Chapter - 3

Brief Profile of BAMUL
CHAPTER – 3

BRIEF PROFILE OF DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY

3.1 INTRODUCTION

The aim of this chapter is to provide information about Dr. Babasaheb Ambedkar Marathwada University, its objectives and functions, to trace the historical development of Dr. Babasaheb Ambedkar Marathwada University Library (BAMUL) from 1958-2009, secondly its aim is to provide the information about different sections of BAMUL.

3.2 DR.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY (BAMU)

Aurangabad division, an administrative division of Maharashtra state popularly known as Marathwada is very rich in historical, literary and cultural traditions. Educationally and economically it is considered as a backward area. Marathwada region was formerly, a part of Nizam Domain and after independence it was a part of former Hyderabad state. In 1956, due to reorganization of states, it was attached to Bilingual Bombay state and from 1st May, 1960 it became a part of Maharashtra state. Till the year 1981, Marathwada consisted of five districts, Viz. Aurangabad, Beed, Parbhani, Nanded and Osmanabad.

However, in the year 1981 Latur, in 1982 Jalna and in 1999 Hingoli districts were created, resulting in total eight districts in Marathwada Region.
According to (2001) census the total population of Marathwada region was 15,589,223 while the literate population was only 62.77% (http://www.censusindia.gov.in).

The history of higher education in Marathwada can be traced back to the beginning of this century. There was a Government Intermediate College (India, 1908 and Navras, 1966-67) affiliated to Madras University, which was closed down in 1904, presumably for want of sufficient number of students. There was no facility of higher education in the region till the establishment of Osmania University in 1923, which established Osmania Intermediate College (Bombay. Marathwada University Committee, 1957). Upto 1950 it was the only college in Marathwada imparting higher education up to intermediate level. In 1950 two more private colleges were established viz. Milind College, Aurangabad and Peoples College, Nanded. Later on due to persistent efforts of the Education Minister of Hyderabad and Representative of the People, Osmania University changed its policy and allowed the opening of six more colleges in the region during 1954-56. The Osmania Intermediate College was upgraded to a degree college in 1954 and was taken up by the Government in 1956 (Bombay. Marathwada University Committee, 1957).

Subsequently there was demand from the people of Marathwada region for having an independent university for educational development of the region, which would facilitate economics, technological and social development of region. Therefore Government of Bombay appointed a
committee under the chairmanship of Justice S.M. Palnitkar, which recommended an independent University for the region. Since the University has to serve the needs of the whole of Marathwada region it was named as Marathwada University.

On 23rd August 1958, Marathwada University was inaugurated by Pandit Jawaharlal Nehru, the Prime Minister of India and it was hoped that the university will satisfy the aspirations of the people of Marathwada with regard to higher education. On 14th January 1994 the university was renamed as Dr. Babasaheb Ambedkar Marathwada University (Maharashtra. Ordinances, Local Laws, etc.,1981). At the time of establishment, the university had only 9 affiliated colleges and now up to 2009, it has 316 affiliated colleges.

3.2.1 Objectives of Dr. Babasaheb Ambedkar Marathwada University (BAMU)

Following are the objectives of BAMU

“To disseminate, create and preserve knowledge and understanding by teaching, research, extension and service and by effective demonstration and influence of its corporate, extension and society” in general and in particular the objectives shall be –

- To carry out its responsibility of creation, preservation and dissemination of knowledge.
- To promote discipline and the spirit of intellectual inquiry and to dedicate itself as a fearless academic community to the sustained pursuit of excellence.
- To encourage individuality and diversity within a climate of tolerance and mutual understanding.

- To promote freedom, secularism, equality and social justice as enshrined in the constitution of India and to be catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development.

- To extend the benefits of knowledge and skills for development of individuals and society by associating the university closely with local and regional problems of development.

- To carry out social responsibility as an informed and object critic, to identify and cultivate talent, to train the right attitudes, interests and values.

- To promote equitable distribution of facilities of higher education (Maharashtra Universities Act, 1994 [1994 : Mah XXXV]).

### 3.2.2 Functions of BAMU

The functions of BAMU are

- To play a significant role in the economical, educational, social and cultural development of the people of Marathwada;

- To cater the needs of higher education in the region;

- To contribute to the advancements and dissemination of knowledge by undertaking postgraduate teaching and research in its own
departments as well as through its colleges and recognized institutions;

- To serve as a nursery of leaders in different walks of life, such as professional, industrial, economical, political, social, which can actively help in the development of the potentiality of the region in all directions and in the resuscitation of its unique culture;

- To cultivate and promote the arts, commerce, science, medicine, engineering, technology and other branches of learning and culture;

- To organize, maintain and manage university laboratories, libraries museums and other equipments for teaching and research (Maharashtra. Laws, Statutes, etc., 1974 and Bombay. Marathwada University Committee, 1957).

In addition to this, the university is expected to encourage adult education through academic programmes. In particular it has been emphasized that while giving due weightage to the examination system, the university should strive to encourage students to undertake research, a necessary pre-requisite for the socioeconomic development of the region.

Basically BAMU is a rural university, therefore its functions differ from those universities situated in urban and metropolitan areas, like Delhi or Bombay. As the general level of education and availability of resources of the region is low, the major function of the Dr. Babasaheb Ambedkar Marathwada University is to develop the population, educationally and socioeconomically.
3.3 DR. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY (BAMUL)

To achieve objectives of Babasaheb Ambedkar Marathwada University in socioeconomic, educational and cultural development, of the Marathwada, and to supplement formal education with reading material, the BAMUL was established along with the university in 1958.

3.3.1 Objectives of BAMUL

It can be stated that the BAMUL has to undertake the responsibility of collecting and supplying right information to the right reader at the right time, as well as to organize, store and provide access to information on this basis.

The objectives relevant to BAMUL are as follows:

- Provide resources necessary for research in fields of special interest to the university.
- Aid the university teacher in keeping abreast to development in his/her field.
- Provide library facilities and services necessary for the success of all formal programmes of instructions.
- Open the doors to the world of books has lie beyond the borders of ones own field of specialization.
- Bring books, students and scholars together under conditions which encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity etc. (India. Education Commission, 1971).
3.3.2 Development of BAMUL

To trace the development of BAMUL from 1958 to this date, it was necessary to scan archival records, budget estimates and annual reports of the library, as noted. From these records developmental stages of BAMUL have been divided into two sections. The first section gives the review of major events while the second section deals with past and present status of resources and services.

3.3.2.1 Mile Stones in the Development of BAMUL

As noted from the archival records, development of BAMUL can be narrated chronologically as shown in Table 3.3.2.1.1.

Even though the Marathwada University was established on August 23, 1958 along with its library, the functioning of the library started with the appointment of its first librarian Shri N. A. Gore, a Sanskrit scholar and indologist in December, 1959. At that time the university had only two Departments viz., Marathi and Economics, only 8 teachers and 80 students.

Within a span of seven years the total number of university departments increased to 8 and the total number of teachers and students were 32 and 493 respectively. From 1959 to 1965 the university spent 12,15,810/- on the library which is 8.56% of the total budget of the university. Of this amount library spent 3,63,383.21 on books and periodicals, which was 29.89% of the library’s budget. With this amount library purchased a total of 93241 books. Of these 49742 books were purchased directly from publishers/books sellers and 43499 from the private
library of Raja Shamraj Bahadur for which a special grant was given and subscribed to 751 periodicals. Considering the huge intake of the library, the Marshall committee (appointed in 1961) recommended the appointment of 5 Staff members for document processing, namely accessioning, classification cataloguing and preparation of books, etc. and adoption of simplified procedure for cataloguing which were implemented by university authorities.

At the time of completion of new library building, i.e. in 1965-66, Kumbhar Committee (1966) was appointed. In this report, the committee highlighted the services to be provided by the library and consequent internal organizational set up of the library. Accordingly working in the new library building was organized into different sections viz. ordering, technical, periodical and circulation. Professional Juniors / Assistant Librarians were made in charge of these sections.

In 1977 K.S.Deshpande Committee suggested for strengthening of library staff for improvement of service. He suggested for improvement of public relations programme, changes in book selection policy, introduction of SDI service, air conditioned room for rare books providing orientation courses, etc. Many of these suggestions were implemented.

In 1980 the university authorities appointed a committee under the chairmanship of Principal Gajmal Mali for studying the working of BAMUL and suggesting ways and means for its improvement so that library could serve teaching and student community in an efficient manner.
The committee submitted its report on physical aspects of building, resources of the library material, finance and staff, readers services, separate sections for Government documents, research literature and audio-visual material. However, only few of the suggestions were implemented by the library.

In short, the major events in the life of the BAMUL can be summarized chronologically as shown in Table 3.3.2.1.1.

**TABLE - 3.3.2.1.1**

**BAMUL – Mile Stones**

<table>
<thead>
<tr>
<th>Year</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>1958</td>
<td>Establishment of BAMUL</td>
</tr>
<tr>
<td>1959</td>
<td>Appointment of first librarian Mr. N. A. Gore</td>
</tr>
<tr>
<td>1961</td>
<td>Appointment of D. N. Marshall committee to examine present set up of BAMUL and to make recommendations for its future development.</td>
</tr>
<tr>
<td>1962</td>
<td>Operation of separate library account section. Operated jointly by the Registrar and the Librarian.</td>
</tr>
<tr>
<td>1965</td>
<td>Appointment of M. R. Kumbhar committee to make recommendations regarding organizational set-up of the university library and requirements of library staff.</td>
</tr>
<tr>
<td>1966</td>
<td>BAMUL shifted to new library building in the university Campus.</td>
</tr>
</tbody>
</table>
| 1971 | Retirement of first librarian N. A. Gore and appointment of shri R. G. Jogdeo as a librarian.  
* Introduction of Reprographic services.  
* Starting of separate, spacious reference section. |
<p>| 1974 | Closing of separate accounts section of library. |
| 1975 | Establishment of in-house bindery. |</p>
<table>
<thead>
<tr>
<th>Year</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>1977</td>
<td>Appointment of K. S. Deshpande committee on improvement of library services in the campus.</td>
</tr>
<tr>
<td>1978</td>
<td>Transfer of management of study centre in Aurangpura to the library by welfare section.</td>
</tr>
<tr>
<td>1980</td>
<td>Appointment of Gajmal Mali committee to suggest ways and means for improvement. Introduction of documentation services.</td>
</tr>
<tr>
<td>1989</td>
<td>Retirement of Shri Jogdeo as Librarian. Appointment of T.P. Jagtap as I/C librarian.</td>
</tr>
<tr>
<td>1990</td>
<td>Availability of intercom facilities.</td>
</tr>
<tr>
<td>1992</td>
<td>Appointment of Miss. T. P. Jagtap as Librarian.</td>
</tr>
<tr>
<td>1995</td>
<td>Retirement of Miss T.P. Jagtap. Appointment of Dr. (Mrs.) S. M. Mohal as I/C librarian</td>
</tr>
<tr>
<td>1997</td>
<td>Appointment of Dr. (Mrs) S.M. Mohal as librarian.</td>
</tr>
<tr>
<td>2003</td>
<td>Dr. (Mrs) A.A. Vaishnav was appointed as ex-officio librarian for the period from 5th Jun 2003 to 14 Oct 2003.</td>
</tr>
<tr>
<td>2004</td>
<td>Dr.(Mrs) S.S. Lomte was appointed as librarian from 15th October 2003.</td>
</tr>
<tr>
<td>2005</td>
<td>Facility provided to other readers by charging library fees.</td>
</tr>
<tr>
<td>2006</td>
<td>Preparation of video documentary on rare books and published in Aurangabad-Ellora festival.</td>
</tr>
<tr>
<td>2007</td>
<td>Extension of Reading Room.</td>
</tr>
<tr>
<td>2008</td>
<td>Services provided to other readers.</td>
</tr>
<tr>
<td>2009</td>
<td>Exhibition of rare books.</td>
</tr>
<tr>
<td>2009</td>
<td>Installation of Smart Library Security System &amp; Internet Laboratory.</td>
</tr>
</tbody>
</table>

(Vaishnav, 1994; BAMU Annual Report, 2009).
3.3.2.2 BAMUL Past and Present Status of Resources and Services

This part discusses the past and present status of BAMUL with emphasis on organizational set-up, the collection, the manpower, financial position, building, equipments and furniture.

3.3.2.2.1 Organizational Set Up

The principle of division of labour and departmentalization, divided the work of the library into different sections. The BAMUL has adopted UGC model for the organization of the library (University Grants Commission. Library Committee, 1965). The work of BAMUL has been divided into following sections:

- Library planning and administration.
- Acquisition
- Technical
- Circulation including Maintenance
- Reference service
- Periodicals
- Documentation and
- Library office

The organization chart of BAMUL is shown in figure 3.3.2.2.1.1.
Figure No.3.3.2.2.1.1 (a)
Organisation Chart of
Dr.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY

- Senate
- Management Council
- Vice-Chancellor
- Library Committee
- Librarian
- Deputy Librarian
- Library Planning & Administration
- Supervision

A, B, C, D, E, F
Figure No.3.3.2.2.1.1 (b)
Organisation Chart of
Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY
(Continued)

A

Acquisition Section

Assistant Librarian

Price Checking

Sr. Library Assistant

Jr. Library Assistant

Label Pastling

Peon

Accounts

Assistant Librarian

Book Procurement & Checking

Jr. Library Assistant

Reprographic Services

Library Attendant (Xerox Machine Operator)
Figure No.3.3.2.2.1.1 (c)
Organisation Chart of
Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY
(Continued)
Figure No.3.3.2.2.1.1 (d)
Organisation Chart of
Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY
(Continued)
Figure No.3.3.2.2.1.1 (f)
Organisation Chart of
Dr.BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY
(Continued)
Figure No.3.3.2.2.1.1 (g)
Organisation Chart of
Dr. BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY LIBRARY
(Continued)
It can be observed from the figure 3.3.2.1.1(a,b,c,d,e,f) that BAMUL has flat structure with a pyramid of hierarchy which ensures communications from top to bottom and from lowest link to the highest officers passing information, advise, instructions and orders as the case may be.

