PREFACE

Knowledge is wealth. It enriches our intellectual capabilities, improves efficiency and increases our decision-making capabilities. The progress of any society depends on the total wealth of knowledge and its intensive use. The accumulated knowledge of past and present is stored in the library, which serves as the reservoir of knowledge. It has the responsibility to acquire knowledge and disseminate it to those who actually need it. The value of knowledge and the need of good libraries have been increasingly felt and realised in different spheres of human activities, more so in educational institutions. According to the natures and types of organisations, their services and users, libraries can be classified as the Public library, the Academic library and the Special library. Among these, academic libraries i.e. libraries attached to the academic institutions such as universities, colleges, technical and professional institutions etc. are more complex in nature, as compared to other two types of libraries. The collections of academic libraries are varied in nature and they cater to the documents and information needs of a variety of target users like teachers, students, research scholars, staff and also sometimes general public. In any educational system, the academic library plays a vital role in teaching, learning, extension and research programmes. Further, in the competitive world of to-day qualitative education in every subject is highly essential for all round development of any country where academic libraries play an important role. Teaching and learning in different subjects and research in specialised subjects depend largely on the strength of the academic libraries. Therefore, for the all round development of educational system and also for the comprehensive development of any nation, the academic library is the prime moves and ipso facto the highest importance.

Among the trinity of academic libraries i.e. collection, finance and human resources, human resources assumes the most important place as because effective management and impressive services of libraries depend
upon it and without proper management of human resources, the other two factors i.e. collection and finance can not be used properly. Therefore, for the effective functioning of academic libraries, human resource management (HRM) is highly essential. Human resource management constitutes two important groups of activities i.e. Human Resource Planning (HRP) and Human Resource Development (HRD). Further, human resource planning should be given more importance in the process of human resource management because without proper human resource planning, optimum development of human resources is not possible. Therefore, HRP obviously precedes all other HRM activities.

Planning generally denotes future course of action. It is an analytical process, which involves an assessment of the future in relation to environmental changes, professional trends, technological advances and their influence on all aspects of development. Planning is also an estimate of resources required in terms of finance, equipment, machinery, man power and others commensurate to the future needs. Human Resource Planning also draws its concept from general planning. Thus, it is a strategy or future course of action for the acquisition, utilisation, improvement and retention of an organisation’s human resources. In other words human resource planning is the process that helps organisations to provide adequate human resources according to requirements to achieve their present and future organisational objectives. It is synonymous with manpower planning or personal planning.

Human Resource Planning in academic libraries is most important but the neglected area of study in library management. This is due to the fact that academic libraries being non-profit service organisation pass through financial constraints and thus can not be compared with business organisations or profit-making service organisations like banking, insurance, health-service sectors etc., where priority is given to human resource planning. Besides this academic libraries being a constituent part of academic institutions are largely conditioned and controlled by personnel
policies and plans of the parent institution. Therefore, no systematic attempt is seem to be made on human resource planning of academic libraries, more specifically in academic libraries of Orissa.

Thus, the present study is an attempt to assess, evaluate and analyse the existing human resource planning of academic libraries of Orissa and to suggest possible remedial measures for its improvement for the overall development of academic libraries in particular and also educational system of Orissa in general.

The whole work has been grouped under 8 chapters. These are Chapter-1: Introduction; Chapter-2: Review of selected sources; Chapter-3: Development of academic libraries in Orissa; Chapter-4: Human resource planning of academic libraries; Chapter-5: Methods and techniques for human resource planning and management; Chapter-6: Data analysis and interpretation; Chapter-7: Quantum of staff for academic libraries of Orissa and Chapter-8: Suggestions and conclusion. The references/bibliography have been prepared in this work according to Indian Bibliographic Standards IS:2381-1978.