CHAPTER - IV

ORGANISATION AND RESOURCES OF PUBLIC LIBRARIES

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CHAPTER IV

ORGANISATION AND RESOURCES OF PUBLIC LIBRARIES

41. INTRODUCTION:

Wilbar J. Cohen, Chairman, President's Committee on Libraries, U.S.A. once stated that, "Libraries are the keepers of our history and culture. But they are not merely store-houses for the relics of the past but meeting places for people and media, vital partners in our system of education".

A book is a silent object in suspended animation and libraries which contain books are equally silent and powerless. The moment a certain use is made by a reader of the information contained in a book, the book becomes a source of inspiration and assumes dynamic qualities and the power to shape the destinies of several human beings. It is the responsibility of the library profession and the library authorities (the local or state government) to help in the task of making libraries a living force in the world of today.

According to H.W. Beecher, "A library is not a luxury but one of the necessaries of life". It renders a great service to the masses in the area of education, culture and information to promote the knowledge of all concerned in a civilized society. The UNESCO has therefore in its manifesto recognised the public library as an essential agent for fostering of peace and understanding between people and between nations.

Here in this chapter an attempt is made to discuss only the role of such libraries in Orissa which are giving services to promote education, culture and information to the people of Orissa. Necessary facts therefore have been collected here like resources and their organisa-
42. ORGANISATION OF PUBLIC LIBRARIES:

Planning is the basic element of any work. It is the guideline of what to do, how to do, when to do and who is to do. A good planning always gives good result. It is the only thing on which depends our allround development of total organisation. In case of public library organisation, it can be defined as the act or process of organisation i.e., creating a systematic union of individuals in a body in which officials, agents and members work together for a common end.

The organisational system depends upon the following factors.

1) Objectives of the library.
2) Types of user served.
3) Nature of documents.
4) Nature of library building.
5) Library personnel.
6) Extent of library automation.
7) Financial support.

In this present chapter an attempt is made to make a good plan for the allround development of the existing 28 public libraries under the Department of Culture, Government of Orissa. Also, some suggestions are given which are mostly covered on library buildings, furniture and equipment, staff pattern of the library, library finance, acquisition of the resources and organisation of resources and the techniques of library services in Orissa. The above developments are also described phase-wise in accordance with the public libraries Bill of Orissa.
Library Organisation:

A well-planned organisational structure is badly necessary for the process of pressing public libraries into service. But it is found that all the 28 public libraries in Orissa are directly organised and controlled by the Department of Cultural Affairs, Government of Orissa. There is no local body at the public libraries level which could organise the public libraries. But it is felt that there should be organisational bodies either elected or nominated or appointed to look after the day-to-day activities of public libraries in Orissa. It should be suggested that the organised body at the local level should also be in a position to maintain necessary liaison with the Department of Cultural Affairs, Government of Orissa, Bhubaneswar. Again the local body should be given the chance to participate in the policy-making at the state level. Besides, the local bodies also be given the responsibility of running the public libraries under their jurisdiction and make them accountable for every good or bad in the area of public services. The local body should be given full control to utilise the budgetary provisions made for each public library in Orissa. Unless and until the above powers are given to local bodies, there cannot be proper development of public libraries in Orissa. This system of process can be called decentralisation process of organising the public libraries in Orissa.

A systematic planning is badly required for over-all development of public library system in Orissa. The planning should be based on certain fundamental principles. The following planning may be taken up by the respective authorities as per their requirements. Those are:-
1) Authority.
2) Structure.
3) Finance.
4) Building.
5) Furniture and equipment.
6) Staff pattern.
7) Technical processing.
8) Extension Service.
9) Reader's Service/Service of the libraries.
11) Acquisition of Resources.
12) Administration of libraries.

Authority:

Authority is the competent body or agency for supervising and advising the administrative heads in performing jobs. "The state Library Council will be the highest body of this kind for the public library system in Orissa. For every city or town or district, there will be city or town or district Authority. Besides these, there will be Library committees for the Branch and Village Libraries.

Public Library Structure:

The public library structure of Orissa State should be as follows:

Category I: State Central Library.
Category II: District Central Libraries.
Category III: Sub-Divisional Libraries.
Category IV: Village Libraries.
Category V: Mobile Service Stations.
Each above library should have its own administrators and advisory bodies. But there should be co-ordination among these libraries, so that they can help each other whenever necessary.

Finance:

Money is playing a vital role in each and every field or organisation. Without money or financial help, not a single organisation will run smoothly. Like this a satisfactory library service to the community presupposes adequate grants and secure income for the public library from the state revenues.

From the economic point of view Orissa is very poor. Therefore no library cess should be imposed on the public. Public libraries should collect their funds from various other sources such as different grants, donations, fees, fines etc. Public library being one of the best means of education and communication, the Government of Orissa should give at least 6 to 8% of grant to all the public libraries. No doubt the Department of Culture makes necessary provisions both in plan and non-plan periods for the public libraries under its control in Orissa. But it is found that these grants are not sufficient for the public libraries in Orissa to meet the day-to-day requirements for the library services. It can be therefore suggested that the financial help should be increased from time to time so as to encourage the services of the public libraries in Orissa. If a public library gets sufficient financial help from the local funds from the Government and grants from Central Government, then only it can offer effective library services to the readers.
Budget Allocation:

Having secured the financial guarantee for a library's expenses through library laws and State Co-operation, it is necessary to make arrangements to ensure that the funds are properly administered and spent. The financial procedures of the public library should include proper budgeting and cost accounting. Again, periodic and regular reports of its financial transactions should be submitted in proper form to the library authority and to the state authority.