Though organization structure of BAMUL is flat from the systems point of view the working of different sections of BAMUL is vertical as the acquisition section takes the input to the system, technical section performs the work of processing and maintenance section, part of circulation section works as storage, while circulation and reference sections give required output.

### 3.3.2.2 Collection

UGC and Maharashtra Government have contributed immensely to the growth of BAMUL by providing generous grants. This has made it possible for BAMUL to set its feet firmly on the path of progress and within a span of only three years, its collection grew to 90,375 volumes due to large scale addition of 44712 volumes purchased from Raja ShamRaj Bahadur of Hyderabad, containing rare books and manuscripts.

The growth of collection of books, non-book material and periodicals is shown in Table 3.3.2.2.1 and 3.3.2.2.2 respectively.
Table 3.3.2.2.2.1 shows that during last five decades it is observed that the collection of purchased book has been increased decade by decade. It can also be noted from the table, that BAMUL has given more stress on purchase of books while less stress has been given to acquire books on exchange basis.

Inspite of this, today, BAMUL can be placed on par with other well known libraries of Maharashtra. Its collection has 347416 books and bound volumes of periodicals up to 2009. It is also observed that the books gifted to library has also increased.
In first decade number of exchange of books was zero, later on it increased slightly decade wise. Also the number of bound volumes of periodical has been increased decades by decade. The number of thesis also increased from last five decades.

The number of books withdrawn was 274 in the first decade and it increased accordingly and reached 6658 in the last decade.

The total of collection of books increased and it was 340758 in 2009 while the average use per year is 47376, which is meager. This indicates that “Library Collection is hardly used” (Hypothesis No.1) is valid.

**TABLE - 3.3.2.2.2.2**

Collection of Periodicals : Decade Wise Distribution : 1959-2009

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Subscribed</td>
<td>447</td>
<td>677</td>
<td>766</td>
<td>531</td>
<td>298</td>
</tr>
<tr>
<td>2</td>
<td>Exchange</td>
<td>29</td>
<td>53</td>
<td>24</td>
<td>34</td>
<td>00</td>
</tr>
<tr>
<td>3</td>
<td>Gift</td>
<td>145</td>
<td>224</td>
<td>298</td>
<td>38</td>
<td>225</td>
</tr>
<tr>
<td>4</td>
<td>Membership</td>
<td>--</td>
<td>10</td>
<td>10</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>UGC infonet</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>Accessibility 4000 journals</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>630</strong></td>
<td><strong>964</strong></td>
<td><strong>1098</strong></td>
<td><strong>612</strong></td>
<td><strong>534</strong></td>
</tr>
</tbody>
</table>
The table 3.3.2.2.2.2 shows that during last five decades it is observed that the collection of subscribed periodicals has decreased decade by decade, it also shows average number of periodical titles acquired per year in each decade.

It is clear from the table, that total number of periodical titles subscribed has gone down during 2008-09 due to escalating rates of subscription of periodical titles. While average number of gifted titles has increased. BAMUL needs to take efforts to acquire more periodical titles on exchange basis in lieu of it. Marahwada University Journal, now Dr. Babasaheb Ambedkar Marathwada University Journal.

However, during the year 2009 BAMUL received 534 titles of which 298 subscribed, 225 received as a gift and 11 titles received by membership.

For the year 2001-2002 BAMUL has subscribed 3614, online electronic database of EBSCO and other non-print resources were available for use onsite. However due to emergence of UGC-INFONET, it has discontinued subscription of electronic resources from private vendors.

From the year 2003 BAMUL is a part of UGC-INFONET Programme and getting accessibility to 4000 peer reviewed journals. Their usage is monitored by INFLIBNET and the access rights of unused titles may be withdrawn.
It is also observed that BAMUL has given less stress on exchange of periodicals. It is observed that the periodicals gifted to the library has increased from last three decade and it has decreased in the fourth decade and again increased in the fifth decade.

The number of periodicals through membership in first decade, was nil and later on this is almost constant in every decade.

From the year 2003 BAMUL is a part of UGC-INFONET programme and getting accessibility to 4000 peer reviewed journals, this facility was not available earlier. During the year 2008-09, the total collection of periodicals was 534.

3.3.2.2.3 Services

To bring readers and the documents in close relationship BAMUL offers following services viz. circulation service, reference service, teachers personal library etc. and at the same time it tries to organize public relation programmes.

While offering circulation services, BAMUL provides the facilities for, in house borrowing as well as for home lending of books.

During the year 1972-73, for the external students, specially for women, university had started study centre at central place of Aurangabad city i.e. at Aurangpura. The timing of the centre was 8 am to 10 pm. In the study centre copies of the text books only, were provided to the students for
reading. The capacity of the reading hall of study centre was about 150 students. However, this facility has been discontinued at present.

BAMUL offers in house borrowing facilities through its reading room. The reading room was kept open on an average 258 days in a year. During the years 1959-89, the reading room was being kept open from 8.00 am to 7.00 pm at the time of examination. From the year 1989, the new librarian changed the policy and the reading room is being kept open at the time of examinations from 10.30 am to 7.00 pm. But from the year 2003 reading room is being kept open 24 hours at the time of examinations. At present reading hall kept open from 8.00 am to 12.00 pm (Annual Report, 2008-09).

For home lending of books, the membership of library is compulsory. BAMUL had on an average 1981 members per year in each decade as shown in table 3.3.2.3.1. The table also shows that the average circulation per year during last five decades was 49,582 and on an average per year 51,429 visitors visited the library for availing different facilities offered by the library.
It can be also observed from table that on an average 33 books were borrowed, on inter library loan from other libraries, while 42 books were lent out to other libraries.
BAMUL offers reference services like answering queries, reference services are provided but record is not maintained giving library orientation, preparing indexes and bibliographies etc. In the golden jubilee year library arranged rare books exhibition from 23rd August to 31st August 2008. Reprographic services it had offered nearly 121492 copies in the current year to the readers. BAMUL also use to prepare monthly documentation list on regular bases up to the year 1989, however, from the year 1989 onwards it has became an irregular feature. BAMUL, from the beginning use to prepare list of additions, per month, however, now it is also an irregular activity.

From the year 1960 to 2002, 454 teachers were given opportunity to develop their personal library by providing a grant of 300/- However this facility was discontinued from the year 2002,

BAMUL provides the Internet and E-mail services from the year 2009. Due to the policy of Government of Maharashtra regarding declaration of public holidays, it is observed that, day by day, the working hours of library is considerably decreasing. The timings of Library Office hours were slightly changed from last decade.

The reading hall timing was 11 hours in last 4 decades and in 5th decades it decreased by half an hour. The number of members is the same in first 2 decades, decreased slightly in 3rd decade and increased slightly in last decade. The number of books circulated also increased. The number of visitors also increased in ascending order and in last decade it increased
tremendously. The number of books borrowed through interlibrary loan decreased in descending order. The number of books lent out through interlibrary loan, first went on increasing and then again decreased and in last decade no book was lent out.

During last five decades, it is observed that number of TPL service has been increased. BAMUL does not maintain the record of reference services. The information of reference services is given orally. The number of exhibition was less in the beginning and it fluctuated a bit. The number of bibliographies prepared by the library was less in the first 4 decades and increased in the 5th decade.

**User and collection**

The total collection and total number of users are shown in following table.

**TABLE - 3.3.2.2.3.2**

**Total Collection and Total Users : 2004-05 to 2008-09**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>Collection</th>
<th>Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2004-05</td>
<td>321724</td>
<td>3098</td>
</tr>
<tr>
<td>2</td>
<td>2005-06</td>
<td>326378</td>
<td>3084</td>
</tr>
<tr>
<td>3</td>
<td>2006-07</td>
<td>329652</td>
<td>2137</td>
</tr>
<tr>
<td>4</td>
<td>2007-08</td>
<td>334762</td>
<td>2729</td>
</tr>
<tr>
<td>5</td>
<td>2008-09</td>
<td>340758</td>
<td>2940</td>
</tr>
<tr>
<td>6</td>
<td>Total (1 to 5)</td>
<td>1653274</td>
<td>13988</td>
</tr>
<tr>
<td>7</td>
<td>Average (Total/5)</td>
<td>330655</td>
<td>2798</td>
</tr>
</tbody>
</table>
From the table 3.3.2.3.2, it can be noted that the proportion to average collection to average number of users is 1:118 i.e. for one user 118 books are available in library, which is high very high but use is 1:17 i.e. very less. This indicates that the “Library Collection is hardly used” (Hypothesis No.1) is valid.

User and transaction

The total number of users and total transaction from 2004-05 to 2008-09 are shown in following table:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Year</th>
<th>Users</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2004-05</td>
<td>3098</td>
<td>61926</td>
</tr>
<tr>
<td>2</td>
<td>2005-06</td>
<td>3084</td>
<td>62498</td>
</tr>
<tr>
<td>3</td>
<td>2006-07</td>
<td>2137</td>
<td>35704</td>
</tr>
<tr>
<td>4</td>
<td>2007-08</td>
<td>2729</td>
<td>21900</td>
</tr>
<tr>
<td>5</td>
<td>2008-09</td>
<td>2940</td>
<td>54852</td>
</tr>
<tr>
<td>6</td>
<td>Total (1 to 5)</td>
<td>13988</td>
<td>236880</td>
</tr>
<tr>
<td>7</td>
<td>Average (Total/5)</td>
<td>2798</td>
<td>47376</td>
</tr>
</tbody>
</table>

From the table 3.3.2.3.3, it can be noted that the proportion between users and transaction is 1:17, i.e. from such a huge collection one user hardly use seventeen books. This indicates that the “Library Collection is hardly used” (Hypothesis No.1) is valid.
### 3.3.2.2.4 Manpower

Manpower is sinqua-non for providing services. The table 3.3.2.2.4.1 shows the growth of manpower in BAMUL according to their designation during last 5 decades.

**TABLE – 3.3.2.2.4.1**

Manpower Development : Decade Wise Distribution : 1959-2009

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Librarian</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sr. Professional Assistant</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Dy. Librarian</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Professional Asstt./Prof.Jr./Asstt. Librarian</td>
<td>-</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Lecturer</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sr. Asstt. (Professional)</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sr. Lib. Asstt./Prof. Asstt./Lib. Assistant</td>
<td>19</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sr. Lib. Assistant</td>
<td>-</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Tutor-cum-Tech. Assistant</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Professional Assistant</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Junior Library Assistant</td>
<td>-</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>Library Attendant</td>
<td>4</td>
<td>9</td>
<td>9</td>
<td>9</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Binder Gr-I</td>
<td>1</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Binder Gr-II</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Binder</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Assistant Binder</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Accounts Assistant</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Account Clerk</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Steno Typist</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Senior Assistant</td>
<td>1</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Junior Assistant</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Typist</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Clerk-cum-Typist</td>
<td>6</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Head Peon</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Peons</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td>Sweeper</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Helper</td>
<td>11</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Clerk Gr.I</td>
<td>1</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Xerox Machine Operator</td>
<td>-</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43</td>
</tr>
</tbody>
</table>

It can be noted from table No.3.3.2.2.4.1 that during present decade 56 full time post has been sanctioned to BAMUL of which 13 posts are vacant.
According to the table, it is observed that 43 posts exist and 13 posts are vacant in BAMUL.

Since it is always complained that the staff provided to BAMUL is inadequate. Hence attempts were made to judge, whether the manpower available in BAMUL is adequate or not as per UGC staffing formula by collecting the data of work load in each sections of the library. Present work load of BAMUL in its different sections is given in table 3.3.2.2.4.2, while the professional manpower required for each section is given in table 3.3.2.2.4.3 which has been calculated on the basis of work load in BAMUL as shown in table 3.6 and UGC norms for staffing formula.

**TABLE - 3.3.2.2.4.2**

**Present Work Load in BAMUL**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of Department</th>
<th>Annual quantum of work in BAMUL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book Acquisition</td>
<td>5455 volumes added annually</td>
</tr>
<tr>
<td>2</td>
<td>Periodical</td>
<td>Approximately 404 periodical titles received annually</td>
</tr>
<tr>
<td>3</td>
<td>Technical section</td>
<td>6342 Volumes (5785 books &amp; 557 bound volumes) processed annually</td>
</tr>
<tr>
<td>4</td>
<td>Circulation Section</td>
<td>1330 Gate hours, the counter is open</td>
</tr>
<tr>
<td>5</td>
<td>Reference Section</td>
<td>Approximately 50 readers/queries per day</td>
</tr>
<tr>
<td>6</td>
<td>Maintenance section</td>
<td>Approximately 510 volumes replaced per day. 6342 volumes added in a year 3,25,969 volumes are in the library.</td>
</tr>
<tr>
<td>7</td>
<td>Formation Services</td>
<td>Offers reprographic service.</td>
</tr>
<tr>
<td>8</td>
<td>Documentation services</td>
<td>No entries prepared in a year.</td>
</tr>
</tbody>
</table>
It can be noted from the table 3.3.2.2.4.3 that BAMUL require 17.67 (17 full time and 1 part time) professionals, while at present 8 full time professional posts have been sanctioned of which 2 posts are vacant.

