CHAPTER 2

UNIVERSITY LIBRARIES IN ASSAM AND THEIR CATALOGUING SYSTEM

2.1 INTRODUCTION

University library is a library or a system of libraries, established, supported and administered by a university to meet the information needs of its students, scholars, faculty members, etc. and support its instructional, research extension and service programmes. University library is the chief instrument in assisting achieving the objectives of the parent institutions. Resources in the library are collected in order to enable the university to achieve its objectives. A true academic institution is a collection of documents. These libraries preserve and disseminate knowledge among the educated people and all study and research activities could be radiated from them. Ensuring constant availability of information and knowledge for students, scholars and teachers is one of the prime objectives of the university. This task is of two folds, in one of the scale, it is imperative that we conserve our existing resources and at the other that we expand our resources through new acquisitions and technological innovation. A library is more important than a university as a library can function without a university while a university cannot do without a library. The University Grants Committee of United Kingdom had rightly stated (1921) 'the character of efficiency of a university may be gauged by its treatment of its central organ, the library. We regard the fullest provision for library maintenance as the primary and most vital need in the equipment of a university.'
University education implies the need of the art of acquiring the know how of using modern library to the best advantages. According to Wilson and Tauber (1976) the well administered university library directs its activities towards the fulfillment of the functions of the university. By accumulating and organizing books, manuscripts, journals and other materials, the university library serves as an invaluable aid in the conservation of knowledge and ideas and as an active force in the teaching, research and extension programme of the university. A university library aims to function as a dynamic intellectuals workhouse in educational field by dissemination of necessary information as and when required.

Assam, situated in the North Eastern Region of India is one of the seven states of the region. The state is comprised of both plain and hill areas. Mighty Brahmaputra river is flowing through the middle of the state dividing Assam into almost two equal halves. The state is consisted of Brahmaputra valley and Barak valley. Its total area is 78,523 square kilometers.

From ancient times, Assam has a tradition of writing and preserving reading materials in different mediums mainly in the king’s palace and in the houses of the aristocrats of the society. As a major portion of population of the society were illiterate and reading and writing were confined only to the privileged classes, knowledge/ information were communicated verbally among the mass people. The educated people as well as the learned people were like mobile libraries. People used barks of the ‘sanchi’ trees as writing materials and a specific type of ‘ink’ was prepared for writing purposes. A large number of ‘sanchipata puthi’ i.e books prepared on barks of the sanchi tree are found scattered in different parts of the state even now which were produced during ancient days.

In the medieval period, the renowned scholar, saint and reformer, Sri Sankardeva spread his message of ‘Vaishnavism’ by different means, through translating the Sanskrit shastras in
Brajawali Assamese in sanchi barks and spreading contents of these books dealt with religion philosophy, society, etc, organizing 'Namgharas' (prayer halls) and 'Satras' (religious institutions) as knowledge communication centers. These Namgharas and Satras collected manuscripts and preserved carefully. Due to this careful preservation and durability of the barks of trees, these manuscripts are quite legible even today and can be read properly.

During Ahom rules (13th century AD to 1826 AD) there was the tradition of recording historical day to day events and thus keeping records of chronicles which were essential for administrative purpose also. Besides, Ahom kings were also took interest and encouraged writings of books and kept them in royal archives. It is because of royal patronage the 'Assam Buranjis' (Histories of Assam) were being written during Ahom period and in later dates. But due to frequent invasion by forces from outside the state, the rulers of Delhi, and later when the Britishers took possession of the kingdom, Assam had witnessed partial intellectual vacuum for which the later generations had to suffer a lot. Due to the whims of foreign invaders, a good number of documents were either destroyed or sailed to outside the state and also outside the country.

With the establishment of the first public library of Assam in 1903 at Shillong, the then capital city of united Assam (now of Meghalaya) by the Government of Assam, the library movement in Assam in an organized manner has started. With the establishment of Cotton College in 1901, the premier institute of higher learning of North East India, initiation of establishment of college libraries in Assam was found. The Cotton College possessed a very good collection. However, there was no remarkable achievements found in general in this line. It is only after independence of India (i.e. 1947) with the establishment of Gauhati University in 1948, academic library system is found to take shape and the university library system in the state has come to existence in an organized manner.
2.2 UNIVERSITY LIBRARY SYSTEMS IN ASSAM

It is now almost fifty years since India gained independence and more than 40 years since University Grants Commission (UGC) has come into being. There has been a phenomenal expansion of higher education before and after independence with corresponding growth of libraries attached to these institutions. The first three universities in India were established in 1857 at Chennai, Calcutta and Mumbai. During 19th century, there were five universities in India and prior to India's independence (i.e. before 1947), there were 20 universities. Since then, number of universities are growing and as on 1961-62, the number comes to 55. as in 1991-92, it becomes 136 with 114 universities and 22 deemed universities. At present, there are 216 universities including deemed universities (Appendix 1). The rate of growth shows that after independence, about three new universities are established annually in India.

Libraries have to play a vital role for the successful implementation of the academic programmes of a university. Institutions of higher learning greatly depend on the library, its collection, services, and other related factors for satisfying their basic objectives. Different education commissions and committees formed by the Government of India for suggesting measures to be undertaken for the development of education have recognized that development of libraries has an important role in developing educational infrastructures. Radhakrishnan Education Commission on University, 1948-49 holds the library is the heart of all university's work. lectures and tutorials must be supplemented by work in the library. Kothary Education Commission, 1964-66 warns 'nothing could be more damaging to a growing department than to neglect its library or to give it a low priority. On the contrary, the library should be an important center of attraction on college or university campus.' These committees laid different norms for implementation by the universities for developing library activities. On the other hand, growth and development of university libraries in India are found
to be slow, uneven and haphazard in at least one or other aspects. Library collection both in quality and quantity are below average, library services are yet to reach a standard position, library operations are still in traditional ways and so on.

Academic libraries are the part and parcel of the academic institution where they are attached and their services are directed towards the fulfillment of academic activities of the respective academic institution. Pandey (1992: 56) defined academic library as a library attached to an institution engaged in teaching and/or research and imparting formal education to students who aspire to complete a particular course under prescribed syllabus. Academic library differs from public library mainly by its area of jurisdiction. While membership of academic library is restricted to the community of the institution's teachers, students, research scholars, and other members of the institution, public library being the people's university is meant for general public of the society.

The history of development of collegiate and university education in Assam can be traced back to its beginning in 1866 when the first year arts classes were started in Cotton Collegiate school (formerly Gauhati Seminary) and were affiliated to the Calcutta University. But due to continued poor results in the university examinations, the classes were suspended for some years (Barpujari: 1992: 356). At a later date, because of public demands for higher education and interest shown by the people of Assam, Cotton College was established in 1901—the premier college of North Eastern India imparting collegiate education at different levels. Upto 1948, the year of establishment of Gauhati University, there were 15 colleges in Assam and by the end of 2nd Five Year Plan (i.e. till 1961), the number of colleges raised to 41 of which 8 colleges had introduced science stream. Till this date (1997), there are three state universities in Assam, i.e. Gauhati University, Dibrugarh University and Assam Agricultural University, two Central Universities, i.e. Tezpur University and Assam University and also one Indian
Institute of Technology, a deemed university. The state is having quite a large number of colleges in Science, Arts and Commerce and also 3 Engineering Colleges, 3 Medical Colleges, 2 Colleges of Veterinary Sciences, 2 Colleges of Agricultural Sciences, 2 Colleges of Pharmacy, and one each in Fishery Sciences, Home Sciences, Nursing, Dental Surgery etc besides a number of other institutes of various disciplines.

The study has been made on the three universities of Assam, i.e. the Gauhati university, the Dibrugarh university and the Assam Agricultural university as mentioned in the scope of the study earlier. All the universities taken for study have been established after India attained independence. These three universities are playing significant role in the growth and development of the society by conducting formal academic programmes in different spheres, actively engaging personnels in research and developmental works, meeting different academic requirements of the state in particular.

