CHAPTER 1
INTRODUCTION

1.1 Academic Library

Academic library is the heart of an educational institution. It is considered as actively participating intermediary between the learners and the vast storehouse of information resources. The librarian has extended his role from keeper of information resources to a guide for the learners in an academic setting. The effectiveness and efficiency of services provided in academic libraries are mainly determined by library users. Academic libraries include college, university and research libraries. The students enroll in college or other institutes entirely depend on libraries for textbook, journals, periodicals etc. The library in college should help to fulfill the education goal of its institutes. The basic function of the library is to assist and support the teaching that goes on in an academic institute. It helps teachers to update in their field. Academic library is therefore an integral part of the entire academic system it promotes teaching, research, learning, and problem solving and provides endless services to the real education; and ascertains that it is a veritable center of academic learning for self-achievement. Academic institutions are part of undergraduate, graduate and professional courses under the government management, aided institutions and under private management.

1.2 College Library

A library attached or associated with a college and used by teachers, students and staff of the college is known as a college library.

All library facilities provide service for the success of all formal programs of an institute and the wide world of books which encourage reading, self-discovery, personal growth and the sharpening of the intellect. To fulfill these, libraries need to perform several functions and one of the very important functions of college library, on which all other function are dependent, is collection development. “It is well said
that library is the heart of education and heart of the library is its collection”. In modern world, library uses all type of print and non-print material to impart study material to its users. Electronic resources are like other library materials. They are selected, acquired, cataloged, managed, withdraw and promoted to the users.

1.3 Objectives of College library
The objectives of a college library are as follows:
1) It helps in all educational and instructional programs with the growing needs and requirements of today and tomorrow.
2) It develops a habit in user for deep and advanced studies of subjects beyond the text books.
3) To provide necessary resources to the teachers and to students with latest up-dates in their respective subject area.

1.4 Functions of College Library
To achieve its objectives a college library performs the following functions:
1) College library provides all educational programs to the user to develop its information by acquiring different documents like textbooks, audio-visuals etc. related to various courses.
2) It also procures a good amount of more advanced books other than text books on different subjects to develop a habit of deep and advanced studies among college students.
3) It acquires reference books such as encyclopedias, and other books on each and every aspect of different subjects to enhance the understanding of subjects among students on their own besides class-room teaching and text-books.
4) To prepare the students for different professions and occupations and to develop their skills it procures self-learning material, competitive examination books etc. are provided by the library;
5) It procures newspapers, weekly and monthly magazines on current events, general knowledge books etc. to make aware of its users about their surroundings.

6) It subscribes useful journals, research bulletins on different subjects as per the recommendations of faculty for research work and to keep the teachers with the latest information.

7) To make library and its use more accessible and easy, it makes proper classification, cataloguing, shelf arrangement, display of new arrivals and provides services like bibliographical, indexing, abstracting etc.

**1.5 Collection Development**

Collection means the holdings of materials. In library aspects collection means the several types of documents- books, periodicals and serials, govt. publications, academic thesis & dissertations, research reports, annual reviews, conferencing proceedings, pamphlets, standards & specification, patents, trade literature, maps, atlases, and globes, photographs, illustrations, painting, microfilms, microfiches, rare books, manuscripts, slides, audio cassettes etc. and with the advent of electronic media, like computerized databases, floppies, CD-ROM, DVD, e-journals, e-books, e-thesis, etc.

According to Michel R. Garbriel (1995) Collection development representing the process of systematically building of library collection to serve teaching, research and other needs of library users. The process includes selection and deselection of material. Collection Development can be defined as the policies, standards and guidelines whereby information resources are selected and acquired with the view to developing a balanced easily accessible collection of information material which will meet the information needs of all the users of that collection.

Harrods Librarians Glossary (6th edition) (1987) defines collection development as “the process of planning a stock acquisition program not simple to cater for immediate needs but to build a coherent and reliable collection over a
number of years, to meet the objectives of the library services” collection development is a universal process in the library world where the library staff brings together a variety of material to meet patron demand.

According to Encyclopedia of Library and Information Science Collection development (1997) “is the sum total of library, micro material-books, manuscript, serial, government document, pamphlets, catalogues, report, recording, microfilm.”

1.6 The Collection Development Process

A collection development cycle has been proposed by Evans (1987) consists of six definable elements namely community analysis, polices, selection, acquisition, weeding and evaluation. Figure 1.1 provides an overview of the process.

![Figure 1.1 Collection development Process.](image-url)
Collection development is concerned with the formulation of a systematic plan to build a library collection which will meet the needs of its users. It encompasses a number of activities related to the development of the library’s collection including the determination and coordination of selection policy, assessment of current and potential user needs, collection use studies, collection evaluation, identification of collection needs, selection of materials, planning of resource sharing, collection maintenance and weeding.

1.7 Objectives of Collection Development

Collection Development refers to the process of maintaining the library collection. The main objectives of collection development efforts are to build collection that supports user needs. It is the selection, acquisition, and maintenance of all the information resources in all the formats like electronic, print and non-print. The objectives of collection development are as follows:-

a) Library material - To develop a strong collection of print, non-print and electronic resources.

b) Operation- To maintain appropriate system for achieving effective acquisition, organization, circulation and the use of resources.

c) Services- Encourage the users for effective use of library services, in the search for information.

d) Interlibrary loan-To support and use of resources available through inter library loan and information networks and other means of resources sharing.

