CHAPTER 3

MODERN TREND IN LIBRARIES AND ASSAM LEGISLATIVE ASSEMBLY LIBRARY

3.1. INTRODUCTION:

We are now living in the age of knowledge explosion and modern society can not go ahead without modern information technology. Library and information centre are growing organisations and vast and dynamic one. In the recent and rapid development of information technology, we find ourselves on the threshold of a revolution. A social, democratic revolution is already taking place and that is why it is possible to get any information in the remote corner of the globe.

The main function of the modern special libraries generally is to store information and it helps in retrieving information with high speed. Now it is possible by using 4th generation computer. What is needed is a terminal accessible to one connected to a database.

Database may be located from any part of the globe, physical accessibility to source material is immaterial. What is necessary is to link the local terminal with a centralized database.

The recent development of modern technology which is now employed in the library is thus a difference on the concept of a traditional library which was once a store house of knowledge.

In this chapter discussion is made on the role of Information Technology, Internet Service, Chat, Video-Conference, E-Commerce and Social Networking which are very important for a Special Library like Assam Legislative Assembly Library. And also discussed about the most scientific method of preservation and conservation of books and non book materials of the Assam Legislative Assembly Library.
3.2. INNOVATION:

Innovation is a complex process of introducing new ideas into use or practice.

According to Albert V. Beg “To innovate means to make changes or to introduce something new. Innovation enables conceiving, maturing developing and introducing of new services, products and process in the organisation. It may lead to adoption of new ideas.”

Innovation is very essential and important for providing modern library services. Modern library is now a store house of knowledge/information for retrieval. Librarianship offers a vast scope for innovation and area for innovation are as follows:

(a) Acquisition of documents
(b) Processing of documents
(c) Servicing of documents
(d) Administration and management including standard for buildings, furniture and equipment, library staff etc.
(e) Information storage, processing & retrieval
(f) Library information network
(g) Education and training of librarian
(h) User’s education
(i) Information technology

Adoption of information technology including computer technology offers an immense scope for innovation. Modern library like special library is in a better position to use advanced technology including computer to solve the problems.

The fast changing of society in all respects including changing of library environment is a fertile ground for innovation because it offers tremendous scope for new ideas. This should lead to experimenting with new ideas and would provide solution to many of the problems.
The importance of innovation lies in rethinking regarding a services or a procedure being used. The authority should encourage to go for innovation.

3.3. **ROLE OF INFORMATION TECHNOLOGY:**

Information Technology (IT) is the study design and development, implementation, support or management of information system. Information technology is a general term that describes any technology that helps to produce, manipulate, store, communicate and disseminate information.

3.3.1. **Internet:**

Internet is a global system of interconnected computer networks that use the standard internet protocol suits to serve billions of users worldwide. It is a network on network that consists of millions of private, public, academic, business and government networks of local to global scope that are linked by a broad array of electronic and optical networking technologies. The internet carries a vast array of information resources and services.

In 1969, Department of Defence (DoD) of United States of America started a network called ARPANET (Advanced Research Projects Administration Network). It was started with one computer in California and three in Utah.

Later, the military allowed universities to join the network for sharing the hardware and software resources. Then it grew bigger and gave birth to the present day very popular internet.
3.3.2. **E-Mail:**

Electronic Mail helps us to send and receive messages in electronic form. The person to be communicated will be of any other users on the internet. The E-Mail is transmitted between Computer System.

The following steps are required for sending E-Mail.

1. Start an e-mail programme.
2. Give the address where to send the e-mail.
3. Compose a message using that e-mail programme.
4. Give a command to send the message.

An E-mail is for quicker means of correspondence than ordinary postage. A message can reach any part of the world in a fraction of a second.

An E-Mail programme is enabling to send, receive and manage our message.

One of the most popular E-mail programmes is hotmails.com. The E-mail programme has capability to send and receive e-mail via world wide web. Members are not charged for this service. When one registers to avail this service, he or she received a password and an account. The user is entirely responsible for maintenance and confidentially of the password and the account. The user can change the password at any time and also set up a new account and close an old one at his or her convenience.
With the help of E-mail we can send a message, forward a message and store a message.

3.3.3. **Locating sites using search engine:**

A Search engine is an assertible data base of web page. Google is a good example of search engine. It is very powerful and one can charge for specific subjects quite early. A few examples of search engine are Google, Lycos, Web crawber, infoseek, Excite, Magellan, Hot bot and Khaj etc.

