UNIVERSITY LIBRARY

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2.1 Role of University Library

Library is a social institution charged with the function of preserving and disseminating human culture and civilization. It is one of the important media for mass communication and an agency which plays and effective role in the society so that a bright, brave and prosperous world come into being.

Library's role in education is not confined to elementary and secondary only. Rather, it is much more important in higher education. It would not be an exaggeration if it is said that a library is an essential pre-requisite for successful implementation of higher education programmes in knowledge. Without the help and co-operation of a library, no formal educational programme can fructify. In order to achieve the aims of a university, it has to take help of its library.

The basic characteristic of a good university library is its complete identification with its institution. The measure of its excellence is the extent to which its resources and services support the institution's academic pursuits. The nature of the institution determines its objectives and programmes and the library contributes to the realization of these objectives by acquiring, recording, organizing and disseminating macro and micro thoughts. Therefore, to understand the functions of university library, one must first have an understanding of the aims and objectives of the university education itself. The study of such aims will highlight the role, which the university library plays by providing reading material and other graphic records to help the university to engage itself earnestly and vigorously in its pursuit of intellectual attainments, which is to assemble, preserve, transmit and illuminate knowledge.

Teaching, research and extension services are the three major aims of a modern university. Wilson and Tauber, however, have assigned six functions to the university which are: "(i) conservation of knowledge and ideas, (ii) teaching, (iii) research, (iv) publication, (v) extension service, and (vi) interpretation. Each of these functions is not wholly discrete and may be dealt with from the point of view of both the university and the university library"¹.
"The modern university with a large facility, tremendous enrolment and huge resources is in a position to make significant contributions in the area of the social sciences, humanities and science and technology. Universities have become complex organizations. In a developing country like Bangladesh, it is expected that universities should produce people committed to development of the nation and its service.

At one time a university library was regarded as a mere storehouse of reading materials collected for the purpose of preservation. Their role in the educational process were marginal. However, significant changes have taken place in the outlook of university administrations, research scholars, teachers and students. They have started realizing the role of a university library as an active force in teaching and research."2

University library is an integral part of an institution of higher education. Thomas Carlyle has rightly stated that "the true university of these days is collection of books"3.

The present age is witnessing the continuing development of education. All the literate people need a steady and balanced supply of reading material in accordance with their diverse requirements. Library is the proper agency through which the reading material reaches the society at different levels. The role of the library as an agency for the promotion of reading has become very important in the recent times.

The word ‘University Library’ is used here to represent a library which is an integral part of an institution of higher education - a university, in which teaching and research are conducted in one or more of the disciplines of humanities, social science and science, and which has the power to confer degrees, diplomas and certificates. ‘Main library’ will be used to represent the central or principal university library. Departmental, faculty, institute and college libraries will usually be designated as such, under the general heading of university libraries.

The prime necessity for a university is a good library with a balanced and adequate collection, which can satisfy the needs of the university faculties and help to promote advanced study and research programmes. A university is rated largely by its library. No university can develop effective work, in the academic sense, without a strong library at its centre. The Radhakrishnan Commission observed that "the library is the heart of all the university work"4. It is from this that all the teaching and research
activities should radiate. S.R. Dongerkery, emphasising the importance of library in an academic institution in his own words, writes “A well-stocked and up-to-date library is a sine-qua-non for every modern university. It is the central workshop of the university which provides the student, the teacher, the scholar and the research worker with the tools required for the advancement as well as the acquisition of knowledge”5. “What the laboratory is to the research worker in branches of experimental science, the library is to the worker in the fields of humanities and the social sciences”6. The programme of the university library ranges from the needs of fresh students to those of the doctoral candidates and teachers. The university library may be a central library which serves all students. It must provide valuable collection for them on all subjects in the curriculum.

The place of library in the university is partly academic and partly non-academic. Rich collection of books attracts good faculty members, and a good faculty in turn attracts good students. Thus, the reputation of a university always depends in academic sense on its collection of books.

The university library performs certain activities. It acquires books and other reading materials for the use of students, faculty members and others who require them. The main aim of the university library is to serve efficiently the participants in the instructional programme. According to Wilson and Tauber, “the well-administered university library directs its activities towards the fulfilment of these functions. By accumulating and organizing books, manuscripts, journals, and other materials the university library serves as an invaluable aid in the conservation of knowledge and ideas and as an active force in the teaching, research, and extension programs of the university. Through direct assistance to the members of the faculty and research staff and through the service of members of the library staff as instructional officers, the university library participates in the interpretative function of the university. Through its many bibliographical and other reference services the library aids individuals of the instructional and research staff who are engaged in the preparation of materials for publication”7. The university library serves as a vital link in the chain between research and practice. It remains the centre of all academic activities of the university.
The Kothari Education Commission in its report clearly defines the functions of university libraries in order to realise the objectives of university education, as under:

i) "provide resources necessary for research in fields of special interest to university;

ii) aid the university teacher in keeping abreast of developments in his field;

iii) provide library facilities and services secondary for success of all formal programmes of instruction;

iv) open the door to the wide field of books that lie beyond the borders of one's own field of specialisation; and

v) bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and sharpening of intellectual curiosity."

The well organised and properly administered university library serves as an invaluable aid in the conversation of knowledge and ideas by acquiring and processing reading material. It serves as an active force in the teaching and research programmes through direct assistance to the faculty members, research scholars and students.

M.B. line is of the opinion, "The function of the university library is to bring together information or knowledge on the one hand and human beings on the other. The phenomenon 'Information Explosion' or 'Literature Explosion' has a bearing on the university libraries in two ways. Firstly, university libraries must undertake the responsibility of collecting and supplying the right type of literature to the scholar at the right time pin-pointedly, exhaustively and expeditiously; and secondly, they must endeavour as far as possible, to organize and give access to information and make the selection and control easy, acceptable and quick.

2.1.1 Functions of University Library

The library is the heart of education. Every educational advance depends upon its resources and in a large measure the degree of advance is proportionate to the potential of the library to respond. A quality education is impossible without a good library. A well-equipped and well-managed library is the foundation of modern educational structure.
Education in the absence of library service is like a body without a soul. They are supplementary to each other. Education commences in the cradle and stops in the grave. This life-long process of human education becomes effective through libraries and their services.

Universities are an integral part of the society. Therefore, these have a social obligation to solve social, economic and political problems. University research facilities are being increasingly used towards this aim. Besides, universities are also providing extension lectures, correspondence courses, radio talks, public lectures, T.V. programmes, adult education programmes etc. Thus universities are contributing towards education of individuals (not connected with universities) and society in general.

The teachers and researchers at universities make a constant effort to interpret the results of their investigations to the society in different ways.

A university library is a part of a university set-up. Therefore, it exists to serve the objectives of its parent organization. Every library programme must support university's total programme. In other words, a university library should aim to advance the functions of its university. It should reflect the character of the university.

The fundamental role of the library is educational. It should not be operated as a mere storehouse of books attached to a reading room, but as a dynamic instrument of education. It should feed the intellect of the student, encourage the researches of the faculty, and invite all who enter its house to partake fully of its intellectual and cultural affaires. In this context, library use becomes a method of teaching, taking its place beside the time-honoured lecture and the discussion group. The librarian serves as a teacher guiding the students in the ways of research and investigation. The library actively serves the teaching and research needs of the faculty also.