1.8 Functions of Collection Development

There are four basic functions of collection development and there are as follows:-

1) Identification and selection of material

2) Preservation of material

3) Evaluation or collection assessment

4) Deselection or withdrawal of obsolete material
1.9 Collection Management

Collection management is closely linked to Collection development. Collection Management is an umbrella term under which collection development is subsumed. The programs and processes by which library materials are selected, therefore, should be termed “Collection development”, while the process of adding value to objects subsequent to their selection should be considered “collection management”,

Collection management is defined as a process of information gathering, communication, coordination, policy formation, and evaluation and planning. Collection development is the part of Collection management that deals with decision about the acquisition of material. It is a process whereby value is added to collection of library material by ensuring the required information resources in the most appropriate format are easily and speedily accessible to those who require them.

The work of collection management is not merely limited to the librarian but should be a part of the duties of all staff members. American library Association see the role in this ways they states that “Librarians with collection development responsibilities are faced with function ranging from selection to deselection, collection analysis to preservation, user liaison to marketing, and budget allocation to fundraising.

1.10 Role of Collection Management

It is essential to understand the responsibility of collection management in an evolving digital environment. Collection management (as apposed to collection development) should be understood as the activity of adding value to-or deleting value from-objects of information subsequent to their selection. Although digital resources will sooner or later come to dominate scholarly communication, the effective management of traditional materials will remain essential. It is recognized that the acts of selection and acquisition add to the selected object all four goal values space-transferability, analyticity, integrity, longevity-to a limited degree.
1) **Transferability**—the capacity to move an object from one location to another.

2) **Analyticity**—the ability to be analyzed, in the sense of breaking down an object into smaller parts for more effective access. Indexing is the main service manifestation of analyticity.

3) **Integrity**—i.e., ensuring that the content of the object remains stable and uncorrupted as the author intended.

4) **Longevity**—ensuring the object’s long-term survival.

If the object is considered to be especially important, collection management can then boost access to the object by increasing one or some combination of those values. This can be done by increasing further those values to which the object by virtue of its format is already conducive: digital objects can be made more transferable or analyzable, or the integrity and longevity of traditional objects can be further improved. Alternatively, or in addition, collection management can move to compensate for values that are less prevalent because of format: the integrity or longevity of digital objects can be boosted by, for example, creating offline back-up copies, or the transferability and analyticity of traditional objects can be increased through digitization. If the object is determined to be of less importance, the collection management decision may be simply to do nothing, i.e., to leave in place the values added by selection, but not to boost those values in any way. On the other hand, if an object is determined to be of less potential utility to local users than at the time of its selection, then collection management can move in the opposite direction, reducing access in order to increase or maintain economic resources. In those cases, for example, digital objects might be moved offline, or traditional objects could be digitized, and their originals discarded. In many (but certainly not all) cases, such adding or subtracting of values—the primary work of collection management—will be increasingly accomplished by moving objects online and offline.
1.11 Tools of Collection Management

There are many tools of Collection Management available for a college library to build collection and it helps and guide in development of collection. The tools of collection management are:-

1) **A policy statement**: Collection management policy includes regarding the academic and research interest to be supported. Collection policy should constitute main three elements, historical record, existing record and blueprint for the future of the collection.

2) **Procedures for accession and deaccession of collection materials**: As a library record are valuable for every institution libraries and knowing the contents of collection is important for maintenance, information on which college materials have been brought into collection or removed from it must be available to library staff. Having a standard procedure for these processes helps avoid confusion.

3) **Documentation system**: Library is backbone of any institutions. By DDC each book has assigned classification number that corresponds to its records. Having library software which helps in organized library system for assigning the library materials.

4) **Weeding**: It is very important tool of collection management as it allows unused or no longer relevant collection to be weeded out. Unwanted library resources (print or electronic) help in space issues for future collection building.

1.12 Collection Development Policy

Collection development policy is used to introduce present and future of the library. Policy set theoretical goal and give guideline for various activities related to planning, budgeting, selecting and acquisition of library materials. It provides everything that goes into acquiring material, including selection, ordering and
Effective collection development requires creating a policy to correct weakness and strengthen a collection. Collection development policies have valuable tools for many collection development and management in libraries. Collection development policies function as a guide to library resources for faculty, other users, and other libraries by describing the scope and nature of the collection. As an indication of collection strength and weakness, they can be useful in resource sharing and cooperative acquisitions.

**Fourie (2001)** defines a collection development policy as “the written statement that provides planning and implementation guidelines for most collection building tasks.” There are several advantages to have a Collection Development Policy in a college library:-

a) It forms the basis for planning collection development.

b) It helps to guide the budget allocation and also helps in long range budget planning.

c) Collection development policy helps to clear statement of the type of material to be purchased.

d) It support in justifying the selection and collection.

e) It helps in determining the best methods of acquisition.

f) It also helps in making best use of resources.

**1.13 Book Selection**

The primary function of a written collection development policy is to provide guidance to staff when selecting and deselecting (print or electronic) resources for the local collection. The document serves as a guideline on each stage of materials handling. It might cover the selection, acquisition, processing, housing, weeding, retention, preservation of library materials in the relevant subjects, with reference to specified levels of collection depth and breadth. This reduces personal bias by setting individual selection decisions in the context of the aims of collection building.
practice, and identifies gaps in collection development responsibilities. It ensures continuity and consistency in selection and revision. Moreover, it clarifies the purpose and scope of local collections, and allows selection decisions to be evaluated by, for example, identifying what proportion of in-scope published material has been acquired. Such a reference guide reduces the need of selectors to raise recurrent questions, and assists in the training of new staff. It also provides useful information to other library staff whose work is collection based.

