CHAPTER – III
DEVELOPMENT OF COLLEGE LIBRARIES

3.1 INTRODUCTION:

In the mid of the twentieth century UGC was established, but the growth of establishment of colleges was increased at the end of twentieth century. The twenty first century creates a drastic change in the system of higher education strongly linked with the quality of education. The National Assessment and Accreditation Council (NAAC), as an autonomous institution of the University Grants Commission (UGC), have been entrusted with the responsibility of Assessment and Accreditation of Colleges and Universities in India. In the accreditation process, evaluation of libraries is an essential component, where the collection, services and their outreaching capacity are monitored. In the recent significant developments have been reported in library and information services and the libraries are shouldering newer responsibilities in higher education. Hence the standards for assessing the quality of education in the institution or college indirectly come on the shoulder of college libraries. So library services need to be updated. It is true that libraries largely support learning, teaching and research processes in institutions. It is well known that the classroom plays important role of primary source of learning, but we can not forgot the supplementary status of the library. Recently library ahead the classrooms so one can foresee a role reversal, and indeed, in the increasingly learner-centric educational effort, one may already be witness to the library becoming the primary learning resource in many instances, with conventional classroom teaching playing mainly facilitating role. In case of Open Distance Learning (ODL), almost always, this has been the case. College libraries need to have facilities that promote effective and interactive access and use of information resources for all users. In the area of physical facilities, the libraries need to offer safe, comfortable, well-lighted, clean space, with adequate and appropriate seating arrangements to ensure effective use of the library's resources including digital resources. Also, college libraries are required to consider the need of study space, while allocating the seating space, with special attention being paid to reserve collections and the hostel environment of the institution. The libraries need to prepare well-framed
rules and guidelines with regard to hours of access, circulation policies, and other regulations to offer better services to the users. Affiliated college libraries function with the primary mission of meeting the library and information needs mainly of enrolled undergraduate students. The guidelines presented below identify the principal factors influencing the development and maintenance of college library services and collections.

3.2 GROWTH OF UNIVERSITIES AND COLLEGES IN INDIA

As a result of the efforts stated above by the Central Government, particularly since independence, the Government of respective states after creation of new states, the number of Universities and Colleges increased enormously. Today, there are 504 Universities and 25,951 colleges in the country offering Bachelor’s degrees, Master degrees and Ph.D. programmes in various subjects.

Graph 3.1: All India Growth of Universities

![Graph showing the growth of universities from 1950-51 to 2009-10](image)

The graph 3.1 shows the statistics about the all India growth of universities from 1950-51 to 2009-10. During 1950-51 there were 28 universities in India. The number increased to 45 in the year 1960-61 and in the year 1970-71, it was 93 universities. There were 123 universities in 1980-81 and as on 1990-91 there were 184 universities. During 2000-01 and 2006-07 the number increased to 266 and 369 respectively. And in the 2009-10 number of universities increased to 504. It is evident from data that during
these period, universities in the country have grown approximately 18 times, providing higher education in the country.

Graph 3.2: All India Growth of Colleges

The graph 3.2 shows the statistics about the all India growth of colleges from 1950-51 to 2009-10. During 1950-51 there were 578 colleges in India. The number increased to 1,819 in the year 1960-61 and in the year 1970-71, it was 3,227 colleges. There were 4,738 colleges in 1980-81 and as on 1990-91 there were 5,748 colleges. During 2000-01 and 2006-07 the number increased to 11,146 and 18,064 respectively and in the 2009-10 number of colleges increased to 25,951. It is evident from data that during these periods, colleges in the country have grown approximately 44 times. Providing higher education at the graduate level in the country (Annual Report of the UGC, various years).

3.3 ESTABLISHMENT OF SOLAPUR UNIVERSITY, SOLAPUR

SOLAPUR is one of the important districts of Maharashtra State of India. It is located in the southern part of Maharashtra. The district consists of eleven Talukas. The headquarter of North Solapur and South Solapur Taluka is the Solapur city itself. The famous religious places like Pandharpur and Akkalkot are in Solapur district only. The
Bhagwant Mandir of Barshi is well known. Sant Damaji of Mangalwedha is also one of the important personalities of the district. Solapur has its own history. Once it was known as Textile Capital. It was also known as the Labour city in olden days. Solapur is transport hub connecting Maharashtra, Karnataka and Andhra Pradesh. It is well connected by Road and Rail to major districts and cities. The national highways 9, 13 and 211 pass through Solapur city. One can get down at Solapur to proceed to famous religious place Tuljapur which is just 48 kms from Solapur city but is located in Osmanabad district and even if one wants to proceed towards Bijapur, a famous historical place, 98 kms from Solapur.

Establishment of Solapur University is a unique case in Maharashtra to have a separate University for single district. University was established on 1st August 2004 and was inaugurated on 03-08-2004 by the Governor of Maharashtra. The formation of the university at Solapur was a long cherished desire of the people of this region. Earlier, to the formation of University, In the year 1984 P.G. center under Shivaji University was established, the centre for P.G. studies had three postgraduate science departments and seven postgraduate courses conducted in the P.G. departments. With this sound background Solapur University has been established to cater the needs of over 60,000 student’s community. The university is poised for an ambitious growth. The University is now a hub of nearly 114 aided and unaided multifaculty colleges running various academic activities.

Library in every affiliated college is the core objective which support the academic programs offered and it may evolve its collection and services mainly to reflect the curriculum requirements of its users. Besides, the library may design a system to deliver its products and services to attract more users. Ultimately the library should aim at bringing all its target users to the library and ensure its optimum usage. The parameters compiled here would facilitate the quality enhancement and sustenance of library services to a large extent.

