Chapter 1

Introduction
INTRODUCTION

The word "library" which in English refers to a collection of books gathered for study, research, reference and recreation, is derived from the Latin word "liber" which means "a book". A library is a collection of sources, resources & services and the structure in which it is housed, it is organised for use and maintained by a public body, an institution or a private individuals. In the most traditional sense a library is a collection of books. The library has been described as the heart of the university. It has been called the brain of the academic body, the scholar workshop etc.

The human society is undergoing a transformation due to the rapid development and diffusion of information technology in all walks of life. The role of a library has been changing with the passage of time. In the past, particularly before the advent of printing press, its role was custodial, preserving the records in different physical forms for the posterity, ensuring the continuation of culture and civilization. After the advent of printing press, when the production and multiplication of the documents became easy the role of a library changed to the promotion of the use of documents. Presently the role of a library is to communicate the needed information available in the documents. The library has changed tremendously from the store house of knowledge to power house of knowledge.

Rapid technological growth has perpetuated the increased rate at which information is produced. Users are faced with vast amounts of information in different formats, from which they are expected to choose, to meet their information needs. However, the use information and communication
technology to access information depends on the skills and capabilities of the user to access the required information.

Though users’ perception has a bearing on the use of print and electronic resources, users may be bound to use what is available in a particular library. As more information resources are being made available electronically, librarians have to decide what will satisfy their users’ need. Subscription to electronic resources may be taken as a move to save the space which print resources occupy. However, electronic resources require a computer for them to be accessed.

1. DEFINITIONS OF LIBRARY

ALA (American Library Association) glossary of library and information science has defined library as-

“A collection of materials organised to provide physical, bibliographical and intellectual access to a target group with a staff that is trained to provide services and programs related to the information needs of target group.”

According to Dr. S.R. Ranganathan-

“A library is a public institution or establishment charged with the care of a collection of books and the duty of making them accessible to those who require the use of them.”

2. LIBRARY RESOURCES

Library resources are also known as Documents. Human desire to preserve knowledge gained and to transmit it for next coming generation gave rise to the concept of document. Document is an embodied thought. It is a record of work
on paper or other material for easy physical handling transportation across space and preservation through time. The thought content of a document represents the information it carries. Document is the material carrier of knowledge and the memory of mankind. A book is a document; an article from a journal is also a document.

According to the New Advanced Learners Dictionary resources are

“Something that can be used to help to achieve an aim, especially a book, equipment etc. that provide information for teachers and students.”

3. DOCUMENT

Human desire to preserve the knowledge gained and to transmit it for next coming generations gave rise to the concept, of document. Document consist of primary, secondary and tertiary sources-

3.1 Primary Sources

The primary sources are the first published records of original research and development. It consist of new information for the very first time thus, the term primary means the basic sources of that particular information. in documentary form.

a) Books

The books are of many types, only those books which contain originality of thought and are the result of authors creative genius, can be considered as primary sources.
b) Periodicals

These publications make up the bulk of primary sources. They include research journals, bulletins, transactions, proceedings or similar works which appear regularly or continuously in numbered sequence.

c) Conference Papers

Papers presented on conferences, symposia, seminars etc. are important contributions to primary literature.

d) Research Monographs

These publications cover a specific area of knowledge presently authors originality of thought, previously unpublished.

e) Research Reports

Such reports originate in various research organisations and government departments. Generally, these are the reports about research and development projects which often remain unpublished.

f) Patents

For new invention, patent rights are obtained from the government. No other published description of the idea of its application is available previously.

g) Standards

These are also very necessary in industry and manufacturing process. They lay down minimum standard.
h) Thesis

Sometimes the results remain unpublished, often their existence remain unknown. These are also not easily accessible.

3.2 Secondary Sources

They do not carry new and original information but guide the user to the primary source material. They are compiled from primary sources and are arranged according to some definite plan. They organise the primary literature in a convenient form.

a) Indexing Periodicals

It acts as a guide to the recorded information. With the help of indexing periodicals published at regular intervals, it is possible to get an idea of the published material and pinpoint the documents required by the users.

b) Abstracting Periodicals

Abstracting periodicals cover a large number of periodicals on the subject and its related fields, irrespective of language. As these periodicals help the scholars to decide whether they have to read a particular document or not, they are liked and used by them more frequently.

c) Review of Progress

A review of progress is a summary of the developments of a subject over a given period prepared by a specialist in the subject.

d) Monographs

Monographs are published in single volumes devoted to one subject or a topic.
e) Treatises

A “treatise” is a book or writing which treats of some particular subject, giving a systematic exposition or argument and containing a formal or methodical discussion of the facts and principles of the subject, reaching a conclusion.

f) Reference Books

A reference book is defined as “a book designed by its arrangement and treatment to be consulted for definite items of information, rather than to be read consecutively, and it is a book whose use is restricted to the library building.

g) Text Books

A text book constitutes an effective means of secondary source as it selects, organises and presents information, available in primary sources, in a systematic order.