1.14 Principles of Book Selection

The following section provides a historical review of the principles of selection theories and collection development given by eminent scholars. This gives information in selection criteria and how these factors have changed with the passage of time.

1.14.1 Lionel R. Mc Colvin (1925)

The *Demand Theory of book selection* was propounded by Lionel R. Mc Colvin in 1925. It states that demand for books should be differentiated according to its value, variety and volume.” Provide scope to the librarian to refrain from buying anything asked for, without appraising its value by the application of some standard. “Value” as been defined as the force tending to the development mind, the enrichment of experience and the promotion of understanding and sympathy. According McColvin “Variety” is a “Representation must be comprehensive of and in proportion to demand not a subject. “Volume” of demand is generally assessed by the extent of the use that is made of the existing library service. This is based on the economic principle of “Demand and supply”. By this library function is double one, they discover and then assess the demand and then to satisfy the user. The demand for good quality books, the demand for a variety of reading material of reading material-variety in subject and inform, and demand for large number of volumes should be taken into consideration against the supply position. According to Mc Colvin there are seven criteria for selection:
1) The information should be as accurate as possible.
2) The book should be complete and properly balanced, with due regard being given to its subject and intended scope.
3) The author should have distinguished between fact and opinion.
4) The writing style and treatment of the subject should be appropriate to the demand to be met.
5) The currency of the information is frequently the determining factors.
6) The title reflecting the cultural value of its country of origin is to be preferred; that is, when the subject matter is treated differently in various countries the treatment from the country of origin is to be preferred.
7) The physical characteristics of the book are generally of minor importance. In case there are two books similar in terms of content: when this occurs, such factors as typeface, illustration, binding, paper, index, bibliographies, and so forth may make the final decision.

1.14.2 Francis Drury Principles (1930)

Section of books is guided by certain principles, one of which “the high purpose of books selection is to provide the right book to the right reader at the right time” was enunciated by Drury in 1930. He further indicated that selection should be operated on three factors-

1) The books titles as individuals entities
2) Library Resources
3) The patrons using the collection.

Drury is characterized by four qualities: truth, clarity, good taste and literary. He states that “Books that will trend towards the development and enrichment of life”. Drury categorizes books are as follows:

1) Books of inspiration-relating to religions, philosophy, poetry etc.
2) Book for information relating to biography, history, travels useful arts etc.
3) Books of recreation-relating to general or popular fiction, drama humour etc.
The principles of book selection may be stated in following way as indicated by Drury:

1) Set a suitable standard for judging the books
2) Criteria of books selection should be applied intelligently and contents of books must be evaluated to determine inherent worth.
3) Duplicate the best rather than acquire the many.
4) Stock the classics and “standards” in attractive editions.
5) Select for positive use not just good books but ones that serve usefully.
6) The collection of books done by positive way, selected good books but are serve usefully.
7) The selection must be all kind of books it may be political, literary, economic, cultural or religion. The collection must not have any bias.
8) Collection of books done by open mind to determine the user needs.
9) Classics and standard work in attractive edition should be acquired.
10) Books should be selected which aim to human development material, moral and mental.

1.14.3 Harold V. Bonny (1939)

Bonny did not add anything new to the theory of book selection, but provided practical advice how to build a library collection. By this it helps to know the users demand. According to Bonny, the selection is derived from three sources:

1) The selection librarian
2) The patrons
3) The committee of specialists

Patrons are encouraged to suggest titles for the collection and to volunteer to serve on the selection committee. As Bonny states that the committee should be only advisory,
as the final responsibility for selection should remain in hand of librarian. Bonny’s concept applies to any type of library.

### 1.14.4 Helen Haines (1950)

The first comprehensive American work on book selection was written by Helen Haines in 1950. Helen Haines mostly work on the problems of collection development. Haines states that user need and demand not only temporary library materials such as popular novels, but also material for “deeper life channels,” which require education and lasting, high quality material.

Haines provided two major principles and number of related ones

1) Selection of books should be mark the developments and fulfil the user requirement.

2) The selection should be positive, not negative. Librarian purchases those books according to their user taste so that collection of books should have some value and this attract to their users.

3) To know the user needs and the interest.

4) Familiar with subject of current interest

5) Avoid selection of non-demand books

6) Impartiality in selection. There is no favoured hobbies or opinions accept gift if purchase if undesirable.

7) Keep aware of current thoughts

Helen Haines was one of the first to describe a comprehensive method of dealing with the problem, her solution being use of bibliographic/selection aid. Helen Haines listed six types of selection aids. They are as follows:

a) Bibliographies issued by library organisation like ALA, IFLA or CILIP.

b) Bibliographies issued by individual and educational institution such as UNESCO
c) Bibliographies issued by publication organisation like publisher weekly and bookseller

d) Bibliographies issued by individual libraries Like British Museum, Library of Congress.

e) Bibliographies issued by individual publisher such as catalogs, announcements and flyers.

f) Bibliographies issued by other groups as part of their service like book review in periodicals and newspaper.

