenance of records in the circulation department is very important because these records form the basis of collecting statistics on documents taken on loan, the types of users and what they have been borrowing, how often a particular title has been borrowed, defaulters, etc. These statistics are invaluable in providing useful indicators to the library to plan its acquisition policy, nature of services, the range and type of users, etc.
Clearance
When a reader leaves the institute or withdraws his membership from the library, he has to obtain no-dues or clearance certificate from the library.

Miscellaneous jobs
As the circulation counter is usually located close to the entrance/exit gate, the circulation department is entrusted with the task of maintaining of the gate register and the property counter.

(i) Gate (user entry register) register: A record of the daily visitors and objective for the visit recorded in a gate register. Each visitor is the library is asked to enter the details of personal information in the specified columns of the gate register which is kept at the entrance of the library.

(ii) Property counter: As users are not allowed to bring books, other materials and their belongings inside the library a 'property counter' is usually installed near the entrance

(iii) Utilization registers for teacher and students: The students and teacher are intended for the reference work should be registered in to utilization register with the name and detail of the reference material.

5.10.2 Planning and management of circulation
One of the most important aspects of any library service to its users is the circulation process. Planning is essential in this area to insure quick, efficient, and convenient procedures. The organization of a circulation department depends on the size libraries, scope of its work and the degree of departmentalization.

Factors in planning
In planning the circulation process, there are following factors that the management must consider.

(i) Multiplicity of materials: It is necessary to provide for a multiplicity of materials like conventional books, periodicals, media, etc., as well as the special equipment needed to utilize these materials. The process must be planned to handle the size of the collection, daily volume expected and types of material circulating.

(ii) Multiplicity of users: A public library, for example, caters to a more heterogeneous group of users, while a special library would have a more homogeneous group with an identifiable nature of interests.
(iii) Degree of service: It is an additional factor that needs careful consideration while planning. Are all materials to be circulated? Should specialized materials like cassettes, films be circulated? If so, is the equipment to be made available to the patron for home use? Limited circulation of some items is necessary for a variety of reasons. The length of time for which materials may be charged out or to whom is another matter to be considered.

(iv) The choice of charging system is a very important factor that needs to be considered while planning a circulation process.

(v) The provision of personnel is another factor that management must consider. The circulation process can be operated quite adequately by semi-professionals, clerical personnel and others. Professional involvement is generally restricted to determination of basic policies and procedures and general supervision.

5.11 COLLECTION MANAGEMENT

Collection and management comprises the balancing of the material available in the library in order include purchasing and maintenance of the old material form stock, the storage display, demonstration, availability and exploration. The management policy of any library should be drawn from the strategy of the library, academic goal of the university and mission of the institutes. (Mosher, 1982):

- to provide good access to information in a manner appropriate to the needs of users and maximize the use of existing Library resources
- to provide optimum academic support for library users' teaching, learning and research
- to exploit opportunities for regional, national, and international collaboration.

5.11.1 Collection management policy

It is the library's responsibility to maintain the available collection on behalf of the parent institute, also to insure that if satisfy the need of the users as per the changing need of the users, and their need of the information. There should be some policy for the archiving the collection material and their maintenance for the users [Kanwal (2005) & Collins (2005)].

- Stock selection

Acquisition of material and management of the collections are guided by and prioritized
according to current and anticipated future teaching and research interests. The Library aims to support taught courses from within its own resources and to support research through a mixture of holdings and alternative methods of enabling access to resources.

- **Research materials**

The selection of research material, and for ensuring that mechanisms for selecting material to support all research activity are in place, is the responsibility of Departments. Purchasing should be linked explicitly to departmental research strategies or the Library's areas of strength and material as a convenient alternative means of access are available.

- **Course-related materials**

The Library will maximize the availability of reading list material through the use of shorter loan periods, by operating reservation and booking systems, and provision of multiple copies, purchased from the additional copies Fund.

- **Reference materials**

Reference materials are purchased from the General funds element of Library book funds. Liaison librarians are responsible, in consultation with academic departments, for keeping the reference collections up to date, recommending new titles and editions for purchase and weeding outdated material.

