Chapter 3

COLLECTION DEVELOPMENT IN LIBRARIES: THE PRESENT TRENDS

3.1 Introduction

Preserving knowledge in a documentary form is the primary purpose of the libraries. The University libraries satisfy the ever increasing needs of students, research scholars and faculties by acquiring the proper documents. The word collection development has evolved itself to satisfy user’s demands from the personalised services. In a library, the selection of documents, ordering, acquiring and payment of bills, etc. all fall under collection development. It involves administration, planning and control which act as a base for other services of the library. A successful collection development is the central importance for development of University libraries for the future.

The progress of collection development involves selection and de-selection of current and retrospective resources which also includes the gift of any kinds. They serve the user’s needs of planning, acquisition, preservation decision and evaluation of the collection. These works are guided by faculties’ decision, priorities and various support efforts. Due to the scarcity of budget the library resource selector has to access resources beyond physical ownership which includes providing document delivery and licensing electronic data bases.

The policy of collection development is mainly a decision making process and covers the policies related to selection, assessment of users needs, evaluating present collection, weeding out policy and storing of collection and planning for resource sharing.
3.2 Classification of Library Collection

The prime importance of library’s collection is to have a suitable collection of scientific & technical resources. Science & technology are not the easiest one to develop successfully in the view of difficulties of the subject involve, due to large number choices available from the books and journals.

The classification of traditional library collection according to Ranganathan, Hanson and Grogan (Mal, 2009) are as follows:

**S R Ranganathan’s Classification**

- Conventional: Books, Maps, Atlas and Periodicals
- Neo conventional: Specification, Standard, Data
- Non-conventional: Audio, Visual, Audio visual, Microform
- Meta document: Directly produce document without human intervention

**Hanson’s Classification**

- Secondary: Catalogue, Indexes, Bibliographies, Indexing, Abstract and Abstracting journals

**Denis Grogan’s Classification**

- Primary: Periodicals, Research report, Conference Proceeding, Patents, Standards, Theses and Dissertation, Trade literature
- Secondary: Reference books, Indexing and Abstracting journals, Reviews of Progress, Text-books, Monographs, etc.

In the era of ICT, the scenario of LICs has tremendously changing, and as a result LICs have more concentration in e-resource building as well as conventional library collections. Advantage of such e-resources or digital resources is multiple users can access such resources at the same time in different places.

The following figure can elaborate library collections in electronic era-

![Figure 3.1: Classification of Library Collection (Kavitha, 2009)](image)

Figure 3.1: Classification of Library Collection (Kavitha, 2009)
The formats of library collection in present electronic era is presented in the following figure-

Figure 3.2: Formats of Library Collection (Mal, 2011)

3.2.1 Library Core Collection

The University curriculum decides the teaching programme in the library and according to it the reading materials are collected. The library collection material should be live-wort and important and it must be helpful to the students, faculties and research scholars.
**Text Book:** It constitutes the main foundations of the collection in academic libraries. A text book is a teaching instrument which is important for giving the readers a proper understanding of the subject material. In a seminar of workflow for University and college libraries, it was recommended that libraries should “make a list of textbook and the number of copies of each of them...for preparatory, parallel and follow up study by the student in relation to the prescribed course of study” (Pandhey, 2008, p.141).

**Reference Book:** ALA glossary has defined a reference book as “a book designed by the arrangement and treatment of its subject matter to be consulted for definite items of information rather than to the read consecutively” and “a book whose use is restricted to the library building”.

**Periodicals and Serials:** “Periodicals as any publications, which come out periodically” (Pandhey, 2008, p.142). These are the magazine and journals of the library. In the University library there should be extensive collection of serials and current periodicals.

### 3.2.2 Non Book Materials

These are the reading materials that may be in printed and non printed forms. It may be pamphlet or some other materials or papers, conferences, symposium or seminars. It includes

**Report Literature:** For specialised study and research the primary source of information can be in the form of reports, it forms an important part of library collection.

**News Clippings:** They are kept in libraries for records and contemporary events and latest information of current topics.
**Theses and Dissertation:** These are illustrated to embody a certain amount of original work. The University or similar institution provides subject information together with other source of information. They can act as a rich resource of knowledge for the student faculties or the research scholar.

**Conference Proceeding:** It expresses the view of the meeting or conference in an elaborate form. It can be used to express new interpretation or thought on a specific subject among the researchers and other personnel’s.

**Standard and Specifications:** These are the printed documents published by the ultimate authority in the country. Selection and acquisition plays an important part in it.

**Patent:** It is a standard work or research for manufacturing and sale of products of particular individual.

**Audio and Visual materials:** The University libraries focus on “collection of commercially distributed audio and visual materials” (Jayanthi, 2014, p.13). Materials for these collections are selected by faculty requestor or in support of University curriculum, with special emphasis on television studies.

**Films:** It is an audio visual material with colour, sound and image. It is a replica of real life activities.

**Video Cassettes:** It is the most convenient and audio visual materials. It can be used for package information to serve recreational and informational content.

**Archival material:** These are the documents which are printed, written and graphed and audio visual materials are published by the official bodies. These are the primary information source of many actual events.
**Manuscripts:** These are the media of transmission, knowledge for centuries together in the country also they are the record of human thoughts and wisdom before the introduction of printing in India. These are the handwritten copies of the text of literature which are mainly written in Sanskrit or other vernacular languages and it represents Indian knowledge and wisdom.

**Newspaper:** The newspaper collection in the University libraries acts as a significant resource for the state of the nation. It provides an important resource of the daily news and acts as an important document which can be preserved in a printed form and can act as great source of knowledge.