The Gauhati university was established in 1948 and its functions are governed by the Gauhati University Act 1947 (Assam Act XVI of 1947) which was established as an affiliating university as well as with provision of conducting Post Graduate Courses and other higher educational programmes leading to Bachelor, Master, Doctoral and Post Doctoral degrees. The Dibrugarh university was established in 1965 covering its jurisdiction for affiliation to the districts of Upper Assam region. The Dibrugarh University Act (DU Act-1965) has the provision of extending affiliation to the colleges outside its jurisdiction satisfying certain conditions with prior approval of the state government objectives of both the universities are almost same with the provision of faculties of Arts, Science, Commerce, Law, Engineering and Medical Sciences. The other university, Assam Agricultural University was established in 1969, a multi-campus university with its central office at Jorhat. This university was established with the main objectives of conducting academic programmes in Agriculture and
Veterinary Sciences. Besides its Jorhat Campus where College of Agricultural Sciences and Home Sciences are located, the Khanapara Campus has a College of Veterinary Sciences. In recent years, the university has extended its campus to other locations. These are Biswanath College of Agricultural Sciences, North Lakhimpur College of Veterinary Sciences and Raha College of Fishery Sciences.

The Gauhati University Library, (the K.K. Handiqui Library) is named after the famous orientalist Prof Krishna Kanta Handiqui, who happened to be the first vice chancellor of the university, while the Dibrugarh University Library (the L.N. Bezbarua Library) is named after the great Assamese writer, Lakshmi Nath Bezbarua who is honoured and known as 'Rasaraj'. A writer of humorous writings. Though there are libraries at different campuses of Assam Agricultural University, the library at Jorhat campus is the Central Library of AAU and all activities of other libraries are monitored by this Central Library only. Hence, the Central Library has been taken into consideration for this study. The libraries of other campuses of Assam Agricultural University may be treated as branch libraries and discussions of branch libraries has not been made the focal point in the work.

<table>
<thead>
<tr>
<th>Name of the University</th>
<th>Year of establishment</th>
<th>Name of the library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gauhati University</td>
<td>1948</td>
<td>K K Handiqui Library</td>
</tr>
<tr>
<td>Dibrugarh University</td>
<td>1965</td>
<td>L N Bezbarua Library</td>
</tr>
<tr>
<td>Assam Agricultural University</td>
<td>1969</td>
<td>Central Library, Jorhat</td>
</tr>
</tbody>
</table>

A survey has been conducted for collecting information on various aspects of these three university library systems of Assam by distributing questionnaires to all the three university libraries. A detailed discussion has been made and data are analysed to have a clear picture on the present state of art of the university libraries of Assam.
2.2.1 UNIVERSITY LIBRARY USERS: In a university, the university community consists of students, teachers, research scholars, and other employees who are entitled to avail the services. Of course, there are some special categories of readers who may also use the services with certain conditions. Academicians, teachers and students of local colleges, etc may get permission from the library authority to avail library services of a university library with certain restrictions provided that they are able to satisfy the authority about their genuine need of use of the library. Library authorities are found not so rigid in allowing such needy persons to use the library, rather, in practice, it is found that authority welcomes such interested readers for the use of library resources in the particular library.

(i) Users in GU Library: In the questionnaire, individual libraries are requested to provide information on the membership enrollment records for last five years and the GU Library responded accordingly (Table 2.1);

<table>
<thead>
<tr>
<th></th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Members</td>
<td>390</td>
<td>460</td>
<td>480</td>
<td>500</td>
<td>500</td>
</tr>
<tr>
<td>Research Scholars</td>
<td>60</td>
<td>45</td>
<td>50</td>
<td>43</td>
<td>20</td>
</tr>
<tr>
<td>PG Students</td>
<td>1615</td>
<td>1766</td>
<td>1804</td>
<td>1790</td>
<td>1490</td>
</tr>
<tr>
<td>Others</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Total</td>
<td>2145</td>
<td>2351</td>
<td>2414</td>
<td>2413</td>
<td>2090</td>
</tr>
</tbody>
</table>

Table 2.1

Growth of total number of users for last five years has been presented through the following graph (Fig 2.1);
Graphical presentation of growth of users in GU Library during last five years

Composition of users in GU Library: As is evident from the above table, composition of reader’s categories of Gauhati University Library has been presented through the following 'Bar diagram' (Fig 2.2):

Categories of readers ’ in GU Library for last five years
In GU Library, growth of users in different categories during last five years varies one another. In the case of 'faculty member' category, the growth is marginal during first three years while it is stagnant in last two years. It is found in the case of 'research scholars' and 'PG students' categories in declining trend for last three years and in 'other' category, it is stagnant during last five years as is evident from the table. This has resulted over all growth of library users during first three years (1990-1993) and declining trend during last two years (1993-1995).

(ii) Users in DU Library: As compared to the Gauhati University, Dibrugarh University is a new university covering comparatively less area in its jurisdiction. Academic departments are also less in number, though some disciplines like Pharmacology, Applied Geology, etc have been introduced in both bachelor and master levels. Users of DU Library have been found as follows (Table 2.2);

<table>
<thead>
<tr>
<th>Users in DU Library</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Members</td>
<td>174</td>
<td>181</td>
<td>187</td>
<td>198</td>
<td>199</td>
</tr>
<tr>
<td>Research Scholars</td>
<td>52</td>
<td>52</td>
<td>60</td>
<td>58</td>
<td>45</td>
</tr>
<tr>
<td>PG Students</td>
<td>1090</td>
<td>1160</td>
<td>1225</td>
<td>1248</td>
<td>1311</td>
</tr>
<tr>
<td>Others</td>
<td>41</td>
<td>73</td>
<td>97</td>
<td>107</td>
<td>109</td>
</tr>
<tr>
<td>Total</td>
<td>1357</td>
<td>1466</td>
<td>1569</td>
<td>1611</td>
<td>1664</td>
</tr>
</tbody>
</table>

Table 2.2

Growth of total number of users for last five years has been presented through the following graph (Fig 2.3);
Graphical presentation of growth of users in DU Library during last five years

Composition of users in DU Library: As in the case of GU Library, in DU Library also, composition of readers' categories have been presented through the following 'Bar diagram' (Fig 2.4).

Categories of readers in DU Library for last five years
In DU Library, except in 'research scholar' category, all other categories have shown marginal increase of number of users during last five years. In case of 'research scholars', though during 1990-1992, number have increased, during 1992-1995, it is declining. The table indicates total number of users are steadily growing.

It is found that the trend of growth of number of library users is natural, which is steadily growing. It is because, intake capacity of existing departments increases and new departments have been introduced which are directly related on the growth of library users.

(iii) Users in AAU Library: The Assam Agricultural University has both Post Graduate and Under Graduate courses of studies besides Post Masters' courses. That is why, users in AAU Library consists along with others, Undergraduate students also. However, in the study, both under graduate and post graduate students have been grouped in one category only. The following table (Table 2.3) gives composition of users for last five years.

<table>
<thead>
<tr>
<th>Users in AAU Library</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Members</td>
<td>617</td>
<td>677</td>
<td>699</td>
<td>724</td>
<td>789</td>
</tr>
<tr>
<td>Research Scholars</td>
<td>176</td>
<td>180</td>
<td>183</td>
<td>190</td>
<td>197</td>
</tr>
<tr>
<td>Students</td>
<td>1108</td>
<td>1122</td>
<td>1122</td>
<td>1125</td>
<td>1168</td>
</tr>
<tr>
<td>Others</td>
<td>519</td>
<td>550</td>
<td>569</td>
<td>572</td>
<td>596</td>
</tr>
<tr>
<td>Total</td>
<td>2420</td>
<td>2529</td>
<td>2573</td>
<td>2611</td>
<td>2750</td>
</tr>
</tbody>
</table>

Table 2.3

Growth of total number of users for last five years has been presented through the following graph (Fig 2.5);
Graphical presentation of growth of users in AAU Library during last five years

Composition of users in AAU Library. As mentioned, both under graduate and post graduate students form 'Students category' in AAU Library. The composition of readers of Assam Agricultural University library has been presented through the following Bar diagram showing also growth of library users (Fig 2.6);

Categories of readers in AAU Library for last five years
Different categories of library users in AAU Library have shown a regular trend of growth in number. In 'Other' category, the number is found to be higher as compared to GI and DU. This is because, the AAU has number of 'Research Stations' scattered all over the state, the field members of those stations are also eligible to avail library services. They have been included in this category.