This point of view has many implications: the library collections need to support not only every course in the curriculum and every research project of the faculty, but they must also extend beyond these to include a good representation of major subjects that are not in the curriculum and strong holdings of general and specialized bibliographies; the collections must be organized to permit easy access to their contents; borrowing privileges should be free and generous; students and faculty should be informed about
library resources and services; the library should conduct programmes of instruction in
library use; the library building should be designed to facilitate these functions; the
professional staff, together with its faculty colleagues should co-operate and collaborate
in every possible way to achieve the aims of the university. Above all, a competent staff
will be required to give permanent direction and vitality to this educational enterprise.

The teaching and research function of a university library as contrasted with
library housekeeping function results in the maximum attainment of educational
objectives of the university. Wilson and Tauber defined and distinguished between these
two functions as, "By housekeeping level is meant the employment of administrative
procedure by which a minimum of service is provided for the various groups which
comprise the university. ... Administering the library at teaching and research level
means exactly the opposite of this. Such administration is based upon two assumptions:
(a) that learning is promoted by means of various methods, including library use as well
as the lecture, the discussion group, the laboratory exercise, and the field trip, and
(b) that the library may be administered in such a way that it may make a maximum
contribution to the learning process"10. Administering the library at a teaching and
research level involves the recognition of the idea that the library must play a positive,
rather than a merely passive, role in university education. This is possible through library
programmes like (i) initiation of freshmen regarding library, library material, and library
services, (ii) encouragement of reading habit among students; (iii) guide the researchers
in the ways of investigation and research; and (iv) assistance to faculty members in their
teaching and investigation.

2.1.2 Teaching and Research Functions of University Library

Teaching, research and extension service are the three major aims of a modern
university. No university can, however, develop or set high standards of intellectual life in
scholarship and scientific research without having at its centre a well stocked, well
staffed, and up to date library. Library is the heart of the university. It is certainly more
true today than in the earlier days. Without the heart functioning of the body can not
survive. Similarly, without a dynamic library any academic work in the university comes to a standstill.

Library is usually considered to be one of the focal points of teaching and research. Laboratory is no doubt important for the experimental sciences, but library is fast becoming the laboratory for the humanities.

The role of the library in the university is not merely to provide stimulus to reading which is done in variety of ways by providing materials for teaching and research, by introducing various facilities for their clientele in a systematic way. To make the library a paradise for researchers, there must be liberal provision of books of all categories and adequate funds for the maintenance of stock. Increasing emphasis is to be placed on the acquisition of periodicals. A good library requires up to date collection of books and periodicals, which can meet not only the requirements of today but also of tomorrow.

Research is the fashion of the day. Man's quest for knowledge is unlimited, as a result of which more research work is being undertaken in increasing areas of specialisation in different disciplines. The library, being the largest reservoir of knowledge, is vital to any kind of research in any field. The quantitative and qualitative growth of literature has necessitated the preparation and availability of varieties of tools like indexes, abstracts, bibliographies, documentation lists etc., by the library. In the absence of such library tools, the researcher is sure to waste his or her precious time in finding out the relevant literature. The university library has an important role to play in this sphere. It saves the time and energy of the researcher by providing the right type of literature and information through various library tools. The university library can provide effective service by keeping a list of all the research projects that are undertaken in the different departments of the university. Thus, the university library facilitates research by locating, retrieving and disseminating information to the researchers working in the different departments of the university.

Now we are living in an 'information era'. The new technologies have accelerated the research and development, and lead to information explosion. This in turn has made impact on storage, retrieval and dissemination of information. The combinations of
disciplines covering computer technology, telecommunication technology, Satellite technology, reprographic technology, printing technology and CD-ROM technology have contributed to the emergence of information technology.

Technologies, especially computer and telecommunication, have highly revolutionized the field of library and information science. They facilitate collection, storage, organization, processing, analysis, presentation, communication and dissemination of data and information for decision-makers using telecommunication and reprography. With the introduction of new information technology it has become easier to provide information more quickly and in greater volume than before.

Thus, the present day university libraries have a varied role to play. Modern democracies require men and women endowed with disciplined minds, highly intellectual freedom, and capable of independent thinking to shoulder great responsibilities. It is only a university and its central organ, the library that is equipped to perform this task. The Bangladesh university libraries have a special significance in this context, as the country is just emerging towards full development.

The university libraries are confronted with a new situation. The large increase in the number of students at graduate and post-graduate levels, the extensive service expansion of library materials, the proliferation of new subject areas and the growth in the number of valuable books in Bengali, English and other languages are some of the chief factors to be reckoned within the organization and functioning of the university libraries to meet the new demands made on them.

2.2 University Library Committee

In the prevailing circumstances, the library committee is the most appropriate body for the purposes of maintenance and development of the library and decision-making at policy level. The Library Committee is supposed to share the responsibilities of the librarian and to advise the librarian in policy matters regarding the library. In practice, the university librarian has the executive responsibility for the day-to-day management of the library, whereas overall policy is controlled by the university through the library committee.
The position of the library committee in the universities may differ from one institution to the other, but it is generally responsible to a higher body, usually the Executive Council. The library committee reports action taken and recommends action to be taken, for the approval of the higher body.

Before 1947, East Bengal (now Bangladesh) was a part of India. "Library Committee came into existence for the first time in India on 1st March 1873, when the Syndicate of the Calcutta University appointed a committee to prepare a list of books for purchase". Since then, library committee has come to stay in Indian universities. Library committee is sometimes called as Library board, Library Advisory Committee, Library Development Committee, Library Management Committee or so.

"The progress of higher education has helped the development of academic libraries in many ways. Whenever any commission or committee was appointed by the Government of India to look into the conditions of higher education in the country, academic libraries were also part of their studies and surveys. Every commission and committee made a few recommendations to improve libraries; even one of the first University Education Commissions appointed by the Government of India in 1948 looked into the problems of the academic libraries. The ten member University Education Commission, chaired by Dr. S. Radhakrishnan, included eminent educationists from England, The United States, and India, but no librarian or library educator was included in it. The Commission is also known as the Radhakrishnan Commission after its Chairman. The task of the Commission was to study not only the conditions of higher education but also to study academic libraries and make suggestions and recommendations to improve the system and the libraries."

On December 28, 1953, The University Grants Commission was established in India on the model of the University Grants Committee of Great Britain. The main functions of the Commission were to look after the educational interests of the country and to oversee the development and financing of all academic institutions, including their libraries. In fact, it was one of the recommendations of the University Education Commission of 1948-49 that an autonomous body be appointed in India to develop higher
education. This recommendation was accepted and, as mentioned above, the UGC was instituted in 1953.

The University Grants Commission was given a statutory form in 1956 by the UGC act of the Indian parliament. It was a turning point in the history of Indian academic libraries. Since its birth, the UGC has given top priority to the development of facilities of academic libraries in the country. One of the main reasons for the rapid development of academic libraries under the UGC was the appointment of the late Dr. C.D. Deshmukh as its first Chairman. Dr. Deshmukh was an excellent administrator, a scholar, lover of books and “had the vision to sense the vital role of library services” in higher education.