### 3.2.3 Electronic Resources

The need for information and communication technology has given birth to a new technique of e-resource. It acts as an umbrella for digital resources. Now-a-days computer can store, organise, transmit and display information in the digital format. It is a combination of resources that are made digital after being born digital. It can be in the types of CD-ROM, magnetic tape or a server used in the Internet. The importance of electronic information resources in University libraries is ever growing. The main aim of the University library is to have a heavy stock of digital resources which can provide an access rather than ownership.

Various authors and organization have defined E-resources as follow:

AACR-2 defines e-resource as “a material (data/ Program) encoded for manipulation by computerizes devices. Thus material may require the use of a peripheral directly connected to a computerized device (e.g. CD-ROM) or a connection to a computer network (e.g. Internet)”. On similar line Tenopir (2000) has defined e-resources “as
these electronic information resources and services that user accesses electronically via a computer network from inside the library or remote to library”.

According to IFLA/FAIEE (2007) these are “materials that are computer controlled, including materials that required the use of a peripheral (a CD-ROM player) attached to a computer; the items may or may not be used in the interactive mode”.

According to Tsakonas and Paptheordoron (2006) electronic resources are information resources provided in electronic forms, and these include resources available on the Internet such as e-books, e-journal, online database, CD-ROM databases and other computer base electronic networks, among others.

The electronic resources are defined by many authors and organization from different points of view. However for the purpose of the Present study the electronic resources are considered as resources which help in collection development and access the information remotely through the Internet.

E-resources can be classified in two types (a) primary sources and (b) Secondary sources.

**Primary Sources:** E-books, E-journals and Electronic theses & Dissertations (ETD) are considered as primary sources of collection among the electronic resources.

**E-Books:** E-books are the electronic version of printed books. In 1985 the first E-Book was published in Germany. Association of American publishers (2000) has defined “An e-book is a literary work in the form of a digital object consisting of one or more unique identifiers, metadata and a monographic body of content, intended to be published as accessed electronically”.

51
E-books occupy an important place in increasing knowledge of the readers and research scholars. Mac Donald and Dunkelburger (1998) express “E-book will become increasing larger and more important part of the library’s collection because of the growing online and distance programme”. It reduces the burden of carrying multiple copies of books and can be access from a remote place.

**E-Journals:** The Glasgow University library stated that “any journal that is available over the Internet can be called as electronic journal”. E-journal are referred as “electronic publishing”, and “electronic serials”, “Online journal” and “Electronic periodicals”. It provides an important place in digital library by providing full online text information. Its features can facilities information interchange, easy retrieval distribution of resources and proper use of multimedia content in e-resources.

**Electronic theses & Dissertation (ETD):** These are the ultimate research work done by the individual which can express ideas in small places having high longevity and are less expensive and can be handled easily. There are databases of ETDs that cater to academic and scientific community. e.g. Shodhganga: A reservoir of Indian Theses.

**Secondary Sources:** It includes databases of references numerical, statistical and bibliographical information. SCOPUS, Dialog, LISA, OCLC first search, Cambridge scientific abstract, EBSCO, World of knowledge are some of the useful indexing/abstracting databases. Some databases which provided economic and statistical data. e.g. Census databases, Data base on Indian Economy, Asian Development Bank, Reserve Bank of India. Electronic resources must select, organized, storage, Preserved and disseminated from electronic repositories.

E-resources provide multiple advantages like:
• They provide quick and reliable access within a short time.
• Remote access can be available at any time and easy duplication can be done.
• Provide the users with powerful search option and retrieval facility
• Interpret the content extract and graphic electronic resources.
• Same database can be used by several users simultaneously
• The cost of storing, binding and stock maintenance of libraries can be reduced with the help of e-resources.

3.3 Resource Generation for Collection Development

Finance plays a very significant role in the collection development of University library. As libraries are not profit making institution, they have a special requirement for money to manage their finance. A library heavily depends on continuous supply of funds for organising their activities, programmes and services smoothly. For continuous supply of funds there should be some assured source of income for each and every library. Different types of libraries receive funds from different sources.

The following are the sources of income for a University library in our country:

**From the own University**: The University libraries get financial support from their respective Universities out of their own funds. Funds from the University budget, is the chief source of finance for University libraries. Allocations are normally made directly to the library by the University. The University has to make allocations sure for its own library out of its own budget.

**University Grants Commission**: University Grant Commission, a central agency of the government established for improvement and development of higher education in the country, is the second major source of income to the University library. UGC provides
funds to the University libraries in order to enable them to stand on their own feet. The UGC grants are mainly of three types—recurring, non-recurring and ad hoc grants. The recurring grants are given for the purchase of books and periodicals, maintenance of regular services and for anticipated contingency. The non-recurring grants are given for specific purposes like purchase of furniture and some equipment. The ad hoc grants are given for special purposes on the recommendation of the UGC groups.

**Government:** The government grants are not given directly to the University libraries. First the government provides grants to the University and then University allots the necessary shares to the libraries. The grants given by state governments to the libraries of various Universities are mainly non-plan grants.

**Fees and caution money:** Some University libraries charges fees from the students who become their members for the use of libraries. Research scholars of each department are also charged with fees and caution money, which would be returned to them in future. The amount cannot be considered as an adequate source of income for the University libraries.

**Fine and penalties:** Perhaps each of the University libraries imposes fines and penalties on the late return of books or against loss or misuse of books. Although income from this source is very little therefore it cannot be considered as a main source of income.