- **Donations**

Unsolicited donated material is accepted at the Library's discretion. Gifts are normally added to current teaching or research activity or the Library's established strengths.

- **Publication format**

The primary criterion for selection of any item is the value and relevance of the information content; the format is a secondary consideration, although due account is taken of associated equipment requirements and price of non-print formats.

- **Electronic information resources**

The Library will increasingly make information resources available electronically, particularly where this offers faster access, multiple simultaneous use, remote access, more up-to-date data and more sophisticated information retrieval, protection from damage and theft, and space
savings. For electronic resources, selection criteria include the quality of interface, licensing, authentication, access and archiving arrangements. Wherever possible, the Library will prefer remote access via the WWW to locally mounted data on CD-ROM.

- **Housing**

The balance of housing between open access, closed access and store is determined by the need to ensure the ready availability of material in current use, the security and preservation of old and valuable material, and the limitations of space.

- **Preservation**

The Library aims to maintain the collections in a suitable state to withstand the use they are likely to receive. Specialist conservation work is normally limited to Archives and Special Collections material.

- **Stock editing**

Weeding is a positive aspect of collection management, an essential factor in space management. Operational efficiency and user satisfaction are enhanced by removing from over-full shelves stock, which is under-used and out-of-date.

- **Collaboration**

Future for library support of research and scholarship lies in co-operative collection management. The Library participates in regional, national and international collaboration through its membership of alliances such as NEMLAC, RLUK and RLG and involvement in schemes.

5.11.2 **Life cycle of collection management**

Life cycle collection management is a way of taking a long-term approach to the responsible stewardship of the collections is one of the library's strategic strands. It defines the different stages in a collection item's existence over time, ranging from selection and acquisitions processing, through to conservation, storage and retrieval.

Life cycle collection management is evidence-based stewardship that documents the relationship between all the stages in a collection item's existence over time. Life cycle collection management is complex and complicated but there are practical, economic, governance and
political reasons for taking this approach. This type of collection management can be used for predictive long-term financial modeling and better benchmarking. So, it can be used to make decisions about new collections and different types of media.

**5.11.3 Information technology management**

The importance of information as a vital source in today's society hardly needs emphasis as information brings people and thoughts together. Large investments are being made in the IT which can be used in libraries, in the context of Ranganathan's Fourth Law "Save the time of the reader/staff", for many purposes like operations, political, economical, social and technological-and internal variables for a change, is affecting them. It may be useful to remember that four interrelated trends of IT-Multiple IT, Dispersing IT, Accelerating IT, and Pervasive IT-can alter, for example:

- Objectives and Strategies; the nature of services and sources.
- Operational Structures; the ways in which services are rendered.

In addition, the advantages of IT -It can stand in good stead in the quest for quality and productivity of information sources (collection) and services (Kumar, 2003)

*Information technology- A Strategic resource*

IT is continually increasing and the political, social and economic context of its use is undergoing simultaneous radical changes. This combination of contextual forces for change and technological advance has created considerable rhetoric, if not hype', about the strategic potential of IT. Academics, consultants and practitioners are constantly searching for the latest exemplar application of IT which has yielded competitive advantage.

IT can be applied in many different ways:

- to gain competitive advantage and to improve productivity and performance,
- to facilitate new ways of managing, organizing and to develop new businesses.

**5.11.4 Responsibility**

The books reach stack-room from processing section. Here the books are to be arranged on the shelves and maintained for use of the readers. The jobs that "are to be carried-out by this section are:
1. Arrangement of books on the shelves;
2. Maintenance of guides;
3. Stock verification and rectification;
4. Withdrawal, weeding;
5. Care, preservation, binding and repair, etc.

In addition, this section has also to deal with:

i. Cleanliness and orderliness in the stack-room;
ii. Training of staff in shelving, reshelving, rectification, etc.
iii. Assistance to users (in the absence of reference staff);
iv. Display of latest books or jackets;
v. Maintenance of proper records of stack;
vi. Vigilance; etc.