“One of the first acts of the UGC was to appoint a Library Committee in 1957 under the chairmanship of Dr. S.R. Ranganathan to look into the conditions of the academic libraries. Other members of the Committee were Professor S. Bashiruddin, K.S. Hingwe, B.S. Kesavan, and S. Parthasarathy - all well known, well respected, and experienced librarians of India. It was the first attempt by any library committee in India to systematically survey the academic libraries on a national basis, and it was also the first time the Government of India had decided to seek advice from professional librarians regarding academic libraries. The Committee was to advise the UGC on the standards of libraries, buildings, pay scales, library training and the status of librarians. In the meantime, The UGC gave generous grants of up to Rs.100,000 to college and university libraries for library buildings, collection development and other library needs”. 

The Committee worked hard to find out where the academic libraries actually stood and were disappointed to see how poor the services, facilities and budgets were. After the survey, the Library Committee invited all academic librarians to a seminar on ‘Work flow in University and college Libraries’ at Delhi from March 4 to 7, 1959. They wanted to keep the librarians informed about the progress the Committee had made surveying the academic libraries and wanted to discuss its recommendation with them. Dr. Deshmukh, Chairman of the UGC, in his inaugural address at this seminar said:

“It is my belief that during the last five years of the existence of the UGC, we have extended assistance to libraries for buildings and furniture as well as for the purchase of books and lately for the engagement of part of the staff on a scale which is
relatively speaking larger than would be found in many other countries particularly the United Kingdom. (He further added) we have operated in this way because we realize that in the first place there were many colleges which even if as they were told have not been able to get together anything that could be regarded as an adequate library. Obviously we all know that these ideal standards are not attained in many places in India both in colleges and universities. But we in the Commission believe that the grants that we have made in the course of the last few years have enabled these institutions of higher learning to make a good beginning both with buildings as well as with equipping them with a stock of books"15.

“During the 1950s and early 1960s Indian academic libraries received huge grants from the UGC of up to Rs.100,000 for books, buildings, equipment, and even for additional grants from a special US fund called the Wheat Loan Program, and these grants helped those libraries to build up their collections. In addition, many Indian librarians got a chance to visit the United States to gain experience at American university libraries.

The American Congress passed a special Act in 1951, known as public Law 480, to loan India $19,000,000 to buy much needed wheat (two million tons) from the US. Under the agreement of the loan, India had to buy American books, periodicals, and scientific equipment worth $50,000.00 to be used for research purposes in Indian libraries. This money India had to pay as interest on the loan. Part of the money was to be spent on exchange of the scholars, including librarians, between the two countries"16.

Since independence the growth of higher education in India has been rapid. Many new colleges and universities were opened during the 1950s and early 1960s. It was felt by the Government that the growth was more quantitative than qualitative. Therefore, Mr. M.C.Chagla, Minister of Education, appointed an Education Commission in 1964, under the chairmanship of Dr. D.S. Kothari. Other members of the Commission were education experts from England, France, Japan, Russia, and The United States. Their responsibility was to look into the conditions of higher education in the country and make suggestions, if any, to improve the system. The Commission, also known as the Kothari Commission after its chairman, submitted its report on June 29, 1966.
Earlier in 1965, the Sidhanta Committee had submitted its report to the UGC on ‘the standards of University Education’. This committee also recognised the importance of libraries in higher education and recommended “encouragement should be given to students to go to library, select books and read for themselves. One method of doing this would be to insist upon more written assignments and tutorials during the course of the year”\(^\text{17}\). The recommendations of this Committee were not very new; the Committee did “nothing else but to repeat the same plea which the 1982 Commission had expressed differently”\(^\text{18}\).

According to the Dacca University Ordinance 1961, “the use of the Library with all its selections shall be subject to rules made by the Syndicate on the recommendation of the Library Committee and the Academic Council. The Library Committee shall consist of the following:

i) The Vice-Chancellor

ii) The Pro-Vice-Chancellor

iii) The Dean of the Faculty of Arts, Dacca University

iv) The Dean of the Faculty of Social Science, D.U.

v) The Dean of the Faculty of Commerce, D.U.

vi) The Dean of the Faculty of Law, D.U.

vii) The Dean of the Faculty of Science, D.U.

viii) The Dean of the Faculty of Biological Sciences, D.U.

ix-xi) Three member of the Academic Council to be appointed by the Academic Council for one year who will not be eligible for reappointment in the following year.

xii) The Librarian, Dhaka University Member-Secretary\(^\text{19}\).

According to the 154\(^\text{th}\) meeting of the Syndicate of the Rajshahi University “the Library Committee be created as follows:

1. Vice-Chancellor Chairman
2. Librarian/Library Administrator Member-Secretary
3. All Deans of the Faculties; and
4. All Chairmen of the Departments\(^\text{20}\).
2.2.1 Composition of Library Committee

"Composition of the committee, however, differs from country to country and from one university to another as usually there is no fixity or rigidity with regard to its size. The idea is that it should have a manageable size. In India, the size of the library committees at present varies from 5 to 10 members. Thompson mentions that the total size of the committee in Britain tends to be in the region of a dozen or so (Thomson: 1970:12). Walker's survey indicates that the size of the committee of the New castle's university consists of the Vice-Chancellor, Pro-Vice-Chancellor, librarian, 11 Professors, 6 other Academicians and 3 students. The University of Reading has a comparatively smaller number of members in the committee, (5) viz. Vice-Chancellor, 3 members of the Council and the Librarian".

As far as possible, Library committee should be limited in its size, if it is to be workable. Membership of the Library Committee usually reflects the faculty of the university and students representation. The academic staff members of the committee should certainly include a sprinkling of the more high powered university figures; the vice-chancellor, the pro-vice-chancellor, deans and senior professors are commonly ex-officio members of library committee. The obvious advantage of having such members is that the library thereby enlists some influential voice in promoting its aims. The total size of the committee tends to be of 10 to 15 members. The university librarian normally acts as Secretary to the Library Committee, and brings his deputy, the assistant librarian, to its meetings with him, and the Vice-Chancellor acts as the Chairman of the Library Committee.

The deputy librarian or assistant librarian, however, has a specific and valuable role to play. First of all, he usually acts as minutes-taker, because the librarian is too actively involved in the committee's discussion to be able at the same time to record its deliberations.

In India, the concept of the University Library Committee is more than one century old. There is no standard practice regarding the composition of the Library Committee in universities. On the advice of Radhakrishnan Commission, the UGC appointed a library Committee in 1957 under the chairmanship of the late Dr. S.R.
Ranganathan to look into the conditions of academic libraries. Other members of the Committee were Professor S. Bashiruddin, K.S. Hingwe, B.S. Kesavan, and S. Parthasarathy all of whom were well known, well respected, and experienced librarians of India. It was the first attempt by any library committee in India to systematically survey the academic libraries on a national basis, and it was also the first time that the government of India had decided to seek advice from professional librarians regarding academic libraries. Surprisingly, the UGC Library Committee (1957) does not give any recommendations regarding university Library Committee's composition. U.K. UGC (1967) report stated, "The University Library Committee is most commonly a Senate or council. It may be composed largely of representatives of the faculties (and often appointed by them), with ex-officio membership of the Vice-Chancellor, his deputy and some other officer of the university, the treasurer, bursar, secretary or registrar who may be invited to attend only. The Vice-Chancellor is the Chairman and the Librarian or the Registrar is the Secretary of the Committee."