**Other small sources:** Other small sources may be money received by the rent of seminar hall of the library, sale of any publication and waste paper of reprographic services, rendered, etc.

Generally the Librarian and library committee adopt well defined criteria for allocation of fund. Fund may be allotted on the basis of:
• Different departments
• General subject, special collection, Reference collection
• Physical form of materials such as books, periodicals, audiovisuals, electronic resources etc.

In the allocation of fund the following points may be considered.

• The number of students of each department, number of faculty members, research scholars, and various courses like M. Phil and Ph.D.
• Preference should be given to the newly established department for allocation of more fund, otherwise the newly created department will hardly get any chance to grow.
• Previous year’s allocation or expenditure may be considered at the time of distribution of fund for the next year.
• Prices of the periodicals are rising day by day, especially in the case of foreign periodicals. Periodicals in science disciplines are more expensive than that of the humanities and the social sciences. As a result the authorities are compelled to allocate more funds for periodicals than books.
• Circulation statistics is also an important criteria to evaluate the use and potential demands of the readers in each discipline. So the library authority allocates of funds to department which have more demands of users.
• Funds are distributed in such a way that all the departments should acquire the latest documents.
3.4 Selection of Library Resources

To fulfil the intellectual needs of the users, education acts as the active instrument of a library. It should possess available recent resources as well as latest reference & bibliographical tools. The important function of the library is the collection, storage & dissemination of information of which collection plays a major role. Books are the main resources of the library without which no services can be provided to the users. In fact, books are the basic materials with which the reader is to be fed. The books have a pivotal position in the world of libraries.

Book selection requires utmost care, skill, aptness and judgements. Librarian should verify, examine and evaluate most of the books purchase earlier. Depending upon the nature and size of the library, the librarian must frame a sound and workable policy for book selection. A written book selection policy exhibits technique of how the library materials are to be selected. Every University libraries should have a fix book selection policy.

Selection policy is the good method of building, well balanced, useful and up to date collection and an active process to expedite the qualitative acquisition plan and to design a planned dynamic stock which attracts the readers towards the library.

Book selection policy is a joint responsibility of the faculties of the Universities and the library staffs. Every faculty member should participate in the book selection process in the area of their particular expertise.
3.4.1 Guidelines to be Adopted

The important & weight of different criteria changes according to different type of library materials. Guidelines play an important role for collection development. Some important guidelines are given below:

- The need of the users must be satisfied with the selected books;
- Books which will satisfy the maximum number of readers should be selected;
- Latest book selection tools as well as bibliographies; publisher’s catalogues should be consulted to select the best books;
- Cheap, unnecessary book should not be purchased;
- While selecting reference books, attention must be paid to the name of the contributors and bibliography attached in the article;
- Latest edition of reference books should be selected;
- Author should be popular;
- Publishers of the books must be reputed;
- Artistic merit of literature;
- Books should be selected on the basis of local interest;
- Selected books should have the ability to fill the subject gap in the collection development;
- Easy access of non print materials;
- Up-to-date maps and atlases must be selected;
- Provision for online access of digital resources;
- Compatibility of digital resources with the libraries information technology infrastructure;
• Book selection policy should give direction to which materials are to be weeded and preserve.

If the above guidelines are followed at the time of the book selection the readers or users community will be fully satisfied.

3.4.2 Criteria of Selection

The selection of library materials is done on the basis of informational, educational, cultural and recreational value. These materials are selected in agreement with the goal and mission of the library. The following general criteria’s are used in selecting document for development of collection.

• Document should be popular interest
• Document should have permanent value
• Currency of information
• Local demand
• Readability
• Accuracy
• Author, Publisher & producer reputation
• Ease use & format
• Cost and availability
• Relationship to existing collection materials
• Significance of the subject matter
• Popular demand
• Cost budgetary constrains
• Critical assessments in a variety of journals
• Importance and value to the collection and library users.

In addition to above criteria, the librarian must consider,

• Recommendation of the various heads of the departments;
• Readers suggestion;
• Suggestion of the library staff.

Book selection is an important technique for maintenance of book stock in the library. Overall user’s views should be taken for purchase of the books and experience of librarian also plays a major role for book selection. Successful librarian on the basis of their rich and long experience has formulated some principles of book selection. The oldest principle has been formulated by Dewey (1876).

Principle of Dewey suggests “Best books for largest number at the least cost” (Mannan Khan, 2013). This principle was formulated by Dewey keeping in mind the principle of economy and the condition of libraries at that time. While, Drury clearly stated certain basic principles for govern the selection and reusing of materials for a library. It states “To Provide the right book to the right reader at the right time” (Mannan Khan, 2013). Here the reader is the central theme and veracity of document is in relation to the reader and the material/document should be available to the reader.

McColvin stated that books in themselves are noting until they are made serviceable by demand. Hence the book selection by this principle is directly related to demand, the greater is the resultant and possible services (Mannan Khan, 2013).

According to Ranganathan (1952), book selection work should be done in such a way that the Five Laws of Library Science are satisfied. The Five Laws are as follows.

• Books are for use
• Every reader his/her book
• Every book its reader
• Save the time of the reader
• Library is a growing organism

The first three laws are concerned with the reader book relation; forth law with time and fifth law with development of the library.

3.4.3 Tools for Selection

A library cannot fulfil its aims and objectives unless it is supplied with the latest reading material. It means the librarian must know the latest reading material published in various branches of knowledge. An acquisition section in charge without latest bibliographical tools at his desk is just like a soldier in the battle field without the gun. In University libraries for successful acquisition programme the following tools are widely used.