This shows that BAMUL is deficient of 9.67 professionals plus 2 vacant posts i.e. in all 11.67 professionals are needed to be appointed.

**TABLE - 3.3.2.2.4.3**

**Manpower Required for BAMUL as per UGC Staffing Formula**

(University Grants Commission, Library Committee1965)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Section</th>
<th>Annual quantum of work (one person for)</th>
<th>Manpower required in BAMUL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Acquisition</td>
<td>6000 documents annually added</td>
<td>0.9</td>
</tr>
<tr>
<td>2</td>
<td>Periodical</td>
<td>500 periodical titles received</td>
<td>0.8</td>
</tr>
<tr>
<td>3</td>
<td>Technical</td>
<td>2000 volumes added in a year</td>
<td>3.1</td>
</tr>
<tr>
<td>4</td>
<td>Circulation</td>
<td>1500 gate hours the counter is open</td>
<td>0.8</td>
</tr>
<tr>
<td>5</td>
<td>Reference</td>
<td>50 readers/queries per day</td>
<td>0.5</td>
</tr>
<tr>
<td>6</td>
<td>Maintenance</td>
<td>6000 volumes added in a year, 100000 volumes in the library, 500 volumes replaced in a day</td>
<td>1.05, 3.2, 1.02</td>
</tr>
<tr>
<td>7</td>
<td>Documentation services</td>
<td>100 entries prepared in a year</td>
<td>0.0</td>
</tr>
<tr>
<td>8</td>
<td>Information</td>
<td>105 man years per service</td>
<td>5.5</td>
</tr>
<tr>
<td>9</td>
<td>Supervisory</td>
<td>For every 1500 gate hours in a year</td>
<td>0.8</td>
</tr>
</tbody>
</table>

**Total of professional staff**: 17.67

**Total of Non-professional staff 1:3=17.67x3**: 53.01

**Total professional+ non-professional staff required in BAMUL**: 70.68
As per UGC staffing formula ratio of professional to non-professional staff is 1:3, accordingly BAMUL requires 70.68 professional and non-professional staff. At present 48 non-professional posts has been sanctioned to BAMUL, of which 11 are vacant.

This shows that BAMUL is deficient of 5.01 non professionals plus 11 vacant posts i.e. in all 16.01 non professionals are needed to be appointed in addition to the existing non-processional staff.

This situation clearly reveals that in addition to the existing staff, BAMUL needs 27.68 (27 full time, 1 part time) persons to be appointed, which makes it clear that manpower available in BAMUL is inadequate to provide efficient and effective services.

3.3.2.2.5 Furniture and Equipments

To store the documents in healthy condition, and to offer the services in an efficient manner, a library needs adequate furniture and equipments. The furniture items available in BAMUL is given in table 3.3.2.2.5.1 while the equipments are given in table 3.3.2.2.5.2.

BAMUL has nearly all furniture and equipments including computers in optimum quantity except microfilming unit projector for motion pictures.
### TABLE - 3.3.2.2.5.1

**Furniture Items Available in BAMUL: 1959-2009**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Furniture</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Book Cady</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Book supporters</td>
<td>500</td>
</tr>
<tr>
<td>3</td>
<td>Book stands double &amp; single</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>Book display racks (Steel &amp; wooden)</td>
<td>41</td>
</tr>
<tr>
<td>5</td>
<td>Book Trolleys</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Cash Box</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Card catalogue cabinet (wooden &amp; steel)</td>
<td>54</td>
</tr>
<tr>
<td>8</td>
<td>Chairs (all types)</td>
<td>1129</td>
</tr>
<tr>
<td>9</td>
<td>Counter</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Charging trays</td>
<td>22</td>
</tr>
<tr>
<td>11</td>
<td>Kardex</td>
<td>2</td>
</tr>
<tr>
<td>12</td>
<td>Library racks (all types)</td>
<td>721</td>
</tr>
<tr>
<td>13</td>
<td>Map stands (big &amp; small)</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>Newspaper stand</td>
<td>3</td>
</tr>
<tr>
<td>15</td>
<td>Pamphlet boxes</td>
<td>121</td>
</tr>
<tr>
<td>16</td>
<td>Stools (wooden &amp; steels)</td>
<td>73</td>
</tr>
<tr>
<td>17</td>
<td>Tables</td>
<td>243</td>
</tr>
<tr>
<td>18</td>
<td>Cupboards (wooden &amp; steel)</td>
<td>135</td>
</tr>
<tr>
<td>19</td>
<td>Filing cabinet</td>
<td>19</td>
</tr>
<tr>
<td>20</td>
<td>Steel racks / stacks</td>
<td>625</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Equipments</td>
<td>Quantity</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>1</td>
<td>Air Cooler</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>Book Becking machine</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Calculator</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Computers</td>
<td>31</td>
</tr>
<tr>
<td>5</td>
<td>Duplicating machine</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Dab press</td>
<td>4</td>
</tr>
<tr>
<td>7</td>
<td>Cyclomachine</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>Embossing machine</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Emergency light</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Epidiascope</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>Fire extinguishers</td>
<td>12</td>
</tr>
<tr>
<td>12</td>
<td>Franking machine</td>
<td>1</td>
</tr>
<tr>
<td>13</td>
<td>Electronic typewriter</td>
<td>1</td>
</tr>
<tr>
<td>14</td>
<td>Heat Controller</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Heater Electrical</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Microfilm reader</td>
<td>2</td>
</tr>
<tr>
<td>17</td>
<td>Numbering machine</td>
<td>6</td>
</tr>
<tr>
<td>18</td>
<td>NU copier</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Slide projector</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Paper cutting machine</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Stitching machine</td>
<td>1</td>
</tr>
</tbody>
</table>
TABLE - 3.3.2.5.2 (Contd . . .)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Equipments</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>Typewriter</td>
<td>9</td>
</tr>
<tr>
<td>23</td>
<td>Vacuum cleaner</td>
<td>4</td>
</tr>
<tr>
<td>24</td>
<td>Water Cooler</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>Xerox machine (All machines ) with microfilm attachment</td>
<td>2</td>
</tr>
<tr>
<td>26</td>
<td>Insect killing machine</td>
<td>1</td>
</tr>
<tr>
<td>27</td>
<td>Spray pump</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>Stabilizer</td>
<td>3</td>
</tr>
<tr>
<td>29</td>
<td>Tape recorder-cum-amplifier</td>
<td>1</td>
</tr>
<tr>
<td>30</td>
<td>Exhaust fans</td>
<td>6</td>
</tr>
<tr>
<td>31</td>
<td>1 KVA UPS system</td>
<td>6</td>
</tr>
<tr>
<td>32</td>
<td>Pedestal fans</td>
<td>12</td>
</tr>
<tr>
<td>33</td>
<td>Printers</td>
<td>4</td>
</tr>
<tr>
<td>34</td>
<td>Generator</td>
<td>1</td>
</tr>
<tr>
<td>35</td>
<td>Air conditioners</td>
<td>1</td>
</tr>
<tr>
<td>36</td>
<td>Bicycles</td>
<td>1</td>
</tr>
</tbody>
</table>

It is observed from the table No. 3.3.2.5.1 and 3.3.2.5.2 BAMUL has the sufficient furniture and equipment to keep the documents in healthy condition.
3.3.2.2.6 Building

BAMUL started its functioning in the old school building at Aurangpura, now Zilha Parishad building, till the year 1965. Two halls in the semi permanent building behind main building were allotted to the Library of which one was meant for reading room accommodating 48 readers at a time and other as a stock room.

The construction of new building on the campus was started on 27th December, 1962, and was completed in the year 1965. As the building at Aurangapura was not suitable for functioning of university library due to lack of space, the total library was shifted to new building on 10th May 1966. The construction cost amounted to 9,97,109/-. It has a capacity of accommodating about 2,30,000 volumes and a reader capacity of about 400 at a time. Besides there are 36 cubicles provided for research workers. The total plinth of area of the building is 41,781 sq.ft. It consists of basement and two story’s with mezzanine on the first floor on the rear end of the building.

However, BAMUL faced the problem of space in 1980, hence extension of library building was planned which was completed during 1982 and reading hall was shifted in the extended area of library and periodical section was shifted in the place of reading hall.

According to fifth law of library science, stated by Dr.S.R.Ranganathan, again the reading hall has been extended in 2006.
In spite of this, the stack rooms are over crowded. As it has the capacity of only 2,30,000 volumes, with a view to provide existing as well as additional new services, BAMUL needs an additional space of 21000 sq.ft. (Kasture, 1989).

3.3.2.2.7 Finance

No one can deny the fact that the strength of the library depends, on other factors, like the amount of funds allocated for the purchase of documents, books, periodicals and for generation of services.

In spite of the fact that the UGC and various authorities in the field of library and information science like Ranganathan have suggested financial norms for governing a university library budget, the BAMUL budget has not reached the desired level expected yet.

As regards the resource allocation to BAMUL, the table 3.3.2.2.7.1 gives the budgetary figures from 1958 to 2009, it is interesting to note that while it was highest (37.68%) in 1959-60, it was lowest (1.19%) in 2008-09.

By calculating allocation of resources in each year from the inception of BAMUL, it can be observed that there is a continuous decrease in allocation of resources from 37.68% in first year (1959-60) to 1.19% in last year (2008-2009).
## TABLE - 3.3.2.2.7.1

### Percentage of Library Budget with University Budget: Yearwise Distribution: 1958-59 to 2008-09

<table>
<thead>
<tr>
<th>Financial year</th>
<th>University budget in</th>
<th>Library budget in</th>
<th>Percentage of Library budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1958-59</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>1959-60</td>
<td>841240.32</td>
<td>317025.78</td>
<td>37.68</td>
</tr>
<tr>
<td>1960-61</td>
<td>1177446.00</td>
<td>205485.42</td>
<td>17.45</td>
</tr>
<tr>
<td>1961-62</td>
<td>1562806.00</td>
<td>149781.97</td>
<td>9.58</td>
</tr>
<tr>
<td>1962-63</td>
<td>1388947.00</td>
<td>117160.09</td>
<td>8.43</td>
</tr>
<tr>
<td>1963-64</td>
<td>3743235.00</td>
<td>199844.64</td>
<td>5.33</td>
</tr>
<tr>
<td>1964-65</td>
<td>5492349.00</td>
<td>226513.32</td>
<td>4.12</td>
</tr>
<tr>
<td>1965-66</td>
<td>6068966.00</td>
<td>364177.00</td>
<td>6.00</td>
</tr>
<tr>
<td>1966-67</td>
<td>5466370.00</td>
<td>289812.00</td>
<td>5.30</td>
</tr>
<tr>
<td>1967-68</td>
<td>5474210.00</td>
<td>325898.00</td>
<td>5.95</td>
</tr>
<tr>
<td>1968-69</td>
<td>5940751.00</td>
<td>317913.00</td>
<td>5.35</td>
</tr>
<tr>
<td>1969-70</td>
<td>7868105.00</td>
<td>478102.00</td>
<td>6.07</td>
</tr>
<tr>
<td>1970-71</td>
<td>10286077.00</td>
<td>983073.00</td>
<td>8.68</td>
</tr>
<tr>
<td>1971-72</td>
<td>12722359.00</td>
<td>811391.00</td>
<td>6.37</td>
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<td>University budget in</td>
<td>Library budget in</td>
<td>Percentage of Library budget</td>
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It is observed from the table no. 3.3.2.2.7.1, there is continuous decrease in library budget from 1958-59 to 2008-09 (Vaishnav, 1994; Annual Accounts, 2009).
3.3.2.2.8  Expenditure on Books and Periodicals

To provide the right information library has been purchased books and periodicals regularly. Table No. 3.3.2.2.8.1 shows the year-wise expenditure on books and periodicals.

**TABLE - 3.3.2.2.8.1**

Expenditure on Books and Periodicals: Yearwise Distribution: 1958-59 to 2008-09

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<td>51</td>
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Considering the allocation of funds to books and periodicals it can be observed from the table 3.3.2.8.1 that there is a wide variation of amount spent on purchase of books and periodicals during the years 1958-2009.

From the year-wise analysis of allocation of funds to books and periodicals, it is interesting to note that there is continuous increase in expenditure on books and periodicals (Vaishnav, 1994; Annual Accounts, 1958-59 to 2008-2009).

3.3.2.9 Special Features of BAMUL

In the words of Dongerkery, the first Vice chancellor of Dr. Babasaheb Ambedkar Marathwada University. “The Library of Marathwada University one of its most prized possessions….. It would be no exaggeration to that some of the books acquired from Shamraj Bahadur of Hyderabad are worth their weight in gold……” (Dongerkery, S. R., 1966).

This was due to the unique feature of BAMUL, viz. possession of rare collection of books and manuscripts.

As Marathwada was part of Hyderabad State and Nizam Domain earlier to 1956; documents on the former princely State of Hyderabad are available in the library.

In addition, collection from the personal library of Raja Shamraj Bahadur; Ex-Minister of Hyderabad state and great lover of books, provided a rare and worth-while collection to the library.
Further the library has more than 610 manuscripts in central library and more than 2000 manuscripts in the History and Marathi Departments. Of these manuscripts, 500 are on Bhagwadgita and 110 on "Rubbaiyat of Omerkhayyam".