1.14.5 S.R. Ranganathan (1931)

Ranganathan first three Laws of Library Science are helpful for collection development.

The first law “Books are for use” is that the librarian should select books that are useful to the reader. While selecting the document, the present and potential requirement of the user must be kept. He should have assessed the information needs of the reader should get the books he wants. As per the second law Every Reader his/her book. The subject or language of exposition of the document to be selected should be in accordance with the requirement of the users. The third law “Every books its reader” implies that each and every selected should find its reader. Only then its selection will be justified.

1.14.6 David Spiller (1986)

Spiller presents the problem of selection as resolving the conflict between two goal they are education and demand. Siller states that as educational goal concerned two important must be present:-

1) There should be minimum coverage of all subject fields.

2) The very smallest libraries initially should attempt to stock the standard working both literature and subject field for both adult and children.

As far as demand is concerned, he states following factors:-
1) Community needs and interest more than minimum coverage including those of non-user if possible, so that special groups who would otherwise be without resources may be serviced.

2) Even small public libraries should change a large proportion of their stock frequently to give an indication of the total resources. Attempt to serve a wide range of taste in the community, rather than limiting choices entirely to popular material.

According to Spiller demand take secondary position to the combination of education.


Mary D Carter, and Wallace J Bonk wrote the book, “Building library collection”. They went through several editions and over the year a number of individual have contribution to the successful book, Rose Mary Magrill also joined. But with the sixth edition, two new authors took sole responsibility and they are Arthur Curley and Dorothey Broderict. The book treated to be one of the standard American textbook on book selection. The success of the book lies in the fact that author represent general principles rather than creating a consistent body of rules. The authors observed that each librarian conception of library’s purpose and determines user attitude and the application of various principles.

They also observed that there is no magic formula for effective selection and emphasis for developing a plan of action and finding a problem as a building of collection rather than on selecting in individual titles. They also emphasis that size and the resources of a particular libraries affects the users point of view. The author feels basic items as well as well sounded collections are important. In the book more emphasis is given to the different type of libraries on the selection process and some of ideas on the college and university and special libraries are :

1) College libraries serve homogeneous population and have more homogeneous service goal. In case, demand is the operative principle and quality of material is not questioned if demand come from faculty or departments.
2) University library are more homogeneous than public libraries and serve more diverse population than college library. Again priority goes to meeting academic and research demand and as fund permits.

3) Community college libraries are often closer to public libraries than to academic libraries in terms of the diversity of needs that must be met, a result of the wide variety of vocational programme. Demand and quality are almost equal factors in this case. Limited funds and broad coverage usually means that the library and faculty must work closely to select the best items for their institution.

4) Special library collection develop their collection on demand and extremely homogeneous.

5) In school libraries through librarian have input as to what to include but voices are not as strong.


William A Katz wrote a book on “The selection of materials for libraries” and he was the first writer who covers all the formats in the collection. One third of the book devoted is to “non - book” materials. Each chapter covers a section on the evaluation of the format covered as well as information about selection aid and acquisition requirement. There is strong emphasis on practical aspects in Katz ‘writing.

In Katz chapter selection deals with three basic selection philosophies they are liberal, traditional and pluralistic.

1) Liberal is one that contends that there must be service to total community, not for active users. Liberal philosophy means equal concern with educational, recreational and information –seeking needs of the service community as well as reversing the passive role of libraries and information centre. In other words it means that using technology actively to reach users with information. With
the discussions with student and teachers the primary factor is lack of support from the funding body.

2) Traditional Philosophies deals with service and it is concerned with active users. Traditional point of view is associated with selecting only quality material and best use of funds.

3) Pluralistic has been widely practiced. When funds are available a more pluralistic philosophy dominates and if funding remains worse or deceases then traditional service emphasizes. Librarians want that liberal approach and find themselves practicing the traditional.


Robert Broadus, “Selecting Materials for Libraries” explain mixture of factors or attitudes rather than principles. He places first importance to the type of library followed by quality and demand. He states that responsiveness of the library to its parent institution is important factor in shaping the collection.

Robert Broadus states that demand and quality are the factors that primarily affect the public libraries and may be stressed as desired, and this issue is never fully resolved in the library policy.

He expressed that library must make available the best in quality and this will help to meet future demands.

He suggested following factors to be consider in assessing demand:

1) Publicity may stimulate demand.
2) Consider the duration as well as intensity of the demand.
3) Also weigh to the opposition.
4) Be certain to have reasonably high percentage of standard classics, this will help as public relation device with groups.
5) Consider past use of titles and subjects as most predictor of future use.
6) Be certain to make some provision for serving the needs of potential users.
7) Should know the difference between true and artificial demand.

Brodus gave some advice about collection development and they are:

1) There should be the right book for right reader at the right time.

2) A selection of particular books should be justifiable and based on merit and honesty.

3) He emphasised that present collection also influence the selection process.

4) The gap i.e. unsatisfied demand, balance, quantitative equality; special collection should be strengthened on the basic of present collection.

5) Selection should be influenced by collection in the community.

6) Written policy statement must clarify the dimension and limit of collection and emphasising the patrons’s right and unjust complaints.

His book discusses the basic issues in various disciplines that can influence selection process.


He reviews various issues of demand and value and concluded that selectors will have to learn to live with state of tension between demand and values.