"In India, certain universities constitute a large committee including all the Professors, Deans, representatives of teachers, students and other officers of the university like the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Finance officer, Development officer, and the Librarian. Such a large body becomes unwieldy and at times proves unhelpful for transacting business and taking quick decisions. For active and smooth functioning, there should be a small committee with its members reflecting a happy balance between different disciplines and faculties of the university. Inclusion of the officers of the university like Registrar, Assistant Registrar, Finance Officer and development Officer affect the very nature and purpose of the committee; it becomes more administrative and executive than academic and advisory. It is commonly felt that this is not a desirable goal.

As mentioned earlier, the first Library Committee constituted in India at the Calcutta University comprised, in the beginning, of five resident fellows only but later all the heads of departments were included and with the rapid expansion and proliferation of subjects the membership of the committee became large enough to probe cumbersome and unwieldy in its functioning. In Delhi University, a small library committee was
created in 1922, which later grew into a large body of 42 members comprising every head of the department, as ex-officio member and two members nominated by the Vice-Chancellor. The library committee is a specialized body and, as such, in contrast to other bodies of the university, which are usually large, it should be small in size. Further, there are certain universities, which have more than fifty departments and big universities like Benaras Hindu University possesses more than 100 departments. Naturally, therefore, a committee consisting of such a large contingent of members, one from each department would not be helpful in taking administrative decisions for the library. To overcome such a situation, the University of Delhi appointed a “Standing Committee of the Library Committee” in the year 1959. This committee comprised of 9 members and the librarian.

Later, the nature and composition of the library committee of Delhi University was changed on the recommendation of Carl M. white. “It was composed of (a) three persons each from the faculties of Sciences, Social Sciences and Arts, nominated by the academic council (these persons were not necessarily members of the council): (b) one person each from the faculties of Mathematics, Education and Law (again not necessarily members of the council): (c) three persons nominated by the Vice-Chancellor, and (d) the Librarian as ex-officio member secretary of the committee”. Several other universities also found this recommendation useful and they adopted it.

“In British universities, the library committee is comprised largely of representatives of the faculties, with ex-officio membership for the Vice-Chancellor, Pro-Vice-Chancellor, Treasurer, Bursar, Secretary or Registrar (invited to attend only). The Vice-Chancellor usually works as Chairman and the Librarian or the Registrar acts as secretary of the committee.”

The library committee should be presided over either by the Vice-Chancellor or Pro-Vice-Chancellor, Sometimes a senior Dean or the Professor is appointed as chairman of the committee. Being influential members of the academic community of the university, their presence facilitates implementation of the adopted policies.

The university librarian acts as the member-secretary or the convenor of the committee. He prepares agenda and convenes the meeting. In British libraries, where the
size of the library committee varies, one noticeable uniformity is that the librarian functions invariably as secretary of the committee. But in India, it is surprising that the regulations of certain university libraries like Allahabad, Berhampur, Bhopal, Sambalpur and Lucknow are still silent about the status of the professional librarian in the library committee. Thus, in fact, a great anomaly persists in the composition of the library committee in India, which needs study and remedy.

There is no specific rule regarding the composition of the Library Committee in the universities of Bangladesh. The Library Committee’s composition in each university is different and it is given in the handbook of each university.

In the University of Dhaka, the Library Committee consists of:

(i) “The Vice - Chancellor (Chairman, ex-officio);
(ii) The Pro Vice Chancellor;
(iii) The Deans of the Faculties;
(iv) Three Professors from Academic Council;
(v) The Librarian / Librarian-in-charge (member-secretary)”25

The composition of the Library Committee of the University of Rajshahi is as follows:

(i) “The Vice - Chancellor (Chairman ex-officio);
(ii) The Pro Vice Chancellor;
(iii) The Deans of the Faculties;
(iv) Chairmen of the University Departments;
(v) Directors of all institutes of the University;
(vi) 2 Members from the Faculty of Science, 2 Members from the Faculty of Life & Earth Science, 2 Members from the Faculty of Arts, 2 Members from the Faculty of Business Studies, 2 Members from the Faculty of Social Science, and 1 Member from the Faculty of Law to be nominated by the respective Faculties.
(vii) The Librarian / Librarian-in-charge (member-secretary)”26
In the Bangladesh Agricultural University, The Library Committee consists of:

(i) The Vice-Chancellor (Chairman ex-officio);
(ii) The Deans of six Faculties;
(iii) Chairman, Basic Science and Language Department;
(iv) Co-ordinator for Advance Studies and Research;
(v) Student Affairs’ Advisor;
(vi) The Proctor;
(vii) The Registrar;
(viii) The Treasurer;
(ix) The Project Director;
(x) Four members nominated by the Vice-Chancellor (one from each cadre of Teacher vide, Professor, Associate Professor, Assistant Professor and Lecturer);
(xi) Librarian (Member-secretary)

2.2.2 Functions of Library Committee

The functions of the university library committee are different in spirit and content from institution to institution. Mostly the university library committees are concerned with the book selection work; allocation of book funds to various subjects; framing and amending of library rules; evaluation and appraisal of library services, and giving suggestions for the improvement of library services. In fulfilling the responsibilities involved in the administration of a big university library, the help of a library committee are desirable.

The Library Committee normally performs the following functions:
i) Formulate library policy, keeping in view the emerging needs and requirements of study, teaching and research in the university;
ii) Frame rules for the library and adopt changes where necessary to ensure adequate service to the reading community of the university;
iii) Formulate major operational policies and rules such as circulation rules, regulations for use of outsiders, restrictions of access to manuscripts and book collections;
iv) Support for the total library budget, often with particular advice on the allocation of the book budget;
v) Make necessary provision for building, furniture, equipment, reading material and staff etc. in the library;
vi) Advice on an extraordinary purchase of a bulk collection as acceptance of a major collection;

vii) Prepare of annual report of the library (an yearly account of the library activities) for presentation to the Senate; and

viii) Council to the library administration.

Wilson and Tauber have enumerated following functions of the Library Committee, which are not at all comparable with the functions of the university Library Committees in Bangladesh.
i) “Formulation of library policy in relation to the development of resources for institution and research;

ii) Advising the allocation of book funds to the library and the various departments and schools;

iii) Advising on the policy of reproducing unique materials;

iv) Collaborating on decisions regarding the allocation of library space needed by departments of instruction; and

v) Developing a general programme of library service for all the interests of the university”27.

