Chapter-2
Profile of libraries
CHAPTER 2

PROFILE OF LIBRARIES

This chapter deals with an overall introduction about the under study libraries, its collection, users, staff and services in a systematic manner.

2.0 Concept of Library

The world has witnessed several information revolutions in the past. The first was 6000 years ago when writing was invented, which made the way for the development of manuscripts. The second information revolution took place in 1300 BC when the first written book was published. The third information revolution ‘the invention of printing press’ in 1455 AD initiated a new form of revolution called the document revolution. The Gutenberg’s invention brought vast quantities of uniform inexpensive reading materials to the mass. This led to the development of agencies to collect, store and circulate the printing materials to the needy public. These agencies are called libraries. Libraries began as a place where all the cultural and scientific records of the early societies were kept. Archives and libraries were maintained from as far back as third millennium BC. The greatest library of the ancient times was the one at Alexandria. The libraries have transformed drastically from the storehouses for books and journals to the powerhouses of knowledge and information since the middle of the 20th century. The information and communication technology, which is responsible for this revolution has drastically changed the organization, management and functioning of modern libraries. Modern libraries are increasingly being redefined as places to get unrestricted access to information in many formats and from many sources. In addition to providing materials, they also provide the services of specialists, librarians, who are experts at finding and organizing information and at interpreting information needs. More recently, libraries are understood as extending beyond the physical walls of a building, by including material accessible by electronic means, and by providing the assistance of librarians in navigating and analyzing tremendous amounts of knowledge with a variety of digital tools.

The term "library" has itself acquired a secondary meaning: "a collection of useful material for common use".

According to S.R. Ranganathan, “A library is a public institute or establishment charged with the care of the collection of books, the duty of making them accessible to those who required the use of them and the task of converting
every person in its neighborhood into a habitual library goers and readers of books" thus a library is regarded as a public institution which is also expected to convert the potential readers into actual readers.

A.L.A. Glossary of Library and Information Science has defined library as, "a collection of materials organized to provide physical, bibliographical, and intellectual access to a target group, with a staff that is trained to provide services and programmes related to the information needs of the target group."

2.1 Objectives and Functions of the Library

The library aims at providing the necessary information and making them available to all the beneficiaries in the appropriate time. Generally, the objectives of library depend upon the types of library. The objectives of library are fulfilled through the functions and operations. A library function is a function that can be called by a program to perform some task, but it is not part of the program itself. Usually library functions are collected together into libraries, which comprise suites of functions that are loosely related in some way. A library should provide for lifelong self-education. Information/documents on all subjects including local, national, international affairs to serve economic political and social welfare, Proper use of leisure, Advancement of culture and Preservation of literacy heritage for posterity.

The word Library has been derived from the Latin word “Liber” meaning book. A library is a collection of sources, resources, and services and the structure in which it is housed; it is organized for the use and maintained by a public body, an institution or a private individual. It can mean the collection itself, the building or room that houses such a collection, or both. Library is a collection of information sources in print or other forms that is organized and made accessible for reading or study.

In other words Library is a store house of information which consists of both book and non-book materials. It is considered as the most important place from where information in any field of knowledge can be obtained easily from different sources.

2.2 Types of Library

Libraries can be divided into categories by several methods; by the entity: by the type of documents or materials they hold; by the subject matter of documents; by the users etc. The categories by traditional professional divisions are as under:
(i) National library: It is a library specifically established by the government of a country to serve as the preeminent repository of information for that country.

(ii) Public library: It is an institution maintained for and by the community primarily for the social purpose of providing easy opportunity for self education throughout life of every person of the community.

(iii) Special library: It is a library that is concerned almost exclusively with the literature of a particular subject or group of subjects. It also includes libraries with the collection of a particular form of material.

(iv) Academic library: A library, which serves an institution of higher learning, such as a college or a university. Academic Library serve two complementary purposes: to support the school's curriculum and to support the research of the university faculty and students.