The library has a key role in supporting the academic activities of the institutions by establishing, maintaining and promoting library and information services, both quantitatively and qualitatively. The library offers a wide range of services from reference to electronic information services. All three dimensional development of the student depends on the development of the libraries so I selected the problem concerning with the development of libraries in the multifaculty colleges affiliated to Solapur university.
3.4 ROLE OF LIBRARIES IN COLLEGES:

In India, a college in its capacity as an institution of higher learning imparts Higher Secondary/Degree/Post Graduate education. College education provides altogether a unique environment to the students. Usually, each class comprises quite a large number of students, and unlike at the school level, the students here get less individual attention and hence they have to depend largely on themselves. The college life also provides ample appetizing opportunities to the students to involve themselves in group activities which shall enable them to inculcate and nurture organizational skills and leadership qualities. Moreover, the students do get plenty of leisure which shall be utilized resourcefully for promulgating a wide array of talents which include fine arts, histrionics, sports and games, etc. Thus, for the scores of aspirant’s young men and women who enter the portals of college, a new, eventful and exciting phase of life begins. The vast syllabi, the novel methods of learning skills, the leisure and the freedom, which the students find, give them new opportunities to be self-reliant and more adventurous. So, it will not be an exaggeration to state that the college opens up to its entrants new vistas of knowledge, and motivates them to contribute mite to the welfare of humanity. The education imparted at the collegiate level should therefore be meaningful and pertinent. It is here that the college library plays a stellar role vis-a-vis the needs of the young students. A college library occupies a premier position by providing ample scope and encouragement, so that individuals needs and requirements are fulfilled. The process of learning, which takes place within the four walls of a classroom or laboratory, should be augmented by a variety of resources in the library. One of the key qualities of an ideal college library lies in its capacity to enable the students to use their leisure time with meaning and purpose. This should enhance the chance of spotting the inherent talents in them and to launch into instructive and absorbing hobbies thereby laying a strong foundation for a good, responsive and responsible life. Furthermore, the library by virtue of its position in the hierarchy of higher education takes an individual to the world of recorded ideas and apprises him/her of the lively issues of life and challenges. The college library is a necessary tool of learning, since what the student misses in classroom can be sought and got from the library. It also supplements what has been learnt within the confines of a classroom. The library is an important link between the theoretical teaching of the lecture and practical implementation by the student. A properly equipped library and its intelligent
management and usage would form an integral and essential part of modern education. A library is a functional institution, which relates its resources to a user. When resource sharing is practiced, it becomes an act of more efficiently and effectively relating the resources to a reader. So, resource sharing is the fulfillment of ideas and function of a library system. The libraries are primarily responsible for the selection and collection of material appropriate for libraries, preservation and organization of the collection and dissemination of the material or the information.

3.5 COMMITTEE RECOMMENDATIONS FOR LIBRARY DEVELOPMENT

There has been a steady growth of information highlighting the role of libraries in the development of a society in general and higher education in particular. Over the years, numerous educationists, librarians, educational committees and commissions have reiterated the crucial role of libraries in the field of higher education. The Hunter Commission (1882), the University Commission (1902) and Sadler Commission (1917) vouched unequivocally for the library development in the educational institutions of British India. Furthermore, these commissions spotted the sad plight of the libraries and emphasized the need for rectifying the defect. The Radhakrishnan Commission (1948), which was formed soon after the independence, stressed the need for libraries to be effective appendages of higher education. The Committee examined in detail the pivotal position of the library in the academic system. This committee preferred self-study and library work to the age-old classroom lectures. Moreover, the committee opined that training in higher branches of education is, to a large extent, a question of learning how to use the tools, and it will be a misery if the library tools are not provided to the students. Learning the techniques of library usage and searching for information are highly essential. The University Grants Commission (UGC), since its inception, has recognized the significance of college and university libraries by providing the much needed financial assistance for their growth and overall development. This was made manifest in the stewardship of Dr. S. R. Ranganathan. This committee which was formed in 1957 strived to yield proper guidelines and working conditions for the development of College and University libraries and also to recommend the steps to be taken in alleviating their present plight. The idea of giving top priority to the libraries in the centers of higher learning emanated from the Kothari Commission Report (1964-66) also. According to the Commission’s recommendations, no new University,
Department or College should be opened without adequate provisions for the establishment of the library in terms of building, furniture, staff position, books and journals. The Commission felt that the library should serve as an important centre of attraction on the University or College campus. In this epoch of information explosion and technological revolution, there is obviously an increased awareness about libraries. As a result, it becomes all the more important in realizing the immediate needs for an enhanced output in the realms of higher education. It is in this regard that the library assumes greater significance and may be appropriately regarded as a jewel in the crown of higher education. The college and University libraries, in particular, should emerge as effective and efficient implements of higher education and scholastic activities. If this is to happen in the present context, it is imperative to state that the college and University libraries should be on the move by constantly updating the collections utilizing appropriate, need based technologies, thereby introducing an element of innovation and ingenuity always. All these lead to a clarion call asking for a massive contribution from the library professionals. They should strive towards rendering a better and meaningful service which shall ably and conveniently meet the requirements of the teacher and the taught alike. In general, the well-being of the libraries depends, to a large extent, on their innate and acquired abilities in order to keep pace with the ever changing scenario. Education, especially at higher levels, has been described as the process of the development of overall personality of an individual. Promotion of power of the mind and acquisition of special skills and enhancement of knowledge are the basic goals of education. Above all, its aim lies in driving home a sense of purpose and utmost dedication in the minds of the younger generation and also to instill confidence in them. In other words, higher education seeks to bring out the inherent and latent potential of an individual by illuminating the soul, enlightening the mind, sharpening the intellect, broadening the outlook and widening the mental domain. It is clear from the above facts that the focus of higher education is not merely on the object of achieving academic distinctions and accolades, but also on the overall development of the self.

3.6 DEVELOPMENT OF LIBRARIES IN DIFFERENT ASPECTS

The infrastructural developments, collection developments, library services, modern use of ICT application in the libraries, use of latest software, data searching tools,
Various web browsers, strong financial support, supporting management system, continuous assessment system by NAAC or any other agency automatically makes the overall developments of libraries in the senior colleges.