The library budget may be allocated as follows:–

Public Library Budget Estimate

1) Book and non-book materials 35%
2) News-papers and periodicals 25%
3) Book binding and repair 5%
4) Furniture and fittings 10%
5) Printing and Stationary 5%
6) Water and Electricity 5%
7) Salaries of Library Establishment 60%
8) Other or Miscellaneous 30%

All the staff of the public library system should be treated as employees of the Orissa government by creating a cadre like OLS and their salaries etc. should be borne by Orissa Government.

Building:

The process of organisation of a public library starts with the planning of its building. The library building must be functional and it must suit the purposes for which it is planned. The cardinal principles of a public library building should be such that it must be –
a) simple
b) efficient
c) economical
d) flexible
e) functional
f) modular and
g) useful in nature

According to Dr. Ranganathan a good and functional library building should be designed to open access system. It must be convenient for readers and practicable for staff. The building must accommodate all internal arrangements with scope for future expansion.

**Site Selection:**

The first step in planning of a public library building is the selection or location of the site.

A public library building should be located:

1) At the centre of the town or city where population is thick.
2) Near Bus Stop, Railway Station, Civic Park, Cinema Hall, Market and the site should be accessible by different means of communication.
3) Nearer to educational, social and cultural institutions.
4) There should be enough space for further extension.

In consideration to public libraries in Orissa, except the state library, Bhubaneswar, all other libraries are functioning in rented building and very few libraries have their own building for the purpose. In this context, it can be suggested that all the public libraries of Orissa should have their own buildings, and be located at a place easily accessible to the public. It should be nearer to public parks, market
Designing of Public Library Building:

After the site selection of a public library building it is the duty of librarian or library authority to make a beautiful plan or design for the library building.

In designing the public library building the following points are to be taken into consideration:

1) The interior design of the library building should be incorporated with the library functions. As such the exterior design of a public library building should be co-extensive with the interior requirement.

2) The plan should be liberal and flexible in design so that future expansion and development of library can be easily carried out.

3) The planning should be modular, which will permit of interchangeable use of any area of book stack, reading space or other purpose and thus the future development of the library is facilitated.

4) The design should ensure economy in administration. It should be in such a way that a minimum number of staff will control and supervise total services.

5) The public reading rooms and reference rooms should be near the books and yet apart and unaffected by the work in the public rooms.

6) Public conveniences like lavatory, canteen, parking should be inside the main building.
A planning team consisting of the Librarian, Architect, the Engineer and the Authority should be constituted for overall supervision starting from site selection, planning to the end of the building construction. If necessary to determine the layout location, floor space, interior decoration and furniture and fittings of each integral part, qualified and experienced consultants should be invited.

In the state like Orissa it is quite necessary that suitable buildings are to be constructed with all good plans. And as all the public libraries of the state are directly controlled by the Department of Cultural Affairs, Government of Orissa, it is the duty of the State Government to provide sufficient fund for construction of library buildings in the State. In order to provide all the recent new developments like micro-reproduction, audio-visual aids, computer etc., it is the duty of each and every public library authority to have separate stack room, reading room, staff room, and rooms for other purposes like exhibition room, seminar room, etc.

**Furniture and Equipment:**

The informal planning of a public library should be functional and should be well-equipped with necessary furniture. The equipment for different sections of a library must be appropriate for their smooth functioning. A well-equipped modern public library must include all the standard items of furniture and equipment. For example, the standard dimensions of a standard steel stack are 7 feet and 6 inches (height), 3 feet (width) and 8 inches for single and 16 inches for double (depth). The standard heights of a table and a chair are 30 inches and 10 inches respectively. The other furniture and equipment should be decided as per the requirement of the concerned libraries.
But it has been found that such standards are not taken into consideration in most of the public libraries in Orissa. In this context it can be suggested that as these libraries are part and parcel of Orissa Government machinery, the Government should provide and take the total burden of necessary equipment such as Book Shelves, Book Trolley, Chairs, Tables, Charging Desk, Staff Desk, Charging Tray, Book Supporters, Vertical Filers, Card Catalogue Cabinets, Cup Boards, Typewriters, Guide Cards, Catalogue Cards, Borrower Cards, Phonographs, record players, Staff Lockers, Microfilms Readers, Atlas and Dictionary Stand, Periodical Racks, Display Cabinets, Newspaper Stands, Self indicators and other machinery including mechanical appliances to control temperature and humidity in the libraries. So, if these standard equipment and machinery are not taken into consideration, a library which stands for imparting knowledge in various directions to the public may fail.

**Staffing - (Selection, appointment and duties of the Staff):**

The staff, the books and the readers make up the fundamental trinity of a library. For best services efficient and trained personnel should be selected.

The recruitment policy of a library is planned considering the nature of its service. It should be preceded by job analysis and job description. The selection and appointment of library staff should be done very carefully, because much of the success of the library depends upon it. The strength of staff of a public library depends on the size of its collections, scope of its service to the readers, processing systems, the financial support etc. On the other hand, the staff of a public library should perform their duties in order to utilise its resources to the best advantage of its readers.
But if we observe the different public libraries of Orissa, we find that there are no such qualified and efficient personnel. So it can be suggested that well trained, qualified, efficient personnel should be appointed for the smooth running of a public library. The existing staff members may be given the opportunity for in-service training at least to equip them with the modern technical and processing work such as classification, cataloguing, documentation, circulation, presentation and maintenance of the reading materials. At the same time, they should learn the system like ordering and accessioning of books and other documents, maintenance of staff records, preparation of budget, annual report, committee reports etc.