5.11.5 Stacking

In stacking systems, one should see economy in space at the same time ensuring accessibility, free movement of users, trolleys carrying books, etc. The height of the shelves should be comfortable to the users and they must be able to pick-up the books with ease. There should be proper ventilation and lighting.

**Double rows on single shelf:** The books are arranged in two rows - both front and back. Thus more books can be accommodated in less space. The problem here is, it is not easy to have access to the books on the book side.

**Hinged stacks:** In this method two shelves are joined together with hinges at one side. One shelf is fixed while the other is mounted in front of it at the hinges. In this system, the whole shelf can be opened as a door to reach the books on the rear shelf.

**Rolling stacks:** Ball-bearing wheels are provided to the metal stacks which facilitate moving of the stacks.

**Multi-tier stacks:** Here stacks extend from basement to the roof. Such vertical expansion is common in libraries, even in India. But accessibility is a big problem. Hence, modern libraries do not use this system.

**Compact storage:** In this system, no space is left between the stacks, except in case of one where
the user wants to consult. Stacks are moved electronically.

**Conventional shelving:** In this, books are arranged in single rows with 75 to 80 cm space in between. Racks are 190 to 205 cms. in height.

### 5.11.6 Shelving

Books and other documents are arranged on consideration of one or more of the following:

- Access (open or closed); Size of the document;
- Content; Category (children's books, neo-literate, adults, etc. are also segregated);
- Physical aspects (phonorecords, tapes, films, cassettes, CDs etc., need special arrangement and equipment for storage);
- Special collections and broken order: Books of frequent use are collected and kept in the beginning so that it can save the time and energy of the staff as well as users in accessing a book.

#### 5.11.6.1 Methods

**Methods of shelving:** Shelf arrangement should be organised in close co-operation with the reference section and circulation section, according to the space available. Dr. Ranganathan's suggestion for "variation of arrangement" and "multiplication of collection" may be applied wherever possible. It all depends on the type of library and the clientele. The main points to remember in this behalf are:

1. The shelf list record should tally with the shelf arrangement in whatever fashion the books may be shelved; whether by the schedule sequence
2. The reference material. Pamphlets, over-size vol., periodicals and serials should have separate housing arrangements which mean parallel arrangement in view of economizing shelf space. Large books can be shelved in one of the following ways:

   - In a separate sequence;
   - On the bottom shelves of each tier;
   - In a separate sequence at the end of each class;
   - Complete separate sequence for the whole class.

   For this arrangement, the shelf list record maintained in a library should also have a parallel movement with it.
3. The non-fiction on the upper shelf and fiction on the lower shelf and vice versa in the arrangement is called the Ribbon arrangement. There is Indian Standard (LSL) and for shelf arrangement American Standard Institutes (ASL) who have provided specifications.

4. Care in shelving and restoration should always be taken. Overcrowding on shelves should be avoided at all stages. On each plank we have to arrange 18 books leaving space for future growth of the collection in the classified arrangement for long-term growth. This can be found in all college, university and research libraries.

5. The tiers gangway, bays, shelf, and the shelf plank must have the directional guides, prominently displayed for the facility of readers and staff.

6. In open shelves, the arrangement should be planned with a view to salving the readers' interest from the stack.

7. Book-ends and supports should be provided liberally throughout the entire shelved area.

8. The condition of the building, the arrangement for heat light and ventilation vitally affect the collection.

9. Provision of small side tables or consultation shelves should be near about so that the transportation of the material to and from the stack area is reduced.

10. Constant shelf reading and its rectification should be done. A misplaced book on the shelf will have to be replaced in its appropriate place for a misplaced book is as good as lost.

**Stacks and their maintenance**

1. The planks of the shelves should be adjustable to allow arrangement of books according to their sizes. The depth or breadth of each plank is 8.5" x 9" and length is approximately 3 feet.

2. The building and the equipment should be planned for easy access for material. The shelf should not more than 7 feet high. In such cases, ladders can be used.

3. The ventilation system should provide fresh air, natural light, and prevent dust. This aspect is concerned with the structure of building but it has implications for the shape and construction of the bookshelf.