3.6.1 FINANCE

Financial part is a very important aspect in the development of libraries in the senior colleges. Generally non-grantable non-professional senior college libraries have various financial problems associated with the college library budget, because financial assistance is not obtaining from UGC or other financial supporting bodies.

This financial crisis resists the development of modern library services. At this stage, college librarians have to face the challenges to provide library services with limited amount of funds. In the professional colleges like engineering college, management colleges, for the developments of libraries special funds are collected from the students as per the guidelines of SSS (Shikashan Shulk Samitti). Comparatively the libraries of professional colleges are well developed rather than the non-professional college libraries, therefore the professional college libraries are enriched with full facilities and are modern digital libraries and are useful for users.

There should be a proportionate growth in the library budget. Budget for different documents such as books, journals and other resources and ICT infrastructure are to be defined as to the scope of the institute. Sources of income other than state, central and UGC grants may be identified for enhancing the collection and services.

3.6.2 Physical Resources:

The important pre-requisites for the effective functioning of the library are a well-planned library building, furnished with the right type of furniture and equipment. A centrally located and well-designed library building will be convenient for readers, particularly in colleges, to visit and make use of the resources conveniently in the absence of the class room lecture. So also, the right type of furniture, if provided, makes the reader sit comfortably for longer hours and use the library untiringly. The library building consists of different sections depending upon the nature of library collection facilities provided and service rendered. Generally college library building consists of stack room, reading, photocopy, Internet etc. facilities independently.
**Table 3.1**

Physical Facilities available in the libraries in four decades

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<tbody>
<tr>
<td></td>
<td>Total Est. Colleges</td>
<td>18</td>
<td>9</td>
<td>12</td>
<td>38</td>
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<tr>
<td>1</td>
<td>Library Building</td>
<td>9</td>
<td>10</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>2</td>
<td>Common Reading room</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>48</td>
</tr>
<tr>
<td>3</td>
<td>Stack Room</td>
<td>3</td>
<td>3</td>
<td>8</td>
<td>21</td>
</tr>
<tr>
<td>4</td>
<td>Periodicals</td>
<td>2</td>
<td>3</td>
<td>8</td>
<td>28</td>
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<tr>
<td>5</td>
<td>Display Unit</td>
<td>3</td>
<td>3</td>
<td>9</td>
<td>27</td>
</tr>
<tr>
<td>6</td>
<td>Reading room Girls</td>
<td>6</td>
<td>6</td>
<td>10</td>
<td>37</td>
</tr>
<tr>
<td>7</td>
<td>Reading room Boys</td>
<td>6</td>
<td>6</td>
<td>11</td>
<td>35</td>
</tr>
<tr>
<td>8</td>
<td>Reading Room for Teacher</td>
<td>5</td>
<td>4</td>
<td>9</td>
<td>38</td>
</tr>
<tr>
<td>9</td>
<td>Reading For Non Teaching</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>10</td>
<td>Reading Room for Visitors</td>
<td>0</td>
<td>0</td>
<td>3</td>
<td>7</td>
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It is observed that before the 1990 there was no adequate infrastructural facilities in the libraries. In first decade only 50% colleges have the library building and other facilities like Reading room, Stack Room, Periodicals, Display Unit, Reading room Girls, Reading room Boys, Reading Room for Teacher, Reading For Non-Teaching, Reading Room for Visitors are available for few libraries and this percentage of availability lies in the range of 20 to 30%. The growth rate of development not increasing in the third decade also but when the NAAC inspection comes in the force in the fourth decade then the infrastructural library facilities are increased, because in the accreditation system the teaching, learning and evaluation have more grade points and due that the management concentrated towards the library facilities to the stakeholders.

The Managements may look into the aspect of location of the library, to see whether the library has a place of its own with proper planning and organization of space, and has proper furniture, necessary quantity and quality of reading chairs, tables, display racks, magazine racks, etc. The minimum carpet area for service counters and other sections of the library as prescribed by government and other governing bodies are to be taken note of along with proper ventilation, fans, and water and toilet facilities. Fixing of notice boards, research cubicles for scholars/teachers, providing uninterrupted power supply systems (UPS, generator, etc.) along with due attention to overall building maintenance and cleanliness also need consideration.

3.6.3 STAFF/MANPOWER

It was observed that most of the colleges had non-professional librarians and untrained staff working in the senior college libraries before 1990. This situation period was longer from 1950 to 1990 i.e. up to the end of third decade. In recent years college authorities have recruited professional librarians with qualification: M A/M.Sc./M.lib. in Library Science/Library and information science/Information science and library management or with higher qualification of Ph. D. in Library and Information Science. The other sporting staff working in the libraries also acquires the qualification graduate with Diploma in library science/ Graduate with six months Certificate course (Certificate) in library science/ MA in any subject with certificate in Library Science/ M A in any subject with Diploma in Library Science.

The qualifications and experience of the librarian and the library staff should be on par with that of the academic staff and should fulfill the norms prescribed by
UGC/AICTE/NCRT etc. for guaranteeing a professional approach in delivering information services. Training programs and professional involvement of library professionals need to be encouraged. Total qualified and semi-skilled manpower, the ratio between number of users and collection, needs to be maintained as per UGC/AICTE and government norms for promoting a better library environment.

In the twenty first computerized century and electronics telecommunication era, from year 2001 it expected that all the college libraries should have ICT experienced full time librarians, full time ICT professional staff to look after the ICT activities, not only that but college should have ICT advisory committee having the members of ICT experts and clearly written ICT policy for proper development and use of ICT in library activities.

In many of the college libraries it is found that less staff is working rather than the actual sanctioned staff allotted for library not only this but it is observed that in some colleges library staff is utilized in the office work and laboratory. The lack of manpower in the library effectively keeps the work pending and such pending work not maintains the daily updates of library.