Ranking and gradation of the staff:

The staff of a public library should enjoy the following status or rank -

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Description</th>
<th>Rank/Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Director, State Central Library</td>
<td>Equal to other Heads of Department as Class-I Officer of the rank of DHE.</td>
</tr>
<tr>
<td>2</td>
<td>Deputy Director of SCL</td>
<td>Deputy Director of Education.</td>
</tr>
<tr>
<td>3</td>
<td>City/District Chief Librarian</td>
<td>District Education Officer (DEO)</td>
</tr>
<tr>
<td>4</td>
<td>Branch Librarian/Asstt. of Librarian of SCL/Mobile Librarian</td>
<td>Headmaster of a High School</td>
</tr>
</tbody>
</table>
Technical Processing:

Technical processing is the generic form used for the techniques involved in the systematic management of the document in a library. Technical section is mainly divided into two, namely -

(a) Classification and
(b) Cataloguing.

In the classification section books are classified by the classifier according to a particular scheme of classification followed by the Library.

In the cataloguing section the library catalogues are made, which is a key to its collection. The entire collection of the library is exposed through its catalogue. The catalogue records, describes and indexes the resources of the library.

In order to achieve the goals of
(a) Union library catalogue,
(b) Inter Library loan,
(c) Resource sharing,
(d) Co-operation,
(e) Networking and
(f) Preparation of bibliography, there should be a centralised technical processing unit. The unit should process the books purchased by the state central library before distribution to the concerned libraries. In Orissa, such system has not yet started for poor financial system. But in future when finance will be alright, this system should be used, so that each and every work will be done within limited time. If this system is taken into consideration in all libraries of Orissa, there will be a uniformity in the system of classification and cataloguing.
Extension Services:

In public library extension service is more useful than any other service, because public library is a library of every class of people, may be highly educated or less educated. The basic aim of extension service is to give information about the total utility of a public library, to create and motivate reading habits among the people, to have the total knowledge about the various departments of a public library.

The extension services of a public library are such as Provision of Lectures, exhibitions, film shows, dramatic activities for children and adults etc.

But the above activities are being organised by the public libraries of Orissa except the state library at Bhubaneswar till today. Few district libraries are organising film shows, exhibitions and seminars occasionally. So it can be suggested that these extension services should be organised by different public libraries in Orissa to create awareness about the fact of a library.

Mobile library service is another extension service which can be called external library service. The services which are on movable van on wheels are called Mobile library which is more useful today. But it is a matter of great regret that except Angul, there is no other library in Orissa which has such mobile system. The state library of Bhubaneswar and Bastia library of Rourkela are trying to introduce such system. The state government should take care of these things, so that each and every person can enjoy the mobile service.

Library extension may also be done through other services such as through branch libraries, service centres, clubs and voluntary organisa-
tion. Such services may be extended to the hospitals, jails, public places like airports, Bus stops, Railway Stations, Civic Parks, Cinema Halls etc.

Sometimes extension services can be successfully shown by the following methods such as

1) Displaying of total library collection to the public.
2) Through different talks on how to use the library materials.
3) Through different stories, talk, play to the children, illiterate and old persons.
4) Sometimes through Audio-visual aids extension work can be done.
5) The library should exhibit different collections to the people in Fairs and Festivals, in different towns and cities.

Except these media of extension work, if possible the library personnel should sometimes render the extension services to the readers as clientele, in the best possible way.

Readers Service/Services of the Libraries:

Service of the libraries or utilisation of library resources is the most important factor for good administration, financial system, policy making etc. The preliminary sections which are closely connected with library services are such as

(a) Registration
(b) Circulation
(c) Reference and Information
(d) Services to the special group of persons
(e) Reprography
The following suggestions may be counted to make the public libraries more useful for the public.

(a) All the readers should get their names registered in the library. It may be of two types: (a) Local, (b) State. No fee should be taken for becoming a local member. For state membership a nominal caution money should be taken as decided by the state library council.

(b) Books are issued to the local member where his name has been registered whereas a state member can borrow books from any library of the public library system in Orissa. For the smooth and uniformity of the library only one type of charging system should be adopted. In this regard it is suggested that the new work charging system of circulation work may be adopted in all the public libraries in Orissa.

(c) To facilitate the reference and information services to the public, necessary steps are to be taken to make Bibliographies, indexing of journals, documentation work and reprography. By means of computer networking, today, various kinds of information can be retrieved easily.

(d) In each and every public library home lending facilities should be there by taking into account the time and interest factors of the readers. Special service should be given to the different groups of readers. For children
story books, drama books, audio-visual materials, picture books should be there in the public libraries. There should be special arrangement for story telling, audio-visual show, indoor games, collection of comics, exhibition of drawing and painting, playing l.-ys in the libraries. For old persons there should be collections like religious books, philosophy books, books on health, social, political affairs etc. For housewives all the books relating to domestic work like cooking, washing, bathing, cleaning, and child care should be there. There should be mobile services for these groups of readers.

In Orissa 50 to 60% of people are illiterate. Public libraries should take special care to make literate these people by means of showing films, charts, pictures etc.

For Physically handicapped persons there are one or two libraries in Orissa, specially at Bhubaneswar. So provision should be made to give more facilities to these persons.

(e) Reproduction facility should be there in each and every public library. Many systems of reproduction have been introduced in this age of technology by means of which within a few seconds duplicate copies can be given to the reader.

(f) Regarding the working hours it is seen that the public libraries remain open only for seven to eight hours in a day instead of 14 hours. So it can be suggested that a library should be open for the readers atleast 10-12 hours.