The library also possess the original work, written by Lokmanya Tilak and John Milton in their own hand writing. Copy and paintings of Buddhist caves of Ajantha in 2 volumes by John Gritiths published in 1897.

As the juncture, it may be worth while mentioning that BAMUL is the biggest library catering to the information needs of the academic community of Marathwada (Vaishnav, 1994).

To work efficiently and effectively, BAMUL has been divided into following sections –

3.4 DIFFERENT SECTIONS OF BAMUL

Ordering Section
Technical Section
Circulation Section
Reference Section
Periodical Section
Binding Section
Reprography Section
Reading Hall.
3.4.1 Ordering Section

The working of ordering section has been divided as under:

3.4.1.1 Introduction
3.4.1.2 Objectives
3.4.1.3 Functions
3.4.1.4 Observations

3.4.1.1 Introduction

The term ordering comprehensively covers all the factors that influence collection building. Ordering implies selection in the senses of acquiring most suitable resources. It also includes the procedures required to actually procure the information resources (Mittal, 2007).

The primary element of a system is its input. To a library system, input comes through ordering section; hence ordering section becomes the backbone of the library system. Therefore, study of BAMUL begins with its ordering section.

3.4.1.2 Objectives

- To organize the Ordering process.
- To utilize budget to procure the largest possible number of selected resources within the time period.
- To acquire the reading material as recommended by the faculty members of the university and users.
- To provide the reprographic services.
3.4.1.2.1 Personnel

Assistant Librarian of the ordering section do the work of acquisition from selection of vendor to label posting with the help of subordinates in the section.

3.4.1.3 Functions

- Allocation of budget, funds and to decide the trade terms every year through library committee and management council of university.
- Receipt of the recommendation from the university head of the department for purchase of books / reading materials.
- Checking of the list of books received from the various head of the departments and library catalogue to avoid duplication.
- Selection of vendor and placing order for purchase of books and issue of billing instructions to the vendor in case books are received on approval.
- Receipt of books as per orders along with bill.
- Physical checking of the books.
- Checking of prices charged for the books.
- Conversion rate checking as per the Good Offices Committee (GOC).
- Accessioning of books.
- Pasting of due date slips, book pockets and book labels etc.
• Passing for bills for payment after taking entries in provision watch register.

• Xeroxing the required copies as per the demand of the users.

3.4.1.4 Planning and management

In BAMUL at the beginning of financial year, list of vendors is prepared after selection of vendors.

3.4.1.5 Selection of vendor

• Vendors are selected from the record of last three years supply i.e. those vendors who had frequently supplied the reading material, his efficiency is considered.

• Similarly the vendor is selected from the catalogue various publishing companies send their catalogues to the library. In the publishers’ catalogue, address of the Indian distributors are available, the vendor is selected from the catalogues also.

From the above ‘a’ and ‘b’ list of vendor is prepared in BAMUL.

As per the procedure laid down in the BAMU accounts code 1980, BAMUL invites quotations from various book sellers prior to the commencement of financial year, within stipulated date every year (Marathwada University, 1980). In this letter vendor is asked to quote rate of discount on text books, reference books, Government publications, institutional publications and books in Marathi and Hindi languages, rates of
conversion and other terms and conditions etc. Vendor is requested to indicate his specialization.

After receipt of quotations from the various vendors comparative statement is prepared and item is placed before the library committee regarding selection of vendor.

Deshpande, K.S. (1977) and Mali, Gajamal (1980) are of opinion that the procedure of calling quotations, terms of supply from book sellers is not only delaying the procurement of library material but also quite frustrating.

Three things are considered while selecting the vendors Viz. rates of discount, exchange rates and other terms and conditions.

The vendors as well as BAMUL agree with the rates of discount and the terms lay down by Good Offices Committee (GOC). GOC also communicates each library the conversion rates of foreign currencies.

The library committee approves rates quoted by the vendor and who so ever is ready to supply the books at the rates approved by the library committee books are purchased from them.

3.4.1.6 Allocation of funds

Every year at the beginning of the financial year lump-sum budget is allocated to the library for purchase of books.

The same is to be allocated to every department. For this purpose item is prepared to the library committee for allocation of department wise funds keeping in view of the previous year’s expenditure, library committee
allocates the funds to the department generally the ratio 5:3:2 i.e. 1/2 of the budget is allocated for science and technology 1/3 to social sciences and 1/5 for remaining departments i.e. languages and other departments. However, BAMUL has lacks stated policy in this regard.

Allocation register is maintained in university library and the amount allocated by the library committee for the purchase of books are noted down against each subject / department. University is following centralized accounting procedure. Bills of the library are sent to the account section for payment by booking expenditure from the concerned department’s budget head.

At any time the balance amount available for each subject / department can be found out from provision watch register.

The Ordering section of BAMUL performs following operations for acquiring the books.

3.4.1.7 Book selection

The Information explosion, new forms of documents, their escalating prices and budget cut to the libraries are forcing BAMUL to acquire selected books, which needs selection policy.

Books selection procedures differ from library to library due to peculiar circumstances of each library, the financial resources, the readers, their reading needs and tastes vary from library to library.
Through BAMUL lacks written selection policy. It was observed that, the selection policy of BAMUL constitutes three elements viz. 1) users and their needs, 2) subject topic to be dealt with and 3) type of information sources and materials to be covered.

### 3.4.1.8 Users and their information needs

BAMUL offers masters degree courses and provides research facilities. The students at master’s degree level have to appear for their examinations, hence they need pin-pointed information of the subjects included in their syllabi, while the research workers need comprehensive and exhaustive information related to their topic of research. Moreover, the mother tongue of this region is Marathi; hence books written in Marathi have to be acquired to the maximum possible extent especially in the case of social science and commerce faculties.

### 3.4.1.9 Subjects to be dealt

To fulfill information needs of the post graduate students, the library has to acquire the books recommended in their syllabi, majority of them are text books hence must be in multiple copies, in proportion with students strength, while for the research programs the library has to acquire pin-pointed micro as well as macro information stored in the form of books, patents standards, pamphlets, reference books, thesis, manuscripts microforms, etc.

The BAMUL procures as exhaustively as possible only selective documents. Mostly text books and other material, which can cover umbral
needs of the postgraduate and research students. For the occasionally required books library depends on interlibrary loan from university libraries in the Maharastra State.

It follows the principle “the best for the largest at the least cost” whenever warranted (Bhattacharya, G., 1982).

For selecting books library requires all important and latest bibliographical tools. The BAMUL receives catalogues from nearly all publishers within the country as well as from abroad. It subscribes Indian National Bibliography as well as British National Bibliography. However, publication of Indian National Bibliography has become an irregular feature. It acquires Indian Books in print latest editions. The library also acquires Indian Book chronicle a monthly book review journal, ordering section of BAMUL hardly consults it as a book selection tool.

For each department there is a book selection committee nominated by the Head of Department, which assists the Head in selecting books. The decision of Head is final.

As per the library rules (2001-2002), Head of the department is authorized to recommend the books for purchase by consulting teaching staff of their department and considering research topics of Ph.D. and M.Phil students as well as research projects undertaken by the department.

While selecting books, following factors are taken into consideration viz. immediate requirements of users, quality and utility of resources, gap filling, availability in the library, etc.
3.4.1.10 Selection Procedure

Written manual for adopting any books selection procedure is absent in BAMUL. While detailed discussion with the persons concerned, gave following information.

3.4.1.10.1 Books on Approval

A number of book sellers bring the books on approval basis to the departments, book selection committee of the department which selects and approves the books. The selected and approved books are brought to the library by the book sellers along with recommendations of Head.

In some cases Librarian receives the books from book sellers, the library sorts and arranges them according to the subject, which is sent to the head of the concerned department along with the list giving full bibliographic details.

The list of unapproved books with their bibliographic details along with the books is sent to the book seller.

3.4.1.10.2 Recommendations

The Head of department recommend the books for purchase by sending the list of books based on references they come across, publishers’ catalogue, trade lists, book and reviews etc.

The Library Committee at its meeting 18th August, 1965 authorized the Librarian to purchase reference works and wanting volumes of multivolume works, with a view to complete the sets.
3.4.1.10.3 Checking

The lists of recommended books and on-approval books are checked with the library catalogue, in process books and ‘on-order’ books to avoid duplication unless specifically mentioned, while checking all these sequences. If book is found the word ‘In’ is written else the word ‘NIL’ is written on the list in front of its title/back of the on-approval book respectively to indicate availability / unavailability of the book in the library.

3.4.1.10.4 Preparation of List of Selected Books

The approved / recommended books, not available in the library and books of which additional copies are required are listed separately subject wise with their bibliographic details for giving billing instruction / placing orders as the case may be.

3.4.1.11 Modes of Ordering

BAMUL uses gift and purchase modes for acquiring books.

3.4.1.11.1 Gift

Though serious efforts to acquire books as gift are lacking, the individuals approach the librarian for giving their books as gift to BAMUL.

Apart from the individuals, the library receives government publications, books from United States Information Service (USIS), Bombay and International Development Resource Centre, Canada.

For the books received as gift from individual or organization, it acknowledges receipt of such gifts.
Amongst the gifted books, the books that are useful to the library are accessed in its regular accession register of books.

3.4.1.11.2 Exchange

Serious efforts to acquire books on exchange basis are lacking.

3.4.1.11.3 Purchase

Except few gifted books, almost all books are purchased by the library. The Ordering of books by purchase includes ordering, receipt and payment.

3.4.1.12 Checking Availability of Funds

Before placing orders it is checked with the provision watch register for the availability of funds. If funds are available then orders are processed.

3.4.1.13 Checking Availability of Books with Book Sellers

The list of selected books are got typed and is circulated amongst book sellers in order to know as to whether they can supply the required books. If so, at what rates and within how much time these can be supplied by them. Though books published by learned societies, organizations and institutions are acquired directly from these institutions, the statute 253 (Maharashtra. Laws, Statutes, etc., 1974) states that all books, journals and other reading materials shall be purchased by the library committee as prescribed by the University Accounts Code (1980) has laid down the procedure for purchase of books, periodicals and other material required by the library.
3.4.1.14 Ordering Procedure

It involves, order placing and preparing order cards, physical checking of books, tallying and checking bills, accessioning works, bill passing procedure, audit etc.

3.4.1.14.1 Order Placing and Preparing Order Cards

In the BAMUL books are acquired by placing the orders to book sellers and sometimes book sellers come along with the books for approval. The BAMUL issues orders in case the list of books received from the head of the departments. In case the books are received an approval and recommended by the head of the department billing instructions are issued.

While placing the order for books with the book sellers / giving billing instructions of approved books / list of books to be ordered / approved list is prepared subject wise generally in triplicate. The original copy is sent to the book seller, the second copy is sent for information to the head of the department and the third copy is kept in the office file along with order / billing instruction letter. Immediately after placing order, the order card for each book is prepared and filed in the tray in an alphabetical order by author.

3.4.1.14.2 Physical Checking of Books

In BAMUL when books are received from the book seller they are physically checked, whether binding is perfect, book is in healthy condition, pagination is correct etc. In other word the book is received in good condition without any defects.
3.4.1.14.3 Tallying and Checking Bills

Prices of the books charged by the book sellers, conversion rates, total discount etc. are checked. The tallying work includes the tallying of prices of the books. The price is generally given on the inner flap of the dust cover on the title page or on its back. For others, the price is found out from publishers and book sellers catalogues. Those items which are not found in accordance with the actual specifications or if the price charged is more than the published one, a discrepancy letter is prepared and is sent to the bookseller for supplying the documentary proof in support of the price charged.

3.4.1.14.4 Accessioning Work

In BAMUL the books after being thus checked and tallied with the bills are handed over to the Assistant who has been assigned the job of accessioning. A stock register is maintained in the library in which all the books purchased, received as gift are entered. Books are arranged in the order as they are entered in the bill. Each book is entered in Accession Register. Each book is given a consecutive serial number. The serial number is called accession number. Accession numbers are written on the book at fixed places viz. front cover of the book, verso of the title page and secret page of the book.

Special kind of stamp is put on the verso of the title page and the relevant information is given there.
3.4.1.14.5 Bill Passing

In BAMUL the bills of accessed books are certified that the net published / quoted prices have been charged and the approved rates of conversion have been charged.

The prices in case of rare books, manuscripts and back-sets of periodicals are not fixed but these vary from place to place and time to time. The prices are quoted by various booksellers and lowest quotations are generally approved. Then stamps are put on the bill. Entry of each bill is taken in provision watch register. Expenditure and balance position is communicated to the concerned Head of department and bills are sent to the Account Section of University with a covering letter.

3.4.1.14.6 Audit

BAMU has a centralized accounting system hence the bills are sent to the account section by the library and account section has internal audit section. Each and every bill is audited by the internal auditor who checks all the bills thoroughly i.e. prices charged, totaling, budget provision etc. and then the bill is recommended for payment. External auditor conducts the audit of each department on random basis.

3.4.1.14.7 Maintenance of Records

BAMUL maintains bill, order, trade term, GOC correspondence, UGC and special grants file. While the registers maintained are subject wise and overall provision watch register, donation of books and accession registers etc.
3.4.1.14.8 Pasting of Labels and Book Pockets

After accessioning work is over, the job of pasting labels is done in Ordering section of BAMUL i.e. spine labels, due date slip, book pockets, stamping ownership marks etc. work is done.