The trained library staff members in the library work is the essential part for the stakeholders in the library for getting the immediate required library materials. Therefore, there is need to arrange the workshops/seminars/conferences to familiarize and expertise with library automation and e-library services. The staff working in the library will also be expertise by arranging in-house training programmes by arrangements of guest lectures and actual practical. The library staff will become expert if there is rotation of staff at various sections of library after every three months.

3.6.4 USERS SERVICES

The continuous increase of information sources in the libraries plays significant role in evaluating resources and educating the user. New skills and approaches are required for assessing the user’s specific requirements. Satisfying with the existing services would not promote the standards and quality of information services. Hence continuous user promotion and information literacy programs have to be launched with novel ideas to enhance the use of services. Besides the traditional user education and feedback of the users, there are a few user education and use measurement practices which are essential for academic libraries.
For a better and qualitative information services the academic libraries plays significant role. They have to build the users’ trust in the academic library services and to get them to use the services to capture information once, and then to share it across all relevant services to make information widely available, and to provide equal access to all. It is essential to ensure that following guidelines on accessibility, usability and design produced by the national and by international standards. The college libraries achieve consistency in information provision. Some of the best practices followed in measuring and enhancing the use of services by conducting the information literacy programmes such as user education, initiation to fresher, preparatory course for student’s projects, user orientation, information aids, course module on Library and Information Science, library use statistics, library best user award, user feedback practice through different formats, user feedback practice through suggestion boxes etc.

3.6.5 EXTENSIVE ACTIVITIES

There are number of extensive activities other than daily work in the senior college libraries, which are termed as the best practices that can enhance the academic information environment and usability of students, employers, researchers, parents, industrialists, alumni etc. of readers. Some of the extensive activities are as follows

- Computerization of library with standard digital software.
- Inclusion of sufficient information about the library in the college prospectus.
- Compiling student/teacher attendance statistics and locating the same on the notice board.
- Displaying newspaper clippings on the notice board periodically.
- Career/Employment Information/ Services.
- Internet Facilities to different user groups.
- Information literacy programs.
- Suggestion box and timely response.
- Displaying new arrivals and circulating a list of those to academic departments.
- Conducting book exhibitions on different occasions.
- Organizing book talks.
- Instituting Annual Best User award for students.
- Organizing competitions annually.
- Conducting user surveys periodically.
3.7 COLLECTION DEVELOPMENT

Quality of library and information services given in a college depends on the quality of collection that is there in the college library. Even five percent of the collections available in college libraries are not relevant or useful to satisfy the day-to-date requirements of students and teachers. The collections lack popular encyclopedias, dictionaries etc. But consists of thousands of textbooks that have gone out of syllabus in dozens of copies, which were of no interest, or use in the context of information services in a college. Even though these duplication and entry of obsolete material has occurred due to a wrong acquisition policy, the role of the lack of a catalogue or database of available materials and resultant inefficiency of acquisition system in duplicate checking etc. cannot be disregarded.

An efficient book acquisition system in a college should collect at the college; information about all new publications on the subject taught in the college; in the pre-acquisition stage. This information should be classified according to subjects and transferred to concerned subject departments for comments. The titles also should be checked with the catalogue or database of the available titles and the current order file in order to ascertain that the items are not available in the library and that they are not already ordered. The acquisition system should also keep full details of vendors, files of subject interests of the colleges and should be able to create purchase orders and chase the vendors with ease. Using a manual system for acquisition of books will require additional staff, Stationeries and completion of the technical processing/ catalogue of the available Materials. A computerized acquisition system forming part of automated library can undertake the following functions with speed and efficiency.

- Preparing A Database of Available Materials
- Maintaining of Accurate And Up-To-Date Record of orders
- Duplicate Checking Before Placing orders
- Printing of Purchase orders
- Sending Timely Reminders
- Maintaining of Up-To-Date Fund Account
- Maintaining of Complete Vendor File
- Preparing of Current Activity Report
Availability of relevant up-to-date information is an important factor that contributes to quality and speed of development in every sphere of human activity. Education is mainly transmission of information, which leads to knowledge and hence it is not an exception to the above statement. Availability and utilization in teaching learning process; of up-to-date information on topics dealt in the college is essential to maintain the quality and relevance of college education. Libraries have to collect organize, retrieve and transmit current information to the teachers and students. So library is a complex system in the teaching environment. Presently our college libraries are not in a position to fulfill this important objective due to various reasons. In a study carried out recently the problems of our college libraries were listed as; lack of good library policy, high rate of unplanned growth, irrelevant collections, poor organization of materials, high cost of collection and storage, unqualified staff, inefficient retrieval systems, diversion or unscientific use of funds etc. Our college libraries lack reliability in giving teachers and students the information support they require. Despite the wide spread awareness of the need for efficient library and information services to maintain quality of education, libraries remain the most disregarded division in colleges. Various studies on college libraries of India have pointed that the following factors have contributed to the deterioration of the college library systems.

- Shift from stress on quality in education to providing facilities to more courses and levels without necessary infrastructure.
- Deterioration of teaching-learning process.
- Lack of awareness of the persons who headed the college and other Academicians about the need for efficient library and information service to Support teaching-learning process.
- Appointment of persons who lacked sufficient qualification and competence to Head the college library.
- Deterioration of the quality in academic community.

It is against this background that we have plan the quality assurance in higher education. We do not have a base required for providing library services of a minimum required quality. What we are having is large quantum of printed materials mainly
irrelevant or obsolete expressing the poor performance in identifying and acquiring them or assessing user’s need, and to manage them manpower mainly meant for clerical or store keeping work brought up in a tradition of mere custodianship. Hence a vitalization of library services will require a total reorganization of the system accepting whatever is useful from the existing and discarding the unnecessary as a first step. Whatever the cost, the existing foundation is to be rebuilt with due care to bear a strong and efficient structure to be built upon it. This is to be done at maximum speed and minimum cost. So rebuilding it on traditional lines when live library systems have incorporated the tools and techniques of information technology is not advisable. So we have to check how far and in what aspects the computer technology can be used by colleges rebuild libraries to enable them to provide efficient information support required for teaching learning process. Most of the college libraries require a thorough revitalization process. Computers and Library Software offer immense possibilities for improving library systems and services. This paper examines how computers can be used for vitalizing the functioning of different subsystems of the libraries.

