A PROPOSED MODEL FOR DEVELOPMENT OF DGSPRL

To fulfill the objectives and functions of DGSPRL, the required resources should be there. For increasing the growth, development and use of this library, a model has been proposed as under.

6.1 ORGANIZATIONAL STRUCTURE AND PERSONNEL

6.1.1 Basic Requirement: Independent Status

Punjabi University had taken the special decision to establish the Punjabi Reference Library and had given the independent identity to it which was terminated in the year 1986. DGSPRL should be independent and its head should be directly responsible to the Vice Chancellor and the syndicate. It should be a separate department, but should not be part of the main library of the university.

6.1.2 Library Advisory Committee

There should be Advisory Committee for DGSPRL. The Vice Chancellor should be the chairman and the librarian of DGSPRL should be secretary of this committee. Heads of departments of identified areas of DGSPRL should be its members. The functions of committee be as under:

1. To prepare the library budget
2. To frame the rules for the library.
3. To make the future plans for the growth and development of the library.

6.1.3 Library Organization

The separate proper sections should be established for different services of library such as acquisition, technical, Automation & Networking, Reprography, Binding & Repair of Books, Periodicals, Reference, Documentation, Stack Areas, Maintenance, and Office.

6.1.4 Personnel

The separate qualified staff for DGSPRL should be recruited. The deputed staff from university main library should be sent back to the main library to augment its services. For the proper performance of functions and services of library, the minimum staff has been suggested as under.

1. librarian (1: For the Proper organisation and functioning of library)
2. Deputy librarians (2: One for technical services and second for reader's services)
3. Assistant librarians (6: To maintain the different sections such as acquisition, Technical, Periodical, Reference, Documentation, Computer etc.)
4. Library Assistants (8: Two for acquisition of books & periodicals, two for classification & cataloguing, two for documentation and two for reference services)
5. Professional Assistants (10: For the assistance in Technical services and Reader's services of DGSPRL)
6. Restorers (10: Four for general collection, Four for special collection and two for Bound periodicals should be provided to give the services)
7. Binders (3: For the repair, binding and maintenance of documents)
8. Xerox Operators (3: For the reprography services)
9. Programmer (1: For the computer operations)
10. lab. Attendants (2: For the computer Lab)
11. Administrative and supporting staff (One Accountant, one office assistant, two clerks, eight peons, two security guards and sweepers.)

6.2 FINANCIAL MANAGEMENT

Sufficient fund is a pre-requisite for running an adequate library. For increasing rich collection and providing the services, the proper annual budget should be required as under in future.

1. Budget for books and periodicals – Rs. 600000
2. Budget for furniture and equipments – Rs. 20,000
3. Contingencies and sanitation – Rs. 15,000
4. Xerox, repair and maintenance of machines – Rs. 50,000
5. Binding and repair of books – Rs. 15,000
6. Purchase of rare books and manuscripts – Rs. 10,000
7. Documentation – Rs. 50,000
8. Computerization – Rs. 50,000

The above proposed budget should be modified as per requirements from time to time in future.

6.3 COLLECTION DEVELOPMENT

The growth and development of collection can be increased by following given proposals.
1. **Purchasing of all latest Publications** :- Sufficient funds should be provided to acquire all latest documents on Punjabi language, literature and culture.


3. **Resource Sharing and Networking** :- To increase the use of collection resource sharing and networking should be done with other institutes & libraries.

4. **Digitization of Collection** :- The rare material should be digitized and the digitized material be made accessible.

5. **Binding and Repair** :- For regular care of collection, the provision of binding and repair should be available in library.

6. **Verification & Rectification** :- The stock verification and rectification should be done regularly to maintain the systematic arrangement of collection.

7. **Merger of Donor's Collections** :- Donor's collections should be merged mutually. This would brought the scattered documents on same subject at one place.

### 6.4 SERVICES AND USE

- **Reprographic Services** :- To increase the use of library, the photocopy services should be provided in the premises of DGSPRL building.

- **Opening Hours** :- For the increasing of use, DGSPRL should be remain open on Sunday and the opening hours must also be extended ten hours to twelve hours.

- **Open Access** :- The open access system should be provided to grow the use of library.

- **Audio– Visual Services** :- There should be facilities of audio- visual services to the users. It will extend the library use.

- **OPAC and Internet Facility** :- The facility of OPAC and Internet should be provided in the library premises to the users.

- **Translation Services** :- The documents in four languages are available in the library so translation services should be provided as per user's requirements.

- **Documentation Services** :- Bibliographical and other research facilities should be provided by library to start bibliographical and documentation services.
• **Full Automation of library**: Besides the house keeping work of library, the reader's services should be computerized also.

• **Shelf Arrangement**: To increase the use of library the shelf arrangement should be regular. Way guides and shelf guides must be provided.

• **Users's Orientation**: For the proper use of library services, initiation programmes should be provided from time to time.

• **Reference Services**: The provision of answers to inquiries regarding specific information should be done.

• **Announcements/Dissemination**: The use of DGSPRL can be increase by dissemination of Information such as display of new arrivals, Exhibitions, current awareness services, preparation of bibliographies etc.

• **Periodical Services**: The periodicals should be displayed on the slopping shutters. There must be a separate periodical section.

• **Promotion and Marketing of Resources and Services**: The information regarding library's resources and services should be disseminated to users at the national and international level. It can be more easy through latest information technology. It will increase the use and development of library.

### 6.5 **BUILDING/PHYSICAL FACILITY**

The Library building should be more functional and then graceful. The working areas of library staff should be placed on ground floor. The periodical section should also be at ground floor. The ground floor and Ist floor should be fully covered with ceiling. To enter in the DGSPRL Its building should have own separate entry gate and the entry through main library gate must also be closed. The separate main reading hall free from any disturbance should be on 1st floor. The half area of 1st floor should be housed with stack area.

Special collections and Bound periodical should be placed on IInd floor. Two small reading areas must be provided on the Ist floor and IInd floor. There should be all open area on IInd floor instead of different rooms. The building of DGSPRL must be fully air conditioned.

The study should be conducted on the development of DGSPRL into a Clear House on Punjabi Language & Literature, Punjab History & Culture and Sikhism.