He reviewed and suggested criteria for judging material. These are accuracy, impartially, adequate scope, depth coverage interest, organisation, technical aspects, special features, and cost. Unfortunately the selector often has to make a decision based on less-than-complete information. He suggested that one cannot depend solely upon published review if well rounded collection has to be established. He discussed how items are selected for review by the review editors.

He suggested many questions which have to be answered before so that selector learns which items should be selected and which items should be considered.
He also explained with example that sometimes review editors are having a bias in selection.

Gardner stated that reviewing is an important element in selection process. He suggested that selector even be totally dependent on published reviews as selector is responsible for the collection. He also suggested that librarian should understand the review process and use existing review process intelligently but should not review as a substitute for personal professional judgment.

1.15 IFLA’s Acquisition and Collection Development Sections

It is an important element of collection development and management in academic libraries. Acquisition means obtaining library material in print or digital form selected for inclusion in the collection through purchase, gifts, exchanges or even deposits. As traditions libraries changing into digital ones, roles and responsibilities of information professionals in the modern society are also changing. The academic libraries exploiting all forms of digital and telecommunication technologies and exploring new avenues and possibilities for the enhancement of knowledge resources which are available in different forms and places. The International Federation of Library Associations and Institutions (IFLA) is the leading international body representing the interest of library and information service and their users. IFLA has a separate section on Acquisition and Collection Development. The Acquisition and Collection Development Section focuses on the methodological and topical themes pertaining to the interrelated processes of collection development (planning and building a useful and balanced collection of library materials over a period of years) and acquisition.

Collection development is based on ongoing assessments of the information needs of library clientele, usage statistics analysis, and demographic projections, and is normally constrained by budgetary limitations. The processes of Collection Development include:
1) formulation of selection criteria
2) planning for resource sharing (i.e., cooperative decision-making within library consortia or with other libraries)
3) planning for new collections or collection areas
4) replacement of lost or damaged items
5) routine selection and de-selection decisions
6) evaluating options for access (e.g., format choice, ownership vs licensing)

These processes are guided by a Collection Development Policy which establishes priorities and facilitates decision making.

The activities associated with the acquisition of materials (print, other traditional format library materials, and electronic resources) by purchase, exchange, gift, or legal deposit, include:

1) ordering, receiving, claiming, and payment
2) selecting and evaluating supply sources
3) negotiating pricing
4) licensing of electronic resources

Specialized interests include collection development policies, collection development methods, techniques and practices for collection assessment, usage statistics, materials pricing issues, ownership vs. access issues, the open access movement, format duplication, scholarly communication, librarians’ relations with publishers and vendors, and utilizing emerging technologies to enhance access to information resources. As access to materials becomes an increasingly viable alternative to ownership, the acquisition and collection development finds itself working more closely with the Sections on Serials and Other Continuing Resources, Document Delivery and Resource Sharing, and any advisory committees within IFLA that facilitate discussions between libraries and publishers and/or producers of electronic resources. Also of concern to the Section are the impact and application of
technological developments that underlie many of the changes observed in library procedures, patron-initiated practices, and partnering arrangements for acquiring materials (such as electronic data interchange (EDI), licensing agreements, and cooperative and collaborative collection development). In formulating its Goals the Section strives to be flexible and responsive to changing conditions in the professional environment as well as in the information industry. The Section is especially cognizant of the need to integrate its Goals with the IFLA thematic focus and professional priorities.

1.16 CILIP: Chartered Institute of Library and Information Professionals (CILIP) formerly library Association (UK) and institution of Information Professional (IIP) is the leading body representing the library and information professions, CILIP has an Academic and Research Library Group (ARLG) which aims to provide focus and forum for the professional concern and interest of everyone working in academic or research libraries, linking those with current and emerging issues and development and the overall direction of CILIP’s corporate plan.

1.17 Importance of Collection Development Policy

The value of collection development policies is not universally accepted, the current view among library professionals is that a collection development policy statement is a necessary tool for consistent and informed decisions. The perfect collection policy is a living document, reviewed and revised regularly, that organizes and guides the processes of acquiring and providing access to materials and information sources, integrating these into coherent collections, managing their growth and maintenance, and making decisions about preservation, withdrawal, and cancellation.

A written collection development policy statement clarify objectives and to facilitate coordination and cooperation, both within a library or library system and among
libraries if it is well done. It should serve as a day-to-day working tool that provides the necessary guidelines for carrying out the majority of tasks within the area of collection building. It serves a broad range of functions, continues by presenting many reasons why a policy statement should be devised. In that way, such a document is valuable for the below mentioned reasons:-

1) Encourage staff to think through library goals, helps them to identify long and short range needs of users and to establish priorities for allocating funds.
2) It also helps to set standards for the selection and weeding of materials.
3) It informs to users, administrators, and other libraries of collection scope and facilitates coordination of collection development among institutions.
4) It supports to assure continuity in collections of any size and provides a pattern and framework to ease transition from one librarian to the next.
5) It serves as an in-service training tool for new staff.
6) It gives a means of staff self-evaluation, or for evaluation by outsiders.
7) Gives information to assist in budget allocations.
8) Institutional goals are translated into guidelines for scope and depth of collection in specific disciplines.
9) It demonstrates that collections in the library are developed to support specific institutional programs in education, research and administration.
10) It assigns responsibility for collection development and defines relationships with other libraries or institutions and makes the way for resource sharing.