3.3.4. **Chat:**

Chat programme is a communicative system by which one can communicate with others there and then through text messages. The user can log on to certain web sites and communicate with various other users online by using an internet chat software. It is an interactive software that allows the user to type some comments in one window and receive replies in another from some one who is accessing the same software.

Rediff’s Chat facility has over 1 million registered users. It gives 60 new chat rooms. One can use one of these chat rooms.

1. Switch on the Computer.
2. Connect to the internet.
3. Go to the site [www.rediff.com](http://www.rediff.com).
4. Now select the site link. The next screen will be displayed.
5. Now click on “New user sign up” button.
6. Now fill up the personal information and click on the ‘Submit’ button.
7. The screen will show in Figure.

8. Enter a user’s name and password.

9. Then click ‘login’. The right hand side on the screen displays a list of the online chatters while the left hand side of the screen shows in progress. Type your message in the blank bar at the bottom and click on the send button.

3.3.5. **Video Conferencing**:

Video conferencing has brought the world much closer than it was before. With the help of Video conferencing facility we can see each other while talking. Previously we could talk to each other at long distance.

For example we always see news reader in T.V., talking to a reporter at a far away place and reporting directly to audience. This is called Video conferencing. Then we see the dialogue between the two people. But it can be held between more than one persons located at different parts of the world.

A camera takes the video picture. This picture is connected into compressed digital signals. This converted video signal is transmitted over the media through a modem to the other end where it is connected back into the picture which is projected on the screen.

3.3.6. **E-Commerce**:

Commerce refers to buying and selling a product. E-Commerce or Electronic Commerce means buying and selling of any product online. It is a way of enabling business over the Net. Companies set-up on web sites providing details of their products and services. User can purchase what ever they want through credit card. The sites providing E-Commerce are special sites as they have to implement since extra security features.
There are three kinds of E-Commerce that are available at present. They are :-

1. Business to Business
2. Business to Customer
3. Digital-Middleman

Business to Business refers to a company selling or buying from other companies.

Business to Customer refers to a company that establishes a website on the internet. It can provide information about product and services on the sites. This allows customers to order any product or take any information from this site.

Digital Middleman refers to a company that provided information about several companies on single site website. The company gathers information from all companies which provide same type of product or services. A commission is charged for each transaction.

3.3.7. Social Networking:

Social Networking focuses on building online communities of people who share interests and/or activities. These websites are being used by millions of people regularly to communicate and share information. Social Networking sites are more popular with teenagers and young adults. These sites have become the place to meet people and begin to explore something more than the chatting online. There are hundreds of social networking on the internet.

3.4 LIBRARY AUTOMATION:

Library is a collection of documents organized for effective uses. It is also called trinity of documents, users and library personnel. Library personnel are match makers between the users and his or her documents.

The service rendered by library staff comprise a series of job namely acquisition, classification, cataloguing, circulation and different types of service to users and preservation and conservation of documents etc. These works are done by library personnel traditionally in manual way till recently.

With the advent of information and communication technologies (ICT) libraries are increasingly attempting to automate some of the library activities by computer for minimizing human clerical routines and for prompting service expeditiously.

Thus library automation is the mechanization of organizational works and services which activates mainly by using computer and communication technologies.

3.4.1. Historical development of Library automation:

The whole automation process in our society began with a renowned librarian Dr. John Shaw Billing, who invented Punch Card Machinery in 1880. These developments can be further improved that punched card for circulation control. Use of general purpose computers that became widely available in 1960. Micro Computers were introduced to automate circulation and books were bar coded, shared copy cataloging system by using computers and communication technologies were established in 1980. Library automation packages started upgrading from client server architecture to web architecture in 1990.
3.4.2. Data base in Library & Information Sciences:

The definition of data base within the scope of Library and Information Science is “an organized and generally unlinked set of machine readable bibliographic or information source records.”

Data base is a new approach to designing and operating information system. Data base regarded here as resource to be managed along with more generally recognized resources of our organization (in case of library, staff, documents services) for a variety of applications and users. An integrated database is intended to provide a consistent view of institution’s data for all users.

The database approach is not dependent on any particular structure of data, many of these concept can be applied to file as well. The data base approach can be implemented only by using a computer.

The attitudinal factors contributing to the database approach are - sharing valued data resources, releasing contract of these resource to a common responsible authority and co-operating in the maintenance of these shared data resources.