• Printed catalogues of University libraries
• Union catalogues
• National bibliographies
• Subject bibliographies
• Books in print and similar publication
• List of periodicals
• List of reference works
• Publication lists of Universities, research institutions
• Lists of current issues of journals
• List prepared by government departments and professional organisations.
- Book sellers and publisher catalogue and trade lists
- Suggested reading lists of syllabus of various courses
- Lists of theses and dissertations
- Lists of audio and visual materials available in the market
- Catalogues of CD-ROM database and online databases

This list is not exhaustive, just an outline for reaching the materials. Collection development in the library is a cooperative and collective effort of persons with the mission to develop the collection. Computer system should be installed with network facilities for access to CD-ROM database and online searching as well as utilisation of electronic resources.

Today we are living in the era of literature explosion. Literature is growing now a day in various languages and disciplines. A huge number of resources are available from which the librarian has to select the resources within their financial limitation.

Books can be selected in a proper way if we know the relevant sources for selection. It include: book reviews, readers’ suggestion and bibliographies.

**Book reviews**: “Book reviews” means review or criticism found in periodical usually on new books. It is an important source of book selection. Book review is published with several names: book reviews, new thought, new Publication, see your book, current books, your books of week etc. The information provided in the book review should be brief specific and complete. Review should be done only by the scholars in the given field. So, that proper book selection process can be done.

**Reader’s suggestion**: It is the main source of book selection. Sometimes suggestion become very valuable in the book selection process. Proper feedback should be taken
from the users of the library, so that the most demanding book can be purchased. A suggestion register should be maintained by the library for this purpose. Libraries should keep a suggestion box preferably near the entrance of the libraries.

Bibliographies are also the important sources of book selection. It includes: Subject bibliographies, author bibliography, selective bibliography, bibliography of bibliographies and national bibliography.

**Subject bibliographies**: It is usually a list of books article and other reading material on a given subject. It helps in selecting a book for particular subject.

**Author bibliography**: Author bibliography is a list of books written by a particular author. It also helps in selecting books of a particular author.

**Selective bibliography**: It is a list of best book on a subject or a group of subjects. An average library uses this method for selecting book in the library.

**Bibliography of bibliographies**: It is a list of bibliographies. It helps in selecting bibliographies for a library which is an important tool of book selection.

**National bibliography**: It is a list of books published in the country in different languages which is mostly published in the printed form. It is a complete record of printed out put in a given country without any limitation.

**Reading list**: It is a list of most favoured books on the particular subject.

**Prospectus**: It is useful in book selection. Universities and other examination centres publish the prospectus. It gives a list of book for every subject for every examination.

**Year book**: It is a list of books published in the particular year arranged according to subject or particular language.
Library Catalogue: Catalogue is published in bigger libraries. It also helps in book selection.

3.5 Collection Development in Libraries

Collection development is the systematic building of a library collection based on meaningful data rather than subjective choice. It is the process of assessing the strength and weakness in a collection and then creating a plan to correct the weakness and maintain the strength.

Collection development is defined as the planned purchase of material in various formats to match the instructional and research needs of the campus within the current fiscal environment and resource sharing opportunities. Collection is the heart of a library.

ALA (2013) defined “A term which encompasses a number of activities related to the development of the library collection including the determination and co-ordination of selection policy, assessment of potential user needs and collection use studies, collection evaluation, identification of collection needs, selection of material, planning for resource sharing, collection maintenance and weeding” (p.59).

According to Encyclopaedia of Library and Information Science (1971), “Library collection is the sum total of library materials, book, manuscript, series, government documents, pamphlets, catalogues, reels, micro cards and microfiche, punch cards, computer tapes, etc. that make up the holding of particular library” (p.260).

Harrods Librarian glossary (2000) 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 objectives of the services” (p.163).

Sanchez (2005) defines collection development as a process which assumes that the information needs of the users are satisfied in an economic fashion and under a reasonable period of time using resources which are much internal as external to organization.

Reitz (2007) defines collection development as the process of planning and acquiring a balance collection of library materials over a period of years, based on an ongoing assessment of the information needs of the library clientele, analysis of usage statistics and demographic projection (Kasalu & Ojiambo, 2012, p.4).

There are many methods of collection development which are given below:

**Purchase:** Purchase forms the major means of acquiring documents in any library. Strictly speaking, purchasing must be restored to only when no others mean is open to the library. When the required item is not available through other means, then purchases against specific orders becomes the most usual practice for collection development in all the libraries.

**Gifts or Donations:** Gifts or donations are always welcomed in any library collection development. There are many cases where personal collections bequeathed to libraries have become the main stay of collection. Gifts are possible also in the case of individual title that are needed, particularly old and out of print books. Unprized publications that are distributed free of cost makes another important category in gifts.

**Institutional membership:** Institutional membership is another potential resource in collection development. The library may enlist itself as member of learned societies and
institutions who published useful materials. Often the membership subscription may cover the right to receive their publication either free of cost or at concessional prices.

**Deposit system:** Deposit system entitles some specially designated libraries to receive free copies of the publications brought out by the government, national and international organisations etc. There are many University libraries and state central library’s enjoying these types of benefits.

**Exchange:** Exchange may be another possible means of collection development of the reading materials. In this case the recipient library or its parent body should have publication of its own to exchange with those of the other institutions. Exchange is also possible between two libraries with spare copies against items needed.

