Part- I

Theoretical Features
Chapter – 3 Library and Library Services

3.1 Introduction
3.2 Definition of Library
3.3 Importance of Library
3.4 Types of Libraries
3.5 University Library
3.6 College Library
3.7 Types of College library
3.8 Library Services
Chapter -3

Library and Library Services

3.1 Library:

The word “library” is derived from the Latin word “Libre” meaning “a book”. In regard to the changing environment of contemporary age the concept of the library is also changed from its nature of depository to repository to be proved at the end of users as educational social and culture organization.¹

Library is a product of our cultural maturation it is essentially a response to the total communication patterns of modern society. The advent and advance of democracy the extension of the horizon of education the intensification of research and the virtual explosion of knowledge and have necessitated the services of a stocked, well staffs, well organized up-to date library.²

3.2 Definition of Library

1. S. R. Ranganathan

Library is a kind of special power station where the minds of this member of the community are energized. The thoughts energy which lies locked up in a potential state in a kinetic state which can stimulate the minds of readers in to helpful activity. The libraries represented transformation energy.³

2. International Organization for Standardization:

Library as “ Irrespective of the little any organized collection of printed books and periodical or any other graphic or audio- visual materials and a service of staff provide a facilitate the house of such materials as are require to meet the information research, educational or recreational needs of its users”.

3. ALA Glossary of library and Information Science:
Library a collection of physical prepared to prove bodily bibliographic and knowledgeable contact to a mark collection with a staff that is qualified to offer services and packages connected to information requirements of the mark collection. 

3.3 Importance Of library:

1. Libraries have played an importance part in the social, political and cultural development of the society.

2. Library has been essential part of civilized society. These came into being to serve the needs of society libraries provide lifelong self-education.

3. Libraries are the connecting node of information generation and communication.

4. Library is source of providing knowledge. The knowledge has become increasingly complex and at the same time, means of communication of knowledge equally complex. A library has connected with communication of knowledge repacked information through user friendly devices.

5. Main function of library is to provide information. They are indispensable maintaining and dominating the information to these who need of it librarians support learning, teaching, research and other educational functions appropriate to their parent institutions. They are living force for education, culture and information.

6. Library provides unlimited information. Libraries preserve our rich heritage in all available forms and sources with the patent emerging information technologies.

7. At a time library performed multifunction. The library is the only agency devoted solely the purpose of collection making available and securing the widest and the society use of record of civilization by the society of which it is part.
8. Library has noble mission impart education to the public or in broader sense to its ‘patrons’. It is mission is to provide a link between ‘past’ and ‘present’ and with that shapes our future society. 5

3.4 Types of Libraries:

The basic function of libraries is to preserve material by collection but they have to come to serve much other purpose as well. The material they stock now often includes, films slides, phonographs records and lap as well as manuscripts thus by housing readily available information and the means of its conferment transmission to student and others and by providing a source of instructive & creative reading and viewing and listing for general public of all ages libraries play an important role in modern social organization the following article deals with development of libraries from earlier times and describes the function of different kind of libraries it outlines some of principal of planning involved in library architecture and concludes with an explanation of some problem faced by libraries in technological age.

- Public Library
- Special Library
- Academic Library

a. Public Library:

Public Library has been construed differently by different experts depending upon the importance they give to its objectives. It was a people’s university for those who laid stress on educative aspect; it was a common man’s cultural center to provide authentic information in various aspects of life.6

Public libraries are social institutions offering services based upon books and information for various public groups on social, political, economic, cultural and other matters. They play a very significant role in the welfare of the society.