The trend of growth in number of library users in the specified universities is not encouraging. It is observed, among others, that all university students are not found to be enrolled themselves as library members. This is certainly not a healthy sign for the proper development of the library and the academic society. Optimum utilization of library resources by all its members is always a deciding factor for success of the library and the present situation needs to be improved.

It is important that library users should be taken into consideration for any future plan, the potential library users forming all categories of the university community including faculty members, students, etc, are always expected to become the actual users of the university library. Use of library collection has a direct relation with the ratio of potential users and actual users. When the gap between these two is minimized, it indicates maximum utilization of library resources.

The situation of library use by its users in the three university libraries is not encouraging. Following table shows the use of library service in the form of average daily library visitors. Data have been collected in two approaches 'During class days' and 'During class holidays'. 'Class holidays' includes summer vacation, puja vacation, examination days, etc during which period, the libraries are functioning normally (Table 2.4).
Average daily attendance

GU Library  DU Library  AAU Library

During Academic working days: 250 (12%)  300 (18%)  93 (03%)
During Academic holidays : 150 (07%)  115 (07%)  30 (01%)

Table 2.4

The data have been provided by the individual library from the records of 'visitors' register'. It is found that, in GU library, only about 12% and in DU library, about 18% library users are actual users while in case of AAU library, only about 03% are actual users. This clearly indicates the vast gap between potential and actual library users reflecting a gloomy picture on the use of libraries. This is because of various reasons, some of which may be poor and inadequate collection, poor library service, no proper mechanism to identify document and retrieve information facilitating study and research, academic courses not incorporated to library use, poor reading habits, etc. To improve the situation which is now in a very deteriorating position, proper planning for the use of library service is the need of the hour failing which vast wastage of resources would continue as of today.

2.2.2 UNIVERSITY LIBRARY COLLECTION: Library collection are to be developed in a university library in such a way that it reflects the basic objectives of the university. Various forms of reading materials like books, periodicals, manuscripts, etc. are to be so constituted and organized so as to provide direct support to the instructional programmes. The resources should be of requisite size, scope and quality. A university library also is always serving the needs of the people who are directly involved in R & D works. The collection
should contain recent publications in order to make the users aware of the recent developments in different fields of studies.

Library resources is an important factor in any study of a library system. Both quality and quantity of library resources play important part in maintaining standard of a library. Each library authority is to give proper weightage in various aspects of collection development of the library. Respective libraries have to take steps for proper selection and other necessary aspects in this regard. Role of librarians is also very important to develop a balanced collection.

Today, reading materials are published in various forms. Classification of literature in various forms are being made considering several factors like mode of production i.e. books or periodicals etc, type of production like manuscripts or reports etc. On the basis of available categories of publications in the university libraries of Assam, the collection have been grouped according to the following:

- Books;
- Periodicals (Bound);
- Periodicals (Current);
- Manuscripts;
- Reports;
- Special collection (may be books, periodicals, to meet specific needs or covering specific field, etc);
- Theses and dissertations;
- Others.

Among the university library reading materials, theses and dissertations submitted by the university students and scholars as part of their academic requirements are unpublished documents (mostly in typed form) forms a large portion of the collection.

In the libraries of Gauhati University, Dibrugarh University and Assam Agricultural University, due stress is found to be given in order to have a proper collection of various categories of reading materials. But, their growth is found to be uneven. This may be for low
or non proportional allotment of budget or exorbitant price escalation, etc. An analysis of data of the three libraries will enable us to have a proper knowledge on the existing library collection and growth rate for last five years.

(i) Collection in GU Library: Gauhati University library collection has been shown in the following table (Table 2.5):

<table>
<thead>
<tr>
<th></th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>183.8</td>
<td>184.3</td>
<td>185.4</td>
<td>186.2</td>
<td>192.2</td>
</tr>
<tr>
<td>Periodicals (Bound)</td>
<td>30.5</td>
<td>30.9</td>
<td>32.0</td>
<td>32.5</td>
<td>32.9</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Reports</td>
<td>4.4</td>
<td>4.4</td>
<td>4.4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>Special collections</td>
<td>7.6</td>
<td>7.6</td>
<td>7.6</td>
<td>7.6</td>
<td>7.6</td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>4.9</td>
<td>5.3</td>
<td>5.3</td>
<td>5.4</td>
<td>10.2</td>
</tr>
<tr>
<td>Others</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.7</td>
</tr>
<tr>
<td>Total</td>
<td>235.8</td>
<td>237.1</td>
<td>239.3</td>
<td>240.8</td>
<td>252.1</td>
</tr>
</tbody>
</table>

Current periodicals
- Indian: 76, 100, 148, 86, 44
- Foreign: 286, 280, 217, 264, 230

Table 2.5

The total growth of library collection for last five years is viewed from the following graph (Fig 2.7):

Growth of GU Library collection
Following figure representing different categories of reading materials in the GU Library during last five years (Fig 2.8):

Different categories of reading materials in GU Library during last five years

There is gradual growth of library collection in GU Library. About 80% of the total collection is books and 13% is periodicals. The special collection is the "K.K. Handiqui Collection" which was the personal library donated by Prof. K.K. Handiqui, who was the first vice chancellor of Gauhati University and a renowned orientalist. Because the special collection is the personal library collection, number of volumes always remain same i.e. 7,6 thousand. In case of manuscripts, reports and other categories of collection, there are almost no growth, while number of theses and dissertations increases during 1993-94 to 1994-95.

In the library, subscription of current periodicals, which is one of the most important elements in a university library for study and research, (Table 2.5) is found to be insufficient and trend is uneven.
Collection in DU Library: From the data available, the Dibrugarh University Library is having lesser categories of reading materials. These are Books, Periodicals (bound), Current periodicals. The library is also having a number of 'Special Corners' namely, NE Corner, Women Corner, Tai Corner, etc, which are unique corners enhancing library credibility. Different collections of the DU Library is found to be as follows (Table 2.6).

<table>
<thead>
<tr>
<th>(In thousands)</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>126.1</td>
<td>128.0</td>
<td>131.0</td>
<td>136.2</td>
<td>136.3</td>
</tr>
<tr>
<td>Periodicals (Bound)</td>
<td>14.7</td>
<td>15.4</td>
<td>16.1</td>
<td>16.9</td>
<td>16.9</td>
</tr>
<tr>
<td>Special collections</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>5.6</td>
<td>5.6</td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>1.0</td>
<td>1.0</td>
<td>1.0</td>
<td>1.1</td>
<td>1.3</td>
</tr>
<tr>
<td>Total</td>
<td>141.8</td>
<td>144.4</td>
<td>148.1</td>
<td>159.8</td>
<td>160.1</td>
</tr>
</tbody>
</table>

Current periodical
Indian : 223 211 211 211 221
Foreign : 364 361 349 349 349

Table 2.6

The total growth of library collection during last five years has been shown in the following graph (Fig 2.9):

Growth of DU Library collection
Following figure representing different categories of reading materials in the DU Library during last five years (Fig 2.10);

**Different categories of reading materials in DU Library during last five years**

![Graph showing different categories of reading materials](image)

In DU Library, 84% to 88% of total collection is books while about 10% is bound periodicals. Number of volumes of books and bound periodicals have increased marginally during these five years while special collection is in static position and in the case of theses and dissertations, there is no growth during the period.

Current periodicals subscribed by the library is proportionately more than GU Library. The library has maintained the regularity of periodical subscription during last five years as is evident from the table (Table 2.6) both Indian journals and foreign journals which is a very positive sign for the Dibrugarh University library in comparison to other two university libraries.
(iii) Collection in AAU Library: As mentioned earlier, the Assam Agricultural University is a multi-campus university scattered in different places of Assam. But the study has been made on the Central Library located at its main campus, Jorhat, treating libraries at other campuses as Branch Libraries which are not the focal point in this study. Library collection in AAU Library for last five years has been shown below (Table 2.7).