3.4.1.14.8.1 Spine Labels

Spine label used by BAMUL is quadrangle made up of plastic coated paper and is in the form of sticker. It is pasted on the spine or on the front cover of the book. To bring symmetry in arrangement of the books, the labels are pasted at a distance of 1.5 inch from the bottom of the spine of the book, which helps in making call number visible. The information written on the spine label is class number on one line, author mark and accession number each on separate lines. The collection mark if any is written on the top of class number of the book.

3.4.1.14.8.2 Due Date Slips

The due date slip is required for issuing the books for home lending. The date on which the book is due to return is put with rubber stamp on the due date slip.

The due date slip is pasted in the book, exactly on the front fly leaf, slightly below the top most portion at the centre of the book.

As due date slip is pre-printed, the columns of accession number, call number are filled-in.
3.4.1.14.8.3 Book Pockets

The book pocket is suitable to hold book cards. Book pocket is pasted on the back fly leaf, slightly up from the bottom edge and as far as possible in the centre of the page. The book pocket holds the book card.

3.4.1.14.9 Stamping (Ownership Marks)

The rubber stamps are put at various places of the book. In BAMUL it is put on front fly leaf, title page, verso of title page, 101-the secret page of the library back fly leaf and on the book pocket.

Two types of rubber stamps are used for showing ownership of the library one is seal (round stamp) and the other is square stamp.

3.4.1.15 Provision of Reprographic Services

On request by the user and obtaining permission of the Assistant Librarian, Ordering Section, Reprography Section provides reprographic services @ 1/- per copy.

3.4.1.16 Observations

Following are the observations of working of Ordering section of BAMUL.

BAMUL failed to make serious efforts to acquire books as gift, or by membership of societies, organizations etc. Except few, almost all books are purchased. Eight percent of the purchased books are received on approval basis while 20% of books are purchased on recommendations of users.
While placing the orders, the covering letter is used by which books are to be supplied.

The books received are entered in accession register, as per the directives given by Dr. Babasaheb Ambedkar Marathwada University Accounts code (1980) form No.36, which lacks the columns like date of accessioning, volume No., Edition, Remarks, Call No., etc.

As regards the reprographic services ordering section is away from the reference section as well as Xerox machine room. Considering the distance factor, the Ordering section is assigned the responsibility of providing reprographic services with the permission of the librarian.

The job of pasting labels and book cards is being performed in ordering section instead of technical section on administration ground.

Computerization of BAMUL is going on, BAMUL is using SOUL software for that purpose. Persons from INFLIBNET are requested to provide training to library staff for use of SOUL, so the staff needs to perform all the operations of library according to SOUL.

3.4.2 Technical Section

The working of technical section has been divided as under:

3.4.2.1 Introduction
3.4.2.2 Objectives
3.4.2.3 Functions
3.4.2.4 Observations
3.4.2.1 Introduction

Technical services mean all the activities and processes concerned with obtaining, organizing and processing library material for use.

It includes classification, cataloguing and mechanical preparation of book and procedures involved therein (Mittal, 2007).

The input received through Ordering section, needs to be processed, which is second element of the library system. Hence present chapter has concentrated its discussion on various technical processes performed by BAMUL.

3.4.2.2 Objectives

The objective of the processing section in BAMUL is basic to other sections of library. This section which helps in the transformation of a collection of books into serviceable articles through classification and cataloguing.

The basic objective of technical service is firstly to decide location of the book on the shelf for its effective organization; secondly to retrieve the contents of the book with the help of library catalogue as easily and quickly as possible, while the objective of technical section of BAMUL is to provide quick physical as well as bibliographic access by preparing record of the reading material itself, so as to make the reading material ready for use.
3.4.2.3 Functions

The Ordering section of BAMUL sends the accessed books to technical section for processing, while the order-cum-book cards are arranged according to the accession number.

3.4.2.4 Technical Processes

Following technical processes are performed on the books by BAMUL viz.

3.4.2.4.1 Classification.
3.4.2.4.2 Cataloguing.
3.4.2.4.3 Writing labels.
3.4.2.4.4 Checking of processed books.
3.4.2.4.5 Alphabetization of catalogue cards.
3.4.2.4.6 Preparation of list of addition.
3.4.2.4.7 Indexing (filing) the catalogue cards.
3.4.2.4.8 Sending books to reference section.

3.4.2.4.1 Classification

By classification the arrangement of things in logical order according to their degrees of likeness, specially the assignment of books or other items to their proper places is possible.

By classification like subjects, books are brought together and unlike subjects are separated. The classification helps the user to know the call number of the book and its location on the shelf.
3.4.2.4.1.1 Tools of Classification

The BAMUL classifies the books according to Dewey decimal Classification Scheme 16th edition, which is in 2 volumes, published in year 1958. However, for new and interdisciplinary subjects 21st edition of Dewey Decimal Classification Scheme, is referred which is in four volumes, published in the year 1996.

3.4.2.4.1.2 Personnel

It was the practice in BAMUL to classify the books by senior most persons i.e. Assistant Librarian, Deputy librarian or Librarian/ However, from the year 1992, the work is assigned to a Senior Library Assistant working in technical section, now books are classified by the Assistant Librarian in charge of technical section, while the difficult title are classified in consultation with the librarian.

3.4.2.4.1.3 Classification Procedure

The classification of books in BAMUL include the operations viz. Checking, determining specific subject of the book, assigning class number by referring to the classification schedules and assigning book number.

3.4.2.4.1.3.1 Checking

Checking is the job of Ordering section, the requisite information i.e. the word ‘In’ or ‘Nil’ indicating the copy available or not available in the library are written on fly of those books.
The books received from Ordering section are sorted according to ‘In’ and ‘Nil’ sequences. Every book with the word ‘In’ is checked with the author catalogue for its author, title and other details, if it is same then the same call number is written on the verso of the title page of the book in hand.

3.4.2.4.1.3.2 Determining Specific Subject of the Book

The books with the word ‘Nil’ i.e. not available in the library are taken over by the classifier, who finds out the specific subject of the specific subject of the book by going through the title, sub-title, foreword, preface, table of contents, book jackets, flaps, thought contents, book reviews, etc. so as to avoid difficulties with misleading titles.

3.4.2.4.1.3.3 Assigning Class Number by Referring to the Classification Schedules

After determining specific subject of the book, the classification schedule is used for allotting proper class number.

The BAMUL being research library adopted depth classification, it was thought proper to bring all books written in Marathi language irrespective of its subjects together which would indicate the size of Marathi collection, as the mother tongue of this area is Marathi and such a collection would be convenient for the readers. This was achieved by writing capital letter ‘M’ at the beginning of class number. Similarly Sanskrit and books on Indology were brought together by writing a capital letter ‘S’ and books written in Hindi were brought together by writing a capital letter ‘H’. However, for the books written in English, no language code is written.
The class number of a book is written in pencil with sharp edge on the verso of the title page.

### 3.4.2.4.1.3.4 Assigning Book Number

BAMUL assigns book number by giving author mark. The first three alphabets of author’s surname are taken as book number, e.g. for surname “Mittal” the author mark is “MIT” for the surname “Bharad” the author mark is “BHA”, etc. The book number is written on the verso of the title page exactly below the class number at its centre in pencil.

### 3.4.2.4.1.4 Cataloguing

Cataloguing means ‘to compile a list of documents according to a set of rules so as to enable the consulter to know what items are available and from the class number, call number or other means of identification, where they may be found.

A library catalogue is a list of books available in a particular library, arranged in some specific order which discloses the library collection as well as helps the user in finding a book. The catalogue of BAMUL is its mirror.

#### 3.4.2.4.1.4.1 Cataloguing Tools

BAMUL uses Anglo-American code with local modifications.

#### 3.4.2.4.1.4.2 Personnel

The Assistant Librarian of technical section, with the help of one Senior Library Assistant is responsible for the preparation of catalogue.
3.4.2.4.1.4.3 Policies

BAMUL uses card form of the catalogue and has chosen Anglo-American code with local variations on the basis of classified catalogue code.

It was decided in the beginning that to expedite the work, the library should adopt simplified cataloguing with on an average three cards for each book – one for author, one for title and one for classified entry.

The entries should be handwritten. To index the catalogue card prepared, library uses American Library Association (ALA) filing rules.

3.4.2.4.1.4.4 Cataloguing Procedure

Following are the operations performed while cataloguing a book, viz. checking, making additions on catalogue cards for new books and marking on the books.

3.4.2.4.1.4.4.1 Checking

The books received from the classificationists are sorted according to the sequence “In” and “Nil”. The books with the word “In” are checked with the author, title and classified catalogue and the cards belonging to these books are taken out from the catalogue cabinet and accession number as well as change in edition or year of publications etc. is added on the respective catalogue cards.
3.4.2.4.1.4.4.2 Preparation of Catalogue Cards for New Books

BAMUL prepares main as well as added entries. The main entry of the catalogue is under the class number. The detailed bibliographic description of a book is given in the main entry. However, the parts of imprint i.e. place of publication of a book is given in the main entry. However, the parts of imprint i.e. place of publication and publisher as well as collation and tracing are omitted from the main entry as the library adopted simplified cataloguing.

The entry elements included in the main entry and the style of writing with local variations.

The added entry is under the surname of the author. If the book is having two authors, joint author card is prepared, while if the book is having more than two authors, then the library gives author entry, under the first author and the words ‘and others’ are written indicating that the book has more than two authors.

If the book belongs to a series then an added entry under series is also prepared.

The information included in author, title, series and reference entry is as brief as possible.

The prepared catalogue cards are kept in the concerned book for checking.
3.4.2.4.1.4.4.3 Marking on the Book

To indicate that cataloguing of the book is completed, on the completed book the cataloguer puts a ( √ ) tick mark at the top of the call number by a pencil.

It must be noted here that, while preparing the entries the title in all foreign languages are transliterated in to English and catalogue are prepared with English transliteration. The titles in Urdu language are transliterated in Deonagari transliteration. However, the author entry card is prepared in Urdu script. Of course the catalogue cards of Sanskrit, Marathi and Hindi titles are prepared in Deonagari script.

3.4.2.4.1.4.4.4 Writing Labels

The book card and pasted labels are written by pencil and in ink of superior type by the skilled staff members.

3.4.2.4.1.4.4.5 Preparation of Book Cards

Since the order card is converted into in process cards the author, title and accession numbers are duly filled in at the time of ordering and accessioning the book, while now the call number of the book is written, which includes collection mark if any, class number, author mark and accession number.

3.4.2.4.1.4.5 Checking of Processed Books

The section in charge checks the catalogue cards prepared, labels pasted and written etc. If correct, the books are sent to reference section
and/or circulation section, while the cards are sent for alphabetization, else the books and cards are sent for correction.

3.4.2.4.1.4.6 Alphabetization

While arranging the catalogue cards alphabetically, they are sorted into classified and added entry cards. The added entry cards are further sorted language wise English, Deonagari and Urdu.

The cards prepared in English are further sorted according to author title and series.

All the main entry (classified) cards prepared in English as well as in Deonagari script and are arranged in a single order from 0 to 9.

The author and title entries of books in English language along with transliteration in English are arranged separately in alphabetical order A to Z. The author catalogue also includes series entry cards, as well as if author is absent the first word title card, joint author card etc. The title cards are arranged separately in alphabetical order A to Z.

While arranging the cards, letter by letter arrangement is followed in BAMUL. The author and title cards in Deonagari script are arranged in alphabetical order. Aa to Gya like dictionary. The author cards prepared in Urdu scripts are arranged separately as per order of Urdu alphabets.

3.4.2.4.1.4.7 Preparation of List of New Additions

BAMUL prepares list of new additions with new titles processed in the month. This list is prepared with the help of classified catalogue.
The classified cards prepared are arranged in the classified order according to the Dewey Decimal Classification Scheme. The list included information, serial number of the books. The list is arranged according to broad classes of the classification scheme. The Xerox copies of list of new additions are circulated to all university departments as well as to affiliated colleges for information of the users about new arrivals.

(However, while interviewing, Assistant Librarian of Technical Section, the researcher came to know that the list of new additions is not prepared now from 1989 because of inadequate staff).

3.4.2.4.1.4.8 Indexing (Filling) the Catalogue Cards

The sorted and arranged catalogue cards are filed in the concerned cabinet at the respective places every day.

3.4.2.4.1.4.9 Sending Books to Reference Section

The books processed in all respect are sent to reference section so as to enable them to display jackets of new books and arrange new books on the book trees.

3.4.2.4.1.4.10 Observations

When the books are classified, the class numbers arrived at should be checked with standard catalogues or national bibliographies; While BAMUL has failed to do so.
Assigning subject heading to a book for providing alphabetical subject entry is a must to meet readers demands. However, BAMUL fails to assign subject headings to a book for providing alphabetical subject entry.

Moreover, the class number assigned by the Assistant Librarian lacks checking by the seniors like Librarian, even the column of class number/call number in Accession Register is blank for the reason the books are classified after their accessioning.

Due to the absence of staff manual for effecting modifications in the classification / cataloguing, inconsistencies are found in assigning class numbers.

Science knowledge, particularly in the scientific field, is undergoing great proliferation and that at rapid rate, resulting in new subjects emerging; the schedules of the classification system would have to be suitably expanded with faculty advice. This job as well as that of classification of complicated books can be done without caste of time and with scientific precision.