According to UNESCO manifesto the definition of a public library is as follows: a) Public library is financed for the most out of public funds.
b) It changes no fees from users and yet is open for full use by the public.

c) It is intended as an auxiliary educational institution providing a means of self-education which is endless.

d) It houses educative and informative materials giving reliable information freely and without partiality.

b. Special Library:

A special library is one which serves a particular group of people, such as the employees of a firm or government department, or the staff and member of a professional or research organization. Such a library deals essentially in information. It is not true, as some writers suggest, that books do not matter in special library, it is true that they may be less important than material like research reports pamphlets, periodicals, articles, news cuttings, trade literature and even letters, which may be regarded as ‘empirical’ in the public or academic library. Special libraries are formed in research and development, establishments, government departments, directorates, bureaus, industrial and business undertakings, learned and professional associations, trade and business associations, hospitals and health services, social and welfare organization, museums, national gallery arts, etc.

c. Academic Library:

An academic library is an attached to an academic foundation i.e., an foundation involved in education and / or research and imparting formal education to students who aim to complete a specific course under a arranged curriculum. Schools, colleges, universities and technological/ engineering/ medical organizations are some of such institutions. Thus there are various types of academic foundations which may vary from one extra in respect of courses presented by these.

Academic libraries exist to cater the needs and requirements of their parent academic institution, these vary in shape, size collection and services, depending upon the nature of the parent foundation. For example, libraries attached to a school, college and even to an undergraduate college would be different from the rest in respect of collection, shape, size and services.
However, all academic libraries have mutual qualities in much esteem. It is because all academic libraries exist to sustenance the teaching and research programs of their parent foundations. Besides having a good collection of reference books on variation of subjects, these highlight on building up a strong collection regarding the courses presented by the foundation.  9

3.5 University Library:

The university library provides additional facilities for higher learning, research and propagation of comprehension publications. It is governed by the statuary laws of the concerned university. Today university libraries have a very large role to play to meet variety of demands of information and knowledge to cope with the multidimensional activities of university.  10

A library attached or associated with a university and used by students, teachers, researchers, administrative staff etc. of the university as well as by the other research workers, alumni outside the university is known as university library. It is also known as the heart of university. It works like an axis of all educational and research activities in all disciplines. According to Dr. Krishan Kumar “a university library is a part of a university set up. Therefore, it exists to serve the objectives of its parent organization.

Every library programmed must support university’s total programmed. In other words, a university library should aim to advance the functions of its university. It should reflect character of the university”. He also states that the major distinction between a college library and university library that a university library lays emphasis mainly upon research. Thus we find that research is a major objective of a university library. In others words, it circulates knowledge to generate new knowledge. 11

3.6 College library:

College education provides a totally different environment for boys and girls who go for higher studies. Usually the classes comprise a large number of students and unlike school education, the students of college get much less individual attention from the teachers. The students, therefore, have to depend much more on themselves. Therefore, the college library is the automatic choice for the students to supplement their class room teaching. 12
“A library attached or associated with a college and used by teachers, students and staff of the college is known as college library”.\textsuperscript{13}

3.6.1 Function of College Library:

The ideal College library has following function:

1. Makes available to the student’s books and allied reading material relevant to the courses offered in the college.

2. Makes available the books and documents required by faculty members in preparation of their instructional courses.

3. Provides supplementary books and reading material to help study and teaching at the college.

4. Provides comprehensive selection of authoritative books and documents needed by the faculty members to pursue their research programmers.

5. Promotes the proper use of the reading material available in the stock and

6. Trains the students in making use of the library property and derive full advantage out of it integrating the library with the education all courses.\textsuperscript{14}

3.6.2 Objectives of college library:

To achieve its objectives a college library performs the following functions:

1) In order to help in all educational and instructional programmers of the college it develops its collection by acquiring different documents like textbooks, audiovisuals etc. related to various courses offered by the college ;
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 exam 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 its users about their surroundings.

6) It subscribes useful journals, research bulletins on different subjects as per the Recommendations of faculty (teachers) for research work and to keep the teachers abreast with the latest in their disciplines.

7) If some document is not available in the library it brings it on inter-library loan on demand of its users.

8) It also provides light reading material like fiction, biographies, magazines, travel book guides, audio-visuals etc. to give healthy leisure time to its users;

9) It procures general reference books such as dictionaries, directories, encyclopedias, yearbooks as well as some subject specific reference books.
10) 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.