The following objectives are to be reached for fulfil the mission of collection development in the University libraries-

- To formulated good quality, relevant and balance collection that targets to strengthen teaching, support, research & learning by providing databases that are efficient discipline and non traditional.
- Providing a good leadership for team base activity in formulating Policies, planning, managing. Prioritizing, managing resources and in calculated balance collection that satisfy the new develop technologist that are convenient to all users.
- To be informed and responsive to curricular changes for new courses and programs as per the guide line of the University libraries.
- To increase the use of resource through co-operative arrangement with in the libraries at all level.
- Satisfying the needs of users as well as fulfilling the objectives for collection building of parent bodies.
- To provide extensive support for learning, teaching & research personals.
- To provide relevant information without redundancy.
- Review of collection periodically for weeding out.
- To support the core group of users by providing best and useful literature.

The parent institution aims and objectives are framing priorities of collection development. Collection development is a continuous process and it requires good attention of the policy makers. The following factors should be considered the librarian to build up a user friendly collection. These factors are-

**The organization/ institution**: To identify the organizational objectives that the library is supporting is an important factor. The library collection should be effective and meaningful to achieve the goal of the library as well as to support the activities of the parent institution. The faculties, the curriculum, extra-curricular programmes, the research programme, the teaching methods, courses, student enrolments and advent of technology have a direct impact on the collection development.

**The user community**: The most important factor in collection development is the user community for whom the collection is developed. In collection development top priority must be given to the requirement of the user community and their changing needs. University library should give top priority to the need of the students, faculty members, research scholars and supporting staff. Collection development policy and programs should be formulated and implemented on the basis of the needs and requirement of all the categories of users.
**The existing collection:** Existing collection is a relative term. The existing holding refers to the total collection of the library at a given point of time. The collection must be consistently and continuously developed from time to time so that the better the existing holding, more effective will be the future collection development planning. Collection evaluation is also an essential factor to be taken care of, to making a user oriented collection. Evaluation and assessment of all the materials in the holding periodically can be guideline for collection development. Resource sharing & weeding out procedure are also a basic factor to be considered for an effective collection development programme. It helps reduction of cost, better utilization of acquisition fund and wider access to library materials.

**Human and financial resources:** The human resources with proper professional training are an asset to develop a close contact between the readers and the collection with the aid of different library techniques. But the most important factor for collection development is the financial resources of the library i.e. the library grant. It should be increase keeping in mind of high prices of documents, rapid changes in foreign exchanges rates with high inflation.

**3.5.1 Acquisition Policy**

The ‘acquisition’ is the most fundamental management process and principle of the library. The acquisition means the qualitative procurement of books and other reading material after the selection. Acquisition and selection both are sisters and a quality in selection improve the quality in acquisition. Without ‘selection’ acquisition is to make unclean, unorganized and mutilated one. Before acquiring books and other reading materials, the librarian keep in
mind what to select and what to reject. In the University library selection is to help to promote the acquisition.

In the University library the acquisition section performs the variety of function and it is the chief link to the other section of the library. Acquisition section of the University library is one of the vital sections which are deals with the collection development in a significant way which control all the activities of the library.

**Functions of acquisition**

The acquisition section of the library carried out the various functions which are considered most important. The important functions which are performed the acquisition section are outlined as follows:

- Estimation of total grant for the purchase of book & periodicals.
- Utilization & supervision of the allocated grants and to provide proportional grants to newly establish department as suggested by library committee.
- Circulation of current publishers’ catalogue to every department.
- Checking the catalogue and library stock to avoid duplication.
- Placing of order for purchase of book & documents
- Issuing reminder in case of delay arise out of receiving books in time.
- Physical check up the books after being received
- Verification of bills with the actual price with book in print, price conversion rate through good office committee.
• Accessioning of the arrived documents
• Payment of bills

3.5.2 Collection Development Policy

For effecting collection development of library resources proper analysis of SWOT (Strength, weakness, Opportunities and Threat) should be done. Collection development policy formulates a plan of actions and information which provides the researcher a well guided path for thinking and decision making. Collection development policy should be referred by the staffs in those subject areas which are to be augmented. The Policy should be a way of communication with the library services users and other people who finance the policies.

For a balanced collection development policy need base and updated policy guidelines are very vital. As it would minimize bias and it ensures quality collection. As collection development is a continuous process; a long term policy is needed which can answer the following:

• Who would have final authority for controlling and directing the distribution of fund for purchasing books?
• Who has the responsibility for observing that a policy is setup and regularly implanted.
• Who should participate in the selection?
• What material or resource should be acquired?

According to Evans (1987), a policy document should have-

(i) A brief general description of the community to be served,

(ii) Identification of specific clientele to be served,
(iii) a general statement regarding the parameters of collection, such as specific subject field and type of formats that the library will acquire,

(iv) The statement on general limitation and priorities that will determine how the collection will be developed, and

(v) Keeping in mind the library’s role in co-operative development and networking the policy should make it clear as to whether the basic philosophy is self-sufficiency or co-operation.

The Primary function of the University libraries is collection development. Dr. S R Ranganathan’s (1931) five laws of library science have profound implication for policies of collection development. They are:

- Providing value added services and proper collection materials the collection development policies are required.

- The purpose of collection development policies is to provide framework for acquisition, resource allocation with drawl and language planning of collection for user’s interest.

- Collection development policy is the pre requisite of the every library irrespective of its size such as this policy is the expanded version of the purpose and mission of library.

- Deciding whether to acquire or reject an item by the staff the collection development policies places an important role. For making a consistent and qualitative decision the proper guideline of the policy can be followed.

- The policy serves as a source of reinforcement when the item is challenged by other patrons.
The following are the components of collection development-

**Organizational objectives**: The nature of the organization, objectives, function and its purpose at preliminary level.