(g) Open access is more useful than close access system. Most of the modern public libraries of western countries
are adopting open access system. Because in open access system only a reader is free to enter the Library and he can get his own book of choice which increases interest in using the library collection more and more. But in Orissa most of the public libraries are adopting a close access system. This system should be closed so that readers will have free access to choose their own books.

(h) All the public libraries are not rich in their collection by nature due to limited income sources. So, to avoid this problem, they should take interest in inter-library loan service. By this system a reader can get his own book or rare book within a short time. All the libraries of Orissa should have inter-library loan system and they should be in touch with all the libraries within the state as well as outside the state.

**Library Co-operation, Resource Sharing and Networking:**

Co-operation among the libraries is the best way of making good relation and mutual understanding on each and every field. It is the prime necessity for the success of public library system. But in Orissa except inter-library loan no other system of library co-operation has been introduced so far. In this regard the state library of Bhubaneswar should play an important role to make good relation among the libraries in Orissa, so that at the time of necessity they can help each other such as in making union catalogues, classification number, inter-library loan, indexing, abstracting, reproduction etc. This process of helping each other can be also called resource sharing. No library, as such, of India as well as Orissa can afford to purchase all the documents or books with its limited income. In this situation resources
should be shared among the libraries at the time of need. Again, as soon as there is the feasibility of library automation the state central library should collect information from other states by means of library networking and same facilities should be extended to the other public libraries under the public library system in Orissa.

**Acquisition of Resources:**

A public library should procure books and documents reflecting its basic aims like education, information, recreation and research. It should meet the needs of the community. The functions of the Acquisition section of a Library are divided into three main units, namely, Book Selection, Ordering, and Accessioning.

**Administration of Public Library:**

The administrative machinery of a public library is totally responsible for laying down the basic principles of the library, providing a suitable organisational structure and appointing active and efficient personnel for translating its desired aims into reality. The aim of library administration is to render maximum possible service at minimum cost with the utmost speed and the minimum effort.

A Chief Librarian of a public library as the administrator should understand the basic principles of a library management which are given below. These basic principles can be applied to library administration.

1) Unity of command.
2) Unity of management.
3) Delegation of authority.
4) Departmentation
   (a) Job analysis
   (b) Division of labour and
   (c) Specialization
5) Span of Control
6) Scalar system
7) Co-ordination and
8) Leadership.

Thus, library administration is the management of different departments and sections of the library properly co-ordinated in a harmonious manner, so that its entire activities are smoothly regulated yielding the maximum possible utility and service. The librarian who can translate this idea into action is really a successful administrator.

43. ROLE OF PUBLIC LIBRARIES:

The functions of a Public Library have been precisely stated in the Kenyen Committee Report, 1927. "In such centres (of national activity) the public library is no longer regarded as a means of providing casual recreation of an innocent but somewhat un-important character; it is recognised as an engine of great potentialities for education welfare and as the essential foundation for the progress in education and culture without which no people can hold its own in the struggle for existence".

On the other hand, with the help of the techniques, the Library can be developed to a great extent. Then the question arises: what is library science? Modern scholars establish that library science is a perfect science in its own right like other sciences. It has some fundamental norms and principles which a modern science normally possesses. It can be defined as systematised knowledge derived from observation, study and experimentation or a branch of knowledge specifically
concerned with establishing and systematizing facts, principles and methods. Again, it can be considered that branch of science which consists in the transmission of the "knowledge" by bringing books and readers together and by the personalised service by Librarians through Scientific Management.

Then what is Librarianship? J.P. Danton has defined this proposition in different ways. That it is that branch of learning which has to do with the recognition, collection, organisation, preservation and utilisation of graphic and printed records. L.M. Harrod has defined it as "the knowledge and skill concerned with administration of libraries and this content; Library economy and bibliography".

According to Raymond Irwin, it is the collection, preservation, organisation and use of recorded communications. Elizabath H. Thompson defines it as "the knowledge and skill by which printed or written records are recognised, collected, organised and utilised".

A public library in this connection offers the adults and children the opportunity to keep themselves abreast of progress in the sciences and arts. So only a library is capable of extending its services and usefulness to all groups and shades of opinion in the Committee, irrespective of age, religion, profession, sex, political conviction and economic level. It is a centre of communal study, an information bureau, a continuation school, a training school for democracy, etc.

The following explanation can be categorised in favour of public libraries -

1) It is a democratic institution for education, culture and information.

2) It is a place where human's thoughts and ideas and the expression of his creative imagination, are made freely available to all.
3) It is a practical demonstration of democracy.

4) It is not like an institution as school, college but is meant exclusively for all the people to study the richest collections of them and improve this knowledge towards their interested subjects and studies, trades and professional skills etc. without any bar.

5) It is one of the most helpful centres for researchers.

6) Public library is the main place where we come across with multilingual books along with multilingual readers of their own traditions and cultures. The method of the public library is to exhibit and to renew the culture of its own nation by conducting some cultural films to the people.

7) The public library gives an individual opportunity to know about other countries and about the great social, economical and political problems of our country.

8) Public libraries are fascinating and contain more education than years of course in a college or university. For a country like India, Public Libraries are indispensable and without public library mass education is not possible.

Besides its formal role of providing learning materials to all types of readers, there are some other roles also which are given below:

(a) Making democracy a success by providing mass education.

(b) It acts as a literacy centre by setting up literacy classes and motivating the illiterates. It is again called an agent for informal education.

(c) It helps the housewives in giving different books and journals on domestic arts, sewing, cooking, interior decoration, infant management, child psychology, gardening, travelling etc.
and makes the family life lively.

(d) It helps the community in making fruitful use of leisure time by providing books and journals on sports and hobbies.