<table>
<thead>
<tr>
<th>(In thousands)</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>71.9</td>
<td>72.7</td>
<td>74.1</td>
<td>74.9</td>
<td>75.6</td>
</tr>
<tr>
<td>Periodicals (Bound)</td>
<td>6.4</td>
<td>6.5</td>
<td>6.5</td>
<td>6.5</td>
<td>6.6</td>
</tr>
<tr>
<td>Reports</td>
<td>3.1</td>
<td>3.4</td>
<td>3.6</td>
<td>3.8</td>
<td>3.9</td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>0.7</td>
<td>0.8</td>
<td>0.9</td>
<td>1.0</td>
<td>1.0</td>
</tr>
<tr>
<td>Others</td>
<td>1.7</td>
<td>1.8</td>
<td>1.8</td>
<td>1.8</td>
<td>1.9</td>
</tr>
<tr>
<td>Total</td>
<td>83.8</td>
<td>85.2</td>
<td>86.9</td>
<td>88.0</td>
<td>89.0</td>
</tr>
</tbody>
</table>

Current periodicals

<table>
<thead>
<tr>
<th></th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indian</td>
<td>120</td>
<td>124</td>
<td>124</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Foreign</td>
<td>87</td>
<td>87</td>
<td>87</td>
<td>35</td>
<td>35</td>
</tr>
</tbody>
</table>

Table 2.7

The total growth of library collection during last five years can be viewed from the following graph (Fig 2.11):

Growth of AAU Library collection
Following figure (Fig 2.12) representing different categories of reading materials in the AAU Library during last five years.

**Different categories of reading materials in AAU Library during last five years**

![Collection Forms Chart](image)

As found, there is gradual growth of library collection in AAU Library also. Of the total collection, 85% to 86% are books and 7% to 8% are bound periodicals. There is almost no growth of collection in 'other' categories of reading materials during the last five years in AAU Library.

Journals subscribed during these years is found to be very less (Table 2.7) and the situation has to be improved by subscribing more national and foreign journals in order to extend proper service to the university library users.

The university library caters to the reading needs of the university community, students, teachers, research scholars, etc. It also tries to meet their needs for non-curricular, parallel and recreational studies and collects adequate materials for reference and research needs. A balanced collection conforming to the academic programmes run by the university is always necessary. At the same time, the collection should be as properly organized as possible in
order to get access to every item by users. This organization of resources implies proper classification and cataloguing.

No library can claim that its collection is enough to fully meet the demands of its readers. Besides books, current periodicals subscribed by the three university libraries fall far short in order to satisfy readers of these libraries. Considering various factors, we are not at all hopeful that the libraries could subscribe sufficient number of journals specially during these days where financial constraints stand as a major barrier. Libraries have to think the situation seriously for proper resource sharing among libraries to overcome this complex situation. Automation would result enhancement of resource sharing capabilities among the libraries at local, regional, national and even international levels. However, the position of the DU library is found to be comparatively better than the other two university libraries.

2.2.3 UNIVERSITY LIBRARY BUDGET: A budget is an estimate of the revenue and expenditure for the session in concern. Estimates of possible amount of income and expenditure are made and attempts are made that income and expenditure are balanced.

The Gauhati, Dibrugarh and Assam Agricultural Universities are the state universities. These universities are getting financial support from the state government. The University Grants Commission also is extending financial support to GU and DU while Indian Council of Agricultural Research (ICAR) is extending financial support to AAU. All the three universities are mobilizing their own resources and a small portion of fund comes from such internal sources in the form of membership fees. The GU and DU being the affiliated universities, receive some financial support from the affiliated colleges also like affiliation fees, etc. Donations from individuals and organizations including in the form of 'endowment' are also sources of income of the universities.
With the financial hardship as prevailed in all departments due to market economy, higher education system in Assam as well as in India has suffered a lot. Because of budget cuts in every area, the university libraries are the worst sufferers. Moreover, due to a large amount of library budget needed to be allotted to staff salary, the library services have to face hardship in maintaining the pace of development in all required areas.

(i) Budget for GU Library: As evident from the data available, the budgeted provision of the GU library for the last five years is as follows;

<table>
<thead>
<tr>
<th>GU library budget</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (in thousands):</td>
<td>2194.9</td>
<td>2513.5</td>
<td>2200.0</td>
<td>3036.0</td>
<td>3385.0</td>
</tr>
<tr>
<td>Books (in %)</td>
<td>9.1</td>
<td>4.1</td>
<td>9.3</td>
<td>8.2</td>
<td>7.3</td>
</tr>
<tr>
<td>Current periodicals (in %)</td>
<td>9.0</td>
<td>8.1</td>
<td>1.4</td>
<td>0.6</td>
<td>0.9</td>
</tr>
<tr>
<td>Staff salary (in %)</td>
<td>79.1</td>
<td>81.5</td>
<td>82.0</td>
<td>88.4</td>
<td>87.7</td>
</tr>
<tr>
<td>Others (in %)</td>
<td>2.8</td>
<td>6.3</td>
<td>7.3</td>
<td>2.8</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Table 2.8

Though there is growth of library expenditure in GU during 1990/91 to 1991/92 and during 1992/93 to 1994/95, it shows downward trend during 1991/92 to 1992/93. It is seen that a lion’s share of the budget has been taken by the staff salary head. Percentage of expenditure in books and periodicals is not in conformity with the present practice in most Indian university libraries. The growth can be studied with the following graph (Fig. 2.13).
Graph showing the budget position of GU Library

Expenditures in different heads are represented by the following 'Bar diagram' for last five years (Fig 2.14).

Budgeted expenditure of GU Library
Of the above heads 'Others' includes expenditure on binding, office stationeries, postage, etc. The huge expenditure included for staff salary is a major point inviting serious thought by the library managers. Automation in day to day operations of the library may save some amount spent for repetitive manual work for buying necessary reading materials and extending other important services.

(ii) **Budget for DU Library**: The Dibrugarh University Library budget have been prepared where no regular budgeted provision is made for book purchase. On personal enquiry, it is informed by the librarian that there is no regular book grants. The university sanctions and releases certain amount time to time as non recurring grant for book purchase. The impression is that, amount sanctioned is not at all sufficient and need to be increased to meet the users' needs. Following table (table 2.9) shows the expenditures of the DU Library in different heads.

<table>
<thead>
<tr>
<th></th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (in thousands)</td>
<td>3106.0</td>
<td>5356.0</td>
<td>6335.0</td>
<td>9183.0</td>
<td>7902.0</td>
</tr>
<tr>
<td>Books (in %)</td>
<td>-</td>
<td>14.0</td>
<td>7.9</td>
<td>5.4</td>
<td>0.6</td>
</tr>
<tr>
<td>Current periodicals (in %)</td>
<td>68.2</td>
<td>62.8</td>
<td>66.3</td>
<td>68.3</td>
<td>74.9</td>
</tr>
<tr>
<td>Staff salary (in %)</td>
<td>29.5</td>
<td>20.8</td>
<td>22.1</td>
<td>22.7</td>
<td>21.7</td>
</tr>
<tr>
<td>Others (in %)</td>
<td>2.3</td>
<td>2.4</td>
<td>3.7</td>
<td>3.6</td>
<td>2.8</td>
</tr>
</tbody>
</table>

Table 2.9
Graph showing the budget position of DU Library

Expenditures in different heads are represented by the following 'Bar diagram' for last five years (Fig 2.16).

Budgeted expenditure of DU Library
There should be budgeted provision for purchase of books in the library. Due to absence of such provision, book purchase of the DU Library depends on the mercy of the authority, which results in arbitrary nature in expenditure. As found there was no fund during 1990-91 while it is only 0.6% of total expenditure during 1994/95. The situation needs to be improved remarkably. However, the DU Library has spent in subscribing current periodicals proportionately more amount while expenditure in staff salary head is found to be less which is a positive signal. In 1990/91, due to non availability of fund in book purchase head, the percentage of expenditure in staff salary head is found to be higher as compared to other financial years.

(iii) Budget for AAU Library: Assam Agricultural University has separate budget for its Central Library and Branch Libraries scattered all over the state. The following table (Table 2.10) shows the AAU library budget for last five years.