2.2.1 ACADEMIC LIBRARY:

An Academic Library is a library attached to an academic institution, i.e., an institution engaged in teaching or research and imparts formal education to students who aspire to complete a particular course under a prescribed syllabus. Schools, Colleges, Universities and technological/engineering/medical institutions are some of such institutions. There are various types of academic institutions, which may vary from one another in respect of courses offered by them. Academic libraries exist to cater the needs and requirements of their parent academic institution; they vary in shape, size, collection and services, depending upon the nature of the parent institution. For example, libraries attached to a school, college, and even to an undergraduate college or a post graduate college or a medical college or an engineering college would be different from the rest in respect of the collection, shape, size and services. However, all academic libraries have common qualities in many respects. It is because all academic libraries exist to support the teaching and research programmes of their parent institutions. Besides having a good collection of reference books on variety of subjects, these emphasize on building up a strong collection concerning the courses offered by the institution. The most important library is University Library. University library is an academic library and the effectiveness of a university library depends upon the quality and the degree of the success it provides to its users and the success of that library depends only on how efficiently it satisfies its users. In this modern age when everything have become
technically more advanced with regards to the use of computer and modern state of Art technologies, the university libraries are being upgraded by using advance technology such as digitization of documents, internet facilities, online databases, use of various kinds of library software's etc. to provide better services to its user communities in less time thereby saving the time of the users.

2.2.2 Role of Academic Libraries

Academic libraries have the prime responsibility of shaping the future generation by making them rich in information. As knowledge is the main item, which is transacted and shared in the academic institutions, libraries in these institutions have to supplement the knowledge base of the academic community. The novice as well as veterans has to be satisfied by providing the appropriate information resources and services. The performance of a library in such an environment can be judged by measuring the satisfaction of the users comprising of the students, teachers and research scholars.

2.2.3 Types of Academic Libraries

1. University Library
2. College Library
3. School Library

2.2.4 University Library System

A university library is the heart of a university which circulates the life blood to the whole university by dissemination of knowledge through improved methods of communication of information to its clientele. A university library is regarded as the heart of a university, which shoulders the onerous responsibilities of higher education in the country. University Libraries deals with mainly Post Graduate students, Research Scholars and teachers. The main objectives of a modern University are imparting advanced knowledge to Post Graduates in different fields and providing necessary facilities to carry out research activities in specialized fields of knowledge with a view together new knowledge. University libraries can help the students and the scholars in their fields of activities by organizing knowledge, by making the knowledge accessible through catalogues, indexes and bibliographies, by personal service attention and advice. Libraries are needed in any country for the enrichment of knowledge of its citizens and to provide new scientific information to the scholar, and to scientific information to the scholar, and to satisfy the intellectual needs of the
educated at all stages of life by providing him facilities, to keep himself well-
inform ed and to up-date professionally.

**2.2.5 Collection in University Library**

Building a library collection, which should be able to meet the needs of the 
teachers, students and research scholars adequately, is the major task of a university 
library. The collection of university library is categorized in three parts. Periodicals, 
journals, patents, standards, dissertations, research reports, conference proceedings, 
technical bulletins comes under the primary sources. Secondary periodicals, 
abstracting journals, indexing periodicals, books, encyclopedias dictionaries, 
directories yearbooks, monographs, and bibliographies etc are the secondary sources. 
whereas bibliography of bibliographies, catalogues of catalogues, list of 
encyclopedias, list of abstracting and indexing journals and guide to literature etc are 
categorised under tertiary sources.

**2.2.6 Services of University Library**

Among the services provided by the university libraries, reference, circulation 
and inter library loan are the most common; these Services are being provided by 
more than 95% of the libraries. The services to be provided by university library are-
lending service, provision of general and specific information, compilation of 
bibliographies, inter library loan, assistance in location of documents reader's 
advisory service, document deliver service, documentation service, maintenance of 
clippings, reference service, referral service, reprographic service, translation service, 
extension service, display of new addition, literature search, bibliography instruction 
and library orientation.

**2.2.7 Functions of the University Library System**

Keeping in view these objectives of higher education in the country, the 
university library system should bear this onerous responsibilities. In order to 
achieve the objectives of university education, university libraries should re-design 
their activities in such a way that they may prove to be significant partners in 
conservation of knowledge and ideas, teaching, research, publications, extension 
services and interpretation of results of research.
PROFILE OF LIBRARIES