**Users**: Review the needs of the users and determine the important area of concern, project undertaken.

**Information resources**: Covering general aspect as well as the potential needs of the users.

**Levels of collection**: The Collection is needed to fulfil the current & future needs of the researcher and the experts as well as for the organization.

**Subject coverage**: The subject covered must be up to the core and updated. The resource material collected depends on the needs as well as the priorities or can be arranged by sharing data with similar organization.

**Type of information sources**: Provide information of the literature, Publisher in the area of the secondary information sources. The maximum access of information is to be provided to users rather than the owning of the resources.

**Budget**: The budget must be properly allocated to University libraries as per the users.

**Form**: The material can be acquired in the forms of print, non-print and in digital pattern but it should be a cost effective procurement,

**Service provided**: The library services can be provided from organizations collection and different institution but it needs qualitative acquisition of resources.

**Policies**: For preservation of the resources qualitative collection development policies should be formulated.
3.5.3 Collection Development Process

Evans (1995) defines collection development as the “process of meeting the information needs of the people (a service population) in a timely and economic manner using information resources locally held as well as from other organizations” (p.17). He states that collection development is a six component process. These components are:

- Analysis of the information needs of the users
- Formulation and implementation of selection policy to suit the objectives of the library
- Material selection
- Acquisition programmes to build-up a balance collection
- Weeding out programmes
- Collection evaluation

Figure 3.3 Collection development process (Evans, 1995)

Evans (1995) analysed these six processes of library collection development in the above figure.
While acquiring documents there are many factoring which the librarian keeps in mind like information overload or information explosion, increasing users’ demands due to specialization, shrinking & limited library budget, increase in the price of resources, change in demand of users to information & access based services from collection based services, increasing uses of electronic documents.

The collection development activity operates at three levels. The financial and administrative power would rest with highest executive authority which may be repressed by a library authority committee. The second level is the book selection committee consisting of subject specialist and third level constitutes the librarian and staff.

The norms and standards regarding collection development are the following:

- Proposition of the distribution of funds to books, journals and other reading materials.
- Optimum size of collection.
- Different types of reading materials procurement procedure.

Materials are collected in print, paper back and hard back and electronic formats. The library should purchase the materials in the format which is most useful or acceptable to the readers. The considerable factor includes ease of use, reliability, space and equipment, cost of document and demand.

Generally the collection developments of University libraries have two structural patterns, namely centralised and decentralised system. In the centralised system the central library take the full responsibility of collection development of a balanced
collection. On the other hand in the decentralised pattern the development of a subject collection the responsibility is entrusted to the academic department.

Users’ expectation differs from one environment to another environment, institutional programs, activities, vision and specialization. The expectations of users in libraries generally are:

- The collection of library should be well organized
- There should be clear directions and stack guide
- Speedy delivery service
- Good communication facilities
- Continuous interaction
- Continual improvement
- Access and delivery of electronic resources
- Web based initiatives and resources
- Display and demonstration of information about staff
- Users complains system
- Effective & efficient workflow
- Information literacy
- Disaster management

3.5.4 Strategies of Collection Development

Appraisal and alignment are the basis of information. It expresses the thought, ideas and determines the importance of information in the present society. In the post industrial society, economics over the world are revolutionized to information economics from industrial economics. Now- a- days information technology & IT enable services are
used for converting knowledge into intelligence for achieving excellence and to survive in this competitive world. For the purpose of generating processing & transmitting information large investment are being done.

Slamecka in the study *Empirical Issues in National Information system Design* focuses on what he considers an important change which is required for future system design (Mannan Khan, 2013, p.117). The earlier Information technology system can only be handled by computer expert, but now it is designed in such a way that it can be used with ease by the common people.

In the present environment even though IT based library services are being used by the entire Library & Information centres, still they were not been able to cope up with the drastic changes in the information technology. This has happen due to some external forces such as technical, political, economic and many other variable of change. Thus it is the need of our libraries to be flexible enough and cope up with the latest development in information technology.

Collection development mainly focuses on print & information technology based services. The traditional format should be replaced and information technology is to be developing which can be integrated with both traditional & electronic format of document.

Lancaster has identified the following problem of electronic resources which is in parity with collection development i.e. integration of traditional forms with electronic resource, costs of acquisition versus access and critical problem of determining what collection development really means in electronic environment (Mannan Khan, 2013, p.119). In the collection development of electronic resources the libraries face many
problem such as the absence of bibliographic control, difficulty in identification and review, absence of proper selection tools, absence of a developed system for publication and distribution of electronic resources etc. The other problems of collection development are the cost, finding out what is available, evaluating the sources available and acquiring and servicing the sources required.

Stoller (1992) comments on a problem which is prospective in nature such as dealing with electronic journal and suggest options which either print the journal directly or download through word processing software; to download the online file; use of PCs to access the data and to maintain the file on Mainframe computer to provide access to data through LAN.

Through the use of resource sharing the Librarian & IT professional can be highly benefited and it can be used for future development. Librarian should think “materials as community resources” rather than with a “simple institutional orientation”, “local ownership to collective access”. The resource sharing activity is expanding as a rapid pace all over the world which is supported by the development of IT and its widespread availability of networking but it has not got significant importance in India.

The impact of IT on library operations is undisputed and evident. IT is related to every aspect of library operation viz selection and acquisition of information materials, collection development policy, networking and resource sharing, collection evaluation, etc.