(e) It provides documents on health education and thus helps a layman on matters such as nutrition, prevention of diseases.

(f) Farmers, businessmen and professionals get up-to-date books and journals on technological advances.

(g) It links its activities with the work of other educational, cultural and social agencies - schools, colleges, universities, museums, labour unions, adult education groups etc. Also, it keeps good relations with other libraries inside the country as well as outside the country by giving and taking loan of publications.

(h) Lastly, a good library service providing material in open, balanced, many-sided collections on policies, mass movements, economics, citizenship and government, can help to make democracy safe, informed, stable and real. So library is valuable instrument of democracy and good citizenship.

Thus, public library helps in many ways: secures social integration, affects an allround progress of the society by creating an allround refined citizen free from bias. Like this, in each and every moment the role of library is essential.

44. COLLECTION OF RESOURCES:

Mr. Bryan Luckham observes public library in the following word.

The public library is open to all those who choose to enter. No restriction because of fees or financial status exists. It might be thought therefore that the nature of the public library which uses the library
would be solely a consequence of the decisions made by the potential customers. The public library, however, is an institution operating in a dynamic environment of operation, expectations and ideologies, manned and controlled by personnel who can modify the character of the service offered in significant, even subtle ways. Furthermore, it is an environment which can be changed considerably in relatively short periods of time.

So public library being a social institution has various objectives to educate every citizen of the country by giving reading facilities, audio-visual talks, film shows etc. It supplements formal education and takes a great responsibility for informal education.

The beauty of a library may be public, academic or special can be judged not by its large building but its good collection. The resources of the public libraries are not very much confined within the limits of books and non-book materials because the readers of a public library are of various types and tastes. It should always be equipped with various types of books, periodicals, newspapers, audio-visual aids and other reading materials.

But in comparison to other states the public libraries of Orissa are stored only with limited books, periodicals and newspapers. In no library we find that the audio visual aids are available for use. The following table shows the total picture of the resources available in some of the public libraries in Orissa.
<table>
<thead>
<tr>
<th>S1.No.</th>
<th>NAME OF THE LIBRARY</th>
<th>TOTAL NO. OF BOOKS</th>
<th>TOTAL NO. OF PERIODICALS &amp; MAGAZINES</th>
<th>TOTAL NO. OF CURRENT NEWSPAPERS</th>
<th>TOTAL NO. OF MANUSCRIPTS (UPTO 1985)</th>
<th>TOTAL NO. OF READERS USED LIBRARY (1984-85)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>State Library, BBSR.</td>
<td>85,000</td>
<td>118</td>
<td>45</td>
<td>N.A.</td>
<td>85,000 (1992)</td>
</tr>
<tr>
<td>02</td>
<td>District Library, Balasore</td>
<td>7,214</td>
<td>16</td>
<td>03</td>
<td>Nil</td>
<td>2,697</td>
</tr>
<tr>
<td>03</td>
<td>District Library, Bolangir.</td>
<td>7,805</td>
<td>N.A.</td>
<td>N.A.</td>
<td>N.A.</td>
<td>N.A.</td>
</tr>
<tr>
<td>04</td>
<td>District Library, Cuttack.</td>
<td>7,023</td>
<td>6</td>
<td>3</td>
<td>Nil</td>
<td>4,284</td>
</tr>
<tr>
<td>05</td>
<td>District Library, Ganjam.</td>
<td>7,149</td>
<td>17</td>
<td>4</td>
<td>Nil</td>
<td>N.A.</td>
</tr>
<tr>
<td>06</td>
<td>District Library, Kalahandi</td>
<td>7,171</td>
<td>6</td>
<td>3</td>
<td>Nil</td>
<td>9,431</td>
</tr>
<tr>
<td>07</td>
<td>District Library, Keonjhar.</td>
<td>7,089</td>
<td>16</td>
<td>4</td>
<td>Nil</td>
<td>8,727</td>
</tr>
<tr>
<td>08</td>
<td>District Library, Koraput.</td>
<td>6,960</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>2,875</td>
</tr>
<tr>
<td>09</td>
<td>District Library, Mayurbhanj.</td>
<td>6,214</td>
<td>Nil</td>
<td>2</td>
<td>Nil</td>
<td>5,600</td>
</tr>
<tr>
<td>10</td>
<td>District Library, Puri.</td>
<td>7,090</td>
<td>N.A.</td>
<td>3</td>
<td>Nil</td>
<td>5,148</td>
</tr>
<tr>
<td>11</td>
<td>District Library, Sundargarh.</td>
<td>7,413</td>
<td>3</td>
<td>7</td>
<td>Nil</td>
<td>16,304</td>
</tr>
<tr>
<td>12</td>
<td>Sub-divisional Library, Bargarh.</td>
<td>971</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>12,000</td>
</tr>
<tr>
<td>13</td>
<td>Sub-divisional Library, Nuanpara.</td>
<td>199</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>4,319</td>
</tr>
<tr>
<td>14</td>
<td>Sub-divisional Library, Rairangpur.</td>
<td>2,092</td>
<td>Nil</td>
<td>Nil</td>
<td>Nil</td>
<td>1,470</td>
</tr>
<tr>
<td>15</td>
<td>Sub-divisional Library, Rayagada.</td>
<td>271</td>
<td>Nil</td>
<td>5</td>
<td>Nil</td>
<td>2,700</td>
</tr>
<tr>
<td></td>
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<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
</tr>
<tr>
<td>---</td>
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<td>----</td>
<td>----</td>
<td>-----</td>
</tr>
<tr>
<td>16.</td>
<td>Ex-District Board Library, Balipadar.</td>
<td>3,515</td>
<td>12</td>
<td>3</td>
<td>Nil</td>
<td>5,247</td>
</tr>
<tr>
<td>17.</td>
<td>Ex-District Board Library, Chikiti</td>
<td>4,513</td>
<td>6</td>
<td>2</td>
<td>Nil</td>
<td>3,927</td>
</tr>
<tr>
<td>18.</td>
<td>Ex-District Board Library, Kavisuryanagar.</td>
<td>N.A.</td>
<td>9</td>
<td>5</td>
<td>Nil</td>
<td>6,048</td>
</tr>
<tr>
<td>19.</td>
<td>Ex-District Board Library, Khallikote</td>
<td>3,442</td>
<td>16</td>
<td>4</td>
<td>Nil</td>
<td>10,252</td>
</tr>
<tr>
<td>20.</td>
<td>Ex-District Board Library, Rambha.</td>
<td>6,113</td>
<td>18</td>
<td>4</td>
<td>Nil</td>
<td>3,457</td>
</tr>
<tr>
<td>21.</td>
<td>Ex-District Board Library, Tanarada.</td>
<td>4,455</td>
<td>23</td>
<td>4</td>
<td>Nil</td>
<td>3,457</td>
</tr>
<tr>
<td>22.</td>
<td>Memorial Hall Library, Barapali.</td>
<td>233</td>
<td>Nil</td>
<td>2</td>
<td>Nil</td>
<td>N.A.</td>
</tr>
<tr>
<td>23.</td>
<td>Integrated Library, Angul.</td>
<td>5,519</td>
<td>Nil</td>
<td>4</td>
<td>Nil</td>
<td>2,855</td>
</tr>
</tbody>
</table>