3.3 Tertiary Sources

Tertiary sources of information act as a guide to the secondary and primary sources of information. They indicate towards the information contained in primary and secondary sources.

a) Guide Book

A guide book is defined as “a handbook for travellers that gives information about a city, region or country, or a similar handbook about a building, museum, etc.”
b) List of research in Progress

List of research in progress covers the research activities of a single institution or laboratory, a group of institutions, e.g. Universities or research-in-progress, within a specified subject.

c) Bibliography of Bibliographies

Bibliography of bibliographies is essentially a tertiary source of information which acts as a guide to the number of bibliographies published in the form of indexing and abstracting periodicals in locating the documents which list out documents on a particular subject.

d) Year Books

A year book provides brief information on a multitude of topics, up-to-date facts from newspapers, periodicals etc.

4. ADVANTAGES OF PRINT RESOURCES

a) Easy to Read

Print resources are usually much easier to read than a computer screen because they are professionally printed and bound in the standard size.

b) Portable

Print resources are more portable, easier on the eye, and easier to handle than portable e-reader.

c) Convenient

Print resources are more convenient than e-resources.
d) For everyone

Print resources can be used even by non-computer literate members of the family

5. DISADVANTGES OF PRINT RESOURCES

a) Costly

Print resources are more costly than electronic.

b) Space

Books and other printed media take up lots of room, and need to be stored carefully to avoid deterioration and fire hazards.

c) Dullness

Print resources cannot capture the sound and movement required by an audience raised on the audio and video of television and the internet.

d) Distribution

Print resources can only reach its audience when it is distributed through an infrastructure that requires vehicles and people, which costs money.

6. CHANGING ROLE OF LIBRARIES

Libraries are collections of books, manuscripts, journals and other sources of recorded information. They commonly include reference works, such as encyclopaedia that provide factual information and indexes that help users find information in other sources, creative works, including poetry, novels, short stories, music scores and photographs, nonfiction, such as biographies, histories and other factual reports and periodical publications, including magazines.
scholarly journals and books published as part of series. As home use of
records, CD-ROM and audio tapes and video tapes has increased, library
collections have begun to include these and other forms of media too.

As society has begun to value information more highly, the so called
information industry has developed. This industry encompasses publishers,
software developers, on-line information services, and other business that
package and sell information, products for a profit. It provides both an
opportunity and a challenge to libraries. On the other hand, as more information
become available in electronic form, libraries no longer have to own an article
or a certain piece of statistical information, for e.g. to obtain it quickly for a
user. On the other hand, members of the information industry seem to be
offering alternatives to libraries. A student with her own computer can now go
directly to an online service to locate order and receive a copy of an article
without ever leaving their home.

Although the development of digital libraries means that people do not
have to go to a building for some kinds of information, users still need help to
locate the information they want. In a traditional library building, a user has
access to a catalogue that will help locate a book. In a digital library, a user has
access to catalogs to find traditional library materials, but much of the
information for e.g., the internet cannot be found through one community
accepted form of identification.

For many years libraries have bought books and periodicals that people can
borrow or photocopy for personal use. Publishers of electronic databases,
however, do not usually sell their product, but instead they license it to libraries
for specific uses. They usually charge libraries a per-user fee or a per-unit fee
for the specific amount of information the library uses. When libraries do not
own these resources, they have less control over whether older information is saved for future use another important cultural function of libraries. In the electronic age, questions of copyright, intellectual property rights, and the economics of information have become increasingly important to the future of library service.

Increased availability of electronic information has led libraries, particularly in schools, colleges and universities, to develop important relationships to their institutions computer centres. In some places the computer centre is the place responsible for print information. In some educational institutions libraries have assumed responsibility for both the library collection and computer services.