<table>
<thead>
<tr>
<th>AAU library budget</th>
<th>90-91</th>
<th>91-92</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total (in thousands)</td>
<td>2616.0</td>
<td>3350.0</td>
<td>3629.7</td>
<td>3760.4</td>
<td>3740.5</td>
</tr>
<tr>
<td>Books (in %)</td>
<td>-</td>
<td>23.9</td>
<td>22.0</td>
<td>13.7</td>
<td>10.7</td>
</tr>
<tr>
<td>Current periodicals (in %)</td>
<td>34.8</td>
<td>27.2</td>
<td>25.0</td>
<td>24.1</td>
<td>24.3</td>
</tr>
<tr>
<td>Staff salary (in %)</td>
<td>55.3</td>
<td>43.6</td>
<td>48.0</td>
<td>59.0</td>
<td>61.3</td>
</tr>
<tr>
<td>Others (in %)</td>
<td>9.9</td>
<td>5.3</td>
<td>5.0</td>
<td>3.2</td>
<td>3.8</td>
</tr>
</tbody>
</table>

Table 2.10
Expenditures on different heads in these years have been shown in the following figure through 'Bar diagram' (Fig 2.18).

As found, the budget for the year 1994/95 have shown marginal growth. It is because of financial constraints faced by the university during this year. When there is some sort of
financial crisis, it is always the university library which becomes the worst sufferer. It is important to note that there is always a steady growth in staff salary head but in that year (1994/95) this head is also slightly increased and is very unnatural. The AAI engaged some workers on daily wage basis and because of financial problems, those daily wage workers are being retrenched from their services resulting in this situation of this particular head during this financial year.

Dr S R Ranganathan had suggested (1965: 319) that the proportion for allocation of budget to staff salary, book grant and miscellaneous item should be as book grant 40%, staff salary 50% and miscellaneous 10%. The Parry Committee (UGC-UK 1968 151-52) had forwarded the following norms for balancing the budget proposals in a library, the rate between book grant and salary should be at the order 50:50. It is evident from the budgets of the three university libraries of Assam that no such suggestions are found to be followed by them. In contrast, staff salary in GU Library ranges from 79% to 87% and in AAI Library it ranges from 55% to 61%. The position in DU Library is found to be better (maximum 20%) besides, overall budgetary allocation in DU is found to be comparatively better than that of other to concerned universities. In the case of current periodicals subscription also the suggested ratio of budget allocation between books and periodicals has not been adhered to.

In view of increasing cost of foreign periodicals due to increasing rate of foreign exchange standard norm of budget allocation has been modified in most of the Indian universities. This may need further modification when resource sharing through INFLIBNET may be initiated. By introducing library automation in performing library activities replacing manual operations and services where ever possible in a phased manner would improve the situation and then only a proportionate budget is expected to be possible for proper spending of library expenditures.
2.2.4 UNIVERSITY LIBRARY SERVICES. A library is regarded as a service organisation. Its aim is to facilitate utilization of available resources by users. A university library reflects the overall development and state of the art of the university. Since the library is referred to as the heart of the institution and plays a major role in meeting the objectives of the university, the very function of a university library is to perform as an agent in spreading and developing the knowledge in proper perspectives. It develops judicious collection acts in proper dissemination, encourages in developing reading habits and becomes an academic workplace to attain these objectives. The organization of library services should be made most scientific and attractive in order to make it a real workhouse of academic community.

Following readers' services have been identified which are expected to be offered by the university libraries in modern times. Individual libraries have responded on the existing services which are available at present.

<table>
<thead>
<tr>
<th>Library services offered in the three university libraries of Assam</th>
<th>GU Library</th>
<th>DU Library</th>
<th>AAU Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Circulation Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(b) Reference and Information Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(c) Inter Library Loan</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(d) Periodical(current) Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(e) Current Awareness Service</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>(f) SDI Service</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>(g) Reprographic Service</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(h) Translation Service</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>(i) Any other Service(s) User education</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Table 2.11

The three university libraries, GU, DU and AAU are offering circulation service and reference and information service in a normal process through traditional manual system. Reprographic service is also introduced in all the libraries. No library has yet introduced SDI.
and translation services in its programmes. Of late, both GU and AAL have introduced current awareness service in a very limited way by preparing current content lists of periodicals. The GU Library offered CAPS (Contents, Abstracts and Photocopies Services) of INSDOC to its readers which is also an important additions in offering CAS in GU library.

Inter Library Loan service which is very time consuming in present form and also expensive, is available only in name sake. Readers are not found to be much aware of the existence of this service and the libraries also have not shown interests on providing this service to the readers.

In users' education programme, at the beginning of each academic year, students of different courses of the universities have been instructed on the use and services available in the library and also on the rules and regulations of library. University libraries have shown some willingness to work for improvement of library services standard. However, there are many things to be done in order to make the library a real workhouse of academic community for maximum use of its existing library resources.

2.3 CATALOGUING SYSTEM

Catalogue is a technique by which the bibliographical elements of every document acquired by a library are recorded in a standard format according to a set of rules and procedures. When the respective records representing different documents are organized systematically to form a retrieval file it becomes a library catalogue. Harrod (1977: 168) defines catalogue as 'a list of books, maps, or other items, arranged in some definite order', records, describes and indexes (usually completely) the resources of a collection, a library or a group of libraries', while Chambers dictionary (1995: 267) defines catalogue as 'a systematic list of names, books, pictures, etc'.
Catalogue, in simple terms, may be stated as a list of books and other reading materials in a particular library or a group of libraries arranged in a recognized order and containing specific items of bibliographic information presented in a given form. While cataloguing is a technique, a library catalogue is a tool.

Frequently, the terms catalogue and index are confused. Index continues the work of catalogue. The catalogue leads a reader to particular book or collection, and the index to that book or collection guides him/her to the exact piece of information that he/she requires. An index supplements a catalogue.

Bibliography is also an organized list of documents indicating similarity with that of catalogues, but bibliography is not confined to the holdings of a library or a group of libraries. Library catalogue can serve as a bibliography while a bibliography cannot serve as library catalogues. Cataloguing is confined to a collection or a group of collection. So, it is a retrieval tool. Bibliography is confined to a specific field but not to any collection or a group of collections. So, it is inventory. Robinson (1966: 12) states "The aim of bibliography is to assist an inquirer in discovering the existence or determining the identity of books or other documentary material which may be of interest to him".

Library classification arranges materials on the shelves in a helpful sequence providing an access approach through subject. However, in a library catalogue, users are likely to get documents through the variety of approaches with the provision of various kinds of entries. Whatever might be the arrangements on the shelves, a well made catalogue is able to identify and retrieve the documents successfully under any approach a user is trying.

Catalogues enable readers to know the library resources, which may be prepared in different physical forms. Those forms may be conventional book form, sheet form or card form or in a non-conventional form like micro fiche or micro film or machine readable form.
etc and aid him in finding out whether the documents of his interest are available in the library or not.

As far back as in 1876, Charles Ammi Cutter in the first edition of 'Rules for a dictionary catalogue' defined the functions of library catalogue as:

1. Enables a person to find a book of which the author or title or the subject is known.

2. Shows what the library has: by a given author, on a given subject or in a given kind of literature;

3. Assists in the choice of a book; as to its edition, as to its character.

This statement is still valid in categorizing the functions the catalogue should perform.

Firstly, a catalogue is to inform the availability or non-availability of a particular document in the library. Author, title and subject entries have to be prepared to satisfy this in addition to the number of added entries. Secondly, a catalogue has to show what the library has. Listing of all the works of a library with various entry elements will satisfy the functions of library catalogue in proper perspectives.

For satisfying the third function, a descriptive catalogue is suggested in order to have a detailed description of each library material. In doing so, inclusion of unnecessary information in a catalogue entry should be avoided as guided by law of parsimony which suggests that information should be included in a catalogue entry with proper justification in order to save money and man hour. The Classified Catalogue Code of Dr S R Ranganathan has satisfied the canon while suggesting for entry of items in a catalogue records in manual cataloguing system.