The University of Delhi appointed a “Standing Committee of the Library Committee” in the year 1959. This committee comprised 9 members and the librarian. Functions of this committee was:
i) “To prepare the annual budget (after having known the needs and requirements from the heads of departments) for consideration by the Library Committee;

ii) To allocate funds for different departments for books and periodicals;
iii) To make recommendations to the Executive Council with regard to the staff of the Library;  
iv) To prepare the Annual Report for consideration of the Library Committee; and 
v) To advise the librarian in matters of administration and other such matters.28

In the Carl M. White Survey Report of the Delhi University Library, powers and duties of the Library Committee are listed as: 
i) “General management of the library; 
ii) Preparation of the library budget for the approval of higher authorities; 
iii) Reporting annually on the work of the library; 
iv) Preparation for the Academic Council of recommendations on how the use of the library is to be regulated; and 
v) Advising the executive council on all library staff appointments and promotions.29

In India, The UGC Committee has not suggested any functions of the University Library Committee, with the result, no uniform functions of the University Library Committees in India are found. This has created problems in university library administration in India.

In the absence of uniform functions of the university Library Committee in India, similar situation is found in Bangladesh. There is no fixed standard set of functions allotted to the different university library committees in Bangladesh. With slight variations here and there, the functions of the library committee in Bangladesh come round to the same.

The Library Committee of the Dhaka University has the following powers and duties: 

a) To lay down general policy 
b) To frame the budget of the Library 
c) To consider schemes and plans for the development of the Library 
d) To consider any other matter referred to it
The functions of the Rajshahi University Library Committee are as under:

a) To lay down general policy
b) To frame the budget of the Library
c) To consider schemes and plans for the development of the Library
d) To form a Sub-Committee for general supervision of the Library
e) To consider any other matter referred to it

2.2.3 Library Sub-Committee

Sometimes, the library committee delegates its powers to a sub-committee or standing committee constituted for the purpose. This is a smaller committee which functions as an executive body of the larger one. Usually, this committee consists of the chairman and a few senior members of the library committee and the librarian. "The Parry Committee recommends that the sub-committee or the joint committee set up with a view to consider special problems like planning the new library buildings etc. should always include the librarian among its members." This committee is convened by the librarian. It meets as often as the occasion demands to transact the business expeditiously, which is mostly of the following sort:

a) Preparation of library budget and allocation of funds under different heads;
b) Allocation of funds to various faculties and departments of the university for purchase of books, journals and library equipment, etc.;
c) Consideration of needs and requirements of the faculty and departmental libraries to make recommendations for their staff, furniture and equipment, etc.; and
d) Extending advice to the university library in matters concerning the different libraries of the campus.

The library sub-committee presents its deliberations and recommendations to its parent body viz. library committee to seek full approval and sanction before implementing and executing its decision.

In British universities, matters relating to library policy are discussed in the meeting of the library committee and its recommendations are sent to the Senate or the relevant council committee (for building, staff and finance, etc.) for processing and
approval. The proposal so approved is then sent to the council for ratification. Such proposals as are raised directly in the Senate or the faculty are referred to the library committee for consideration. "The Parry Committee on libraries has no comment to make on the existing arrangement. This committee feels that each university will organize the library and its administration to suit its own circumstances".

D.G.F. Walker's survey of the governance of university and university college libraries in Britain, done in 1968-69, brought forth that forty eight out of fifty one such libraries had library committees and, of these, forty two reported to Senate but six reported directly to council. Mostly, there were ten to fifteen members in the committee comprising the Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Librarian, Deputy Librarian, faculty members and representatives of the students. The composition, however, greatly varied from university to university. For instance, the library committee of Newcastle University was composed of 14 members comprising the Vice-Chancellor, Pro-Vice-Chancellor, Librarian, 11 Professors, 6 other academicians and 3 students (one post-graduate). "The University of Reading had comparatively a smaller committee comprising the Vice-Chancellor, 3 members of the Council and Librarian. There is, however, one noticeable unifonnity that the librarian acts invariably as secretary of the committee". The recommendation of the Parry committee is also identical regarding librarian's inclusion in the committee. "The American Library Association suggests that as a rule there should be a library faculty committee, acting in an advisory capacity, to interpret the problems and policies of the library to the academic community. The librarian may serve as its chairman".

Viswanathan states that the experience of some of the universities established in India after 1950 has shown that "fuller the powers and responsibilities vested in the Librarian, the larger and better are the library services that accrue to the university community".

### 2.2.4 Librarian's Role in the Library Committee

Librarian is the administrator of the university library and he generally acts as the secretary of the Library Committee. He is expert of the library business in the Library
Committee. He (librarian) must have the knowledge about what business he has to bring in the library committee. Which is most important, he has to act in such a way, that he will be able to win the confidence of the chairman and the members of the Library Committee. In the immediate circumstances any of his decision should be informed to the Chairman of the Library Committee soon, to make the Library Committee realize that the decision taken by him was honest, and in the interest of the library and its services which helps him getting confidence of the Committee in his work.

Similarly, if the librarian wants to make any significant change, he will have to report the same to the committee and welcome any criticism on it made by the committee.

2.3 University Library Services

The nature and efficiency of services provided vary from library to library. The intensive services made available by some of the special libraries/ documentation centres cannot be provided by university libraries over a whole range of subject interests without great increase in the number of professionals. However, with the coming of computer, university libraries are in a position to provide a variety of services over a wide range of area, which were not possible previously.

Generally, the university library performs the following services for its reading community: "(i) all kinds of reading materials are acquired, organized and displayed in classified order using the techniques of classification, cataloguing and shelf arrangement; (ii) circulation work in the library is planned providing lending services of books, periodicals and other reading materials so that the teachers and students could make use of them at their convenience; (iii) documentation service is provided so that the readers may have pinpointed access to the information and data they need; (iv) readers' guidance is provided for efficient use of the library materials; and (v) the stock of the library is widely displayed and published for use by the largest number. All these are, termed technical services undertaken by the library. These steps prove to be stimulant to the members for making use of the library resources. The main objective is to bring the documents and the readers closer for productive results."
Broadly, there are two principal services, which the library renders to its clientele viz. (a) Circulation Services and (b) Reference Services.\textsuperscript{36}

The principal object of the administrative officers and the staff of the acquisitions and processing departments of the university library are to enable the service personnel to meet the instructional and research needs of students and faculty members. This may be achieved in various ways. "Service units found in university libraries include the general reference department, the circulation department, divisional libraries, departmental and professional school libraries and reading rooms, the reserve book room, the periodicals department, the serials department, the special collections department, and the extension department."\textsuperscript{37}

According to M.A. Gelfand\textsuperscript{38} activities that are commonly performed in a university library fall into the following categories: administrative services; technical services; readers' services; and special services.

**Administrative Services**

Administrative services on the highest level are usually performed by the university librarian, or his deputy; if one is assigned; on lower levels, by heads of departments and divisions within the central university library. Heads of faculty, college, institute and departmental libraries may also need to perform many of those services, depending upon the structure of the university library.

Administrative activities include: preparing and administering the budget; selecting, training and supervising the staff; planning library development; creating and administering policies and regulations; maintaining relations with university officials; participating in meetings of faculty and other university organizations; developing and supervising book-collection policies and procedures; participating in the planning and equipping of new library facilities and in the alteration of existing facilities; preparing reports and memoranda; conducting surveys and analyses of services; classifying library positions, maintaining personnel records and recommending promotions, transfers, salary adjustments and dismissals; participating in library conferences and professional
associations; ordering supplies and equipment; maintaining financial records when required; publicizing library resources and services, etc.