11) It provides orientation training to its new users to use the library and disseminate information time to time regarding new library services and latest books.

3.7 Types of college libraries:
1. General
2. Special

Special-
A college may specialize in a subject such as agriculture, animal husbandry, engineering, law, medicine sciences, and pharmacy etc.

3.7.1 Engineering
The words engine, engineer, engineering come from the Latin words “Zygenium (nature, capacity, invention), which is derived from “giginere” (genere) - to product
According to Encyclopedia of Americana- “Engineering is the profession concerned explicitly with the scientific ‘of physical structure’ or engines- stationary or moving, military or civilization.”  

According to New Webster’s Dictionary of English Language, “Engineering is the art of executing a practical application of scientific knowledge”. The professional knowledge and work of an engineer the profession of constructing and using mechanical devices the management of an intricate enterprise”

3.7.1.1 History of Engineering
The basic concept of engineering and technology has ancient roots in our country. Our Vedas and Scriptures mention several examples of technological product and process which at the time their use were quite spectacular. These flourished in many forms long before changed and never technologies begin to emerge and to take roots first in Europe and later in USA. The passage of time brought in addition of knowledge and developments in physical science, Medical Science Mathematics, Natural Science. Major technological developments took place somewhat later based on the ‘invention of stream engine’ followed by invention of area of electricity and communication. These developments have their effect in our country as well.

3.7.1.2 First Engineering College in India:
The first engineering college was established in the Uttar Pradesh in 1847 for the training of Civil Engineers at Roorkee, which made use of the large workshops and public buildings there that were erected for the Upper Ganges Canal. The Roorkee College (or to give it its official name, the Thomason Engineering College) was never affiliated to any university but gave diplomas considered to be equivalent to degrees.

In pursuance of the Government policy, three Engineering Colleges were opened by about 1856 in the three Presidencies. In Bengal, a College called the Calcutta College of Civil Engineering was opened at the Writers' Buildings in November 1856; the name was changed to Bengal Engineering College in 1857, and it was affiliated to the Calcutta University. It gave a licentiate course in Civil Engineering. In 1865 it was amalgamated with the Presidency College. Later, in
1880, it was detached from the Presidency College and shifted to its present quarters at Sibpur, occupying the premises and buildings belonging to the Bishop's College. 

3.7.2 Pharmacy

The word originates from the Greek: (pharmakon), meaning "drug" or "medicine". The word pharmacy is imitative from its origin word pharma which was a term used since the 15th–17th centuries. 

Webster's 1913 Dictionary: The art or practice of preparing and preserving drugs, and of compounding and dispensing medicines according to prescriptions of physicians; the occupation of an apothecary or a pharmaceutical chemist.

Pharmacy is the science and art concerned with the collection, preparation and standardization of drugs, the synthesis of chemical compounds of mechanical value and the analysis and standardization of medicinal agents.

According to the foregoing description, Pharmacy is one the subdivisions or specialties of Pharmacology. Pharmacists are responsible for the manufacture of the dosage forms of drugs such as tablets, capsules and sterile. Solutions for injection. They compound physician, dentists and veterinarian’s prescription for drugs.

3.7.2.1 History of Pharmacy

Century’s medicine and pharmacy were not independent. However in the 13th century certain regulation was set forth by the German emperor Fredrick II, which had a tremendous influence on the practice of pharmacy and which made it an independent branch of what might be called the health services.
The beginnings of pharmacy are ancient when early man expressed a juice from a succulent leaf to apply to a wound; he was practicing this art in the Greek Legend. Asclepius, the god of the healing art, delegated to Hygeia the duty of compounding his remedies.

The Physician - priests of Egypt were divided into two classes: those who visited the sick and those who remained in the temple and prepared remedies for the patients. In ancient Greece the art of the healing recognized a separation between the duties of the physician and that of the pharmacist.  