**SOURCE** - STATE LIBRARY, BHUBANESWAR.

N.A. - Not Available
In the state library, BBSR about 85,000 of books are available for use in addition to a good number of periodicals as well as newspapers.

In case of district libraries the resources differ and it varies from 6,214 to 7,805.

In case of subdivisional libraries, they are very poor in their resources. Only 199 to 2,092 books are available.

In the Ex-District Board libraries the resources are however better than the sub-divisional libraries. In the library of Balipadar, 6,113 books are available.

In the integrated library at Angul about 6,000 books are available. There are some libraries where we could not get a single book, such as Mahavir library, Dhenkanal.

**Acquisition of Resources:**

A public library procures books and documents reflecting its basic aims like education, information, recreation and research in order to meet the need of community. It is said that the very attraction of the public libraries lies in its resources. The resources may be of book material or non-book material. Book and non-book materials are the heart of a public library. So the resources should be acquired in such a manner that the public will be benefited. Necessary plans and programmes should be made in acquiring all types of resources.

The functions of the Acquisition Department of a library are divided into three main sections such as -
Book Selection,
Ordering and
Accessioning.

Book selection is a main tool of having only good books in a minimum price. As we know, the income sources of a public library are very much restricted. So while acquiring the books, we should follow the book selection procedure. But it was found that in Orissa maximum public libraries including state library, Bhubaneswar are not adopting proper book selection procedure. They have their own method of book selection and purchase. It is naturally a defective process of acquiring the books. Therefore, a committee should be fixed for this purpose. The committee should be guided under the Chairmanship of Joint Director of Culture, Superintendent of Archives, Assistant Director (Library), Assistant Librarian, State Library. Then quotations should be invited through open tender in local and all Indian news-papers by giving sufficient time for deposit of sample copy and their application in prescribed proforma for selection and proper examination.

At the time of purchases of books and other documents of the library, careful selection is necessary. Out of lots of sample and list, a master list should be prepared. The selection should be economical. An organisation however strong in financial matter, cannot purchase all the books and periodicals published all over the world.
Even largest resources libraries of highly developed countries are no longer considering themselves self-sufficient and they are forced by economic compulsions to engage themselves in cooperative activities with other libraries. In this situation a proper book selection is badly necessary. So after the proper selection of books, the list along with selection order is placed with approved vendors or agents for supply to the library or the publishers are directly contacted to deposit their books centrally at Bhubaneswar which are generally disposed of in the meeting of library Assistants.

The state library of Bhubaneswar is also following the above method for the purchases of books. The book selection committee of the state library is constituted under the chairmanship of Director of Culture and Joint Director, Assistant Director (Library), Accounts Officers as members and Assistant Librarian of the state library as convenor.

45. ORGANISATION OF RESOURCES:

For proper organisation of the total resources, so as to locate, identify and retrieve them immediately, certain scientific techniques or technical processes are to be adopted in the library. The technical processes adopted for organisation of the resources of a library are generally confined to techniques like -

(i) Acquisition of library material,
(ii) Classification of library material,
(iii) Cataloguing of library material and
(iv) Documentation of library material.
(i) **Acquisition of library material:**

The very attraction of the public library is its resources. Resources are of many types such as book materials and non-book materials. It is observed that the existing resources mainly printed resources only are not sufficient to create any enthusiasm in the mind of public and ultimately fail in catering to the requirements of the public. Therefore the reading resources should be acquired in such a manner that the public will be benefited. Whenever a library is acquiring the non-book materials it should have plan to acquire materials like audio-visual facilities i.e., tapes, gramophone records, radio, video sets etc. for the illiterate and children. Keeping in view the above, necessary plans and programmes should be made in acquiring all types of resources while framing policies for the acquisition of resources there should be procedure like - evaluation, circulation, statistics, suggestion register, book evaluation, determination for subject choice and community survey.

(ii) **Classification of library material:**

After accessioning of books and other materials in a library, classification is necessary for systematic arrangements. The materials are classified according to particular scheme of classification followed by the library.