**Guides**
Guides are to be put up at different places in the library in order to enable a user to find his/her way into different parts of the library will have to be provided.

(i) **Tier guide**: Each tier of stacks should have one tier guide showing the arrangement of books on the shelves in that tier.

(ii) **Gangway guide**: Each gangway should be provided with a gangway guide, indicating the subjects covered in the particular gangway with the help of class numbers and equivalents in the form of verbal headings.

(iii) **Bay guide**: Every bay of shelves is provided with a bay guide containing the concerned class numbers and their verbal headings.

(iv) **Shelf guide**: Every shelf should be provided with a shelf guide giving the class numbers to denote the subject on which the books are found in a particular shelf.

(v) **General guide**: A guide giving an overall view of the stacks and the arrangement of books has to be provided preferably in the lobby or somewhere near the entrance.

(vi) **General instruction guides**: The maintenance section should provide the guides like ‘No Smoking Please’, ‘Talk and Walk Softly’, ‘Silence Please’, ‘Do not shelve the books. Leave them on the table’ etc.

**Maintenance of non-book material**

Pamphlets, newspaper cuttings (clippings), maps, microfilms, educational films, gramophone records, lantern slides and music discs need a special arrangement for storage with air-conditioning facilities in modern libraries. The non-book materials need microfilm and micro card readers, film projectors, etc., so that researchers and staff can make use of them.

**5.11.7 Stock verification**

In modern era, most of the libraries maintain open access system where readers are free to go directly to the stocks for bringing a requisite book. In the open access system chance of mutilation, damage and loss of books increase. It became necessary to conduct the stocktaking periodically to find out the mutilated, damaged and missing books of replacement by new books and to fulfill the requirement of audit.
What is stock verification?

- Primary goal of modern libraries is to provide information desired by their users. Now the problem of library stock verification can discussed in the light of (a) The audit and control point view, and (b) professional demand.

- Audit requirement

Generally, the annual stock verification is to be submitted to audit. Auditors expect that the library stock be verified with the actual purchases of library final report of the losses if any, be reported so that responsibility is fixed for the loss.

- Professional point of view

It is considered that the time for physical stock verification is a sheer wastage in comparison to the results obtained after the verification of the stock. However, whether or not the librarians wish to have the physical verification of stock some kind of check is required as an obligatory routine since the physical stock verification shows the real picture of the holdings of a particular library and brings home the deficiencies for further improvement.

- Advantages of stock taking

- It helps the librarian to replace the lost books as well as lost books
- It helps in stock rectification when books are in heavy demand.
- It helps dusting and shuffling of the books.
- It helps weeding out of books and pick out torn books.

- Disadvantages of stock taking

- It hinders the normal working of the library.
- It entails criminal wastage of money, materials and staff, man hours without any tangible results because some books must be lost.
- It does not serve any purpose.
- When books are called back, it breaks the rhythm of library service.
- **Pre-condition of stock verification**

Sufficient preconditions are inevitable in a library to protect its book-stock. Unfortunately, the idea or spirit is bypassed or neglected and just not taken care at par with the stock verification, or loss of books and the library is blamed over the loss in due course without sufficient safeguard for the book-stock. The following pre-arrangements must be provided with to protect the book stock of library:

- **Frequency of stock verification**

A sample survey of 40 Delhi University college libraries in 1975 revealed that stock verification is done annually in 29 libraries. It is done once in 2 years in three libraries and it is done irregularly in 8 libraries.

The following frequency of stock verification in college libraries is suggested.