2.3.1 JAMIA MILLIA ISLAMIA UNIVERSITY

Jamia Millia Islamia, an institution originally established at Aligarh in India in 1920. Maulana Mehmud Hasan laid the foundation stone of Jamia Millia Islamia at Aligarh on Friday 29 Oct 1920. Hakim Ajmal Khan, Dr. Mukhtar Ahmed Ansari and Abdul Majeed Khwaja supported by Gandhiji, shifted Jamia from Aligarh to Karol bagh in New Delhi in 1925. In 1928 the leadership of Jamia moved into the hands of Dr. Zakir Hussain who became its Vice-Chancellor. In 1936 Jamia was shifted to new campus at Okhla. On 4 June 1939, Jamia Millia Islamia was registered as a society. In 1962, the UGC declared the Jamia ‘deemed to be university’. By a special act of the parliament, Jamia was made a central University of India in Dec. 1988. Many new courses at UG and PG levels have since been added. Beside its six faculties, Jamia has a number of centers of learning and research. The Jamia is also marching ahead in the field of information technology. Apart from this, the Jamia has a campus wide network, which connects a large number of its departments and offices.

2.3.2 Zakir Husain Library

The Library of Jamia Millia Islamia, Dr. Zakir Husain library was established with the establishment of the Jamia in 1920. The library was started first with a small collection donated by Maulana Mohd Ali Jauhar. The library was named Dr. Zakir Husain library in 1973 on the name of the former Vice-Chancellor of Jamia Millia Islamia and former president of India. Dr. Zakir Husain Library is the central library of the Jamia library system, which includes various faculty libraries. The existing building covers an area of 22,900 sq. ft. A new central library building covered area of 1,06,850 sq. ft. The building has been designed to reflect the Jamia’s contemporary image and accommodate the ever-increasing demands of the modern library system.

2.3.3 Library Hours

Opening hours of library are divided accordingly to season.

Aug-Oct 09:00 a.m – 10:00 p.m.
Nov-Feb 09:00 a.m -- midnight
Mar- May 09:00 a.m -- 02:00 a.m.
Jun – July 09:00 a.m -- 09:00p.m.

2.3.4 Membership

All the bonafide students, faculty members and other non teaching staff are the member of the library. At present there are approximately 14,718 member of the
library, i.e. 1476 faculty members, 913 non teaching staff, 1131 researcher scholars, 7198 P.G and U.G. students and 4000 members of others categories.

2.3.5 Library Collection

Zakir Husain Library has total collection of 3.44 lakh books and bound volumes of periodicals, 2000 manuscripts, and 1100 thesis. It subscribes to 649 print journals, and provides access to 6,000 e-journals. The collection caters to the teaching and research programmes of all of Jamia’s teaching departments and research centers. It has a textbook Section of about 8,000 books. These are reserved books, which are made available for the consultation/overnight issues.

2.3.5.1 The Mohibbul Hasan Reference Collection

It comprises more than 5000 books in English, Arabic, Persian and Hindi, which covers encyclopedias, dictionaries, handbooks, almanacs, yearbooks, biographical sources, and E-reference sources. Some reference source are available in CD format and online, and can be accessed throughout Jamia on the website.

2.3.5.2 Print Journals

Library subscribes 649 journals, out of these 166 journal subscribed are international and receives 53 periodicals as gift / exchanges.

2.3.5.3 Urdu Collection

Collection of 30,000 books on life and literature, history and culture, medicine and science are available in urdu. All Urdu publications of Maktaba Jamia, Idara-e Taleem-o-Taraqqi, NCPUI, etc. are available. A rare collection on Hinduism, Sikhism, and Jainism compiled are in Urdu.

2.3.5.4 Arabic Collection

Collection of 5,000 books on Arab literature as well as reference material and writings of khalil Gibran, Taha Husain, Najuib Mahfooz, and Taufiqul Hakcem are written in Arabic language. Computerized database can be viewed on dedicated terminals in the OPAC area. Print copies are available for reference.

2.3.5.5 Hindi Collection

Collection of 25,000 books on literature and also writings of Prem chand, Mahadevi Verma and other hindi collection are available. These Collection data can be accessed through online catalogue.

2.3.5.6 Manuscripts

Library has more than 2000 manuscripts on subjects like astronomy, astrology, music, Quamic studies, Sufism, logic, philosophy, Unani medicine, mathematics,
Oriental Studies, and Hinduism. These are in Arabic, Persian, Urdu, Pasto, Punjabi and Brij Bhasha, and pertain to the period 1591-1922 AD.