3.8 LIBRARY MANAGEMENT

Library and Information System Management is the basic and core activity which helps the user community in identifying and accessing knowledge resources in an academic institution. It also comprises the activities performed in relation to the development of vision, mission, goals and policies of the library, working hours, stock verification methods, copyright issues, membership, budgeting and reporting, resource mobilization, technical processing methods, manpower development, basic amenities and facilities as well as collection development management or information resources development, technical services, information services generation, technological, legal and copyright issues, to name a few. It also concerns with strategic planning of LIS in present and future operations. Identifying and internalization of best practices in the management and administrative functions at regular interval would enhance the collection development process, services dissemination and use of the library as a whole. Active participation and periodic meetings of library advisory committee, involvement of librarian in academic activities of the college/university, support from the management, participation of the users, standard facilities with innovative library buildings, regular flow of resource generation, skilled and qualified staff deployment with further training, capacity building in terms of information and communication
technology, information dissemination facilities etc. are a few areas where best
dractices can be accommodated. Appropriate planning and fore thinking is required in
attaining the above mentioned with a detailed analysis of user base, objectives of the
affiliating institution and its future strategies. As the management and administration of
the library is pivotal in collection development and delivery of information products
and services to the end users, adoption of best practices in this area lead to continuous
improvement in overall performance.

As vitalization process will effect changes in the structure and operation of college
libraries; the success of such reorganized library in meeting the needs of teachers and
students will rest largely on the shoulders of management. While the implications of the
coming changes may not be immediately apparent to the majority of staff it is the
responsibility of the manager to make them aware of it and prepare them to meet new
challenges. To enable this; firstly Head of the College Library should be capable and
prepared to respond to the new environment in an informed and positive way. Secondly
he/she needs to have thorough knowledge of the technologies that can be used to
provide improved services to teachers and students. This necessitates following of
standards prescribed by UGC in regard to qualification and status in appointment of the
college Librarian. Management Information for the librarian, which has earlier been
characterized by disparate sources presented in a variety of incompatible formats, will
become a sophisticated and integrated support system if the library is computerized.
This will make information on the performance of the library more available to the
Librarian and the Principal and will help further planning and programmes for
development of services found more relevant to the users. Statistics that will become
available in the computer system; on book issue like subject groups, document type,
utilization of services etc. will help the review and analysis of library's acquisition
policies. It can also help assessing the costs and benefits of introducing new or
replacement services together with the implications of withdrawing some earlier ones.
A computerized Library Management Information System can facilitate the following:

- Accurate and reliable management information.
- Availability of more sophisticated techniques for review and analysis of
collection and services.
- Quick and effective decision.
- Efficient coordination.
- Need based further development.
3.9 REFERENCE COLLECTION AND SERVICES

The collections in college libraries lack sufficient source materials for providing different kinds of reference service that will be essential for supporting postgraduate studies and research. So good reference collection consisting of popular dictionaries, encyclopedias, handbooks, yearbooks etc. needs to be built up in all college libraries. The reference collection of a library is normally built up by the effort and funds of many years. But due to unscientific collection development methods; reference collection as required has not come into existence in any college. The acquisition of materials required for a basic reference collection at one instant will be very costly and no college can afford that. But if the libraries are getting computerized general reference sources or specialized sources in subjects of interest to the colleges can be acquired for the reference section in non-print mediums at less cost than in print form. Computerized library can provide all types of reference service with speed and Efficiency using printed and electronic sources available in the library as well as accessible to it under various programmes. The Current Awareness Services (CAS) of an automated library can do the following.

- Review the select publications immediately upon receipt.
- Elect the items of relevance to the teaching and research programmes.
- Notify the items to the departments to whom they are related or to the teachers who are working on those topics.

A computerized library can provide Selective Dissemination of Information (SDI) service as part of the reference services. Computerized SDI system can construct document profiles, can match them and provide selected information to the user can assess feedback from users and modify user’s profiles if it becomes essential. Such an SDI system can perform the following functions.

- Continuously watch the documents being admitted into the system.
- Evaluate the relevance of each document from the point of view of users
- Interest.
- Form comprehensive idea of users' requirements.
- Save users' search time.
- Prepare individual notifications
- Continuously interact with users through feedbacks.
3.10 CLASSIFICATION AND CATALOGUING

Computers can support and supplement classification systems and make information search easier and efficient. In a service library books and other documents in its collection requires be classifying and arranging according to a standard scheme. It is a preliminary requirement for locating a book or books on a given subject asked for by the teachers or students. But in most colleges the books in the collection remain unclassified. With support of computers and electronic versions of classification schemes this work can be completed within a very short period. Classification system using the computers can help the classification is to:

- Select isolate terms and group them and arrange them in their hierarchical sequence.
- Synthesize the class number
- Save time avoiding the referring of the schedules of classification scheme
- Improve accuracy and speed in classification.

Books in most of the college libraries remain uncatalogued. Cataloguing them is essential to know what book is available in the college and where. Only if a complete catalogue of books is available the library can satisfy the various approaches through which teachers and students seek books. To utilize the book fund effectively by avoiding duplication and acquiring materials related to the subject gaps in the library a catalogue is unavoidable. Without a catalogue that could satisfy author, title and subject enquiries; tracing out a book asked for will be impossible and the collection will remain unused. Preparing a complete catalogue of available materials within a time limit is essential to make every available book easily accessible to teachers and students. Using manual methods may take years and huge quantum of labor to complete the work. The work can be automatically cleared at less cost and time. Classified catalogue can be generated and maintained using computers and this can be used for online information search. Computerized indexes can be maintained as a retrieval tool to provide various access points through which the user can identify the document of his interest. A computerized cataloguing system can facilitate the following:

- Efficiency and speed in cataloguing
- Economy of staff and services
- Improved updating of the catalogue
Variety of outputs
More bibliographical details and depth of subject cataloguing.
Multiple online access to very large files from remote locations.
Improved information accessibility through increased access points.
Speed in locating and retrieving information.
Search of items by combination of index terms.