For cataloguing, except the code used for cataloguing of books, the other tools like Indian National Bibliography, British National Bibliography etc. are hardly used by the technical section.

BAMUL maintains author and title catalogue separately in English script, while a dictionary catalogue of author, title, series etc. is maintained under single sequence 0 through 9.
Though BAMUL is using Anglo-American code for cataloguing the books with local variations, it lacks procedure manual and authority file giving elevations from the chosen code. Due to absence of procedure manual it is very difficult to get documentary evidence for maintaining catalogues in English, Urdu and Deonagari Script.

To maintain consistency in adopted names of authors and subject headings authority file is necessary.

BAMUL fails to take efforts is assigning subject headings and preparing analytical entries.

Due to absence of shelf list cards, it is difficult to measure strength and weakness of subject collection. As a book selection tool as well as its absence also handicaps stock verification work.

3.4.3 Circulation Section

The working of circulation section has been divided as under:

3.4.3.1 Introduction
3.4.3.2 Objectives
3.4.3.3 Functions
3.4.3.4 Observations.

3.4.3.1 Introduction

The desired information can be obtained from its storage. It is the fourth element of a library system where in processed documents are
retrieved from its store, hence present section has concentrated its discussion on circulation services provided by BAMUL.

The circulation service is the heart of the library. The very existence of the library development, classification and all other process aim at giving services to the readers by means of circulating books among its members, either in the library for consultation or for home lending (Mittal, 2007).

Circulation means issuing of books within the library, for home lending, to departmental library and on inter-library loan, to the patrons and assuring return of such material.

3.4.3.2 Objectives

The objective of circulation service is to lend books to the users in the most effective and efficient manner and to maximize the availability of books to all users without excessive delay, while the objectives of circulation section of BAMUL are to create effective charging system and procedure involved therein, to ensure that only those who are entitled to borrower getting books from the library, to decide parameters applicable to circulation by framing rules and regulations relating to number of books to be borrowed, due date, fine, renewal etc. to prepare a frame work for control of use abuse and theft of books.

3.4.3.2.1 Personnel

To fulfill the objectives of the section thirteen personnel works in the section. Assistant Librarian is the head of section, organizes all the activities in the section.
3.4.3.3 Functions

Though circulation means issuing of books, it needs to complete several other formalities before the books are issued to the users. Viz. maintenance of property counter, issuing of books maintenance of gate pass counter, maintenance of records, maintenance of statistics and the miscellaneous jobs, These activities are performed with the help of 13 persons working in the section.

3.4.3.3.1 Maintenance of Property Counter

The place where the users can keep their bags and belongings before entering to the library and obtain token from counter assistant is the property counter. In BAMUL it is at the entrance, each user of the library have to deposit his bags and belongings at the counter and obtain a token for it, write name, address and sign in the visitors register and then enter inside the library. While going back users return the token at the counter and get their bags and belongings back.

3.4.3.3.2 Issuing of Books

BAMUL uses different modes of issuing books to the users. They are home lending, in-house borrowing, departmental loan and Inter Library Loan.

3.4.3.3.3 Home Lending

For issuing books at home, BAMUL performs the following activities, viz. registration of users – includes enrolling names in membership register, preparation of library card and readers card observation of library rules,
charging and discharging of books include issuing of books, returning, renewal of books, calculation of over-due charges, reservation of books, sending reminders and refund of deposit.

3.4.3.3.1 Registration of Users

As per BAMUL Rules (2001-2002) following persons are entitled to use the library viz. members of the university authorities, university teachers, contributory teachers of the affiliated colleges, university students and persons admitted with special permission of the librarian.

On the basis of rules users are divided into different categories viz. Postgraduate students - regular and external, M.Phil students, Ph.D. students, post-doctoral research students, university teachers, university non-teaching employees, affiliated college teachers, associate members, VIPs and different procedures are adopted for different categories of users.

Every admitted student is issued an identity card by Head of respective department however, the amount of deposit, number of books they can borrow and loan period differ from category to category.

The regular students are registered by verifying admission list, identity card, receipt of fees and deposit, in the borrowers register, while external students after producing certificate from examination branch, receipt of deposit and fees get registered in borrowers register.

The university employees have to give application and a copy of their appointment order to obtain membership.
Affiliated college teachers have to give an application by enclosing guarantee letter from the principal, with a deposit receipt for obtaining membership.

Associate members have to give an application with a guarantee from the university teacher, while VIPs have to give just an application for enrolling them as member.

Only one membership register is prepared for different members i.e. regular and external student and affiliated college teachers, associate members, university teachers and VIPs.

For issuing of books different categories of users, different colour cards are used while on the top of the card, number of books entitled to borrow is written.

Along with the library card, each reader is given readers card which has to be produced at the time of borrowing and returning of books, for the loss of it reader has to pay the fine of 1.

As per BAMUL rules (2001-2002), number of books to be issued, due date and fine for each category of users

Reference, rare books, manuscripts, art books, thesis are not issued out of the library. Timing for charging and discharging of books are from 11 am to 4 pm on all working days.
3.4.3.3.3.2 Charging and Discharging of Books

BAMUL uses modified Newark system for issuing (charging) books to students, associated members and employees.

While issuing a book on card, users have to write requisite information of a book and sign on the card. The issue assistant checks the information filled in, puts the due date stamp and issues gate pass which is checked at the gate pass counter along with the books by the counter assistant.

While closing issue counter, the issue assistant prepares the statistics and arranges library cards and book cards in their respective sequence.

While discharging (returning) books, due date on the book is checked for students category. If it is late, fine is charged. The book returned is cancelled from the respective records. The attendant takes out the book cards put them in book pocket of the returned books and sends them for shelving. For renewal of the book, it has to be brought physically and get it reissued.

The fine collected is entered in fine register and remitted to the accounts section, receipt number of the same is recorded in fine register.

3.4.3.3.3 Reservation of Books

The user can reserve a book by filling up a claim slip which is attached to the book card of the respective issued book, so that after receipt the concerned user is given notification about the claimed book.
3.4.3.3.4 Sending Reminders

Reminders are sent for books outstanding with the user for a longer period, generally a year. The user is reminded once, twice, thrice. However, 4th and 5th reminders are served. Finally, user is communicated regarding forfeiting of deposit or to deduct cost of book from their salary with an intimation to office.

3.4.3.3.5 Refund of Deposit

For refund of deposit the user has to apply in the proforma requesting the librarian to refund the deposit, who in turn writes finance and accounts officer and issues no dues certificate by taking necessary entries in membership register for refund of deposit and signature of the person taking entries.

3.4.3.3.4 In-House Use

The books meant for in-house use are kept in two sequences viz. text book and reference books.

The text books recommended in syllabi and books in demand are reserved in reading room, have to be used there only. The reading room of BAMUL has the capacity to accommodate 400 users at a time, where in books are shelved with close access. On demand by the user the books are issued to them by verifying identity card, writing user’s name on book card and entry in the book issue register with the signature of user. The book cards of issued books are arranged with identity card, according to its
sequential order. While returning the book, the issue assistant cancels the book and returns identity card to user, signs in issue register and keeps books cards in respective books. Reference books include encyclopaedia, dictionaries, directories, hand books, thesis, dissertations etc., users are expected to use these books within premises of reference section.

Reference section has open access. The users can consult reference books without any record but the reference books and thesis are issued for in-house use only. The reference books and theses are issued to the users by verifying identity card, writing theses issue register with the signature of user. The book cards of issued books are arranged with identity card according to its sequential order. While returning the book, the Assistant Librarian cancels the reference book and returns identity card to user, signs in issue register and keeps book cards in respective reference books and theses.

3.4.3.3.5 Departmental Loan

BAMUL issues books to university departments on temporary loan. However, there is no limit for number of books to be issued and due date. Whenever, a department needs the books from the central library a letter is sent by the department along with the list of books requesting librarian to loan the books for departmental library.

The circulation section collects the books demanded and available in the library, writes name of department on book cards, lists the books, obtains signature on list for receipt of books and sends the covering letter, list and
the books with pass out. The Head of the department acknowledges the receipt of the same. The book cards of books issued to the department are arranged accession number wise in a separate box for each department.

When the department no more needs the books they are returned to the central library, which are cancelled by taking out book cards of respective books and sending acknowledgement letter to the department.

3.4.3.3.6 Inter Library Loan

BAMUL not only borrows the books but also lends them to other libraries; hence inter-library loan (ILL) routines can be divided into ILL borrowing and ILL lending of books.

3.4.3.3.6.1 ILL Borrowing

Whenever a book is needed, the user gives an application in circulation section with bibliographic details of books. The books listed by user, after checking and found absent in Library, the other library is requested to send the book with a letter.

It must be noted here that the library is tapped for the availability of sources due to absence of union catalogue. If the document is not available in the first library, the other library is requested for. If the book is available, the lending library sends the books by registered post parcel or by V.P.P. at its own cost.

After receipt, the books is recorded in ILL borrowing register BAMUL keeps such books till the work of user is over or maximum for 2 months and
the books are returned to host library by registered post parcel with a covering letter.

3.4.3.6.2 ILL Lending

As per BAMUL rules (2001-2002) borrowing library has to abide certain conditions viz. “Any publication marked as reference work or any valuable book or any book that is already in use, will not be issued.

The borrowing library will have to make necessary arrangements to borrow and return books within specified period. The borrowing library will have to bear the lose or damage that may happen to the book from the time it is lent-out until its return to the library. Every request for a loan is forwarded with the name of a person for whose use the requisition is made. BAMUL receives the letter from the borrowing library with bibliographic details, requesting the library to send them on ILL.

The circulation section checks the list, collects the available books and enters them in ILL lending register and with a covering letter; the books are posted by registered post parcels or V.P.P. with a caution to return them within 30 days. After one month reminder is sent to the concerned library to return the books.

Once the books are received BAMUL sends acknowledgement letter. The work of inter library loan is assigned to the reference section of BAMUL.
3.4.3.3.7 Maintenance of Gate Pass Counter

BAMUL rules (2001-2002) state that “the library authorities and staff members or the library attendants at the gate pass counter is authorized to examine every thing that passes into or out of the library”.

The gate pass counter assistant not only checks the books with pass out but also checks the bags of every person including library staff.

3.4.3.3.8 Maintenance of Records

Considering necessity of the records, BAMUL maintains following records for each mode of issuing books viz.

3.4.3.3.8.1 Home Lending

Visitors register, issue records, readers record, time record, book record, over-due charges record, renewal record, reservation record etc.

3.4.3.3.8.2 In-House Use


3.4.3.3.8.3 Departmental Loan

Department record, book record and time record.

3.4.3.3.8.4 Inter-Library Loan

Record of borrowing and lending library, book record, time record and readers record.
3.4.3.9 Maintenance of Statistics

BAMUL maintains daily home issue statistics. However, it fails to maintain use and users’ statistics which affects decision making at the time of collection development.

3.4.3.10 Miscellaneous Jobs

Circulation section performs following miscellaneous jobs, viz. replacement of lost books / card / token, provision of carrels to research scholar’s consultation facilities to casual readers etc.

3.4.3.11 Observations

Deshpande, K. S. (1977) has pointed out that issue system of BAMUL is very cumbersome and consume more time of staff, hence Browne charging system be used which saves lot of time of the staff.

The languagewise, subjectwise and category of userwise statistics is absent which affects decision making while developing collection.

While borrowing books on ILL BAMUL fails to use union catalogue of books for two reasons – one up to date union catalogues are not available and secondly no efforts to search available union catalogue is made by the library. Moreover, there is no interlibrary loan policy approved by the University authorities.

The other way to bring users and books together is by providing information service, which is also the output element of the library system.
Since both circulation and information service systems bring users and documents together they are having equal status in dependent hierarchy. In BAMUL the section providing information services is known as reference section. This section provides current awareness service, reference service, help users in locating books etc.

3.4.4 Reference Section

The working of reference section has been divided as under:

3.4.4.1 Introduction

3.4.4.2 Objectives

3.4.4.3 Functions

3.4.4.4 Observations

3.4.4.1 Introduction

The desired processed information is provided to curious user to satisfy his queries from the stacks of the library. This process is an output element of the system. This process is also a quality process which is to fulfill its user’s needs and make them satisfied.

Since reference section, like circulation section provides desired output to the users, it has equal status with circulation section in dependence hierarchy (Mittal, 2007).

Queries of the curious reader are considered as an input to the reference section. Searching the required information from storage is the processing element, while answering queries and satisfying user is the output element of the reference section, which means major work of
The reference section of BAMUL mainly offers information services to bring users and information in productive relationship. Information service means provision of information about a subject, of a book, journal or other item of library specified and clearly identified by the enquirer.

3.4.4.2 Objectives

The objective of information service is to provide access to current, specific, exhaustive and relevant information to the users.

The objective of reference section is to provide the assistance necessary to fulfill the users’ requests quickly, efficiently and accurately in anticipation or in response to users’ demands.

3.4.4.2.1 Personnel

To provide the reference service 3 personnel viz. Assistant Librarian, Personal Assistant and Peon works in the section.

3.4.4.3 Functions

- Collection of reference books.
- To provide reference service to the readers.
- Organization of reference section.
To fulfill objectives of reference section BAMUL offers following information services viz. current awareness service, location service, reference service, back-up service.

Reference section provides the services with the help of one assistant librarian and one library attendant working in the section.

3.4.4.4 Current Awareness Service (CAS)

Reference section of BAMUL provides CAS by display of jackets, browsing area and list of new additions.