The following are the important schemes of library classification which are to be used by different libraries of the world.
(a) Dewey Decimal classification (DDC)
(b) Universal Decimal classification (UDC)
(c) Library of Congress classification (LC)
(d) Subject classification
(e) Expansive classification
(f) Bibliographic classification (BC)
(g) Colon classification (CC)

(iii) Cataloguing of library materials:

The reader of public library is expected to use the collection either for study or research or reference. At any one time the user may not find all the documents on the shelf. Therefore, in order to know about the complete resources, reliance has to be placed on a dependable tool called the catalogue of the library. The technical process in cataloguing the resources of a library is important in order to explore the entire collection of the reading materials of a library through its catalogue. The cataloguing codes generally used for cataloguing are -

(i) Anglo American Cataloguing Rules (AACR)
(ii) Classified Catalogue Code (CCC)

(iv) Documentation of library material:

According to Bradford Documentation is a process of collecting and classifying all the records of new observation, making them available at need to the discover or inventor. The process of documentation is necessary in organising a library collection. It is a technique being developed for the purpose
of recording, organisation and dissemination of specialised knowledge. According to Dr. S.R. Ranganathan documentation itself is divided into two facts -

(a) Documentation work (Active Documentation).
(b) Documentation Service (Passive Documentation)

Documentation work includes the following:

1. Location and selection of documents,
2. Preparing a list of documents for periodicals, pamphlets, research reports, conference papers, patents standard and thesis or dissertations etc.
3. Indexing of documents,
4. Classification and arrangement of documents,
5. Preparation of author, title and subject indexes etc.

Documentation service includes the works such as

(a) Preparation of documentation lists,
(b) Reprography service,
(c) Inter-library loan service,
(d) Translation service,
(e) Bibliographic service,
(f) Preparation of Abstracts and indexes of articles published in periodicals.

The public libraries in Orissa are following the technical process -

1. Classification Scheme
2. Cataloguing

   DDC

   Dictionary form of Catalogue (AACR-2)
(3) The catalogues are prepared in the ledger, except the state library, Bhubaneswar which prepares the catalogue in card form.

(4) The public libraries in Orissa do not maintain shelf-list and accessioning is done in registers.

46. PRESERVATION OF RESOURCES:

Libraries in general and public libraries in particular have a very important part to play in future development of the social, cultural, educational life and progress in a country. The resources which are collected and preserved by the library such as books, periodicals, reports, newspapers, manuscripts are the life-blood of that library. It is the duty of each and every librarian to store and preserve them in order to ensure that books last for a considerably long period. Even the non-book materials like micro-films, micro-fiches, magnetic discs, magnetic drums and magnetic tapes in which information can be recorded in computerised forms require for preservation humidity-controlled conditions. It is therefore both the book and non-book materials that should be well protected from enemies like insects, water, fire, dust etc. For this purpose techniques like binding, use of chemicals, fumigation, air-conditioning with proper maintenance of temperature and humidity and cleaning are required.

For the long-term preservation of books clean air inside the stock room is required. In order to get clean air, the bacterial recirculation apparatus must be operated inside the
stack room which proves to be effective for preservation of books. Again, to maintain a healthy and hygienic condition to books, heating system should be provided at regular intervals inside the stack room.

Regarding the preservation system followed by the public libraries in Orissa, it is found that proper preservation of reading materials has not been maintained although binding work is being undertaken by commercial binders in case of all the libraries.

In case of the state library at Bhubaneswar, it is maintaining a fumigation chamber and small equipment like vacuum cleaner. There is no separate work schedule for this cleaning system in state library.

47. UTILISATION OF RESOURCES:

The public library is the only institution which gives children, young and grown-up adults the opportunity to keep in touch with their time in every sphere of activity. It is only a real centre of culture propagating human knowledge and dispensing delight which serves as a channel for the spread of ideas and enables the community to spend leisure time more intelligently.

Each and every public library aims at making available to all readers the required references and other documents. For the better and systematic service, the library has to adopt various steps including the time schedule for library services, circulation system and also framing necessary rules.
to the effect of library services. Also, as a social institution the part that the public library has to play in the future will be far greater than what it is today. The number of people who can read is increasing every year and this will surely continue as the campaign to eliminate illiteracy vigorously carried on throughout the world.

(a) **Library Locations:**

The resources of the library can be best used if it is in a proper place. The location of a library should be at a point in the area which is conveniently accessible to the readers. Usually, the centre of a city or town, where people will congregate in large numbers for their daily needs, will be suitable. The idea is that the library should be located in the midst of those who are to use it. A distant location may secure a mere silent atmosphere but it will result in only a few people approaching the library. So it would be always wise to locate it near the town-hall, a river-crossing, the market-place, or a religion centre.

(b) **Library working hours:**

A library should remain open specially at the time when people will be free from their work. The library working hours should be fixed in such a time that they can use maximum leisure time in the library. If the working hours of a library are restricted to a few hours per day, during which the public are working in their avocations, books in the library will remain unused.
So in order to give maximum service to the people, the library should be open ten to fourteen hours a day. A public library should function from 6 a.m. to 5 p.m. and from 5.00 p.m. to 10. 00 p.m.

The state library, Bhubaneswar and the Integrated library, Angul remain open from 10 a.m. to 5p.m. Sunday is the weekly holiday for both the libraries. The rest of the libraries in Orissa are being open in two shifts, such as from 7a.m. to 10.30a.m. in morning hours and 4p.m. to 7.30p.m. in evening hours. In these libraries Monday is being observed as holiday.