3.11 LENDING SERVICES

Most of the colleges use Register System for issue of books. Issue records of live users of a time run through hundreds of volumes of issue registers in colleges. For charging and discharging, sending timely reminders for books that are due from users, and for preparing annual dues reports, huge quantum of stationeries, staff time and resources becomes essential. Systems like Browne or Newark etc. are not advisable in college libraries which have to serve thousands of students. Considering the limited staff and resources that will be available to colleges automated circulation system will be more cost effective and efficient.

A computerized circulation system can do charging, discharging, overdue control, reservation and associated file maintenance activities. It can generate annual dues reports of teachers and students for which if done manually college library staff had to devote much of their time and effort. A computerized circulation system can provide the following information.

- A document if not available in the library is issued to whom.
- Documents issued to a group.
- Documents due on a particular date.
- Details of the users.
- Facility for reservation

3.12 PERIODICALS MANAGEMENT

The colleges use registers for recording the receipt of periodicals. There is no foolproof system for watching the receipt of all issues, sending reminders for issues not received etc. A system that can efficiently control the recording of receipt of journal issues,
sending reminders for issues not received, renew subscription in time, and maintain
details of completed volumes sent for binding etc. is essential. A computerized serials
management system can undertake the following functions.

- Provide accurate and up-to-date record of subscription and holdings
- Print subscription renewal and reminder letters.
- Maintain complete supplier file, and give supplier performance notice.

If library is using computers an index of journal articles also can be prepared an
maintained in regard to the items of which back volumes are kept bound.

3.13 HARDWARE AND SOFTWARE REQUIREMENT

For library automation or for using computers to revitalize library services firstly the
colleges have to acquire and install required computers and software. This is a time
investment only. The systems can be used to clear all the pending technical and other
works. The same systems after completing the arrear works can be used to automate the
day to day functions and services of the library as well as to offer new and innovative
services. AI college library will require at least five computers for Library automation.
Even with one system the work can be started and additional systems can be acquired
subject to availability of the funds. The author recommends a Pentium computer with
minimum 40 GB HDD, 256 MB RAM, CD Writer, 15” Color monitor, speaker, 54
kbps modem and other standard accessories. Software required will be Windows XP or
its later versions, MS Office, and library application packages. If more systems are
used Windows NT software for networking them is to be acquired. If cataloguing work
only is to be done at the first instance CDS/ISIS package developed by UNESCO can
be used. Data from this can be exported to other integrated packages which libraries
decide to use later. From the catalogue database prepared using CDS/ISIS other similar
packages stock registers also can be printed. If other library housekeeping operations
are also to be automated library packages from various commercial and government
agencies are to be considered and one apt for the system is to be selected. UGC’s
INFLIBNET has developed an integrated package named ILMS. Then there are
packages from private agencies like Alice for Windows, Libsys, etc. Software packages
for various specialized services like Procite, Reference manager etc are also available.
A classification scheme available in electronic form also can be acquired. It is better
that UGC or The Government Department that manages colleges prescribe some standards in regard to computer hardware, software and other library application packages to be used by colleges.

3.14 ADVANTAGES OF COMPUTERIZATION

College libraries require a total reorganization and need based further development if they are to provide any kind of information services required for teaching learning process. All essential subsystems of college libraries should be reformed. Any lacking subsystem should be established and their function should be clearly defined. All the arrears of technical processing works require to be cleared off within a fixed time span. Only after that the library services will become reliable and efficient. A study by the author on comparison of cost for revitalizing library services using manual and automated systems has shown that approximately 33% benefit can be derived when using computers in various functions for clearing pending technical works and improving the system. In some functions savings up to 80% is possible when using automated methods. In the existing college environment; with available finances and limitations the manual system will never complete the pending works or achieve the goals of the college library and could never extract even the minimum utility of materials already collected. Many studies on college libraries of India reveal financial constraints as the main reason for the colleges for not improving the library facilities. But whatever is allocated for library development goes waste due to the lack of qualified and competent library staff, and standards and policies in regard to collection Development, services etc. Recently the expert bodies especially the latest one, Expert Committee on College Libraries constituted by Government of Kerala with Sri V.P. Joy as Convener has identified most of the problems and suggested measures for rectifying them. College libraries will be forced to undergo revolutionary reforms if they are to be of any use to teaching learning process or bring any returns for the huge amount spent on them. If college libraries are improved using computers they will get required computer systems, which can be used for automating all library operations and services without any extra cost. This computer system will give the library the following advantages.

- Library will be able to build up the required basic collection it lacks in non-print
materials like CD-ROMs etc. immediately and at one fourth cost than otherwise required.

- All pending technical processing works like classification, cataloging etc. can be cleared within a short span of time with maximum cost effectiveness.
- Collections worth crores of rupees remaining dead due to the poor organization of materials will get organized for use and will start to give its full utility.
- As complete catalogue of already acquired materials will be available in computerized database, utilization of book fund more effectively by avoiding duplication, filling in subject gaps etc. will become possible.
- Sharing of available materials between different departments of the colleges will become possible which could avoid duplication of costly reference materials.
- Information services in the colleges will become speedy and efficient and much time of staff and users will be saved.
- Operation cost for classifying, cataloguing, indexing etc. will be highly reduced.
- All library records will become standardized.
- Circulation, stock verification etc. will become speedy and fool-proof.
- Many new services can be introduced without any extra cost or manpower and many services and records can be generated as a byproduct of the records already available.
- Present staff insufficiency in colleges can be overcome to a large extent.
- Increased productivity in terms of both work as well as service will become possible and it will make the library a live organ supporting the teaching learning process in the college.
- By computerizing the library the college can join the information and library networks like INFLIBNET organized by UGC, which could enable teachers and students of the colleges to use the information resources and services of organizations worldwide as well as of library consortia.