3.4.4.4.1 Display of Jackets

The books received from technical section are sorted as per the word “In” or “Nil” written on fly leaf of the book. The word “In” denotes that the book is already available in the library and it is a copy for addition. While the word “Nil” denotes that the book is not available in the Library, it is a new title.

The section sends the books with word “In” on its fly leaf to circulation section for shelving, while jackets of new titles are removed and displayed in an artistic manner under the banner ‘new arrivals’ on notice board placed on the way to circulation counter, which helps in diverting attention of users.

3.4.4.4.2 Browsing Area

The browsing area has occupied a corner in the section at its entrance. The new title of which jackets are displayed on book trees, which are kept for a week with a comfortable seating arrangements for 8-10 users.
at a time, so as to enable them to browse these books at ease. These books are not issued for home lending for a week.

3.4.4.3 List of New Additions

It is prepared and sent to the departments and affiliated colleges. It includes the list of newly acquired titles in the library.

The work of preparing list of new additions is assigned to the technical section of BAMUL. However, now the list of new additions has been discontinued by the library.

3.4.4.5 Location Service

Location service of BAMUL helps the users to show exact location of the document through documentation list and the library catalogue.

3.4.4.5.1 Documentation List

To show location of micro-documents, the documentation unit is working in reference section of BAMUL. It was offering documentation services by preparing documentation list.

For preparation of documentation list two professional assistants are appointed and are supposed to work for this purpose, one for science and the other for social sciences and humanities.

The documentation list covers articles appeared in learned periodicals, popular magazines and newspapers subscribed by BAMUL. It gives full bibliographic details for the article.
Almost all current periodicals received in the library are scanned. The articles are marked out for inclusion in the documentation list.

Entry of each article selected is prepared on 8”× 8” slip of thin paper with full bibliographic details i.e. author, title of the article, name of journal, volume number, date of publication and page number.

The entries are classified according to Dewey Decimal classification scheme, 17th edition and broad subject headings generally three in number are assigned to each entry. These subject heading are compatible with Sears list of subject headings, biological abstracts, chemical abstracts, physics abstracts etc. Each entry is assigned serial number 1,2,3…n.

The arrangement of documentation list is according to Dewey Decimal classification scheme for main subjects. Under each main subject the entries are arranged alphabetically by author, title etc. for the convenience of the users.

The subject index is prepared with the broad subject headings. Each subject term found suitable from the title are noted. On the slip of thin paper and corresponding serial number of article is given to this term for easy location of the information in the list of articles. This index is arranged alphabetically by subject headings.

The serial number against each term indicates the serial number of article in documentation list.
The list of journals indexed and subject contents of documentation list are also given for the benefit of users and are arranged alphabetically.

The parts list of journals indexed, list of articles, subject index and subject contents are sent to typing unit for cutting stencils. The cut stencils are checked and cyclostyled. Finally the list is arranged and stitched in the order. List of journals indexed, subject contents, subject indeed, list of articles is circulated to the University Departments as well as in local colleges as a location as well as current content list. The work of preparing list of documentation is assigned to the periodical section of BAMUL. However, it is observed that such list is not prepared by the BAMUL.

However, this activity is good activity which is helpful for its researcher’s to fulfill their needs and make them happy. BAMUL should continue this activity.

3.4.4.5.2 Library Catalogue

The catalogue of BAMUL is a mirror of its collection. Though preparation of library catalogue is the responsibility of technical section, but retrieval of the catalogue to show location of the document on shelf is the responsibility of reference section.

The catalogue cabinets of author, title entries of English books alongwith the English transliteration of foreign books, Urdu, Sanskrit and Marathi books are kept in reference section.
The catalogue discloses documents available in BAMUL by the given author title and subject. It locates the documents if its author, title or subject is known.

By noting down the call number of the required book, written in pencil on the catalogue card, the user can directly go to the stack, bay shelf to search a document or ask the library attendant to search it. The document, if it is not issued can be found at its assigned place.

3.4.4.6 Reference Service

The section provides reader guidance service and referral service.

3.4.4.6.1 Reader Guidance Service

BAMUL has taken care of three types of user’s viz. fresh, ordinary and specialist users. Depending on the type of users BAMUL provides initiation of freshman, ready reference and long range reference service.

3.4.4.6.1.1 Initiation of Freshman

It is also called as library orientation, user instruction and user education etc. BAMUL organizes the library orientation programmes generally in July / August of every year.

The students are introduced with the library rules and regulations, services offered and procedures to avail these services, searching required document in the catalogue as well as reference collection procedure to locate information from reference books etc. so as to make them familiar with the library collection and services.
3.4.4.6.1.2 Ready Reference Service

Whenever queries are asked either in person, by post or by telephone, are answered from the available information sources like encyclopedia, dictionary, directory, handbook, biography, etc.

The directional queries are also answered quickly.

3.4.4.6.1.3 Long Range Reference Service

If the query asked cannot be answered immediately is called as long range reference service. It can take half an hour to answer the query or whole day or a week. It requires prolonged search for providing information. Generally this type of service is needed by the specialist and BAMUL tries to answer these queries.

3.4.4.7 Referral Service

Reference section of BAMUL directs the user to a person or institution who may be able to provide required information to the users, if their names and addresses are available in the library. This service is called as a referral service.

3.4.4.8 Back-up Service

BAMUL provides reprographic service with the Xerox machine Canon model IR1600 and Lanier 7320 copier.

However, provision of reprographic service is under the charge of Ordering section.
3.4.4.9 Observations

It must be noted here that the work of monthly list of additions and documentation list is discontinued by the BAMUL. However, this activity is good activity. So BAMUL should continue this activity.

It must be noted here that BAMUL fail to provide title announcement service by circulating content pages of current journals, selective dissemination of information service, bibliographic service, general help to general user, translation service etc.

It must be noted here that the user can use only author and title catalogue though there are queries by subject. The classified catalogue of BAMUL can be referred but for a layman it is difficult to understand notational language of classification scheme. At this juncture, it must also be pointed out that the library catalogue lacks the alphabetical subject catalogue as well as analytical entries for micro-documents buried under the host document.

While verifying the library records as well as an interview with the librarian, it was found that under the current awareness service, the library was offering newspaper clipping service through the reference section on the topics in which users are interested.

However, since last 10-12 years, due to shortage of staff library failed to continue this service.
Deshpande, K.S. (1977) has pointed out that “There are a number of good abstracting and indexing services in almost all the disciplines. For example, British humanities index, abstracting of English studies, Mathematical review, Current contents, Sociological abstracts, Biological abstracts, Chemical abstracts etc. It is therefore; felt that a general indexing of abstracting service would point less and of no particular use to the faculty. On the contrary the library collects profiles of research workers both teachers and students and offers an indexing or abstracting services, tailored to their needs it would be really useful.

However, library fails in providing announcement of research in progress notification of forthcoming conferences; consolidation information service.

3.4.5 Periodical Section

The working of periodical section is divided as under:

3.4.5.1 Introduction

3.4.5.2 Objectives

3.4.5.3 Functions

3.4.5.4 Observations.

3.4.5.1 Introduction

Periodicals are the watch towers of business and research, supplying up-to-date information about economic, scientific and industrial productivity. Periodicals furnish recent articles / papers literature. Most original scientific
work is first published in periodicals. Renowned persons and specialist in various fields contribute to periodicals which know persons working on a particular topic/problem as well as the result of work already done are usually found in periodical literature (Mittal, 2007).

According to Osborn, A.D. (1973) periodicals are indispensable feature of most library programmes by virtue of their informational and research value that they constitute the backbone of the research collection. Periodicals are basis for organized reference work in almost any kind of library. They are indispensable to the scholar and research worker.

Periodical is the reading material, published at regular periods in a sequence by a learned society or by a public firm or by an independent business concern.

A periodical is a serial publication which contributes one issue in a continuous series under the same title, usually published at a regular interval over an indefinite period, individual issues in the series being numbered consecutively or each issue being dated.

3.4.5.2 Objectives

The objective of periodical section is (1) To select, to acquire the journals/periodicals as recommended by the head of the university departments, librarian and users. (2) Order, organize and display of periodicals for users.
3.4.5.2.1 Personnel

Assistant Librarian select, orders the periodicals with the help of Librarian and HOD of various subjects. Other work like recording of periodicals display, sending reminders, circulation has to be assigned to Assistants.

3.4.5.3 Functions

- To invite quotations from agents.
- Preparation for comparative statements.
- Placing the same before the Library Committee.
- Finalizations of trade terms.
- Allocation of budget.
- Maintenance of provision watch register.
- Receipt of recommendations from faculty members.
- Placing of orders.
- Checking of Invoices.
- Passing of bills for payment.
- Maintaining record of receipt of journals.
- Correspondence with faculty members, Vice-Chancellor, Registrar, Account Section and Periodical Agents etc.
- Sending back Issues to binding section for binding.
- Taking entries of news papers, passing of bills.
3.4.5.4 Planning and Management

In BAMUL at the beginning of financial year, list of vendor is prepared after selections of vendors.

3.4.5.4.1 Selection of Vendor

- Vendors are selected from the records of the last three years supply i.e. those vendors who had frequently supplied the periodicals, his efficiency is considered.

- Similarly the vendor is selected from the catalogues. Various publishing companies send their catalogues to the library. In the publisher’s catalogue address of Indian distributors are available, the vendor is selected from these catalogues also.

From the above ‘a’ and ‘b’ list of agents /vendor is prepared.

As per the procedure laid down in the BAMU Accounts code 1980, BAMUL invites quotations for foreign periodicals from various vendors during the month of June / July every year within due date (Marathwada University, 1980).

The letter is sent to the vendors. In this letter the vendor is asked to quote exchange rates (GOC / Bank rate), subscription rate, price proof for the journals, advance payment policy, discount if any, handling and postal charges, missing issues policy, refund policy for nothing received, reminders etc. along with the letter, the list of journals required by the department is enclosed.
The criteria adopted for the selection of vendor is whose service during last three years is prompt, who is ready to pay on behalf of university in advance, whose exchange rates are either as per GOC / bank rate etc. are selected for placing orders for foreign periodicals while for Indian periodicals order are placed directly to the publisher.

After receipt of quotations from various vendor comparative statement is prepared and item is placed before the library committee regarding selection of vendor.

While preparing comparative statement, the library also makes an attempt to calculate total cost of periodicals of all periodicals recommended by the Head of the Department of each subject.

3.4.5.4.2 Allocation of Funds

Every year at the beginning of the financial year university sanctions 20 to 30 Lakhs per year for payment of periodical subscription.

BAMUL has unwritten policy of allocating sanctioned budget i.e. 20 to 30 lakhs to each department at the ratio 5:3:2 i.e. 1/2 for science, 1/3 for social sciences and 1/5 for remaining departments i.e. languages and other departments through library committee.

In BAMUL allocation register is not maintained, however, provision watch register is maintained.
3.4.5.5 Selection of Periodicals

3.4.5.5.1 Periodical Selection Tools

Even though the selection of periodicals can be made by using selection tools, such as:

1) Ulrich International Periodicals Directory.

2) World List of Scientific Periodicals

3) Nifor Guide to Indian Periodicals.

BAMUL considers only recommendations from Head of the Department.

3.4.5.5.2 Selection Procedure

All heads of the university departments are requested to forward list of periodicals required for their department. List of periodicals already subscribed is enclosed along with letter for information of the head of the department.

List of periodicals received from the heads of the department is sent to the various periodical subscription agencies with a request to communicate subscription rates of each periodical. If the amount of periodical subscription for the periodicals recommended by the head of the department is over and above the funds, allocated in such cases the head of the department are communicated to give the priority list of periodicals to be subscribed within the allocated funds and after receipt of the priority list order for those periodicals within the budget limit is processed.
3.4.5.6 Modes of Ordering of Periodicals

After selection the periodicals can be acquired by –

3.4.5.6.1 Gift

3.4.5.6.2 Exchange

3.4.5.6.3 Becoming member of learned society

3.4.5.6.4 Subscription of periodicals.

3.4.5.6.1 Gift

In BAMUL some periodicals are received on gratis (free of cost) from the affiliated colleges / faculty members of the university and other organisations.

BAMUL also receives periodical from foreign Embassies, philanthropic societies, Soviet Land and DER etc., in order to popularize their ideas, and programmes.

For the periodicals received on gift from organization, societies, it acknowledges receipt of such gifts with the letter.

3.4.5.6.2 Exchange

BAMU publishes its own periodical Dr. Babasaheb Ambedkar Marathwada University, Journal every year. University can use this journal for exchange purpose, however, serious efforts to acquire periodical on exchange basis are lacking.
3.4.5.6.3 Becoming Member of Learned Society

In BAMUL some periodicals are acquired through various educational, research institutions by payment of the membership.

3.4.5.6.4 Subscription of Periodicals

In BAMUL foreign periodicals are subscribed through agent as per approved terms and conditions. While Indian periodicals are subscribed directly through publisher.

3.4.5.7 Checking Availability of Funds

Before placing orders it is checked with the provision watch register for the availability of funds. If funds are available orders are prepared.

3.4.5.8 Ordering Procedure

The order work involves following jobs:

3.4.5.8.1 Ordering of New periodicals
3.4.5.8.2 Renewals of periodicals
3.4.5.8.3 Back sets of periodicals

3.4.5.8.1 Ordering of New Periodicals

In BAMUL the orders for new periodicals are sent either through the approved vendor or through publisher. When the orders are sent through vendor, for safer side, vendor is asked to pay the subscription of periodicals in advance and the vendor is asked to send the receipt of the same along with bill.
As regards the new periodicals subscription or order to procure few sample copies before placing regular orders because only worthwhile journals should be subscribed. However, BAMUL lacks this attempt for subscription of periodicals.