2.3.6 Library Staff:

Zakir Husain Library has 51 total number of staff i.e., 01 Librarian, 01 Deputy Librarians, 06 Assistant Librarians, 01 Information Scientist, 14 Professional Assistant, 09 Semi-Professional Assistants, 18 Library Attendants, 01 Lecturer.

2.3.7 Library Services

Zakir Husain Library provides the following services to its users:

Lending Service: The library has made available the borrowing facilities of books between 09:00 am to 04:30 pm.

Reading Room Service: Reading and studying facilities for textbook collection is made available within the reading halls. The separate reading halls for scholars/teachers and PG students are available.

Orientation Programmes: Individual and group orientation programmes are available for digital resources and services.

Document Delivery Service: Bonafide members of the library can get reprints of journals/articles by filling up the form at the circulation counter.

Photocopy Service: The library provides photocopy services through private contractors. The services are located as a separate unit next to main entrance of the textbooks section. The users can approach the unit directly. They may also request the circulation counter. For any difficulty or assistance, the users may approach the Incharge of user services.

Inter Library Loan Service: The library offers inter library loan service to its users for the books, periodical and articles that are not available in the library. This service is provided on No profit-No loss basis and expected to be prompt. The library, in turn also lends its resources to the libraries of other government and academic institutions. Library has institutional memberships of DELNET, British Council Division, American Centre Library & INFLIBNET.

Document Procurement Services: Document procurement services can be made available from American Center Library, British Council Library, DELNET and INFLIBNET. For documents, the users will have to fill up a form available at the circulation counter and deposit it at the counter.

Internet Service: Library has introduced Internet service from 2003 to the bonafide members of the library. At present, the Internet service is available free of
cost from morning 9:00 am to 5:30 pm in all working days. The bonafide members are permitted to use this facility after entry in the logbook maintained at the library.

**Reference Service:** The library maintains a separate reference collection consisting of fast finding tools such as almanacs, atlases, biographical and language dictionaries, directories, handbooks and statistical compilations, encyclopedias, technical data, maps, films etc. The reference books are not issued but consulted within the library. The library provides the reprographic service in this section also. Reference services provides assistance with factual and research questions, subject guides on finding and using materials and Library instructions and research consultation.

**2.3.8 Computerization**

Library's LAN is linked with the fibre-optics backbone of Jamia's campus-wide WAN. The LAN has an Compaq Proliant server based. There are 11 laser printers, 02 bar-code label printers, 01 card printer, 06 hand-held bar-code scanners, and four flat-bed scanners operational at the related service points.

**2.3.9 Internet facilities**

The library is providing the facility of Internet access to the bonafide members of the library. The bonafide members can use the Internet in the library by producing their valid membership card to the staff of the library. The Library receives Content (TOC and indexed bibliographic records) from Informatics (India) electronically by FTP or e-mail every week. To promote application of IT in the use of Library Services, Dr. Zakir Husain Library has organized 8 major seminar/conferences, 16 exhibitions since 2002, and continues with education programmes for staff and library professionals across the country.

**2.4.1 JAWAHARLAL NEHRU UNIVERSITY**

Jawaharlal Nehru University is located in New Delhi, the capital city of India. Named after Jawaharlal Nehru (the first Prime Minister of India), it is a premier university in India. JNU was established in 1969, by an act of parliament, with the objective of promoting the study of principles of national integration, social justice, secularism, democratic way of life, international understanding and scientific approach in solving the problems of society. Over the years, it has been a model university in terms of academic excellence. Being unique of its kind in India, it is truly multinational and multicultural. A miniature India can be seen and felt in this residential university. Another objective of the founders of this university was to
make it a premier institution of higher learning for the students of the erstwhile Third World countries. The university from the very beginning was meant to be a centre for Third World studies. A third objective of the university has been to promote research and teaching leading to the increasing engagement of its students and teachers in higher level academic work and national and international policy making.

2.4.2 About The Library

The Library is located at the heart of an academic complex. It has a carpet area of about one lakh sq. ft. A typical floor has a carpet area of about 6000 sq. ft. and the Ground Floor 50,000 sq. ft. Library is housed in a nine-story building. Being in the middle of the academic complex, it is easily accessible from all the School/ Centres in the academic complex. The Library has a total collection of 6 lakhs, which includes books, serials, non-book materials etc. The Library subscribes to 965 journals and also receives another 148 journals by way of gift and exchange. The collection is housed subject-wise on different floors under three major streams i.e. Social Sciences, Humanities and Sciences. List of Subscribed Print / Online journals is available at library web page. Now digitization process of newspaper clippings has been successfully started.