**Table 5.1: Stock verification frequency of library books**

<table>
<thead>
<tr>
<th>Stock of books</th>
<th>Frequency of stock verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upto 5000</td>
<td>Annually</td>
</tr>
<tr>
<td>5000 - 15000</td>
<td>Once in 2 years</td>
</tr>
<tr>
<td>15000 - 30000</td>
<td>Once in 5 years</td>
</tr>
<tr>
<td>30000 - 50000</td>
<td>Once in 10 years</td>
</tr>
<tr>
<td>Above 50000</td>
<td>Random sample checking of mostly used books</td>
</tr>
</tbody>
</table>

- **Norms**

**Approved norms of U.G.C. /Govt. of India**

The Library Advisory Committee appointed by UGC recommended 3 books for every one thousand books issued and/or consulted should be treated as a reasonable loss and can be written off. Government of India appointed the advisory committee recommended five books for every one thousand books issued and/or consulted should be treated as reasonable loss and should be written off (www.finmin.nic.in).

**5.11.8 Weeding policy**
Weeding is the vital parameter of the collection development policy. The documents so removed from the library may be completely discarded where they are not serviceable; are donated to some other library where they may be useful; or kept in a reserve place called a dormitory library. Weeding policy means a policy statement on (a) what materials are to be weeded? (b) When to weed? (c) Who should weed? (d) How to weed? (e) What to do weeded materials?

Discouraging factors

In spite of the compelling reasons for periodic weeding out documents from a library many librarians hesitate to put it in practice, which is quite evident in our country. The following are some of the reasons for such a version:

(i) Love for numbers: The glory for numbers in libraries is still there.

(ii) Sanctity of collection: Many feel that very book however old it may be has its value.

(iii) Pressure of work: Library being a dynamic organization, a work pressure will always be on the library professionals.

(iv) Fear of audit and clientele comments: At the time of audit one may face objection that documents for which amounts were paid are not found in the library.

What materials are to be weeded?

The following are some of the types of materials that are to be weeded out periodically.

a. Books that are mutilated by users because of constant use should be withdrawn.

b. Best sellers, fictions non-fiction used by hundreds of readers.

c. Text books and language books printed on inferior quality paper deteriorate soon.

d. In the field of science and technology, the developments are so fast that the books published twenty or thirty years ago become outdated.

e. Reference books such as Yearbooks, Annuals, Handbooks etc.

f. CD-ROMs and other space saving technology useful information can be stored.

When to weed?

Once in a year the librarian may come across documents which may have to be stopped from circulation as they are found to be worn unusable. Chopra says "In libraries, if time permits
each time a book is handled in the library is it should be examined from the angle of its physical condition and to its continued suitability.

Who should weed?

Weeding out is an exercise which requires necessary judgment and expertise. The librarian has to personally involved in it. Sometimes members of library committee or the nominees of the library authority or members of a committee appointed for the purpose.

Guidelines for weeding

Weeding should not be arbitrary. We should think of:

Its replacement by a new copy or a new edition on the subject and

What should be done if the same document is needed at a later date?

What to do with weeded materials?

If books and other materials completely worn out, mutilated and irreparable can be sold just like unpressured old newspapers and other ephemeral materials and if the books are in good condition particularly if they are older editions of reference sources like encyclopedias, hand books etc. they may have to be donated to other libraries which are not a position to go for such costly books.

5.11.9 Preservation, conservation and restoration

Frequent changes of temperature and humidity due to climatic variations are causes of gradual deterioration of books. Paper becomes yellow and brittle when exposed to high temperature. Similarly, it relative humidity in air remains 30 % or below for a long time, the paper would become weak and brittle, leather will is dries soon and crack (Kumar 2003).

This problem is not so acute in cold countries, but in tropical countries like India, fluctuation of temperature and humidity is wide and frequent. Daily dusting and through cleaning of books with vacuum cleaner should invariably be done. But the most destructive elements are rats, white ants, termites, silver fish, bookworms, cockroaches, etc.

(A) Preservation

The steps taken in most libraries to fight these destructive elements are: rat traps, rat poison to
save books from the menace of rats, creosote oil mixed with kerosene or D.D.T. and gamma-xine
powder for dealing with white ants and termites, naphthalene cakes to overcome the menaces of bookworms, a simple mixture of sodium fluoride and flour to repel the attack of silver fish, and borax, common salt tackle cockroaches. The cheap and convenient process of fumigation is ‘Thymol fumigation’. This process is the best means to all kinds of insects, their eggs, larvae, and fungi. It is costly, no doubt, but at the same time, it is the best method. Destroying the insect’s by fumigation should be done with the following chemicals:- Carbon dioxide, Formaldehyde (formalin), Carbon disulphide, Thymol and three parts of ethylene-dichloride and one part of carbon chloride (Kumar, 2003).