3.4.5.8.2 Renewals of Periodicals

Regarding the renewal orders, the renewal is made before the expiry date of that periodical either directly through the publisher or through the vendor.

3.4.5.8.3 Back Sets of Periodicals

In BAMUL this work is carried out by Ordering section.

3.4.5.9 Bill Passing Procedure

After receipt of bills from the subscription agent or from publisher the same is checked. As per the order placed subscription rate quoted by the vendor/publisher and discount rate. Then the bill is entering in the provision watch register. Stamping work as required by the account section is done. At the reverse side of the bill, signature of dealing assistant, section incharge is obtained and covering letter is prepared and the same is submitted to the librarian for signature and their after necessary entries in the outward register is taken, outward number and date is put on the covering letter and then bill is sent to the account section for payment.
3.4.5.10 Checking of Bills

As per the orders, bills for periodicals are received by the library. It is checked with the orders and conversion rates for the approved rates. If correct, it is passed for payment in advance and amount is sent by M.O. / D.D. or by cheque. After receipt of publisher the library starts receiving loose issues of current periodicals.

3.4.5.11 Recording of Periodicals

The various routines involved in the recording of periodicals are:

- Unwrapping the packets by checking correctness of address;
- Arranging periodicals alphabetically;
- Recording;
- Marking
- Checking the record, to note changes in title, frequency, publishers subscription rates, etc.

The record is also checked for sending reminders to unsupplied numbers of periodicals, title pages contents and indexes.

After receipt of the amount by vendor /publisher the supply of periodicals is started. BAMUL uses Kardex system for recording periodicals.

This is a purely mechanical system devised by Remington Rand of India Ltd. For keeping visible records of periodicals and other kind of material. It is a steel cabinet of size approximately 10 ½” broad ×20 ½” high.
The entire unit contains 14 trays containing 1008 card holders with sliding dust cover and locking arrangement. The system has two cards (1) Bottom card and (2) Top card.

A bottom card is prepared for each periodical title and other particulars are typed or written on the lower portion of the said card. The other column in the cards are library has, library lacks, in bindery and nature of binding.

The top card is fitted opposite to the bottom card i.e. on the verso of the next card holder in such a manner, when any card holder is lifted for finding out certain information both the cards face each other. The card serves the purpose of keeping records of payments made to suppliers and provides information regarding the follow up work connected with the receipt of periodicals. After receipt of the periodicals they are taken to the card cabinet for recording purpose. The requisite tray taken out from the cabinet and date of receipt of the concerned issue of the periodical in question is noted in the appropriate column. After the volume is completed then it is bound. The records of each newspaper is maintained.

3.4.5.12 Sending Reminders for Non-Receipt of Periodicals

In BAMUL agent for a period of three years is selected by the library. Agent pays the amount of bills in advance to the publishers for periodical subscription, and on the basis of publishers invoice amount is remitted to the agent by university. If issues of periodicals are not received regularly due to postal delay, missing in the transit or due to the delay in publication of the
issues from the publisher under such circumstances library staff will have to keep continuous watch and make unnecessary correspondence with agent for non-receipt of issues through sending reminders.

3.4.5.13 Display and Arrangement of Periodicals

In BAMUL current periodicals are displayed to attract the potential users and arrangement of these periodicals shelving in racks, in which a whole year issues of periodical Ordering can be kept together in the reading hall.

Arrangement of periodicals depends upon the bulk in the library. Readers approach is also important in the arrangement of periodicals.

In university libraries the readers mostly being specialists and scholars of various subjects their approach is always towards the subject. Hence, in BAMUL classified arrangement may be under broad subject headings or under class numbers of a particular classification scheme is always preferable i.e. D.D.C. When a complete set of periodical is ready then it is in bound volume and kept in shelves after completion of all technical processing i.e. classification and cataloguing as done in case of books (Deo, 1991)

3.4.5.14 Binding of Periodicals

After the receipt of all issues of a volume, the work of binding starts. All the loose issues of a volume are collected at one place and arranged in a
serial order of issue numbers in ascending order. If any issue is issued out it is called back.

The checking of the issues is done with content pages. The completed volume is checked with pagination and this volume is recorded in the binding register of periodical volumes. After binding, the bound volumes are sent for accessioning and onward processing to ordering section just like book.

3.4.5.15 Circulation of Periodicals in BAMUL

In BAMUL issues of current periodicals are not issued to the users for home, these current issues are provided by the library for the users in library premises only. In rare cases such periodicals are issued to these users for home reading / overnight reading with the permission of librarian as a special case.

However, such issues are issued to the faculty members if demanded for overnight reading as special case.

Back volumes of the periodicals as well as loose issues of proceeding weekly, fortnightly, monthly and quarterly are issued to the faculty members for home reading. Entries of such periodicals are taken on borrower's card.

Library also provides daily newspaper to all types of users for in house use only.

Reprographic service of current issues and back volume of periodical available in the library is provided to all types of users on payment as per the rules of the library and taking necessary entries in the record of the library.
3.4.5.16 Observations

Following are the observations of working of periodical section of BAMUL. The library follows unwritten procedures in periodical section.

Day by day the rates of periodicals subscription are increasing so also exchange rates of foreign currency are increasing. As such the annual provision of the amount of periodicals subscription provided by the university is insufficient consequent upon which the library could not subscribe to periodicals recommended by the head pf department and they are requested to give the priority list of periodicals to be subscribed.

In BAMUL agent for a period of three years is selected by the library. Agent pays the amount of bills in advance to the publisher for periodical subscription and on the basis of publisher’s invoice amount is remitted to the agent by university. If issues of periodicals are not received regularly due to postal delay, missing in the transit or due to the delay in publication of the issues from the publisher, under such circumstances library staff will have to keep continuous watch and make unnecessary correspondence with agent for non-receipt of issues.

From the year 2003 BAMUL is a part of UGC INFONET programme and getting accessibility to 4000 peer reviewed journals.

BAMU published its own periodical “Dr. Babasaheb Ambedkar Marathwada University Journal every year. University can use this journal for exchange purpose, however, serious efforts to acquire periodical on exchange basis are lacking.
3.4.6 Binding Section

Books the wares of a library are to be preserved for posterity as the older books have been handed over to us by our ancestors. The paper, of which the books are made, is a perishable and delicate material. There must be some other covering material so that it can be saved from its various enemies such as insects, dampness, dirt, heat and cold etc. Various covering materials have been used in the past. It is however, beyond dispute that the problems of book binding, book protection and book restoration have been an integral part of librarianship from earliest times (Mittal, 2007).

The working of binding section has been divided as

3.4.6.1 Objectives

- To prepare the bound volumes of the journals.
- To bound the books.

3.4.6.2 Functions

- To invite quotations from agents.
- Preparation of comparative statements.
- Placing the same before the Library Committee.
- Finalizations of trade terms.
- Allocation of budget.
- To maintains provision watch register.
- Passing of bills for payment.
- Maintaining record of receipt of bound journals and books.
- Binding of back Issues of journals and books.

### 3.4.6.2.1 Personnel

Junior Library Assistant with the help of binder, assistant binder and helper do all work from calling quotations to sending the books and periodicals to circulation and periodical section.

### 3.4.6.3 Binding Procedure

#### 3.4.6.3.1 Checking of Books and Journals

Preparation of sets of journals: The year wise sets of loose issues are prepared

#### 3.4.6.3.2 Allotment of Binding Numbers to Books and Journals

The binding numbers are allotted to each book and set of journal.

#### 3.4.6.3.3 Calling Quotations

Quotations are invited from different vendors. After that comparative statement was prepared. By considering all terms and conditions, vendor has been finalized.

#### 3.4.6.3.4 Placing Orders

The order is placed to selected vendor.
3.4.6.3.5  Binding of Periodicals

After the receipt of all issues of a volume, the work of binding starts. All the loose issues of a volume are collected at one place and arranged in a serial order of issue numbers in ascending order. If any issue is issued out it is called back.

The checking of the issues is done with content pages. The completed volume is checked with pagination and this volume is recorded in the binding register of periodical volumes.

Quotations are invited for different types of binding from the binders and these are opened as per the procedure laid down in the accounts code of the university. One who quotes lowest rates, other terms and conditions approved by the university authority.

The orders for binding of periodicals along with the list and terms and conditions approved are sent to the approved binders.

After receiving orders, the binders sign on the binding register for receiving periodicals for binding and the book cards are arranged titlewise to show that which journals are given for binding.

When the journals are received from the binder after binding they are checked thoroughly for quality binding and to find out defects in binding so that journals with defective binding can be returned back to the binder and the other journals are received back by signing on binding register. The book cards are searched and kept in the bound volume.
3.4.6.3.6 Receipt of Books and Journals and Checking

The bound volumes of books and journals are received. After receiving the books and journals are checked.

3.4.6.3.7 Passing the Bills

After receipt of bills from the binder the same is checked as per the order placed, binding rates quoted by the vendor. Then the bill enters in the provision watch register. Stamping work as required by the account section is done. At the reverse side of the bill, signature of dealing assistant, section in charge is obtained and covering letter is prepared and the same is submitted to the librarian for signature and their after necessary entries in the outward register is taken, outward number and date is put on the covering letter and then bill is sent to the account section for payment.

3.4.6.3.8 Label Pasting

The labels are pasted to each bound volume of books and journals.

3.4.6.3.9 Writing Call Number on Labels

The call numbers are to be written on the pasted labels by ink.

3.4.6.3.10 Sending Bound Volumes to Circulation and Periodical Section

After wring the labels the books are send to circulation section and journals are send to periodical section.
3.4.6.4 Observations

It is observed that firstly there was in-house bindery, but due to the higher unit cost of binding section, the books are to be bounded by commercial vendor from last 10 years.

3.4.7 Reprography Section

3.4.7.1 Introduction

Reprography is a general term encompassing the processes of document reproduction or copying by and method except large scale professional printing, including photography microphotography, photo copying and photo duplication. Reprographic service, increased throughout, proved quality, and streamlined workflows. Today the machine capacity, to grow and expand, exceed their customers expectations (Davies, 1977).

Provision of photocopies is more convenient in inter library loan transactions necessary equipment is very costly and all libraries are not in a possession of it. Some of the large libraries have separate reprography units, and a large variety of reprography systems are in use.

Bose defines it as a group of mechanical devices whereby one or multiple copies of a document can be prepared through copying and duplicating processes. But reprography consists of not only devices but processes and techniques also, and including not only mechanical but photographic, thermal and electrostatic processes too. Howken’s definition is straight and simple. He defines reprography as “a term used to refer to the
corpus of processes and methods used for both copying and duplicating documents.” Reprography has also been described in still simpler terms as “in-house copying and duplicating as differentiated from printing” (Prasher, 1975).

In the year 1971 Dr. BAMUL introduced reprography service with the PAN-PRINT over the LINCON Xerox machine. However PAN-PRINT machine was not direct copier and it was time consumed. Earlier the reprography service was with the periodical section up to 1981, after that up to 1984 with the binding section. The reprography section is located on the ground floor of the building near the technical section. But now it is under ordering section.

During the year 1985 BAMUL purchased Canon plain copier and in 1999 library purchased lanier copier and in 2005 library purchased Canon copier.

In reprography section only one machine operator is handling all the work of the section including the maintenance of records. Assistant librarian of acquisition section is incharge of the reprography section. In BAMUL only Xerox facility has been provided by reprography section.
3.4.7.2 Objectives

- To assists research scholars by providing the required xerox copies of the relevant subject
- To collect the Xerox charges.
- To maintain the record.

3.4.7.3 Personnel

Library attendant provides the Xeroxing services to all readers. He kept all the records i.e. number of copies required and revenue generated from this facility.

3.4.7.4 Functions

- Xerox the required copies
- Collection of Xerox charges
- Maintenance of record.

3.4.7.5 Importance of Reprography

- Dissemination of information on a large scale among libraries and between libraries and their patrons.
- Speedily access and process in acquiring an original work and an elimination of a time lag.
- Avoiding the need to acquire an entire work when only a specific article or chapter is required.
- Security storage of important documents.
- Preservation of library records.
- Saving space.
- Extensive republication of unique collection of data, out of print books, manuscripts and back volumes of periodicals (Okwilagwe, 2001).

3.4.7.6 Observations

The daily register is maintained by the section which includes the information about name of user, class, faculty, title of book, no.of pages Xeroxed, charges and sign of user.

3.4.8 Reading Hall

3.4.8.1 Objectives

- To provide the required books to readers.
- To maintain the issue register
- To shelve books
- To clean reading hall regularly.

3.4.8.2 Personnel

One library attendant serves the readers in the reading room. She provides the reading material required to users.

3.4.8.3 Functions

- Provision of required books.
- Cleaning of reading hall
• Shelving of books
• Maintenance of the statistics.

3.4.8.4 Observations

It is observed that on and average 300-350 readers avail the facility of reading room. They sit and study their own reading material.

3.5 CONCLUSION

This chapter includes the brief profile of BAMU, BAMUL along with different sections. As the part of financial management the cost analysis of library becomes essential. Considering these aspects, the Cost Analysis of Different Sections of BAMUL is described in Chapter – 4.

REFERENCES