2.4.3 Library Hours

The Library remains open from 9.00 a.m. to 8.00 p.m. throughout the year and during the examination days, the working hours are extended upto 12 midnight for 45 days each semester. However, the Reading Room, Textbook Section also remains open upto 12 midnight. The General Reading Hall is being kept open round the clock throughout the year. The Library remains closed on three National Holidays and Holi festival each year.

2.4.4 Library Collection

The Library has adequate number of information resources to satisfy the information need of library users. The Library has a total collection of 6.30 lakhs, which includes books, serials, non-book materials etc. The faculty publications have been placed at the Ground Floor. The Library subscribes to 965 journals and also receives another 148 journals by way of gift and exchange. The collection is housed subject-wise on different floors under three major streams i.e. Social Sciences, Humanities and Sciences.
(i) Online Journals and Databases

Library provides access to 10000 full-text e-journals/online databases. List of Subscribed Print / Online journals is available at library web page. The JCCC provides article-level access for all the journals subscribed by the UGC-INFONET Digital Library Consortium as well as journals subscribed by 22 university libraries designated as Inter-Library Loan (ILL) Centres of the INFLIBNET Centre. The interface provides hyper link to articles that are accessible in a given university so that a user can access and download articles accessible to his/her university. For articles from journals that are not accessible in a given university, the interface facilitates semi-automatic generation of ILL request directly from user(s) to the INFLIBNET Centre or to one of the ILL Centres as the case may be. All faculty, staff and students who are members of the Center Library JN University are authorized to use ILL service. The requester should be registered member of the Central Library, JNU.

(ii) Archives

The Archives on Contemporary History set up in 1970 at the Jawaharlal University is a repository of variety of materials on the left wing movement in India. It is located on the sixth floor of the Library building. It houses the personal collections of late P.C. Joshi, the general secretary of the united Communist Party of India. Since its inception it has been considerably enriched by procuring collections gathered from other sources. Its holdings include photo copies, microfilms, cyclostyled, typed, handwritten and printed materials, in the form of booklets, handbills, pamphlets, books, newspapers, including the publications of the communist parties and various other left groups.

2.4.5 Library Staff

At present Central Library of JNU have at present 135 staff. i.e., 01 Librarian, 03 Deputy Librarians, 13 Assistant Librarians, 26 Professional Assistant, 29 Semi-Professional Assistants, 20 Library Attendants, etc.

2.4.6 Library Services

The central library of JNU provides many services, which categorized as follows:

(i) General Services

- Reference service is provided for each collection at the respective floor.
• Membership and Issue-Return services are centralized at the Ground floor.

• Textbooks on all disciplines are centralized and kept at the Textbook Section. Book Bank facility for MA students is also being provided from the Textbook Section.

• Document Delivery Services and Inter-Library Loan facilities are available at the Cyber Library Counter.

• Articles from Social Science Periodicals are indexed at Documentation Unit and online search is available through OPAC.

• Card Catalogues of different collections are available on respective floors.

(ii) Special Services

• Cyber Library: 200 PCs have been installed for students and research scholars to access INTERNET and online resources.

• Information Browsing Unit: The unit has been established for the faculty members for online information browsing.

• Helen Keller Unit: A special unit named Helen Keller Unit for the visually challenged students and researchers is located at the newly renovated Reading Hall.

• New Books Display: New Books purchased by the Library are displayed on every Monday. All these Books are kept for consultation at the Circulation Counter.

• CD-ROM: Access to CD-ROMs which comes along with books / journals and statistical data is available in the Automation Unit.

• Inter-Library Loan: Books and Articles are arranged from other Libraries under this facility through DELNET.

• Newspaper Clippings: About 12.45 lakh newspaper clippings on area studies and basic disciplines are available for students and research scholars of the University. The digitization process of newspaper clippings has been started.

(iii) Other Services

• Tracing File: Information about untraced books must be recorded in the tracing files kept on different floors of the Library.
• **Dissertations and Theses:** Metadata of theses and dissertation is available through OPAC.