-Preservation of non-book materials: The preservation of on-book materials and the curable methods applied to these objects are very complicated because of the diverse nature of the materials. These materials are different and the problem of preservation is bewildering. Microfilms, like books, need to be given proper care and attention. Films, even those on cellulose acetate can suffer real damage while in use and storage. Too much dryness or heat can cause the films to become and to curl or to make cracks at the edges. Acids by contact or from the air can harm microfilms. The ideal and the most up-to-date measure is that of air-conditioning.

-Preservation and cleaning of manuscripts: The manuscripts are not preserved in air-conditioned room. The process of cleaning and oiling of manuscripts is as follows: The manuscript is cleaned with a nylon brush, soft cloth is used for removing the dust and lemongrass oil is applied with a soft painting brush. The oil of Java citranella is supplied by Government Medical and Essential Oils Factory, Nadvattarn, the Nilgiris. For some valuable and rare manuscripts, sandwood oil will have to be used although it is very expensive. Lamination for paper manuscripts is the best method of preservation.

-Preservation of archives: Record management and archives play a great role in special libraries like industrial libraries and areas like research development, archives are considered essential for the preservation of ancient culture and posterity. The archives act as official memory, and containing the collective experience, and historical value, can that can often be used as sources of information. The life of records can be divided into three parts: (I) current records (2) semi-current files (3) Inactive records. The current records are stored in the office in file cabinets.
We cannot keep all records nor is it necessary to do so. Only about eight per cent (80%) of the records created currently will be worth preserving forever. Instead full time work of an archivist who, by his train knows what is important and should be preserved; and can identify the ephemeral and see to its disposal. Tobaccos fumes are also known to injurious to books because ammonia is always present them.

(B) Conservation

-Periodicals and serials

The periodicals should be properly got bound. The volumes should not be too big or heavy otherwise; there remains always a danger that the paper may not give because the paper used for the periodicals is generally of high quality.

-Newspapers

The paper used for printing newspaper is made of wood pulp and is, therefore, liable to disintegrate easily. But value of the newspaper is immense. Collected today, tome it is scarce, later, perhaps, rare or unique. The scope information contained in a well-run sheet is astounding, and against its own editorial will it reflects the conduits events, and forces of its time. Alternatively, special editions of newspapers on rag-paper and microfilm should be purchased for preservation purposes.

-Pamphlets

Pamphlets are preserved in many ways in various libraries. These methods include the binding of individual pamphlets, binding of many pamphlets of one subject into one volume or to keep them in vertical files.

-Paper clippings

It is found in many libraries, especially research libraries, that important news, mainly of local interest or bearing on a particular subject, is clipped from the selected newspapers.

-Maps

Public, academic, and special libraries contain a good collection of maps. These mounted maps are preserved in steel map cabinets. These are manufactured by many reputed firms.
-Music

Music scores should be preserved in such a way that these can be used without any hindrance. Music scores may be kept in folders and boxes also.

-Films and microfilms

These materials are inflammable. The storage should be free from dust. The temperature and a relative humidity of 70°F and 50 per cent should be ensured respectively.

-Manuscripts

Manuscripts are rare and valuable. These must be preserved properly. "Minogne has listed several methods includes 'framing' or 'inlaying' a sheet of paper into another sheet of more durable paper; mounting on another sheet (If one side is blank); glazing (Mounting in a frame or between two sheets of glass); resizing in order to allow the paper to regain the special strength; lacquering; or covering with a transparent, flexible material."

-Leather bindings

Leather bindings deteriorate due to heat and dryness. Application of mineral oils is used for leather bindings. Well-tanned leather should be used for binding. But sulphuric acid is very harmful for it. Only air-conditioning can preserve it adequately.