The history of pharmacy of pharmaceutical education has closely followed that of medical education. The history of pharmacy traces the development of this profession in various countries and outlines the way in which it has extended from one country to another. The first college of pharmacy in the United States was established in 1821 in Philadelphia. It was known as the Philadelphia College of Pharmacy. The first school to include pharmacy in the title of one of the Philadelphia.  

### 3.7.2.2 First Pharmacy College in India

The inception of pharmacy career in India was obvious by the first class of the chemist and druggist showed at the Madras medical college in 1870 to train students to improvement skills in pharmacy training. Pharmacy education outline was based on the commands provided by the pharmaceutical society of Great Britain. A formal training of the compounders was started in 1881 in Bengal.

The pharmacy career entered India almost instantaneously with U.S but the development in India continued very slowly. For almost half a century not much improvement was noticed, until B. Pharm course was started in 1937 at Banaras Hindu University and in 1944 at the Punjab University, Lahore now in Pakistan.  

### 3.8 Library Services

The services offered by libraries can be grouped as conventional library services and the services for promoting library use.
i) Conventional Library Services
   a) Library Rules
   b) Circulation: Issue & Return of Books
   c) Inter-Library Loan Service
ii) Service Promoting Library Use
   a) Initiation/Orientation Service
   b) Reference Service
   c) Current Awareness Service
   d) New Books Display
   e) Thematic Display
   f) Press Clipping Service

Let us first discuss conventional library rules and then deal with service promoting library use.

i) Conventional Library Services
a) Library Rules: Every library structures a conventional of rules for regulating its services to members. Rules are enclosed keeping in mind the library objectives and members interests. As far as possible rules should be obvious, free from any uncertainty.

b) Circulation:
Issue & Return of Books: Circulation means delivering books to legal members on loan, and canceling loans them from delivering registers upon return of books by members. It is one of the most essential activities of a library from users’ perception. For managing circulation, the library needs a proper circulation system planned and advanced for the activedevice of circulation actions in terms of time per transactions, manpower growth necessity, and correctness in record observance.

Late Fine:
Though it may be partial to execute fines for the late return of borrowed books, yet it is important in a library to apply discipline between members. This is done mainly as a preventive since the expanse collected as fine is continually very insignificant. Official receipt is issued after recognizing late fee money from nonpayers in cash.
Reservation of Books: Books in substantial request regularly continue in circulation. Those members in the waiting list they reserve that books. That member first had given to priority their acceptance in the library. The library notifies to the waiting list member about the accessibility of the saved book.

Loss of Books:
Books informed as misplaced by user are essential to be allocated by way of each library rules. The user is instructed to exchange the book with an original copy. If, that book is out of standard in the market, they requested to pay the current price of the book. The price may also be got determined from the Accession Register and proper receiving delivered to the user.

c) Inter-Library Loan Service:
Inter – Library loan refers to request for a document not available in the library. Whatever might be the nature of a library, but it should take advantage of borrowing books from other libraries especially those in the same town itself. It can prove to be a boon.

Initiation/Orientation Service: Maximum of users, a visit to the library is the first meeting with the world of books. The users have to be completely conscious of the rights they are allowed to as also the rules they are to monitor to develop complete remunerations from the library.

Reference Service:
Reference service involves spirit of humanism which aims to establish right contact between a right book and right reader at a right time. A collection of document would not be used fully unless a reference librarian makes efforts to help the users to exploit the resources of the library. A reference librarian should know about the world of books and try to find out a reader for every one of these. He should find out who will from a given book. He should not miss any opportunity to bring a right book to right reader together. The book may informative or inspirational or educational but a reference librarian should aim find a reader for it.
New Books Display: All the books additional into the library stock must be set on presentation for a short period so as to carry them to the notice of all library users.

Press Clipping Service: Newspapers are the greatestessential causes of current information. It is almostsuitable, if clippingsof reviews, editorials letters, statements, news matters, occasions etc. are systematized in specificreasonabledirection for upcomingposition.

Reference:

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