The use of computers in libraries is becoming a significant factor in the evolution of library vitalization programmes. Not only could computers in college libraries save a great amount of time of teachers and students, but also the records that they search with computers may be more accessible than the records manually accessed. Campus wide networks can be established in colleges and computers can be kept at each department.
The system can also let the users see by themselves whether the document they search is available or checked out. Students and teachers can access the OPAC catalogues through workstations located throughout the college, i.e., in all teaching departments, waiting rooms etc. connected to the network. Computer system can perform bibliographic searches more quickly and conveniently than is possible with traditional systems consequently saving time.

3.15 CONTRIBUTION TO QUALITY IMPROVEMENT

Effects of computerizing college library will be felt mainly at three levels, firstly in the way in which library delivers information and secondly in modes of preparation of lectures by teachers and thirdly in the methods of learning by students. In addition there will be other influences on a more general level which will affect the relationship between the college library and the teachers and students receiving and assimilating information. One of the chief characteristic of existing teaching – learning system is non availability of sufficient relevant up to date information and the restricted access. With computerization college libraries will get a fitting and effective organization aimed at the information needs of teachers and students. If true role of libraries in colleges can be fully appreciated by academic administrations and due attention is paid to develop libraries accordingly they can provide the colleges with a powerful tool for the development of better teaching-learning environment. The huge amount that goes for maintaining higher education systems will give maximum returns of required quality. So Library Computer Systems (LCS) is forming part of all higher education institutions. Remaining out of the band wagon will be at the cost of the utility of money spent for higher education systems and also quality and speed of our progress.

3.16 LIBRARY STANDARD

Library Standards are not only helpful in the library work but it also serve as administrators and heads of the institutions in planning and administering the libraries. The Standards serve the dual function of the evaluation of the on-going services as well as of planning better and improved services for the future. The Standards serve as indispensable aid to library authorities and Librarians in developing adequate book
stocks, in functional and adequate building made, and in securing properly qualified personnel. This brings uniformity and order, without which a library is merely a storehouse of hidden riches. So, let’s start with the stage of the planning of the Libraries or Information Centre and the use of various standards in these. So now we can see what are the Standards there for the Planning of Libraries: -

1. Building, Furniture’s and Fittings Planning:-

Planning for optimum utilization of space is an important task. This implies the development of a functionally effective layout of the Information Centre. Indian Standards Institute which is now known as Bureau of Indian Standards, appointed Dr. S. R. Ranganathan as the Chairman of its first Documentation Sectional Committee, which fixed (accorded) priority to the areas of library buildings, furniture’s and fittings. The Committee finalized its draft for Standards regarding Buildings, Furniture’s and Fittings, and as a result IS: 1553 – 1960 Code of practice relating to Primary elements in the design of library building came into existence that gives information on the following things:

i. The average size of different types of libraries in terms of the number of books bound volumes of periodicals, number of current periodicals for display, the number of seats for readers, and strength staff;

ii. The different kinds of rooms required for different libraries; and

iii. The basis and method of estimating the dimension of each kind of room, etc.

Since 1960 the following more Standards have been developed by the Indian Standards Institution, that are as follows: -


2. **IS : 1892 (Part I) - 1978** Specifications for Library Furniture’s and Fittings, Part I: Timber (1st Revision).

3. **IS : 1892 (Part II) – 1977** Specifications for Library Furniture’s and Fittings, Part II: Steel.


8. **IS : 3312 – 1974** Steel Shelving Cabinets (Adjustable Type)(1st Revision).

9. **IS : 4116 – 1976** Wooden Shelving Cabinets (Adjustable Type)(1st Revision)

All these Standards laid only the essential dimensions for proper functioning of the Fittings and Furniture’s. Otherwise full freedom is given to the Architect to Plan and design the Library Building according to the best of his creative ability. An estimate of a built-in space required for the Information Centre, will be as shown in the table 3.2.

The space required for the Reprography/ Printing Section has not been included as it should be done on the basis of the equipment used. However, a minimum of 200 Sq. Meters would be required. In the planning of library buildings, Ranganathan’s five Laws of library science with their possible implications may be used as basic principles.
## Table 3.2

Essential Library standard as per committee of Dr. S. R. Ranganathan

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SPACE FOR</th>
<th>BASIS</th>
<th>AREA in Sq. Meters</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Stack Room for 10,000 volumes</td>
<td>100 Volumes Per Sq. Meter</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>Reading Room for 50 readers</td>
<td>3.3 Sq. Meters Per Reader</td>
<td>165</td>
</tr>
<tr>
<td>3.</td>
<td>Head and two Senior Professionals</td>
<td>15 Sq. Meters Per Person</td>
<td>45</td>
</tr>
<tr>
<td>4.</td>
<td>Other Professional Staff (27)</td>
<td>9 Sq. Meters Per Person</td>
<td>243</td>
</tr>
<tr>
<td>5.</td>
<td>Office:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>#Administrative officer</td>
<td>15 Sq. Meters Per Person</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>#Other Staff (22)</td>
<td>9 Sq. Meters Per Person</td>
<td>198</td>
</tr>
<tr>
<td>6.</td>
<td>Library Counter</td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>7.</td>
<td>At Service Point (15)</td>
<td>5 Sq. Meters Per Person</td>
<td>75</td>
</tr>
<tr>
<td>8.</td>
<td>Seminar Room</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>9.</td>
<td>Committee Room</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>10.</td>
<td>Visitors Room</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td></td>
<td>926</td>
</tr>
<tr>
<td>11.</td>
<td>Additional Space for Passage, etc.</td>
<td></td>
<td>370</td>
</tr>
<tr>
<td></td>
<td>(Approximately 40% of Space estimated)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Space Required:</strong></td>
<td></td>
<td>1296</td>
</tr>
</tbody>
</table>
On the other hand Kaula has summarized the principles enunciated by different specialists as follows:

1. Building should be designed on the functional basis;
2. Physical design should be governed by the functions of the library;
3. Interior details should be planned anterior to the exterior;
4. Building should provide economy in administration and Operation;
5. Main study areas should be close to the book shelves and stacks;
6. Building should represent simplicity in character;
7. Consideration should be given for expansion and anticipated development in the future;
8. Physical conveniences should be in proportion to the number and nature of Clientele and library staff;
9. Details of the library should be worked out, based on the existing data and the proportional future growth; and
10. Plan of the building should be adaptable to the future growth and development.

Obviously, if Planning has to be based on the above mentioned principles, a Large amount of data pertaining to Document collection, Acquisition programme, Technical operations, Reading space, Accessibility to shelves, Circulation, Reference and Consultation , Specialized services (if any), and library personnel needs to be collected. The entire planning activity needs the participation of the librarian, architect, consultant, administrator and the constructor engineer. After the planning of the space and building, we have to take care of another important thing in the library, that is Furniture and equipment planning, because it has been said that a library building is incomplete without the proper furniture, fitting and furnishings. Since the selection of furniture is directly related to its intended function and location within the library or Information Centre, it should be made by the appropriate person. According to Thompson, the librarian should choose the shelving, catalogues and technical equipment and the architect should choose chairs and tables because these are the wares with which he is concerned throughout his professional life. Perhaps, it would be ideal if there is mutual consultation between them in selecting the furniture. If you want to fabricate the furniture’s locally, then it is necessary to prepare the detailed drawings of the furniture giving all the specifications required. In this context, the standard
developed by Bureau of Indian Standards (BIS), the United States Federal Supply Service, and the International Standard Organization

\textit{(ISO : 5970 : 1979. Furniture, chairs and tables for educational institutions including libraries) can be helpfully utilized.}

The information centre is expected to build up the nucleus collection of documents within a few years after its inception. The estimate of furniture and equipment mentioned in transparency is based on the document collection, number of readers, and number of professional/ non-professional. In the estimation, the recommendations contained in the following Indian Standards have been considered.

   Part-1 : Timber; and

\textbf{2. Manpower Planning and Standards}

Manpower planning at the organizational level has been defined as "strategy for acquisition, utilization, improvement and of an enterprise’s human resources". The need for Manpower Planning requires no emphasis as the efficiency and effectiveness of libraries and information centers would largely depend on the academic and professional competence of the staff and on the facilities and environment provided for their work and development. While the Manpower planning exercise is likely to provide exact forecasts, one of the advantages (normally underscored) is that it gives a general indication of the potential ‘trouble-spots’. Another point to be stressed is that this process is not a one time exercise but a continuous one as manpower plans need to be constantly evaluated and updated with the changing needs of expertise due to the technological changes.

Basically Manpower Planning includes determining the staff required selection and recruitment, appropriate placement, promotion, provision of opportunities for maximum individual contribution under desirable working relationships and conditions, provision for professional personnel development as well as improvement of working conditions to obtain maximum productivity and efficiency under specifically
emphasized consideration for individual and human elements. In other words, the objective should be to estimate, retain, utilize and develop an adequate staff by which to carry on efficiently the operations of the library; and to help to fulfill the aspirations and capabilities of the individuals who compose the staff.

After the staff formula suggested by Dr. Ranganathan to UGC, the Staff Inspection Unit (SIU) of Ministry of Finance (Department of Expenditure) evolved standards in 1966 for application in government libraries, which was strongly criticized by the Associations like IASLIC, GILA, etc. now you can see the Ranganathan’s staff formula or the manpower norm, from table 3.3.

Table 3.3
Man Power/Staff formula suggested by Dr. Ranganathan

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Section with function</th>
<th>Annual Quantum per person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Book/ Document Section-Selection</strong>- Ordering, &amp; accessioning of purchased as well as books received on exchange or as gifts.</td>
<td>6000 documents annually added</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Periodical Publication Section</strong>- Ordering, receipt, preparation &amp; display of current periodicals, their accumulation, and preparing for binding on the completion of volume.</td>
<td>500 periodical titles received</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Technical Processing Section</strong>- Classification, Catalogue, etc.</td>
<td>1500 to 2000 documents annually added</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Circulation Section</strong>- Charging and discharging of books/ documents all through each day.</td>
<td>1500 gate-hours, the Circulation Counter is kept open</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Reference Section</strong>- Helping the users in the choice of books and articles, answering reference queries.</td>
<td>50 queries/ readers in a day.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Maintenance Section</strong>-Maintenance of books/ periodicals in the correct sequence on selves, maintenance of gang-way guides, bay guides,</td>
<td>-One person for every 10,000 vols.</td>
</tr>
</tbody>
</table>
|  | shelf guides in the stack.  
  - Daily replacement of books/docs. Returned  
  - Preparation of books for repair and binding. | In stack.  
- One person for every 6000 vols. Annually added. |
|---|---|
| 7. | **Information Services Section**  
- Abstracting, State-of-the-art report, Critical data compilation, Critical review, etc. | 1.5 Man Year on average for each service |
| 8. | **Supervisory Staff** | One for every 1500 hours the SL & IC is kept open. |

The functions pertaining to the acquisition, technical processing, circulation, serials control, bibliographic information retrieval system, etc can be automated to a certain extent. This necessarily has implications on the performance standards already developed. This calls for a re-examination of the existing performance standards, such as, Ranganathan’s staff formula. The standards model/ideal/standard library should have to be critically seen in the light of Technological changes and be modified accordingly.
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18. Dr. Kothari Commission report.