• **Xerox Facility:** Managed by a private operator, this facility is available in the library on payment basis.

• **Tape Recorders & Audio Cassettes Library** provides these facilities to Blind students.

• **Lockers:** Library provides lockers facility to the Research Scholars & Faculty Members, on request.

• **General Reading Hall:** This Hall is being kept open round the clock throughout the year. Students can read their personal books in the Reading Hall located at the back side of the Library.

### 2.5.1 ALIGARH MUSLIM UNIVERSITY

Aligarh Muslim University (A.M.U) is a premier central university in India. In the 19th century, Sir Syed Ahmad Khan created a modern educational institution that first as M. A.O. College and then since 1920 as Aligarh Muslim University, which has been the path breaker in bringing Muslim to modern scientific fields and education. Sir Syed deemed it necessary to make some special arrangement for their education. Aligarh’s “culture of decency” has a compelling appeal. There are 16 halls of residence comprising 69 hostels with more than 35000 students, 2000 around teachers and 7000 non-teaching staff. AMU has 12 faculties comprising a wide spectrum of academic disciplines, 91 departments, and 5 institution 13 centers. The university offers 289 courses. Students come from all over India and more than 500 hundred international students in the various academic disciplines from professional to research.

### 2.5.2 About the Library

Maulana Azad Library is regarded as second largest University Library of Asia with 11,86,139 books/documents (including departmental library). The foundation of the Library was laid in 1875 when Sir Syed Ahmad Khan, a great social reformer of his time. Lord Lytton laid the foundation stone of the Library, the then Viceroy of India. That is why; the Library was originally named as Lytton Library. The present grand seven storied building surrounded by 4.5 acres of land in 1960 was inaugurated by Late Pandit Jawaharlal Nehru, Prime Minister of India and was named as Maulana Azad Library, after the name of Maulana Abul Kalam Azad, the great
Educationist, Statesman & the first Education Minister of independent India. The Oriental Division of Maulana Azad Library comprising of about two lakh printed books and periodicals including 10,000 items belonging to rare category in Urdu/Persian/Arabic/Hindi & Sanskrit forms the most significant part of the collection. Donations received from great bibliophiles and literary persons are designated as special collections by the names of their donors. The Urdu collection with more than one lakh books on almost all aspects of Indian Life and Culture forms the largest part of Oriental Division. One of the most priced collections of the library is its collection of about 16000 rare manuscripts. Several royal decrees of Moghal emperors namely Babur, Akbar, Shahjahan, Aurangzeb, Shah Alam etc. and also translation of Sanskrit works such as Bhagwad Geeta, Mahabharata and Leelawati in Persian by Abul Faiz Faizi, a scholar in the court of Moghal Emperor Akbar are some of the highlights of the manuscripts collection of this Library.

M.A. Library are fully automated with LibSys software and using 3M security systems. About 5000 students, teachers and other members of the University visit the Library daily.

2.5.3 Library Hours

M.A. Library remains open for 18 hours a day on all days except a few national & religious holidays. During examination period open hours of library are further extended for 20 hours a day. M.A. Library is highly used library where various users i.e. Students, research scholars, faculty members, outsiders as guest member etc. visit the library. Being a residential University a large number of students utilize resources of the library. More than 5,000 users visit the library every day.

2.5.4 Library Collection

The collection consists of books, periodicals, pamphlets, manuscripts, paintings and photographs etc. M.A. Library performs the functions of a National Library so far as its collection of Oriental manuscripts are concerned. The oldest manuscript owned by the library is more than fourteen hundred years old. It is a fragment of the Holy Quran transcribed by Hazrat Ali, the fourth caliph of Islam and is written on parchment in Kufi script. Another rare collection is the Halnama of Beyazid Ansari, no copy of which is available anywhere else in the world. The Library has a sizeable collection of early printed books in various languages. The most outstanding among them is the Latin translation of the celebrated Arabic work on optics, opticam prafatis, by Ibn-al-Haitham (965-1039) published in 1572.
There are several farmans (decrees) of the Mughal kings like Babur, Akbar, Shahjahan, Shah Alam, Shah Alamgir, Aurangzeb etc. Another prized possession of the library is a "Shirt" on which the whole Quran is inscribed in khafi script. This shirt is believed to have been worn by a warrior of Mughal army.