(C) Restoration

In most disasters, fire and water will be the major causes of damage -and water damage is likely to be more serious than fire. Different information media need different treatments (Kumar, 2003).

-Paper

Paper documents charred by flames or smudged by soot and smoke do not need immediate attention. They can be wrapped in plastic or even just set aside to await further treatment by trimming around the edges or wiping clean to become usable again; they will come to no further harm by being left in an environmentally stable storage area.

Water-damaged materials are likely to be the major focus of any salvage operation. Wet paper is very heavy and can be damaged further by careless handling; if left for more than 48 hours, mould and other fungi begin to grow and spread quickly.
Where only a small number of items have been damaged the best solution is air drying. Pamphlets and small volumes can be suspended over a thin nylon washing line to dry naturally.

Freezing itself does not in any way restore the damaged materials, but it does stabilize them and stop any further deterioration. They should be handled and moved as little as possible— in plastic cling film or placed in plastic bags, labeled, crated and taken as soon as possible within 48 hours, or less) for blast freezing. Coated papers need to be frozen immediately if they come wet.

-Microfilm, negatives, photographs

The salvage of film stock will require professional help in most of instances. Freezing is not advisable because it may damage the images on the film. When film has become wet it should be kept wet. Ideally they should be kept in their original containers to assist identification.

-Magnetic media

Magnetic media which has been exposed or damaged by fire and excessive heat can only rarely be salvage. Wet magnetic tape, on the other hand, can usually be rescued provided it is moved quickly out of areas. Canisters should be checked for water, drain and dried; tape reel hubs should be shaken and rotated empty the water. Wet tapes can also be run reel-to-reel on a tape cleaner or winder facilitates drying. As soon as possible, it is a good idea copies the tapes because of the potential for glue degradation due to water absorption.

(D) Binding, mending and repairing

-Binding

Preservation of books, journals etc. are as important as the collection of materials. There are many reasons why care of books is essential in a library. The main reasons are:

✓ Standards of book handling and book care have deteriorated very much. For such a condition, many library staff is as much to blame as the users of the library.
✓ The users should also be taught to take care while handling the library books.
✓ Reinforced bindings are another factor introduced in those countries in the struggle to maintain attractive books on the shelves.

-Mending and repairing

1. Mending: Minor restoration, not involving replacement with any new material or the
separation of book from cover.

2. **Repairing:** Partial rehabilitation of a worn volume, the amount of work done being less than the minimum involved in rebinding and more than the maximum involved in mending.

3. **Reinforcing:** Strengthening the structure of a weakened volume usually by adding material.

4. **Recasting:** Replacing the cover on a volume which has come out of its cover or has loosened in its cover, the sewing and cover being still in good condition.

5. **Re-backing:** Attaching a new shelf back on a volume without any other binding.

6. **Resewing:** The process of making a new cover and of attaching it to the volume.

7. **Recovering:** The process of taking out the volume out of its cover removing the old sewing. Sewing anew and replacing in the same cover.

(E) **Enemies of books**

The following are the five enemies of books: Insects, Water, Fire, Dust and Human beings

- **Injurious insects**

Smoking and eating are inside the book tacks cause insect breeding, like Cockroaches or Black-Beetles, White ants or Termites, Book-worms and Fungus Silver Fish

- **Human beings**

Human beings are the greatest enemies of books. Everybody knows that books are for the benefit of users. But people mishandle books and cause serious damage. Mishandling can be of many kinds. The book should be kept properly on the table for reading in a flat condition so that the full back part rests on the flat surface.

**5.12 CONCLUSION**

Collection development highlights the planning and collection policy by which the library have to select the material for collection and to maintain it for the users. Also it indicates the development in the collection and maintenance procedure in term of new material will be available in the short spam of the future. These guidelines are the supporting strategy for the library to carry out the routine as well as the specific work with the full efficiency and the consistency. In practical aspect the collection is governing by the experience than the strictly
adhering to the collection development policy. As per the concern of the library collection policy is the important role playing factor which governs and decide the depth of the library material, range of materials, types and quality of the materials and special consideration when ever required in the written form as supportive documents.