Mannan Khan (2013) stated Magrill and Gorbin’s proposal of budget allocation plan for University libraries. According to this 25% of material budget should be directed towards general reference material, special collection and other purchases than cannot
be directly related to specific academic programs. Another 25% should be assigned to a selection which deals with the purchase of materials for individual academic departments that are needed for instruction and research in a single department. The remaining 50% of the budget would be allocated to academic units having common research interest and needs for library materials.

The book acquisition process should be continuous one. Once the library budget has been allocated at the beginning of the year there is a need for formulation of a policy and guideline for the procurement of books. A meeting of the head of the department or their representative should be formulated for streamlining of the procedure effectively.

Generally the University campus are located in the outskirt of the city or in the remote villages where there are no public libraries, therefore, there is also a demand for books for general reading. The University libraries should not acquire book for promoting leisure reading. The purpose of acquiring popular fiction would promote and encourage non-serious reader. The frequent use of this type of fiction may require re-binding needs and also increase the chance of the possibility of selecting cheap fiction. The library should maintain quality standard at time for selecting and acquiring books.

Usually a special grants is granted by the UGC when a new course or a new project on a particular topic is started and by which the library purchase essential books and developed basic collection. The University libraries also set aside some funds so that continuous collection development process can take place.

Collection development process should be set up by the co-operation system of all University libraries rather than on a single library. Every University library should have
control over it. The policy should be of universal nature and must be adopted by all the University libraries which are the centres of higher education.

English is the main language by which the selection of documents should take place. However the other regional language books should also be included.

Standard bibliographic source should be used for selection of necessary information resources. The Internet and specialized subject databases can also be used.

As the library resource is increasing dynamically certain part of collection become absolute and discarding of them become essential for maintaining the quality of collection. The specialized policy which can be used for discarding, are-

i. In every five years the obsolete and no longer uses documents should be discarded.

ii. At the time of discarding the advice of subject specialist should be considered and be carried out by group wise or subject wise.

iii. The librarian of the particular library should take the responsibility of discarding.

iv. The weeded out or discarded documents should be offered to the other University libraries as gift and exchanged.

3.5.5 User Analysis

The development of library collection should be according to users’ need. The library carries out user’s survey and their needs through different statistics, such as circulation of books, documents use in the library, reference service & technical enquiries etc. The undergraduate student in University libraries search their require information in the text books and use text book extensively. The post graduate student search information from
the general book and advance treaties of the subject. The research scholar and faculty members mostly depend on periodical literature. The primary sources and periodicals are used by the post graduate student also, but are not used extensively, these are used by teacher and research scholars. The librarian and library professional staff study the changing information needs of the academic community and design service which will meet the needs of users effectively.

The main component of any libraries is the users. Understanding the needs of the users and the users and building the relevant collection and provide the appropriate service.

The library collection should be established for one or more definite purpose. Library collection may be developed for education, recreation, entertainment, inspiration and other information needs of its user community. The librarian and library staff should not assume that the existing collection satisfies the needs of users without the interaction of the users’ whether the existing materials are fulfilling the requirement of user community or not. Evaluation of collection through the use and user studies lead to understanding the scope and depth of collection including weakness & strengths.

3.5.6 Problems in Collection Development

Selection of documents in University libraries is not an easy task. It is an outcome of dedicated services and great expectation. University libraries are facing number of problems in this regards. It can be elaborated as:

**Information explosion**: Knowledge explosion is major hurdles in University library collection. Scientific knowledge publication gets double after every ten year. But these resources cannot be acquired by the University due to its limited budget and so it cannot cope up with information growth ratio.
Approval plan: A book seller sends multiple catalogues of new publications and slips regularly to the Universities and it is the duty of University staff to examine those slips and acquire the proper resources for the University libraries. It provides major assistance in collection development process.

The major problem in this pattern is that we do not receive sufficient number of choice from the suppliers. So, due to it the commercial interest of some supplier may be brought in University staff which may also reduce the quality of library resources.

Literature scatter: Scientific knowledge doubles itself every ten years. Not only is that, the source of information widely scattered. The selection authority may prefer secondary information sources like chemical abstract. Now-a-day’s CAS abstracted and indexes over a greater of million papers, patents and reports and publishes more than 1,20,000 pages.

Raising cost of documents: The rising cost of the reading document has also act as a major hurdles in collection development. With in short span of eleven years the cost of library materials can raise from two times to six times or more. So it becomes very great problem for University libraries to acquire the resources and librarian cannot make any proper decision regarding purchase of reading materials.

Widening gap of cost between hard bound and paper back publication: A paperback edition price is very less as compared to hard bound edition. Libraries now a day preferred paperback publication in compared to hard bound publication of foreign author. However in Indian context the same method cannot be adopted because the differences between them are very marginal. Also by thinking about the life of the document or books many libraries selected hard bound edition.
Devaluation of rupees value in the International Market: The market value of Indian rupees is decreasing in the last five years, so the buying capacity of libraries has decreased. The rising costs of binding and increasing postal charge are the factors which affect the quality of collection development.

Technological revolution: Due to the technological revolution in information & communication technology many new variety of resources such as microfiche, microfilms, audio and video materials and CD-ROM etc are found in the market which imparts knowledge to the library users. So, it has become very cumbersome to select the resources whether we purchase the traditional format or the digital format.

Faculty and librarianship: Teaching and librarianship are two separate professions with a vested interest in maintaining their separate identities. Academic staff is not oriented towards the management of library resources but few University librarians have been engaged in teaching work. Engaging librarian in academic work hampers the libraries daily work as well as collection development of the libraries.

Lack of standard book selection tool in regional and local language: It is very difficult to find the latest catalogue and bibliographies of books which are locally published. So the librarian cannot make a proper decision in collection development of local & regional publication.