(c) Circulation Service:

The circulation section is one of the important sections in a public library. It is the section which disseminates knowledge and information to the mass and the members borrow books from this section for their home reading.

The circulation work involves the following jobs.

(1) Registration of members
(2) Issue, return and renewal of books
(3) Overdue charges
(4) Reservation of books
(5) Inter-library loan service
(6) Work relating to lost and damaged books
(7) Maintenance of circulation statistics and
(8) Maintenance of circulation records etc.
In Orissa, all the public libraries are giving books for reading only inside the library. No home-lending is allowed in the libraries of Orissa. Closed-access system is followed by all the libraries.

(d) **Reference Service:**

One of the important functions of a modern library is the dissemination of information to keep its readers well-informed and up-to-date in their own and related subjects. This function of a library is termed by library scientists as 'Reference Service'. It includes the direct personal aid within a library to persons in search of information.

But in Orissa, the provision of reference service is most unsatisfactory and is almost non-existent in all the public libraries. No library except state library gives bibliography service, indexing service, documentation work and reprography service.

(f) **Extension Programme:**

Library extension is a process of creating and increasing library resources readily available to the users and securing their best use. There should be extension provision in each and every public library to meet the future demands. Extension provision includes two forms such as -

(a) Internal extension work - such as extension of normal work of library (Provision of books,
reference service) to other related and associated fields such as the provision for lectures, exhibitions, film-shows, displays, musical and dramatic activities etc. for children and adults.

(b) External extension work - such as mobile service, break library service.

Some of the public libraries of Orissa are providing the above extension service to the people. The state library, Bhubaneswar sometimes arranges exhibitions, lectures programme. The district libraries of Cuttack, Sambalpur and Kalahandi arrange only exhibitions. Only Angul library is providing mobile service in its area by giving books with the help of bicycles to U.P. Schools and High Schools of Angul Municipal area. The other libraries are not so prompt in this extension service due to lack of financial support.

(g) **Library Rules and Regulations:**

Each and every organisation has certain rules and regulations. Likewise to run a library successfully and efficiently, certain library rules are framed. The rules should assume the character of a sincere invitation of the prospective library patron. The set of library rules should impress on the public that the library is meant for the free use of the community to their advantage.

(h) **Stock Verification:**

The library is a growing organisation and it serves
the community throughout the year. At the end of each year it is necessary to take account of the total stock in order to know the exact copies of books lost, misplaced and not returned. The librarian should check all the total stock in a systematic way or by a physical checking in each year.

Stock verification implies the physical verification of books and other related materials which are procured by way of purchases, exchange or gift. It is an inventory and valuation of books.

Needs of Stock Verification:

The need as well as the importance of stock taking is as follows -

(1) To know the exact position and condition of total stock.
(2) To know how many books have been lost so that they can be replaced immediately.
(3) To know the inherent defects in the management of the library system.
(4) To know how many books have been issued and returned by the readers.

There are different types of method used by different libraries at the time of stock-taking. Those are -

(1) Stock-taking by Accession Register.
(2) Stock-taking by using a separate register with
Accession number.

(3) Stock-taking by preparing separate sheet.
(4) Numerical counting.
(5) Stock-taking by the shelf list.
(6) Combing of stock rectification and stock-taking process.

It is found that stock-taking process is not seriously done by the libraries in Orissa. Only some libraries are taking it seriously. The total number of lost books is very negligible. It is between 0.02% and 1.85% in case of Ex-District Board Library, Balipadar and Sub-Divisional Library, Bargarh respectively.

Every profession has its own Association for the development of its body. Librarianship, although a new profession, also has formed an association to achieve common objectives. The library Association plays a significant role for the library movement in any country or state. The association has been formed at district, state, national and international levels for the development of all the libraries.

A library association has the following five functions to perform:

1. It tries to build up a sense of brotherhood among librarians,
2. It helps to build up and insist into the minds of individual librarians a code on ethics of conduct vis-a-vis their communities,
(3) It makes earnest efforts to raise the standard of training of librarians to enable to perform their task with greater competence and for larger benefit of society.

4. It fights for better conditions of service and

5. It is the standard bearer of library extension in every country where it exists.

In Orissa the following library associations have been formed.

The Utkal Library Association was founded at Nayagarh in Puri District in 1944. This Association aims to seek the following aspects:

(1) To promote library service and to improve upon the activities of the library profession.
(2) To do propaganda for librarianship by organising book exhibitions, lectures, conferences etc.
(3) To improve upon the activities of the profession and the working conditions of the librarians.
(4) To work for the adoption of the library set.
(5) To create and publish professional literature.
(6) To conduct study and research for the advancement of library science.
(7) To work in establishing proper training institutions and conduct research.
(8) To promote bibliographical research and issue bibliographical publications.
(9) To bring its members into close relation with each other, with Government, eminent persons in other fields and the members of library Associations at national and international levels.

(10) To work for the standardization of the catalogue codes and classification schemes.

(11) To find out solutions for the adhoc professional problems.

Another Association named 'The Orissa Association of Academic and Public Library' was established in 1969 at Bolangir, Orissa.

The federation of Indian Library Associations (Orissa Unit) has also done some positive work for the development of libraries in Orissa.

The Indian Association of Scientific and Library Societies established in 1973 has also worked for libraries in Orissa.

The library congress, Orissa (Berhampur) is also trying for a state-wide library movement.

The Utkal Pathagara Sangha established in 1980 is also a strong library association which has organised a number of seminars and symposiums for the improvement on the activities of the library profession.

**********
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06. UNESCO. Librarianship and archives administration. UNESCO, JL Inf. Sc. 1, 4; Dec. 1979; 231.


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