Considering the present trend of automated catalogue in an online environment where access of information could be had from a remote database, the document in question may not be there but only the information of the book being available. Importance of descriptive catalogue has increased sufficiently.
That the catalogue has to be well made is beyond controversy. The extent of the use of the library resources depends greatly upon the quality of a library catalogue. A comprehensive catalogue enhances the reputation of a library. On the other hand, incomplete or poor catalogue mars the reputation, misguides not only users but also reference librarian, book selection expert, and other library staff. Whatever may be the approaches of the library users, library catalogue should convey fully relevant information regarding the items in question to meet the reader's specific query.

2.3.1 CATALOGUE CODES USED: Catalogue codes are set of rules for guidance of cataloguers in preparing catalogue entries so as to ensure uniformity in treatment. Catalogue codes of the recent years reflect greater awareness of present day needs and are attempting to formulate rules on scientific basis. These codes are increasingly adopting principles of cataloguing in explicit manner for the purpose of laying down rules. Harrod (1977:169) defines catalogue code as 'a set of rules for guidance of cataloguers in preparing entries for catalogues so as to ensure uniformity in treatment. Such codes may include rules for subject cataloguing and for filing and arranging entries'.

The history of cataloguing can be considered from several aspects. Notable contributions are made by librarians, also influenced by institutions, societies, conferences for developing the catalogues codes. If rules suggested by the codes have not been adopted in preparation of catalogue entries, the cataloguer would make individual decision for each document catalogued and inconsistencies would be inevitable. There would be inconsistencies for the same type of authors unless there is catalogue code upholding uniform practice.

Construction of early catalogue was based on tradition inherited in individual libraries. They were prepared only by rule of thumb without taking into consideration the functions to
be performed by a catalogue. It was only about hundred years ago that attempts were made to
systematic catalogue practice and formulate a code for cataloguing documents. Anthony
Panizzi is regarded as the first person who with his assistants at British Museum codified rules
for cataloguing by preparing a formal code of rules.

In the middle of 19th century, Anthony Panizzi who was the central figure in the battle
of rules' developed the famous 91 rules for the British Museum catalogue in 1841. The code
was designed for an alphabetical catalogue arranged primarily for an alphabetical sequence.
This was the beginning of modern cataloguing system. It had a great influence directly or
indirectly on later codes.

In 1852, Charles Jewet developed a code consisting of 39 rules and was developed in the
Smithsonian Institute. This code may be considered a landmark in the history of cataloguing.
The code incorporated further the principle of corporate authorship more than Panizzi,
entering all corporate bodies directly under their names.

In the year 1876, Charles Ammi Cutter published "Rules for dictionary catalogue". It
was the first American code receiving recognition. The code goes beyond the practice of a
single library and is the first complete code for preparation of catalogue. It is the only code
which attempts to provide rules in a systematic and exhaustive manner based on principles for
the preparation of all the entries required for a dictionary catalogue. Rules for author, title,
subject and form entry as well as description and filing of entries are included and reasons for
each rule are stated. In case of subject catalogue, it was first Cutter who had introduced a
significant degree of control to vocabulary for retrieval of information and attempted to
establish a generalised practice for alphabetical subject headings.

Between 1841 to 1900, a large number of catalogue codes were brought out. The British
Museum Rules, Bodelian and Cambridge Codes are some of them. Besides, the following are
the catalogue codes that are getting due importance from the cataloguers in preparation and
maintenance of their cataloguing activities of respective libraries

<table>
<thead>
<tr>
<th>Anglo American Code</th>
<th>AA Code 1908</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vatican Code</td>
<td>--- 1927</td>
</tr>
<tr>
<td>Classified Catalogue Code</td>
<td>CCC 1934</td>
</tr>
<tr>
<td>ALA Cataloguing Rules for author and title entries</td>
<td>ALA Code 1949</td>
</tr>
<tr>
<td>Anglo American Cataloguing Rules, Ed 1</td>
<td>AACR 1 1967</td>
</tr>
<tr>
<td>Anglo American Cataloguing Rules, Ed 2</td>
<td>AACR 2 1978</td>
</tr>
</tbody>
</table>

(i) AACR and CCC: Although different catalogue codes are published, University libraries of India follow the Anglo American Cataloguing Rules (first, AACR 1 and then AACR 2) or the Classified Catalogue Code (CCC).

The first International Conference on Cataloguing Principles (ICCP) was held at Paris in 1961 to resolve international consensus to have a common cataloguing rules. The Anglo American Cataloguing Rules (AACR) is prepared and produced following the recommendations of this conference which was published in 1967 in two texts, the British text and American text. The second edition of AACR, as combined text of the earlier two texts, came out in 1978. With the publication of AACR 2, practices of cataloguing rules have become flexible and cataloguing standard has been remarkably improved. Provision of rules in AACR 2 are made to conform to introducing computer in library catalogue. Manually operated catalogues, practised in University libraries in India following AACR 1 have now changed over to AACR 2 in a phased manner. The three university libraries of Assam, Gauhati, Dibrugarh, and Assam Agricultural Universities though earlier followed different codes like AA Code and ALA Code are now preparing their catalogues as per AACR 1 and the Gauhati and Assam Agricultural Universities have now shifted to AACR 2 while the Dibrugarh University is still following AACR 1.
Dr S R Ranganathan's Classified Catalogue Codes (CCC) with additional rules for dictionary catalogue was published in 1934. The latest edition (5th edition) was published in 1964. CCC has several distinguishing features. The remarkable one is that its rules are based on the normative principles. CCC is used in some of the university libraries in India. In North East India, the Manipur University Library follows CCC.

Though the catalogue based on CCC provides enough information for identification of the documents, in view of recent developments, it is desirable that CCC should be revised to incorporate the provisions of the International Standard Bibliographic Description (ISBD) which owe their existence to International Federation of Library Associations and Institutions (IFLA). CCC, as it describes documents very briefly due to advantages of open access system, can not be helpful in online data retrieval for resource sharing. Moreover, as no rules are provided for cataloguing of non-book materials, it is also necessary to incorporate rules for cataloguing non-book materials in CCC.

Layouts (modified) of the main entry cards of simple book as per AACR-2 and CCC are traced below to identify the distinguishing features of the entries in a catalogue record

**Layouts (modified) of Main Entry**

**AACR 2**

- **Call No**: Author's name (Surname first). 
  - Title proper: Other title information/
  - Statement of responsibility of title. -
- **Acc No**: Edition statement/Statement of responsibility to the edition. - Imprint (Place: Publisher, Year).
  - Collation (Pages including preliminary pages, Illustration etc. and size). -
  - (Series note/ Statement of responsibility of series no).
- ISBN
- Note (s)
- Tracing
There are several different features in AACR and CCC. Fields like imprint, collation, etc. are identified and incorporated as per AACR in the catalogue entries while these fields are ignored in CCC. In CCC, the entries are very brief as compared to AACR. Call Number of document is the most important field in CCC and the Main entry is the Call Number (Class Number and Book Number and Collection Number) entry of the catalogue. Both AACR and CCC recognize the importance of added entries in catalogue. Unit cards have been used in AACR for preparation of both Main entry and added entries. If the work is by joint author, translator, editor, compiler, etc., AACR suggests to prepare added entries to meet the user's needs under specific access points. Provision of added entries under title, subjects, series are also there. Either SLSH (Sears List of Subject Headings) or LCLSH (Library of Congress List of Subject Headings) has been used for subject entries as per AACR.

CCC suggests five types of entries: one Main entry and other four added entries. They are Book Index entry, Cross Reference entry, Class Index entry and Cross Reference Index entry. Added entries for joint author(s), translator(s), compiler(s), title, series, etc. makes Book Index entry. In case of changed names like pseudonym, married women, etc. and their reference are in Cross Reference entry. References made for series editor, etc. termed as Cross Reference Index entry. In CCC Class Index entry is alphabetically subject entry derived mechanically from the class number assigned to the document, the process is known as chain.
60

Added entries prepared for each of the item are to be traced in the tracing section of the Main entry card in both AACR and CCC.

2.3.2 CATALOGUES IN UNIVERSITY LIBRARIES OF ASSAM. A number of catalogue codes are found to be used by the university libraries of Assam, the most used being the ALA code, CCC, AACR-1 and AACR-2.

The GU and AAU Libraries are preparing their catalogues as per AACR-2 while the DU Library is preparing as per AACR-1.