Technical Services

Technical services comprise the functions of acquisitions, cataloguing and classification, binding, photographic reproduction, and lending operations.

Readers' Services

Readers' services, often called 'public services' are those offered directly to the users of the library, in contrast to the technical services. Readers' services comprise the functions of Circulation services and Reference & Information services.

Special Services

Depending upon their human and material resources and the functions, which have been assigned to them, some university libraries may offer a variety of special services apart from those usually given to their university clientele. The following are examples; serving as a national library and providing technical and readers' services in this connection; mounting special exhibitions, arranging lectures and seminars; operating printing and publishing services and bookstores; conducting library service lectures, workshops, institutes and schools of library science. In general it may be wise to organize and finance such services on a separate basis; some should be operated completely apart from the library; each proposal for the establishment of such a service should be most carefully scrutinized.

The university library has its aims and objectives. To fulfil them, the library has its staff, collection, building, finance, everything that are required. Though the question arises that which activity the library has to perform to make live a university library. Answer of it is very simple, only its services can make the library alive. As university library is the heart of the university, the heart of the library is its services, which make library a live institution. Library can never keep its existence in the society without its services. The most important service that a library can perform for its users is to have
least inconvenience to them in their use of collections. Library services are broadly divided into two: technical services and readers services. Technical services are also known as services behind the curtain. In simple way, technical services are the preparations for providing better reader services, which include, acquisition of reading materials, classification, cataloguing, binding, stock taking, weeding out of reading materials, reprographic services etc. On the other side, circulation, reference services, bibliographical services, documentation services, and information services are covered under readers' services. The services of the library can be judged by how far clientele get their documents, which they want from the library. Library services are directly related to:

(a) Physical facilities: Building and equipment, location of library, hours of library;

(b) Technical services: Acquisition of reading materials, classification, cataloguing, binding, reprography etc.; and

(c) Readers' services: Circulation, reference, bibliographical documentation, information, and inter-library loan service.39

One may say that library service is the trinity of physical facilities, technical services and readers' services. Different types of library services are briefly stated below:

**Library Hours**

Library opening hours has no direct relation with the library services, but mainly services, which are covered under readers' services, are concerned with the library opening hours. It should be more appropriate to say that the library services are more affected by the library opening hours. 'Books are for use' and 'every reader his/her book' implies that library has to keep its doors open for maximum hours in such a way that these two laws can be satisfied. It also implies that library should remain open during day time, so that, users can use the library. The success of the library services depends upon the opening hours of the library. Practically opening hours of the university library depends upon the availability of staff and reading habits of the university community. These two major factors affect the library opening hours.
Acquisition

The acquisitions function consists of activities related to the selection of library materials, and of all that is involved in their acquisition by purchase, gift, exchange or deposit.

Classification

The foundation of library is the book, and foundation of librarianship is the classification. Classification aims to diffuse the universe of knowledge and arrange them in a systematic helpful order, by which library provides fixed location to each document on library shelves with its related subjects. Classification of a book is to diagnose, what are its contents and to assign its place in the library on the basis of the classification scheme followed by library.

Although there are many schemes of library classification, the world’s major libraries are using Dewey decimal classification scheme. In Bangladesh also, it is widely used. Though Colon Classification is of Indian origin, very few university libraries are using it.

Cataloguing

Library catalogue is the mirror of the library holdings. It acts as the guide in identifying the existence and location of a document in the library to its users. Keeping in view the aims and objectives and the foundations of the catalogues, it is most essential to have an up-to-date library catalogues. Readers are sometimes not well aware of the class number of their needed subject. They may know the title or author or series name of documents. Alternatively, they may ask by natural language subject terms. Such alternative approaches of the readers can be satisfied only with an up-to-date catalogue. In preparing a catalogue users’ convenience should be given preference over cataloguer’s convenience.40

Binding

The books, which are frequently used, would be damaged and worn out. Besides that, some careless clientele, bookworms and insects and some other factors like
excessive heat, humidity, darks, dust and excessive light are also dormant enemies of books, which damage and harm them.

University library subscribe periodicals, which are retained by the library. Some may have lasting value in research but frequent Xeroxing may harm them. For this reason, repair of damaged books and periodicals and their binding is associated with the library. Lamination and rehabilitation of fragile documents are also very important.

Thus, keeping in view the necessity of binding in a library it would be more advisable to have a bindery unit in the university library itself, for following reasons:

1. Binding cost would be cheaper than the commercial bindery;
2. Uniform binding work will be available;
3. Minor repairing of books can be done quickly which saves major damage of a book; and
4. Better and quick services are available.

In general, when the volume of binding work is large enough so that it is cheaper for the library to do it on its own than to send it out, establishment of a library binding section should be considered. Books which do not require binding, still need to undergo various kinds of preparations before they are placed on the shelves, like, pasting of monograms, book pockets, labels, etc. It is customary to assign related activities, such as mending and preparing slips.

The binding programme is also important where the library uses a commercial binder. Arrangements need be made in advance to ensure that all materials are properly prepared and that the works are done according to certain schedules, standards and specifications.

Stock Verification

Stock verification in the library is essential not only to find out how many books have been lost during the specific time but also to find out not traceable documents. This also helps in inspecting the condition of the stock of library's reading material which helps the library to take necessary steps for the longer preservation of reading materials. However, the authorities of most libraries treat reading materials as dead stock items, and
make the librarians responsible for the loss of books, due to this and many other reasons librarians generally avoid stock taking activities.

An annual stocktaking is not the universal practise. At least once in a year a library should put its house in order, making sure that its books are all traceable and that its various records and catalogues are accurate. Thus to keep a library up-to-date, annually or periodically, it is necessary to take the stock of library. All sorts of errors may creep into a library system and such an inspection constitutes an essential spring clean after each academic year and in keeping ready for the next. It also helps in weeding out of reading materials and keeping rare books in separate collections.

Reprography

"Every university library now has a photocopying machine, and the facility of such machines to reproduce quickly and conveniently perfect copies of parts of documents and records, has caused a minor revolution. It has revolutionized library services, especially inter-library loans. To have a xerox copy of a journal article is often very much less troublesome than borrowing the journal. As far as research scholars are concerned, it has removed the chore of manual transcription. It has also increased the availability of texts for teaching purposes. It had its effect, too, on library routines; all sorts of records (list of overdue, catalogue records etc.) can be prepared easily in any number of copies."

Similarly, microfilming of a document has also revolutionized the library services. The rare books or important manuscripts, big charts maps, etc. are produced in a microform through optical reduction methods and can be read as well as copied on plain paper through some enlarging equipment known as microform reader or microform reader cum printer. Such equipment is available all over the world. Microform of a document may be in the form of microfilm, microfiche or microprint.

The microphotograph has following advantages:

1. It is a useful method of satisfying inter-library loan request;
2. It reproduces a copy of the publication which is costly and difficult to get in original;
3. It saves space, time and money;
4. It is used as medium of information storage, and retrieval; and
5. Copies of important and rare documents can be stored safely and easily.

The UGC Library Committee was well aware about the advantage of photographic equipment and its use in the libraries in 1965. It has expressed its views, “In due courses, apparatus for photographic and other forms of reprographs of documents may become necessary in each university. It will be needed to supply Photostat, microfilm and other forms of reprographic copies, on demand, to both the research workers in the university and out side”42.