As technology has changed and allowed ever new ways of creating, storing, organising and providing information, public expectation of the role of libraries has increased. Libraries have responded by developing more sophisticated on-line catalogs that allow users to find out whether or not a book has been checked out and what other libraries have it. Libraries have also found that users want information faster, they want the full text of a document instead of a citation to it, and they want information that clearly answers their question. In response, libraries have provided SDI services, in which librarians choose information that may be of interest to their users and forward it to them before the users request it.

6.1 Traditional Library

The term traditional library is used to denote the old system of libraries where materials such as books and journals in printed form stored in the shelves and librarian help retrieve the same for users. In this kind of libraries, several different independent media are used for storage of information and knowledge.
The management, organisational processes and information retrieval processes within these libraries are basically manual.

6.2 Automated Library

In the course of time, manual handling of library operations became inefficient. The progressive increase in number of transactions and the information explosion have prompted the introduction computer technology for automating and improving the efficiency of operations. In automated library, library functions such as library administration, resource acquisition, circulation, serial control, cataloguing are done through the use of computer technology, the catalogues are machine readable and the location of the document in the library becomes faster and easier.

6.3 Electronic Library

The expression electronic implies that the core processes of a library become basically electronic in nature. The most important way in which this is achieved is through the widespread use of computers for making available services such as online index, full-text searching and retrieval facilities, automated record keeping, and computer based decision making. Electronic libraries acquire more and more information in electronic form i.e. CD-ROMs or access through internet. Information retrieval in electronic library is usually done through a LAN.

6.4 Digital Library

A digital library is computer based information system for acquiring, storing, organising, searching, distributing and displaying digital materials for end-user access; not necessarily network-based but designed and constructed so as to be capable of attaching or being attached to a network.
6.5 Virtual Libraries

In a true virtual library there is no corresponding physical collection. Documents are available in electronic format, they are not stored in any one location, they can be accessed from any workstation and are retrieved and delivered as and when required, an effective search and browse facilities are available. The usage of communication networks for access, browsing, downloading or transmitting information is essential in a virtual library environment.

7. E-RESOURCES

E-Resources originated from the concept of e-publishing, since 1985 significant developments have taken place on electronic publishing. The concept of document on paper is being changed to “electronic document” i.e. e-document or electronic resources. Electronic resources can be defined as the document resources existing in an electronic form to be accessed by computer.

The electronic resources are the resources in which information is stored electronically and accessible through electronic system and network. E-resource is a very broader term that includes a variety of different publishing models, including OPAC, CD-ROMs. Online database, e-journals, e-book, e-thesis, internet resource, print on demand (POD), e-mail publishing, wireless publishing, electronic link and web publishing etc.

Thus e-information resources any of several different categories of databases and machine readable files including, but not limited to E-Journals, On-Line Databases, WWW Sites and CD-ROM Databases.
According to IFLA- International Standard Bibliographic Description (e-resources)

"An electronic resource consists of materials that are computer controlled, including materials that required the use of a peripheral (e.g. a CD-ROM player) attached to a computer, and the items may or may not be used in the interactive mode. There are two types of e-resources data (information in the form of numbers, letters, graphic, images and sound or a combination there of) and programs instructions or routines for performing certain tasks including the processing of data and programs (e.g. online services, interactive multimedia).

According to AACR 2 (Anglo American Cataloguing Rules)

"An electronic resource is material (data and or program (s) be encoded for manipulation by a computerized device. This material may require the use of peripheral directly connected to a computerized device (e.g. CD-ROM drive) or a connection to a computer network (e.g. the internet)."

8. TYPES OF RESOURCES

The e-resource of a library basically includes the following, which should be acquired by library as per its needs, infrastructure, facilities financial provision etc. The different types of E-Resources are described as follows:

- CD-ROMs
- On-Line Databases
- On-Line Reference Sources
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- E-Books
- E-Theses
- E-Newspaper
- E-Encyclopaedia
- List serves

a) CD-ROM

CD-ROM (Compact Disc, read-only-memory) is a chief e-resource of a library which is used in the storages of a large amount of data with user friendly search software. It can be networked through a CD-Server or exist as a stand alone unites with either specific or general in coverage. Although the initial investment to use this technology is high but later on it is cost-effective as it offers unlimited access time facility to any number of users at no extra charge.