1.18 Elements of book selection policy

Once a policy is written, it should be updated annually. According to Evans (1987) there are three elements of collection development policy which are illustrated as under-

(a) Overview

The first element should be clear statement of overall institutional objective in regards to the library. Statement such as “geared to serve the information need of the
community” has concrete meaning. In order to ensure the statement is of help to the selectors, the following factors should be considered-

1) Analysis of the community which is to be served.

2) Identification of the clientele and this can be done for a particular time and this can be change overtime.

3) The parameters of the collection. This section provides the detail of type of format that library will acquire.

4) Detailed description of the need of patrons and programs to be meets by the collection.

5) The general limitation and priorities of the collection development.

6) The library’s role in cooperation collection development programs.

(b) Detail of subjects

In this element, the collection is broken down into constituent subject areas. This element emphasis on the identification of the class of patron and type of material to be collected. By assigning priorities to each area a proper balance of subject and users’ needs within a particular community can be achieved. The setting of priorities or levels of collecting intensity can be handled in numbers of ways:-

1) The ALA guidelines suggest a five level system-Comprehensive, research, study, basic and minimal.

2) The Research Library Group (RLG) developed a “Conspectus” which intended to serve several purposes.

3) The Association of Research Library (ARL) also adopted a conspectus. This helps in formulating the collection policy in detail as it forces detail subject analysis through library of congress classification system and act as a guide which tells both current collecting levels and existing collection strength.

4) RLG uses numeric coding system to identifying collection strength.
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<td>represents</td>
<td>out of scope, not collected</td>
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<tr>
<td>1</td>
<td>represents</td>
<td>minimal</td>
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Library of Congress adopted a four level system: Mineral, reference, research and comprehensive. One of the major drawbacks of these systems is that they are designed for academic libraries. Once a detailed subject information is available (a complete conspectus), a selector can focus attention on the items appropriate for collection. Policy statements are only guidelines, with ample room for individual interpretation, but they do narrow the scope of a person’s work.

The second part of this element will probably be short but it is very important: it identifies where responsibility for collection development lies. Ultimate responsibility, of course, lies with the head of the library, as it does for all library activities. However, no one expert the head librarian actually to do the entire task for which he is responsible. Since the collection are important for the success of the library’s programs, the question is who will actually develop them is a vital one. This must be decided upon after careful examination of the needs of the library. This section of the policy then should contain a clear statement of who is responsible for selection, what guidelines are to be used, how the selector’s performance is to be evaluated.

(c) Miscellaneous

Miscellaneous section is also important one. There are four main topics:
1) Gifts

Gift should not be added in the collection. The librarian should resist the items that are free or donated. Because processing for free or donated items may weaken the collection. Never add these to the collection if they are not necessary. Thus avoiding gifts in collection also reduce weeding problems. The policy on handling gifts should be clearly put in writing.

The statement must make it clear which collection is to be accepted and unwanted to be disposed of for library. There are many questions that should be addressed and these are:-

Will library accept private collection and have it separated if the donors provide funds? Who will take care of this type of fund? Gifts and endowment monies are excellent means of developing a collection when and if the library has maximum freedom in their use.

2) Weeding and Discards

The level of weeding program will vary from library to library but all libraries for some problems doing this process. They must decide which material will be weeded and which is made accessible.

One such issues as criteria, scope, frequency and purpose of weeding have to be decided.

3) Evaluation

It is an essential element of collection management. Major issue issues and needs with this regards should be mentioned in policy. It should be clear whether evaluation is for internal purposes identify collection strengths and weakness or for comparative purposes or review of how selectors have being doing job. Each purpose is different and requires different evaluation techniques.

4) Complaints and Censorship

This element is also important and it is the final section of collection development policy statement. If the steps to be taken in handling complaints is
outlined, will save time and troubles. Sometimes patrons want the offending items
should be removed from collection, this is patron censorship. The librarians must
agree to review through review procedure. These must be from patron which should
be filled for offending items so that problems can be identify by everyone.

1.19 Collection Management in Electronic Age

Historically, libraries have witnessed more technological change in the past
few decades than during the entire history since Gutenbergs printing. Development in
computer hardware and the Internet have revolutionized libraries into knowledge
center.

The Internet gives opportunity to rapid access to information resources to the
library at minimum time. By this librarian can save the library staff time, space
problem and money. Automated technology has been utilization of technology for
performing various functions, book print convert to CD-ROMs, cataloging card
convert into OPAC.

1.20 Selection of the Internet Resources

Section of information resources has been the oldest and most fundamental
collection development function. Both in traditional and the Internet resources
selected through three steps they are identification, micro-evaluation and selection.
Micro-evaluation is the evaluation of a collection.

(a) Identification:-

In traditional library material are selected through reviewing sources,
advertisements, approval plans etc. The Internet resources are more challenges
because frequently change in information and its lack of good bibliographical control.
But in the Internet resources can be assess through both print publication and the
Internet. As example an international guide to electronic journals, Newsletters,
College & Research libraries News etc.
(b) Micro-evaluation:-

Collections can be evaluated independently or in relation to their use and user demands. The standard approach to collection evaluation methods is to divide them into two distinct groups: collection-centered and use-centered methods. The distinction is also made between quantitative and qualitative methods. Most traditional micro evaluation including accuracy, currency, overall quality and all are these also applicable in the Internet resources. According to Johnson micro evolution of the Internet resources can be challenging because many items in the Internet do not have formal title page that provide basic information.