But the major problem with the reprographic service in some of the libraries is financial control because the practice to provide free service to their university academic and administrative community creates something of a run away library budget. Other libraries make standard charges per sheet equal to market rate; some libraries keep different charges for different types of readers for copying of documents. Similarly, if a document is of the library, their charges would be lower, but if it is private then it would be highly charged. In all, these practices are for the better use of library resources.

Besides all this, it is an essential service to the readers. Adequate and efficient photocopying equipment for use of university libraries should be made available. The reprographic machines should be of sufficient capacity to meet the need of university library. A skilled technical person should be appointed to handle it, or necessary training should be provided to library staff.

**Circulation**

Lending of books to its clientele is the basic function of the library. Library lends the books to its clientele and it also borrows books from other libraries for its clientele. Thus lending and borrowing of books in library is known as circulation.

The circulation of the library books reflects the collections of the library. Circulation counter receives all the suggestions made by its users for improvement or appreciations of library services. The circulation section is to look after physical custody
of the books, their accurate arrangement on the shelves according to the library classification system, their return to the shelves after use by readers, and an efficient system of loans and return in accordance with established rules.

It is also important to keep daily circulation statistics, which is cumulated monthly and at the end of the year. These records are often helpful in determining the volume and character of use of the library. It also helps in writing off the loss of books.

It is also important to know which charging system will be adopted by the university library. In a country like Bangladesh, two aspects of charging systems should be considered. First of all one is to decide which charging system is suitable for the university library, how much cost is involved in the organization and administration of the charging system. Next to consider the efficiency of the charging system in the university library. It is also advisable to give preference to such charging systems, which would be not much costlier and would improve reader’s service.

For increasing the reading capacity and promoting reading habit among the readers of the library, it is essentially needed to provide direct access to the shelves. Books in certain categories, it is now almost universally held, must be directly accessible to those who need them and the resources of library planning and administration should direct them in getting their desired books. Now, nobody would contemplate refusing readers free access to most of the university library books in the stack. In the university library, major approaches are by subjects rather than by authors and titles. The stack should be well guided to assist subject search.

So far as the library services are concerned, the membership and the circulation of books are the twin sisters and they are interdependent on each other. Normally, books are circulated to bonafide members of the library. Usually, university libraries give membership to their faculty members, teachers of the affiliated colleges, research scholars of the university, students of university and affiliated colleges, administrative staff of the university, members of the executive council, and civilians on the recommendation of the head of the institution/department.
Other Circulation Services

RESERVE BOOK ROOM: A common service offered primarily at the undergraduate level is the reserve book service. Dunlap has observed that the “suggestion of books to meet the demands of a group of readers appears in its most unhappy form in the reserve book room”. Whether the reserve book room has open or closed shelves, or a combination of these two practices, the purpose is to meet the needs of students who have been assigned specific readings.

BOOK STACKS: Efficient operation of the book stacks is essential if good service is to be provided. In many of the larger libraries a superintendent of the stacks, or stack master, usually responsible to the head of the circulation department, has a number of important duties. These include obtaining books from the shelves for readers, shelving returned books, arranging books on the shelves at regular intervals, supervising the cleaning of books and shelves, participating in inventories, removing damaged books for binding, assisting readers, and generally maintaining discipline among users in the stacks. In many instances, student assistants are used for some of these tasks, especially those concerned with locating and arranging books.

RENTAL COLLECTIONS: Many university libraries have rental library system. Rental collections supplement the general library book collection with books needed for class work and also with general books for recreational reading. A few libraries maintain rental collections in connection with the reserve book room. There have also been instances of rental collections operated by the university bookstore.

BROWSING ROOMS, DORMITORY AND FRATERNITY LIBRARIES: Many university libraries, like college libraries, have provided browsing rooms. These rooms are primarily designed to assist in developing students' interest in good reading, to provide an opportunity for students to examine and read titles in a well-selected collection, and to foster the ideas of personal book ownership.
Dormitory and fraternity-house libraries are fairly common in universities. Books housed in dormitory libraries are generally the property of the university, whereas the fraternity libraries are frequently owned by the organizations. In a number of institutions, dormitory and fraternity-house libraries are supplied with books and equipment through the central libraries. If any supervision of these types of libraries is provided, generally it is student assistance. Books are sometimes charged not only to the dormitories and residence halls but also to individual students. The collections are usually of a popular nature, but in some cases the titles support circular work. Like those in browsing rooms, the collections in dormitory and fraternity libraries should be both current and vital; otherwise, interest in them will lag.

DOCUMENTS DEPARTMENT (REPORTS/ STANDARDS/ PATENTS): The documents department maintains reports, standards, patents and government publications which are very important in university libraries. In most cases, materials mentioned here are maintained/handled by the general departments of the library like acquisitions, catalogue, circulation, and reference. Few university libraries maintain a separately organized documents department in order to provide special service to users.

PERIODICALS DEPARTMENT: Many university libraries maintain a separate periodicals department and separate rooms are provided for housing current and old periodicals. The routines of periodicals librarians are well defined and may be listed as: (1) selecting, ordering, receiving, recording, and stamping periodicals acquired by the library, (2) distributing periodicals to the current reading room shelves, (3) claiming missing numbers and returning imperfect numbers, (4) keeping necessary records and statistics, (5) developing periodical procedures, (6) checking exchange lists, (7) examining periodicals and rendering reference service in connection with them, (8) maintaining exhibits, and (9) preparing periodicals for binding. However, the use of periodicals is generally associated with the circulation or reference departments.

SERIALS DEPARTMENT: Serials include society transactions, conference proceedings continuations, yearbooks, and similar materials. In university libraries these publications represent an important part of the collections. They require special
administrative attention if they are to be acquired systematically, processed quickly and economically, and made available for reference use.

The arguments for a separate serials department are similar to those advanced for the separate documents or periodicals department. Centralization of all the works related to serials in a single department has been recommended on the grounds that (1) the work may be more efficiently performed at a place where the records are kept, (2) trained serial workers would be available, (3) over-departmentalization would be eliminated, (4) duplication of records would be eliminated, (5) unwanted duplication of materials would be minimized, and (6) service to readers would be generally improved. Thus, the selection, acquisition, cataloguing, classification, binding, shelving, circulation, and reference work regarding serials would be concentrated in one department.

ARCHIVES AND MANUSCRIPTS: Many university libraries in recent years have been building up their archival and manuscript collections to the extent that special housing and curatorship are necessary. As in the case of documents, periodicals, and serials, the problem of separate care becomes important when the mass of materials becomes exceptionally varied and large. Usually, the archives and manuscripts department is under the general supervision of the reference department, although in some instances it may be part of the special collections department.

LIBRARY EXTENSION DEPARTMENT: Library extension service, like other informal services offered by universities, has generally been developed in response to public demand. Faced with the inadequacy of library service in extensive rural areas, few institutions of higher learning have realized for more than forty years that many citizens would have little access to printed materials unless they were furnished them directly. This need, combined with the demand for library materials required in their general extension programs, has led these institutions to provide some form of library extension service. As a result, these universities are supplying large quantities of printed materials to numerous individuals and groups.