Among the large collection of Mughal paintings is the painting of Red Blossom, which is a magnum opus of Mansoor Naqqash, the celebrated court artist of Emperor Jahangir. Some valuable Sanskrit works translated into Persian have also been preserved in the library. Other possessions worth mentioning is the Ayurveda in Telugu and the Bhasa's in Malayalam script written on palm leaves. Abul Faiz Faizi, an eminent scholar of Akbar's court translated several Sanskrit works into Persian, such as Maha Puran, Bhagvat Gita, Mahabharat and Lila Wati, these are also available.

(i) Manuscripts: The library has 15162 manuscripts mostly in Persian and Arabic language pertaining to almost all disciplines and Research scholars pursuing their studies in Persian, Arabic, Urdu, History, Islamic Studies can use them. Now digitization of these manuscripts is in progress.

(ii) Urdu Collection: The library has the largest collection of Urdu literature specifically the Periodicals of 19th century in Urdu language that are very frequently consulted by Research scholars and readers pursuing their studies in Urdu literature, Journalism & History etc.

(iii) Reference Collection: The library has a specialized collection of reference books like Dictionaries, Encyclopedias, Guide books. Census publications, Biographical Sources, Geographical sources. Atlases, Gazetteers, Maps, Statistical information, etc.

(iv) Microfiche Collection: The Library has substantive number of microfiche pertaining to documents of historical importance.

(v) Microfilms Collection: Quite a good number of microfilms of printed books and manuscripts are also available in the library.

(vi) Rare Books, Arts Books & Theses Collection: The Library has a very large collection of rare books published in 18th & 19th century.

(vii) Phonodiscs And Phonorecords: The Library has a fine collection of phonodiscs of concerts, instrumental music, orchestral music, rhapsodies, sonateas, symphonies, etc. as well as phonodiscs of eastern
music including the performance and recordings of the eminent maestros of their times.

(viii) Print and Online Journals: Library procures more than 1188 journals including about 490 foreign journals and 698 Indian journals.

(ix) Other Collections: Sir Syed Collection, Ghandhiyan Collection, Aligarh Collection are also important collections of M.A. Library.

2.5.5 Library Staff

At present, Maulana Azad Library has 124 total number of professional staff, i.e., 01 Librarian Incharge, 04 Deputy Librarians, 01 Curator, 18 Assistant Librarians, 01 Information Scientist, 16 Professional Assistant, 38 Semi-Professional Assistants, 18 Library Attendants etc.

2.5.6 Library Services

M.A. Library provides number of services to the users like retrieval of information, orientation and bibliographic instructions, assistance in locating/searching of documents, advisory role, Current Awareness Service (CAS), Selective Dissemination of Information (SDI), Bibliographic Service, Inter Library Loan, Organization of Exhibitions, Press Clipping, Reprographic Service etc. Some of these services are noted below:

(i) Circulation Service

The Readers can make use of books and other reading material by use of resources within library and borrowing of books. Various categories of users i.e. Undergraduate, Postgraduate Students, Research Scholars, Faculty Members, Non-Teaching Staff may borrow the books.

(ii) Reference Service

Reference service is the most important service from the point of view of readers. Library has sufficient trained staff to help readers in locating the documents required by them. Library help the reader by: (i) Assisting research scholars in selection of topics for research and subsequent assistance by providing various Reference tools. (ii) Helping the users in how to use/locate the material and reference tools, i.e., Encyclopedias/dictionaries/biographies/year book/directories etc. (iii) Answering short/long-range queries of the users. The Library has further strengthened its reference Division by procuring new editions and entirely new reference tools during current year.
(iii) Bibliographic Services: M.A. Library also provides bibliographic services to the faculty members and research scholars on demand. The staff of research division prepares such bibliographies on request of Research Scholars.

(iv) Documentation Services: Library has published two bibliographies in the recent past: (i) Sir Syed and Aligarh Movement: a select bibliography. (ii) Abul Kalam Azad: an annotated subject bibliography. Library is also bringing out following regular publication: (i) M.A. Library Documentation Service (Urdu) : a quarterly index to Urdu periodical Literature received in Library.