1.21 Relationship between Collection Management of traditional and the Internet Resources

Many authors have stressed that traditional collection management principles also apply to the selection of the Internet resources. Swann and Roseenquist Buhler (1995) states that “providing collection development in electronic environment is really quite similar to traditional collection building, since evaluators attempt to select information they feel will be most relevant to academic community they serve. The Internet and traditional selection both done for primary objective to meet the user needs. The objective of both are to fulfill the user needs and both needs subject expertise, stated objectives, policy making and setting priorities. But there are some points which make the Internet resources differ from traditional library collection management they are as follows:-

1) Traditional space and cost restrictions generally do not apply to the Internet resources. The Internet does not need space as traditional library required but the Internet associated to cost for the connection once connected to the Internet many resources can be assessed free of charge. Some resources in the Internet are not free like encyclopedia of Britannica while in traditional library resources as book and periodical get free to read.
2) The Internet selection decisions are often macro whereas traditional selections are micro. Macro refers to “en bloc” selection in group resources with single decision while micro selection is on title by title. Selection of electronic journals on the Internet would be at micro level, while a traditional selection all publication from a particular would be macro selection.

3) One might select unneed and unwanted sources: the Internet selection is at the micro level on a take it or leave it basis, when one link to a web page connection is made and many unneeded resources may be appeared.

4) Traditional and the Internet resources required different kind of collection required: Collection maintenance is defined as the acquisition. For traditional material decisions concerned binding, weeded multi copies and replaced of missing items. Due to the Internet changing so fast and wide web pages require constant maintenance to ensure that external link has not changed their addresses.

5) Traditional resources are used by one patron at a time, while the Internet resources can have multiple users like Audio visual items are sometime used by one or more users, while the Internet resources require passwords.

1.22 Cooperative Collection Development (CCD)

Cooperation occurs when two or more libraries work together to provide more developed services to their respective users. Yet cooperation is often perceived as libraries with considerably richer resources helping the less fortunate ones. Cooperation “for the sake of cooperation” rarely works. The main thrust of cooperation is that libraries should enjoy the benefits of cooperation by providing better, faster and cheaper services. In traditional resource sharing schemes, libraries possessing the physical materials tend to benefit more from the cooperative collection development efforts. However, the availability of networked information resources encouraged libraries to streamline their cooperative collection development efforts.
The terms resource sharing, network, bibliographic utility and consortium frequently arise with the discussions about cooperative collection development. In narrow sense resource sharing refers to bibliographic access and delivery of one library material to other libraries in an agreement or consortium. Cooperative collection development efforts to encouraged libraries to set up library consortia to provide more and varied electronic resources through networks and to increase their bargaining power with publishers of electronic information resources.

The objective of these consortia is to share resources, mostly periodicals, followed by books, tutorials, reference sources, thesis, dissertations that are available in electronic form. A consortium facilitates access to full text databases, journals articles, research papers and other information resources in electronic form. It was practiced as an agreement among libraries in the system leading to cooperation. The ultimate vision of electronic resource sharing according to Summerhill (1991) is “a single network to be shared by library personnel and end users in effect a restructured interlibrary lending model”. He foresees innumerable opportunities for sharing information resources through electronic networks.

1.23 Benefits of Cooperative collection development CCD

The following are the benefits of Cooperative collection development:-

1) Reduction in duplication while plan for acquisition. Every librarian wish to fulfill the need of their user, but needs for research and faculty is more expensive materials that can be shared among consortium. This service required means of delivery from one campus from another.

2) Maximum materials available for the user through cooperative. For the purchasing of books there is involvement of all members of consortium.

3) Electronic resources available to the membership have been very important, technology helps to access to the catalogue of the members and sending resources from one campus to another.
1.24 Challenges of Cooperative Collection Development

1) Reduction in budget is big issue for consortia activities.
2) Every movement librarian spends money on books, serials and other library materials and this help to meet the goal of the consortium.
3) Personal conflicts can seriously affect cooperation.

1.25 Collection Evaluation

Evaluate is an English word coming from the French term evaluer to determine the value of something. Evaluation, the term has to do with measuring or assessing the quality of a collection. Evaluation of collection is most often considered a function of collection development and should be related to the planning, selection and pruning of collections. The benefits of a collection evaluation are:

1) A more accurate understanding of the scope, depth and utility of collection.
2) A guide for collection planning.
3) An aid to the preparation of a collection development policy.
4) A way to measure the effectiveness of a collection development policy.
5) Justification for book budget increases.
6) A method to ascertain collection adequacy.
7) A demonstration to administrators that something is being done to change the “bottomless pit” of library acquisition budgets.

Periodic evaluations is made in order to measure the adequacy and quality to consider whether collection are satisfying user’s needs, to identify and remedy deficiencies, to assess how well funds have been allocated and to determine whether the libraries and the institution goals are being achieved. In traditional library, the size of the collection, amount of collection used were the main measures of the library. But evaluation of collection is usually very difficult by increasing use of CD-ROMs, online services, impact of the Internet electronic resources, etc. At the time of evaluation of electronic resources, availability and accessibility is always kept in
mind. The main purpose of collection evaluation is to satisfy the need of users. It is generally agreed that both of the qualities of a library’s collection depend almost entirely upon the libraries acquisition program, including its acquisition policy, its acquisition procedures and most important its selection methods.