b) Online Database

Online databases are the organised set of data stored in a computer and which can be searched automatically. More and more e-databases in bibliographic as well as full text sources are available and also added up frequently with the growing demand of users some databases and web enabled and some are networked solutions. Web enabled databases are easily accessible from users desktop through the web browser while the networked solutions may require special installation at client side.
c) Online Reference Sources

The reference source is an electronic version of traditional library reference sources held in hard copy. For example, Dictionaries, Handbooks, Encyclopaedias, Citation Analysis Guide, Maps, Atlases, Bibliographic Sources and Translation Services mostly and 3-D objects so that a complex topic becomes comprehensive even to common and unsophisticated readers. The e-reference source offers online access to thousand of information sources both licensed and free.

d) E-Journals

An E-Journal is processed, published and distributed all over the world by electronic network. Electronic journals are available on the on-line as well as in CD-ROM form. The first E-Journal appeared in 1980 and they become common in the 1990s. Now Ulrich's Periodicals Dictionary lists amount 30,000 online serials. Initially, Publishing an Electronic serial meant that the text of the print serial was made available electronically.

e) E-Books

E-Books have been slower to develop the e-journals for a number of reasons, most of which involve the current technology. E-Books are available in three ways: books that can be read on personal computer screen, books that can be read on PDAs (Personal Digital Assistant). The handled readers designed to read electronic books and somewhat expensive and the different brands are incompatible.

f) E-Theses/Dissertation

Electronic theses and dissertation are popularly known as ETDs. ETDs are digitized version of conventional theses and dissertation. Resources for graduate student who are writing theses and dissertation are jointly published on
online are called e-theses and dissertation. It is consulted by faculty staff, research scholar and graduate students. It is especially for academic researchers and their members, yet anyone interested in research and e-publishing will enjoy this resource.

g) E-Newspaper

It is a self-contained, reusable and refreshable version of traditional newspaper, which acquires and holds information electronically: information will be downloaded through an internet connection. The challenge involved in creating a viable electronic newspaper is to develop a device that has the desirable characteristics of traditional paper in addition to its own inherent qualities. Like traditional paper, the electronic newspaper must be lightweight, flexible, high-resolution, glare-free and affordable if it is to gain consumer approval.

h) E-Encyclopaedia

E-Encyclopaedia combines the best of a traditional encyclopaedia with an extra digital dimension. The book's dedicated website has been created with google, the world's leading search engine. It guides the reader to the most helpful appropriate and amazing sites the web has to offer. The e-encyclopaedia is grouped thematically, in nine subject areas: space, earth, nature, human body, science and technology, people and places society and beliefs, art and entertainment history.

i) List Serves

It provides a means for informal communication many list server are dissection lists that allow discussion to take place on a variety of topics and other provide access to electronic titles. Such as newsletter or serials pricing issues is equipage.
9. ADVANTAGES OF E-RESOURCES

a) Speed
   The speed of publication and diversity of each issue of electronic resources is much faster than the print. This means that information is much more up to date than can be achieved with paper.

b) Distribution
   The major advantages of e-resources are their global distribution, their hyper tech link, the ability to access from different sites and the ability to search.

c) Saving Space
   With the introduction of e-resource provide the facilities of downloading and printing of the appropriate resources at end user workstations.

d) Searching and Retrieval
   There are number of search engines available to access and to retrieve appropriate e-resources from the web. It also provides the facility for keyword search, author search and subject search etc.

e) Round the clock availability
   A major advantage of e-resource is that user can gain access to the information at anytime night or day.
f) Archiving

There are very small incremental costs to storing longer documents so it is easy to include data sets images detailed analyzers simulation etc. that can improve scientific communication.

10. DISADVANTAGES OF E-RESOURCES

The following are the major disadvantage of e-resources-

a) Difficult to Read on Computer Screen

The main disadvantage of the digital information is the limitation of computer monitor.

b) Technical Problems

Degradation and obsolescence of the media use for storing digital information and software used for manipulation of the stored digital information are the two major issues related to digitalization.

c) Lack of Standard

There is a lack of standard as the guidelines and best practices for producing and maintaining digital objects for the long term are in the development stage.

d) Authenticity

It is difficult to ascertain the authenticity and integrity of an image of text when it is digital form, as it is very easy to manipulate and temper with data in digital form.
11. To summarise the features are below:

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<tr>
<th>ELECTRONIC</th>
<th>PRINT</th>
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<tr>
<td><strong>USER CONSIDERATIONS</strong></td>
<td><strong>USER CONSIDERATIONS</strong></td>
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<tr>
<td>Retrieval is virtual</td>
<td>Retrieval subject to item being on the shelf and correctly located on the shelf</td>
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<td>Available when network available</td>
<td>Only available during Library opening hours</td>
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<td>Remote access: can be accessed by the user where the user is located, given equipment</td>
<td>Personal access requires visit to library shelves and retrieval</td>
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<td>Simultaneous user access, as licensed.</td>
<td>Single user access for same item</td>
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<td>Can be hot linked to catalogue records</td>
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<td>Full text can be directly linked to indexing and abstracting services</td>
<td>Indexing and abstracting services not directly linked to full text</td>
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<td>Additional search modes on full text</td>
<td>No direct searching possible on inert text</td>
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<td>Desktop downloading /printing</td>
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<td>Cut and paste of downloaded text possible</td>
<td>Photocopying reproduces inert text</td>
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<td>Individual serial article may be directly retrieved</td>
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<td>retrieval and display, subject to</td>
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<td>network availability.</td>
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<td>Time delay in physical retrieval.</td>
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<td>No binding required</td>
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<td>Binding for preservation/control</td>
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<td>No physical mutilation or damage</td>
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<td>Damage, mutilation, loss, theft</td>
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<td>No physical handling costs</td>
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<td>Space saving</td>
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<td>No loan transactions</td>
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<td>Some publishers now allowing course</td>
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<td>photocopying/scanning task for</td>
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12. INTRODUCTION TO COLLEGE UNDER THE STUDY

12.1 Women’s College, AMU, Aligarh

Abdullah Women’s College, Aligarh Muslim University is a pattern of excellence regarding its widespread fame. It is a known institution for the pursuit of knowledge and hence it is a model for the present. Its learned educator, Dr. Sheikh Mohammad Abdullah who promoted the education of women was assisted by his wife Waheed Jahan Begum in this ambitious task. The two ideal figures established a small school in 1906 in Balai Qila, at upper Court, Aligarh. The inception of this school was a rare achievement of its founders though ten female students were admitted on the opening day.

It was a deeply ambivalent experience for the residents of Aligarh though for the Founders and their well-wishers it was tempting and difficult to attain distinction. The school was transferred to the present building in 1914. The boarding along with the school exist together. It came to be recognized as an Intermediate College in 1922. In 1937 it got the status of an undergraduate College and was associated with the Aligarh Muslim University as one of its maintained institutions. The College has its representation in the Academic Council, Executive Council and A.M.U. Court. The Faculty of the College have
the distinction of being members of the Board of Studies in their respective departments.

The power derived from its status of a degree College made it a notable representative of Women's education. At present 30 courses are taught with the assistance of six faculties. The strength of the College is above 2585. The teaching staff consists of 112 members and the student teaching ratio comes upto 23:1.

The bachelor degree commerce students consisting of female learners were brought from the Department of Commerce to Women's College in 1999 and Geology was associated with Hons. Programme in 2002. Also, subjects like Communicative English, Women's Studies, Tourism and Library Science are taught in the College in accordance with interests of the students. In future there are ambitious plans to introduce more courses for the benefit of students.

The teaching programmes in the College are formulated and approved by the Board of Studies of the respective departments. The College maintains a good standard and it is evident by the annual results. The girls always achieve distinction in most of the faculties by remaining conspicuous in the ten top rank.

12.2 Women's College Library

Women's college library is spread over two floors, containing approximately about 50,000 books. Besides that the library has bound periodicals, subject gazettes and rare books.

It systematically and gradually grew as a collection of specialized reading materials such as reference books, serials in the areas of various subjects.
Owing to its strength as a centre of excellence and having a rich collection in home science.

**12.3 Library at a Glance**

**Establishment-** 1

**Staff Professional-** 1

**Semi Professional-** 6

**Non Professional-** 4

**Working Hours**- 8:00 a.m. to 8:00 p.m.

**Collection**

**Books-** 50,000 approx.

**Periodicals-** 2,500 approx.

**Systems**

**Classification-** Dewey Decimal Classification

**Cataloguing-** AACR 2
Services

Reference Service

Circulation Service

Reservation Service

Newspaper Service
REFERENCES


WEB REFERENCES