Catalogue codes used in the university libraries:

- Gauhati University: AACR-2 (also CCC for its Bound periodical section)
- Dibrugarh University: AACR-1
- Assam Agricultural University: AACR-2

Catalogue codes used in the university libraries prior to the present code:

- Gauhati University: ALA code then AACR-1
- Dibrugarh University: ALA code
- Assam Agricultural University: ALA code then AACR-1

No library is following the code fully. Libraries are selecting some basic rules from the respective codes practised and prepared catalogue entries resulting in much inconsistencies in preparation and use of catalogues.

The most interesting fact is that the catalogue boxes of the university libraries are having entries prepared on the basis of different codes. Libraries when switched over to a new code and catalogue entries prepared already according to codes used earlier have not been identified and withdrawn. In such case, application of code in preparation of catalogues is rather creating problems instead of making the catalogue a basic tool for retrieval of library resources. No uniformity could be maintained, so no guidance to users becomes effective.
Use of card catalogues: The three university libraries of Assam, Gauhati University, Dibrugarh University and Assam Agricultural University libraries are using card catalogues. The card catalogue of (5" x 3") is the most common form of catalogue used in Indian university libraries. As found in the present situation, this form has significant advantages compared to other forms of manual catalogue. The most obvious is that individual cards can be filed in the catalogue cabinets as soon as the catalogue entries have been prepared for the individual items on their arrival at the library, and thus the card catalogue becomes dynamic, current and consistently developing. Filing errors can be corrected without much trouble if identified. Changes and correction of the records can be made accordingly and a card or a set of cards can be withdrawn from the cabinet(s) when need arises. Library users can be served better as number of cataloguing cards of the same record with different entry heading elements can be filed in the catalogue. This enables users to retrieve the catalogue information of required documents from any of the several access points, if prepared.

Major disadvantage of practice of card catalogue in the libraries is that it needs much space in a library. Preparations of multiple cards for satisfying different access points for a single book aggravates the space problem resulting in more complicacies. Preparation of number of cards needs to be restricted to certain limit in order to avoid bulkiness. Cutter suggested limitations in preparing subject entries for individual items. Time required for preparation as well as filing the cards and costs involved are also significant disadvantages in this regards. Moreover, catalogue boxes are to be kept in one and only one place because of its bulkiness and required to be used by more than one users at a time. Use of card catalogue stands as a great hurdle particularly when a library system has a central and branch or departmental libraries.
Library catalogues continue to expand; the rate of catalogue expansion and resources added to the library are directly related to each other. Checking and subsequent adjustment of the catalogue cards in regular intervals is necessary. Otherwise, users may not find the items found in catalogue as the item may be permanently lost from the stack.

Catalogues are prepared on the cards in the three university libraries of Assam, the GU, DU and AAU comparatively for some advantageous factors than in other physical forms in manual cataloguing system. Individual library’s processing section monitors the cataloguing activities. On receipt of a document in the acquisition section and after accessioning them, books are sent to the processing section of the library to do the classification and cataloguing in order to place them in proper stack of the library with proper records.

Samples of card catalogues prepared and filed in the GU Library catalogue cabinet for a title have been cited below. The same can be compared with DU and AAU Libraries also where card forms of catalogues are in practice.
Photostat of catalogue cards filed in catalogue card cabinets in GU Library

<table>
<thead>
<tr>
<th>333.54</th>
<th>Goswami, Bishnu Kinkor</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>333.54</th>
<th>Goswami, Bishnu Kinkor</th>
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<table>
<thead>
<tr>
<th>333.54</th>
<th>Goswami, Bishnu Kinkor</th>
</tr>
</thead>
<tbody>
<tr>
<td>50S</td>
<td>Assam non-agricultural urban areas tenancy act, 1955 (Act XII of 1955). Guwahati, Dutta Baruah &amp; Co., 1966. 64 p. append. 21 ½ cm. Rs. 3. 00</td>
</tr>
</tbody>
</table>
Classification and cataloguing combined: In the university libraries of Assam, two parallel sub-sections are existing in processing section: classification and cataloguing. Even technical staff are also designated as 'Classifier' and 'Cataloguer' dividing processing section into two equal halves. Readers' service like preparation of newly Added list of books, 'Subject bibliography' of different subjects, etc are expected to be done in processing section of a library, but these works are rarely attended to by the section. Because of different disadvantages for continuation of two separate sub-sections in the processing section, like duplication of mental exercise by the staff in classifying and cataloguing the same titles, time spent for carrying the volumes to two individuals, monotony of repeating the same work, etc university libraries have decided to group the two halves into one. The University Grants Commissions also suggests for designating library staff as 'Professionals' junior or senior. The Gauhati University in 1993 has redesignated 'Classifiers' and 'Cataloguers' as Library Professional Assistants' in order to perform both classification and cataloguing works of a book by one professional only instead of two professionals, there by minimizing loss of energy and time. In DU and AAU, though they are still designated as 'Classifier' and 'Cataloguer', reportedly it is learnt that both classification and cataloguing works of a title have been performed by one professional. It is a very right move that classification and cataloguing of a title have been done by one person only.

2.3.3 PREPARATION OF CATALOGUE ENTRIES: A catalogue records the holdings of a library or a group of libraries in a most usable way to make the library's collection most accessible. For meeting the requirements of users, preparation of various unit records with different access points is to be performed. Those unit records are called entries. Harrod (1977: 306) defines entry as "The record of a book publication or other item in a
catalogue or other library record. In a catalogue, it may be the main entry or an entry under subject, or an added entry or an index entry. It may give a description of the item and also the location. This description conforms to the practice of the code used for preparation of the catalogue.

Entries are made firstly, to retrieve the document according to any of the data elements found in the title and half title page, secondly, to retrieve the document on the basis of subject analysis of the thought content of document. The GU Library and AAU Library are following presently the AACR-2 while DU Library follows AACR-1. As found, the chronological arrangement of codes by the three university libraries is as follows:

- GU Library: ALA Code then AACR-1 and now AACR-2
- DU Library: ALA Code and now AACR-1
- AAU Library: ALA Code then AACR-1 and now AACR-2

Both AACR-1 and AACR-2 have the provision of preparation of:

- Main entry, and
- Added entries.

Preparation of 'Reference card' is also suggested by both AACR-1 and AACR-2. Both codes follow 'Unit card' system where the main entry card has been taken as master card and all other added entries have their required information added to it as access points and filed accordingly (if the title starts with an article, the article is not considered in filing purpose). Of course, there are some basic differences on the technicalities of writing catalogue information in card in different sections as per AACR-1 and AACR-2. AACR 2 is oriented towards computerized display format of catalogue entries.

**Imperfect catalogues.** Professionals engaged in cataloguing works are to prepare catalogue entries keeping in view various likely approaches of users and their preferences.
Instead, cataloguers of these three university libraries are preparing entries mechanically under author, title and class number only. In case of works by more than one author, catalogue has been prepared only under first named author leaving no scope for retrieval by other author(s). None of the book mentioned libraries prepares subject entries which make the catalogue particularly in university level a really helpful source of information retrieval. Moreover, time lag between acquisition of a title and shelving it in its proper place after completion of all the required steps in processing is found to be vast. In some cases, it takes months together. A good number of prepared cards is found lying on the table of processing section in the GU Library without filing them and without being timely attended to. No doubt, the filing work is a tedious and cumbersome business for the library staff in manual operation. But the work must be done regularly in order to use library catalogue as the basic tool for utilization of library resources. In the case of automated catalogue, filing is automatically done by the computer when instructed accordingly.

**Catalogue entries prepared**: The three university libraries, GU, DU and AAU have been asked 'Whether the library prepare full catalogue entries as suggested by the code in use?'. Their responses were negative as evident from the following. Neither catalogue entries are having full information, nor all types of entries have been prepared. Entries prepared by the libraries are:

**Catalogue entries prepared in the libraries**

<table>
<thead>
<tr>
<th>Library</th>
<th>Author</th>
<th>Title</th>
<th>Classified (Call number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>GU Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DU Library</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AAU Library</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
While catalogue cabinets of author and title cards are placed in a specific place in the library for use by readers, catalogue cabinets of classified catalogues are placed in a separate room for use only by the library staff as a 'Shelf list'. Owing to filing of catalogue cards in separate groups as 'Author catalogues' and 'Title catalogues', while searching readers are to be sure of his approaches whether under author or title and any confusion would result in catalogue's inability to meet his demands.