INTER-LIBRARY LOAN SERVICES: The readers of various libraries when in need of certain materials which are not stocked by their libraries, request their librarians to help them to get these items because the readers cannot get these from other libraries unless
and until they enrol themselves as members. Every person cannot become a member of all the libraries due to certain restrictions. Moreover, rare books and manuscripts cannot be issued to ordinary members. A method is devised by which the reading material of any kind, available in any library may be made available to the readers at any place. This method is known as inter-library loan.

Reference Service

Reference section is the hub of all activities of a library. Reference service is to assist readers in all levels to get the literature and use them and to help in getting required information. Thus, reference service is the bridge between reader and book or information. Reference service is closely related to all other services of the library. It assists readers in the use of catalogues and is, therefore, in a position to make suggestions in the technical processing, by identifying errors and deficiencies of the catalogue. It has also to provide orientation to the new members. Thus, reference section occupies an important position in relation to the other sections of the library.

Reference service involves:

1. Helping readers to make them familiar with the nature of reference tools and other library collections;
2. Initiating and instructing readers in the most effective manner how to use the library resources; and
3. providing personal services to readers, which is actually an informal and personal assistance in interpreting the library collection.

Mookerjee and Sengupta have expressed their views regarding reference service in academic libraries: “In big academic libraries, particularly university libraries, reference service may be provided by

1. A central reference department in a general library building;
2. A central reference department plus several divisional libraries;
3. Decentralized departments either within the central building or in separate departmental libraries.
However, the predominant type of organization is still a central reference section, aided by special reading rooms and departmental libraries. Whereas, "in small college and university libraries, reference and circulation functions may be combined in one department under a single librarian. This should be avoided, if possible as it is difficult to provide an adequate range of reference service in such circumstances. Many libraries have separate reference and circulation departments, the heads of which report directly to the chief librarian. Larger libraries may place these departments in a division of readers' services, in which he reports to the chief librarian." 48

Bibliographical Services

A bibliography, in short, is a list of reading material on some particular aspect. The survey of Bibliographical Services undertaken by the Library of Congress for the Unesco was written as a working paper for the International Conference of Bibliography held in 1950. It defines bibliography as "the technique of systematically producing descriptive lists of written or published records (especially books and similar material). A bibliography is defined as such a list, so produced." 49

In the olden days, when the frontiers of knowledge and literature were limited, scholars used to read all the best and new books by themselves. The march of time has witnessed a spectacular growth of knowledge and literature. In each country, ordinary books, reference works, periodicals, monographs, pamphlets and other varieties of literary expositions are being written on different subjects in different languages. The modern age is an age of literature explosion. As a result of all this, no single individual can read the entire literature. An ordinary reader and/ or research scholar would fail to find out his required documents from among the vast multitude of literature. Bibliography serves the useful purpose of helping the reader select the required information by saving his time. Bibliography is, or should be, carrier system for ideas and information analogous to a well-articulated railroad system for the transportation of physical commodities. Bibliography is the organised approach to human records. It is the answer to the problem of access to publications.
The following are some of the functions, which a bibliography should perform:

1. Should make it possible for the intellectual workers learn about the publications regarding the developments in the subject of interest not only in their own countries but also in other countries;

2. Should characterize and evaluate the sources of information which it lists in order to narrow down the search for material;

3. Should help in getting the right book to the right reader at the right time;

4. Should be able to locate for the inquirer the original or a copy of the work to which it has referred him; and

5. Should have a comprehensive coverage of literature where needed and should be selective when required.

There are various types of bibliographies like author, subject, national, universal, trade, bibliography of bibliographies and so on. Though each variety has its own use and functions to perform., subject bibliography is the most important of them, as it attempts to bring together all material on a given subject and tries to satisfy the subject approach of research scholars and other readers.

In the recent times, it is accepted that university and research libraries should provide timely and comprehensive bibliographies for the use of their readers. The bibliographies save the time of readers. Preparation of bibliographies can be done in anticipation or on demand. For this, the university library should appoint an experienced bibliographer. The knowledge of the various research projects and other studies being undertaken in the parent institution could well be the base for the preparation of useful bibliographies.

**Documentation Services**

Many university libraries provide documentation services. Dr. Ranganathan defines documentation as "promotion and practice of bringing into use nascent micro thought by specialists; and pin-pointed, exhaustive, expeditious service of nascent thought to specialists; in spite of the continuous ever-multiplying number of specialized subjects, communicated through several thousand periodicals". This means that
documentation indicates a shift in emphasis from macro document to micro document, macro thought to micro thought, from the thought of the past to current nascent thought, and from service to the generalist to service to the specialist. In university libraries, the researchers and the faculty members, who are engaged in research work, mainly require such services. Parry Committee has suggested that, “each university library should do all that it can to ensure that its resources are fully known. The use of data processing equipment should eventually make it easier for an enquirer to gain information; it simplifies the use of the catalogue and encourages the production of bibliographies and list of various kinds. Never the less, in a real sense, each enquiry for information will remain unique and unable to be anticipated, and individual attention and discussion between librarian and enquirer will still in many cases be necessary.”

Similarly, Dr. Ranganathan Committee has also emphasized and recommended that, “the University Grants Commission should bring home to the university and college authorities, the importance of documentation for research and the necessity for having full time documentalist on their staff.”

Srivastava and Verma have observed that, “all these propositions have remained theoretical and are only on paper. The progress of the work done in this field or the organizations of these two sections (reference and documentation) in Indian University Libraries has remained far from satisfactory.”

Thus, it becomes clear that documentation is an extended form of traditional librarianship; it includes special librarianship; and it is an expertise of new skill in bibliographic organization. Documentation involves all the library practices invoked from the stage when the new knowledge is created and published, to the ultimate stage of dissemination of that new knowledge; and enjoins specifically the location of each document, of abstracting, classifying and indexing it, and retrieving it, on demand.

The planned team and relay researches of the day, the complexity and variety of documents, the language barrier, literature explosion, and other factors add to the necessity of documentation service in the libraries, university libraries in particular. The main aspects of documentation service provided in the library involve abstracting,
indexing, producing documentation lists, locating and procuring the required documents, reprography and translation service.

**Information Service**

Information plays a vital role in every sphere of human life. Information service can be defined as, "the study of recorded knowledge and its transfer in the widest sense". Information services have been mostly developed in the research and industrial organizations. Because of ever growing publications, the subject, broadly speaking, lend them for finding facts, to search literature on behalf of the laboratory scientists or technologists. It is the duty of the information officer or the information scientist to involve himself in classifying and indexing documents, evaluating facts, producing abstract bulletins, preparing reports, and translations for information dissemination.

University departments are engaged in research. They always need the facts of recent developments in their subject of interest. Developments of various techniques like indexing, abstracting, contents analysis, data processing, CAS & SDI made it possible for the libraries to provide pinpointed and exhaustive information service. Advent of computer and communication technology, networking and internet facilities have helped the modern libraries to collect and provide necessary information from anywhere in the world at the point of need. Modern University libraries take the help of these facilities and continuously feed the teachers with nascent information to promote frontline research on various field.

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