(v) Current Awareness Services (CAS)

The Library had started this service as content page service. Contents of all new issues of journals received in the library are being photocopied before transfer to respective department and this is sent to various departments. It is being widely appreciated. Digitization of Manuscripts and Printed Rare Book Material: Library has started digitization of manuscripts and some rare printed material. In this respect, we have so far digitized around 150 manuscripts and rare printed bi-lingual publication brought out by Sir Syed Ahmad Khan i.e. Aligarh Institute Gazette from 1864-1922. We have also digitized all files of Tehzibul Akhlaq.

(vi) On-Line Journals Service: Maulana Azad Library has established an on-line journals lab. with 20 nodes. It is connected with the main server of Computer Centre through optical fibre. They are getting around 4,000 on-line journals under UGC-Info net programme. About 300 on-line journals are available under free on-line scheme of various publishers. About 700 research scholars and teachers are presently getting benefited through this service.

(vii) Inter Library Loan Service: The Library obtains the required document on Inter Library Loan if it is not available in the library. It also offers the documents to other libraries on Inter-Library Loan.

(viii) Extension Services: Extension services provided by the Library are: (i) Organizing of Exhibition of Book/Photographs on various occasions. (ii) Book release functions.

2.5.7 Division/Sections

(i) Manuscripts Division:

The Manuscript Division is the most prestigious Division of the Library. Some of our Manuscripts are invaluable for the scholars in the academic world. These manuscripts are consulted with the permission of University Librarian within the
Division. The manuscripts are kept under tight security with continuous vigil in air-conditioned environment. At present, the Division has following number of manuscripts in different languages.

(ii) Oriental Division

Oriental Division is also very important Division of the Library, consisting of following Sections i.e. Urdu, Arabic, Persian, Hindi and Sanskrit. The Division is very rich in collection. We regularly receive a large number of publications as gratis from various parts of the world thereby enriching our collection. Personal collections have also been donated to Library by number of scholars.

(iii) Reprographic Section: The main purpose of Reprographic Section is to help in achieving objectives of the Library. This section Xeroxed copies, scanned and prepared CD’s for exposures and colour exposures were prepared on the occasion of exhibitions, functions and visiting dignitaries.

(iv) Binding Section: Binding Section supports the library indirectly. It binds documents i.e. books, journals, newspapers, test/examination papers etc.

(v) Online journal Section

The library provides the whole university campus wide access to online journals through a well-equipped Computer Lab. M.A. Library has setup computer section to keep pace with the modern times. The Library acquired LIBSYS Software package, for computerization purposes. Library now has about 80 IBM P-IV and a new IBM Server X-320 series with high configuration. Retrospective data conversion is being modified in LIBSYS format. Library personnel have been trained in various modules of LIBSYS. The Section has started house keeping operations in Acquisition, Periodical, Technical Division and Circulation. OPAC (Online Public Access Catalogue) is now being visited by large number of readers.

Special Features: (a) The library has good collection of phonodiscs concerts, instrumental music, orchestral music, scants, symphonies etc. as well as phonodiscs of western music. (b) The library has thousands of microfiche which contain some of the important items as Census of India 1872-1951, Indian Register (India Office List) from 1771 to 1947, Selection from Dispatches to the Government of India from 1858 to 1936 and some priceless journals published during last two centuries.

(vi) Digital Resource Center

Digital Resources on many subjects are made accessible through a Digital Resource Centre, established in January 2009 in the Library.
2.5.8 Modern CCTV

It installed in the Library not only gives the pictures of the different areas of the Library but also has facilities of recording and infrared photography. The present system of CCTV is also a boon for the security of the invaluable collection of manuscripts, as in case of any intrusion in odd hours; the system will send messages to three authorized persons.

2.5.9 Library Security System

M. A Library, Aligarh implement the 3M Library Systems to improve the efficiency, productivity and customer service of their libraries by offering security, productivity and information management solutions that harness technology to help create a more human library, one that allows librarians to spend more time helping people.

Conclusion

The basic function of the library is educative. Realizing the importance of libraries in the fulfillment of objectives of higher education, the UGC advocated that the library is the central place for all the university's work; directly so as records its research work and indirectly as regards its educational work, which derives its life from research work.” Any discussion of the organization, administration and functions of the university library should be related to the university. This is because the library tries to translate the objectives of the university. The library has to support the teaching and research of the university.
REFERENCES