No class index provided: In practice, as the libraries follow the unit card system only three cards are prepared for a document, one is taken as the main entry card which is the master card, filed according to author in 'Authors catalogue' cabinet and according to call number in 'Classified sequence' in the 'Shelf list cabinet' while in the third card title is added at the top of the catalogue card and filed according to title in 'Titles catalogue' cabinet. Thus class index of books is not provided for use by readers.

No subject index provided: There are demands for entry of documents in catalogues under other approaches which are also suggested by different catalogue codes. Collaborator(s), series and alphabetic subject catalogues, etc. are some important approaches according to which readers are likely to search for documents and information from the library resources. Specially in the changing and developing situation, when multi-disciplinary subjects are being developed, need of alphabetic subject catalogues is becoming very much essential. Considering the enormous growth of publications dealing with more than one subjects, cataloguers' attention should go rather for preparations of multiple entries for compound subject headings representing contents of documents. The GU Library, DI Library and VAI Library do not prepare any subject entries. The standard list of subject headings like Search List...
of Subject Headings and Library of Congress List of Subject Headings which are very much in use in the libraries have not at all been used here not to speak of experimenting with any other sophisticated indexing system for information retrieval.

"The need of subject catalogue arises because quite a high percentage of users of catalogues approaches through subjects." (Girija Kumar and Krishan Kumar 1982: 68) It is because in higher institutions, readers search books under subjects, sometimes under authors and rarely under titles. The important role the library catalogue should play is to satisfy readers' all likely approaches in finding a document or group of documents, pin-pointedly and sufficiently on a given subject and also the related documents in a most convenient way.

For standardization of vocabulary for using in subject catalogue, subject headings lists viz. Sears List of Subject Headings (SLSH), Library of Congress List of Subject Headings (LCLSH), etc are very much in use. Dr S R Ranganthan suggested practice of Chain procedures for subject catalogues by deriving alphabetico subject headings from class number of a document. There are subject headings authority lists, special subject indexing systems like PRECIS, Coate's indexing system, POPSI, etc, which are also used besides using special thesaurus for special subjects like Medical Subject Headings (MeSH), etc while assigning controlled vocabulary for information retrieval.

2.3.4 UPDATING OF CATALOGUES: Catalogue cards are filed in an orderly manner. Once the entries of a title are prepared in cards, they need to be placed in an organized manner in order to use them by the library users. Librarians glossary and reference book (1974: 332) refers filing as 'the action of arranging papers, non book materials and other documents and records of such, or other items into pre-determined sequences; also the subsequent insertion of additional items in their correct place'. With the establishment of a library, its cataloguing
activities is started and at the same time filing of entries also starts. A number of decisions have to be taken before hand in filing the cards in a catalogue cabinets in order to avoid complexities. Filing is not as simple as we may think of. Many difficulties are faced in case of initials, abbreviations, hyphenated words, mixing of alphabets and numerals in one sequence, etc which are to be resolved at the beginning. A proper decision has to be taken at the beginning and the individual library should always adhere to that decision.

No updating of entries: Cataloguing boxes are to be checked at regular intervals in order to 'withdraw' cards with illegible writings and which are broken. As cataloguing activities start from the beginning of a library establishment, there is every possibility of cards being defaced, mutilated, etc in the catalogue cabinet because of continuous use. Moreover, the durability of the cards is also another reason for which they cannot be kept in the boxes years after years. It is also essential to withdraw the entries prepared following one code earlier then the presently used code which is found to be very common practice in these days where regular revision and updating is a common phenomenon in bringing out new version of catalogue codes. In addition to these factors, materials used in preparing a card catalogue like ink, pencil, etc should also be taken into consideration in checking of catalogue boxes for withdrawing cards as these materials have their time limit to a certain extent beyond which writings would be illegible. It is not found in practice in the above three libraries.

No replacement of cards: The Gauhati University library and Assam Agricultural university library have never replaced a card, once it is filed in the catalogue cabinet while the Dibrugarh University library replaces mutilated cards at an irregular intervals. The libraries are not re-writing the catalogue entries when information in a card is illegible for its use and old
The author while checking the card cabinet of the libraries found some cards which are not at all readable are still occupying places in the cabinets.

No regular withdrawal of unnecessary entries. It is very difficult to know for the individual libraries in question about the missing volumes of the library. Stock verification is not found to be done seriously by GU and AAU while DU is found to do it atleast with satisfaction to some extent. However, by any means, it is not found that as soon as a particular book is missing from the stock, immediate action of withdrawing all catalogue entries of the document takes place. This situation naturally affects the usefulness of the catalogue and also regular use of catalogues in the libraries.

2.4 CONCLUSION

All the three university libraries adopt open access system. For the practice of open access system there are various advantageous factors specially when the library catalogue in its present form is not satisfying to the readers at all. Due to various reasons, library users prefer to go directly to book shelves. However, it can rightly be concluded that for adoption of open access system in the university libraries, though libraries are facing some problems like misplacement of books from its exact location, defacing of books in higher percentage, the use of library as a whole has been improved remarkably.

It is needless to explain the necessity of stock verification in libraries specially when the attention of us has been focused towards the fifth law of library science "Library is a growing organism". Its growth is multidimensional in nature. Libraries are required to be quite aware of its growth and checking its collection at regular intervals is very much important from both readers and management points. Stock verification in a library gives the opportunity to the
librarian for physical handling of its resources and attention can be given to individual books in
order to enhance its longevity. Whole collection can also be classified into groups like "dead
stock", "defaced or mutilated stock", etc. which enable management to decide and plan for
improvement of library services.

While considering the situation in the three university libraries of Assam, the position is not
encouraging. Weightage on the stock verification has not been given by these libraries which
affects directly on the service conditions. The GU Library verifies its stock in a very irregular
intervals following "whole collection at one time" method while the DI Library has not
verified library collection till date. In AAU Library, stock verification is being performed in 1
to 2 years regularly by following "sampling method".

Due to non practice or irregular practice of stock verification in the libraries, it is difficult
to organise "separate collection" for meeting some specific needs. The "Dead stock" is one
such separate collection wherein, all unused books can be kept separately in the stack thereby
saving maximum time of both readers and library staff while searching in stack for required
books. All the three university libraries responded negatively when they were requested to
inform whether they have separate collection of dead stock? Moreover, on the identification
of mutilated books which cannot be used for their much use by the users, individual libraries
expressed their inability to answer regarding maintenance of such collection.

Library is a growing organism. Its stock is growing day by day. A library cannot hold its
stock for a long time specially of those books when they are not at all used. Recently when the
author visited the British Council Library at Hyderabad, the librarian informs that they are
very much aware on the use of each and every book available in their library. They maintain
almost 50 : 50 ratio for both addition and weeding out of books in order to make library
collection most useful. Weeding out of unnecessary documents should be made to restore the
growth of library collection. The GIU Library responded positively when asked on the practice of weeding out provision in its library, although in a very irregular intervals. DU Library has also weeding out provision on the basis of 'when it is required' while AAU Library weeded out its unnecessary collection 'periodically'.

"The university library should try hard to improve the existing service standard" is the general opinion of the library users as reflected in different newspapers and media and also while taking personal views of the users. It needs some introspection by the library authority and staff. Instead of merely trying to divert the attention towards drastic budget cuts, instead of the facts that indifferent attitude of concerned authority, non attendance or poor attendance of readers and such other related factors, which are also bound to affect the day to day activities of the library, the library staff needs to be aware of the need of users and should try to satisfy them even with the existing infrastructural facilities. A well organized library with dedicated workers would certainly act for the optimum utilization of its resources by attracting users to use whatever services are available from whatever sources.

The need of automation of the catalogue in order to open the access to information from the sources available in the library or even outside the library, locally, regionally, nationally or even internationally, applying existing telecommunication networks, the basis of which is preparation of machine readable database/ catalogues of library collection, is found to be the first priority to meet the demands in a most positive way.