Declining business ethics in book trade: The main attention of the supplier of books is on money making. They do not think about the user needs and social value of the reading materials. They always are interested to supply the books which are available in their stock instead of the order of the librarian. This type of trend is unhealthy for collection development.
**Restriction on imports:** Shipping of non-book materials from abroad has many restrictions.

### 3.6 Evaluation of Collection

It can be stated as the value assessment of the library resource holding in the University libraries. It determines its usefulness utility, validity, and relevance etc to the users in a financial year. Evaluation of library collection should be determined by cost effectiveness and benefit. Investment of money, efficient and result oriented expenditure, indication are used to evaluate cost, and the implementation of collection development procedure. Policy is desert output of the benefit of collection evaluation. Evaluation leads the way for cost effectiveness which relates to optimisation in the allocation of resources which leads to better quality of service.

Evaluation of quality and usefulness is the most important for monitoring collection development. The evaluation process must be systematic, ongoing and properly co-ordinated. Mosher (1984) defines collection evolution as “The assessment of the utility and appropriateness of library collection to its user or programmes” (p.217). Collection evaluation ensures the best possible user responsive of collection which can meet the requirements of the user community.

Collection development Process mainly depends on the evaluation process for achieving the desired goal & objectives.

The purpose of collection development evaluation may be stated as follows-

- To determine the strength & weakness of subject areas and to develop the same.
- To control, check and develop a qualitative acquisition programme based on existing collection.
• To organise the resources so that the efficiency of library personals can be increased.
• To assess the effectiveness of collection development policy to justify the increase budget.
• To determine the quality and adequacy and to find out the relevancy of the library resources
• To determine whether the library resources have satisfied the information needs of the users.

By setting the collection objectives, determination of needs other materials to be acquired does not complete the evaluation process. Collection of library resource has to be maintained by evaluating what document have been acquisition the document sending rare resources and less use material to storage, weeding unnecessary items and keeping most use and valuable items in the collection.

In the evaluation process the following factors are to be considered:

• The nature of resources already collected and new valuable resources to be collected should be of similar nature which is not in the library.
• It is necessary to determine whether the resources in the library collection are really useful to the existing customers, regardless of the valuable material which are newly collected.
• Whether the particular community of users have been satisfied or their anticipation has been fulfilled.
3.7 Weeding out of Library Materials

Weeding out policy is implemented by University libraries to weeding out of unwanted stock of the libraries and to retain the stock quality. The weeding policy is required because of: ageing of stock, error and omission of the original selection of documents, inadequate replacement and fluctuation in demand of users, lack of sufficient fund and changes in objectives of the users’ population.

Collection development in University libraries should include the process of stock revision & weeding and for this the proper physical verification of the stock must be done, so that it can be readjusted. Weeding has to take care of balancing among buying, borrowing and available space. Selecting documents for weeding there are a number of criteria, but it is based on individual’s judgement.

The material that should be weeded out periodically:

- Books of any type that are used by many readers and which has worn out.
- Books that are mutilated by the users.
- Books that are printed on inferior quality of paper which have deteriorated.
- Unexpected gift.

In the field of science and technology the development has so fast that the book published twenty or thirty years ago become outdated. Such type of books have been weeded out and replaced by recent edition of books.

Reference books such as handbook, annual, yearbook which are published periodically have to replace by new edition and weeded out the old books.
With the invention of digitalized resources the books which has old form have to remove from the library stack so that their uses get reduce or it can be replaced by new set of resources.

Library should always keep in mind that Ranganathan’s (1931) fifth law “Library is a growing organism” with increasing the library resources, allocation of space become a major hurdle. So, unserviceable materials should be weeded out to place the new document.

In the weeding out policy, the Librarian should involve himself in the work. Sometimes the library authority or library committee nominated staff for the purpose to take decision and implement of weeding out of material from the Library. The advice of students, faculties, researchers, subject expert, and scientist has also to be taken care off.

Weeding should not be arbitrary. Once we weed out a document from the library we should think of:

- Each replacement by alternate copy on new book on the given subject
- The procedure to be followed if the weed out document is needed at a later date.

There are some guidelines and theories that have been formulated in the west. Simon & Fussier (1961) felt that past use in the best guide for future use of documents. Trueswell developed a technique for weeding a collection which would ensure a given degree of satisfaction in future off by examining the past (Turner, 1980).

Ranganathan (1966) found that some of the books explain the ideas within a period of 20 years. After that period that type of books should not be preserved in library, should be weeded out after keeping a proper record.
The weeded out old newspaper should be put on sale. But if the books are in good condition they can be stored at as encyclopaedia, handbook, etc or can be donated to some other libraries which are not in a position to purchase such costly books.

Books reservoirs can also be stored of weeded out document. At least one copy should be preserved at a place of region of the country. According to Ranganathan, “While weeding out it is necessary in service libraries...that it should not be done by the libraries of the country is an uncoordinated way for, it is necessary to preserve a few copies of every book somewhere in the country for the use of posterity and particularly for antiquarian and bibliographic research” (Jayanthi, 2014).

3.8 Conclusion

Collection development is continuous, planned and cost effective acquisition of documents to meet the needs of readers and to fulfill the objectives of the library. Collection development is not only increasing the volumes and titles but develop the quality of acquired materials in enhancing information delivery. Development of library should be meaningful in relation to collection development. The librarian should take responsibilities for collection development. The librarian should be communicated to faculty, staff and users. The collection development policy will be revised to meet changing needs, academic programs, information needs and technology change.