1.26 Weeding out Process

The process of weeding is an important as any other system of developing collection in library. Weeding, replacement, repair and duplication is now termed maintenance. Weeding is the removal of an item from the library active collection for the purpose of either discarding it or sending it to storage. Weeding explained books also allows space to new material and improves the services to the users. Efforts are made in preserving the most valuable library material as the collection of library weeding out policy is an integral part of library selection policy. Librarians are responsible for conducting an ongoing weeded out effort. Weeding process can be done in following way.

Print and Audio -Visual Resources Weeding

1) Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are wedded out.

2) Because currency of information is extremely important in some field such as health science, technology and older materials must be regularly deselected so that outdated information is eliminated.

3) Material that has not been used, based on circulation and browsing statistics may be deselected.

Online Resources Weeding

Ongoing weeding of the Internet resources is a necessity because of dynamic nature of such resources. The following guidelines are used

1) On the Internet resource is no longer available or maintained.
2) The currency or reliability of the resources information has lost its value.
3) The Internet site or resource offers more comprehensive coverage.

Serials Weeding out

1) Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
2) Titles which contain information that is not useful long-term, such as newsletters and trade magazines, usually have automatic discard patterns established such as “Library retains one year only”.

Reference Book Weeded out

1) Is the volume useful? How often in a semester would you refer a student to it?
2) When was the volume published?
3) How fast does the information in this field change?
4) What is the physical condition of the volume?
5) If the volume is still of value, does it need to be in reference, or could it be moved to the circulating collection.

1.27 A New Approach to collection Management an outline

The following are suggestions that can redefine collection management in the networked era.

1.27.1 Sustainable

To complete the demands, it is important to prioritize best practices to achieve high impact for diverse patron community. This can include a thorough implementation of approval plans, including shelf-ready processing, enabling direct ordering of materials by subject librarians, embedding librarians in academic departments to better exploit the collection, and consortia acquisition strategies to achieve greater value for limited budget.

1.27.2 Change

Since scholarly information requirements in the parent institution are changing therefore it is necessary to more agile in shifting approaches. If the collection is not a
reflection of the institution it seems, the researcher look elsewhere for information resources. Hence by changing current practices with limited staff and financial resources will add value for our patrons.

1.27.3 Balance between Competition and Collaboration

Librarians must seek the right balance between competition and collaboration. Librarians often stress the importance of collaboration, particularly in relation to consortial purchasing, shared cataloging, and resource-sharing arrangements for interlibrary loans and off-site storage. Librarian should be more frank about the political dimensions of the collection and the strategies that are consequently adopt. The line between competition and collaboration is a gray and nebulous zone, It will shift toward one pole or the other depending on circumstance, and it is important to recognize that collaboration is often overshadowed by the competitive reality.

1.27.4 Relationships with Publishers and Vendors

Librarians must seek creative partnership with publishers and vendors. These partnerships will evolve in relation to new opportunities and collection needs. The relations with publishers and vendors must be governed by professionalism, integrity, and a forward-looking attitude. In this manner collaboration can be achieved in new and productive ways that build on mutual opportunities and interests.

1.27.5 New ways to Measure Collection Value

It is important to have a wide-ranging dialogue with the patron community about what forms of access create value for them. The availability of many forms of access can lead to new types of interaction, collaboration, and discovery. Collection assessment as a practical and strategic activity can drive new value indicators and insights into understanding the ways the collection meets research and teaching requirements. This is related to the importance of promoting learning outcomes to measure tangible benefits of our collection activities.
1.27.6 Expertise

To effectively develop and manage the collection in the networked era, librarians must expand their skills and expertise. This can include an understanding of the scholarly communications and technological landscape, a curiosity to explore options for integration with research and teaching, an ability to build innovative bridges with the patron community, and a passion for exploring new formats for knowledge and approaches to learning.

1.28 Statement of Problems

In order to study the collection development and management practice and to find out about challenges of Colleges of Delhi this study entitled “Collection management in select college libraries in Delhi: A Study” was undertaken.

1.29 Objectives of the Study

Objectives of the research are:

1) To find out the collection development policies of in selected college libraries in Delhi.

2) To know about material selection methods, and collection development and management practices.

3) To find out about Digital / Electronic collections in college libraries in Delhi.

4) To find out the problems and challenges faced by librarians in developing and managing their collections.

1.30 Hypotheses of the Study

In the light of theoretical constructs available in the literature and finding of earlier research in the problem related to that of present study, following major hypothesis were formulated for present investigation.

1) Most the colleges’ libraries have collection development policy.

2) The colleges have different selected colleges have different selection methods for the purchase of books.

3) All the college libraries has digital collections.
4) There are many problems faced by librarians in managing and developing college library collections.

1.31 Limitation of the Study

This study is based on the response of librarians. The result is indicative of situation existing at the time of the survey. The study would cover colleges affiliated to University of Delhi only. The survey covered both the North Campus as well the South Campus college libraries of University of Delhi.

1.32 Significance of the Study

The study would help to understand the use of tools of collection management and development to access of resources provided by academic libraries. It would be helpful in framing collection management policies and practice for college and university libraries in Delhi in particular in India in general.
REFERENCES