3.4.3. Library House Keeping Operation:

The service of Library largely depend upon the performance of House Keeping Operation. It means a computer or group of computer can perform most of the clerical chores more quickly, sharply and cheaply.

The basic functions are as follows.
According to an analytical study of ASLIB (Association for information management UK), the operation sub system may be divided into four further sub-divisions, namely, Acquisition, Processing, Use and Maintenance. Within each of divisions there are a number of procedure and activities which are as follows:

<table>
<thead>
<tr>
<th>Library House Keeping Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition</td>
</tr>
<tr>
<td>Select</td>
</tr>
<tr>
<td>Order</td>
</tr>
<tr>
<td>Receive</td>
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<tr>
<td>Accession</td>
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<td></td>
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<td></td>
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</tbody>
</table>
### Table 3.4.3: Procedure and Activities of Library System

<table>
<thead>
<tr>
<th>System</th>
<th>Subsystem</th>
<th>Operational subsystems</th>
<th>Procedures</th>
<th>Activities (Common to all procedure)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library System</td>
<td>Operation</td>
<td>Acquisition</td>
<td>Select Order Receive Accession</td>
<td>Initiate (to commence a procedure)</td>
</tr>
<tr>
<td></td>
<td>Subsystem</td>
<td>Processing</td>
<td>Classify Catalogue Label Shelve</td>
<td>Authorize (to approve a procedure)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Use</td>
<td>Locate list Lend /Issue Reserve Recall/Return ILL (Inter Library Loan) Photocopy</td>
<td>Activate (to implement a procedure through appropriate action)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance</td>
<td>Bind Replace Discard</td>
<td>Record (to record what action has been taken)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Report (to modify Staff or user about the action taken)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cancel (To stop a procedure or undoing or action )</td>
</tr>
</tbody>
</table>

All these procedures and activities of the subsystem can be mechanized through suitable library management software. In such library automation system these basic activities are linked with respective files, achieve the benefit of an integrated library system.
3.4.4. Computerised circulation sub-system:

Computer circulation sub-system involves a group of operations that are specific, repetitive and systematic. That is why automated circulation systems have been fairly successful from the early days of library automation. To carry out the circulation activities a set of essential data is important. Generally circulation modules of Library Management Software (LMSs) is required for the maintenance of library resources.

The systems are designed to capture and manipulate three kinds of data sets. Information about the borrower, information about the resources and information about the loan itself.

Computerised circulation systems can manage all these primary operations along with the additional task of member card generation, notification of documents status, reminder generation, automatic calculation of over due charges and maintenance of records related to the losses, damages or missing documents. The circulation modules of LMSs centre on the transaction file as the central database. It draws necessary data set from the documents file and user file. Modern circulation modules extend their support to a variety of data capture devices of which RFID, Smartcard, Barcode reader and other light scanning devices are quite useful.

3.4.5. Library automation software package available in India:

Library automation helps greatly in operation and services of the library which is extended by ICT in general and LMSs in particular. Modern software packages are integrated in nature and offer all the facilities essential for day to day library management. Automation
packages available in India are basically of 3 types of packages of foreign origin, foreign LHS packages on which application are developed and packages are also developed in India. Library automation package of Indian origin are quite matured now. These software packages cover all the essential Library services along with various modern aspect of library automation like Z39.50 copy cataloguing interoperability 8 cross walk, RFID support, Unicode support etc. The two widely use software package of Indian origin are SOUL and Lib Sys. The comparative study of both packages reveals that it covers all the core services related to library management. But in the area of enhanced services Lib Sys. Support Z39.50 copy cataloguing, Unicode, RFID, Web OPAC and Web Centric architecture. These facilities are not available with SOUL. Moreover Lib Sys is more popular than the SOUL but SOUL is available at low cost whereas Lib Sys is highly priced.

3.4.6. Information and Referral Services :

Information and Referral Services is a broad term which include various services like Alerting Services, Bibliographic Services, Reference and Referral Services etc. The aim of these services are to convert potential users to a habitual users.

3.4.7. Current Awareness Services :

Current Awareness means knowledge regarding recent developments relating to the matter of special interest to an individual. Whereas Current Awareness Services means different things to different persons. These system reviewing are newly available documents selecting items relevant to the needs of an individuals or groups and recording them so that necessary information may be sent to those individual or groups whose needs they are related.
Due to growth of literature or documents in every field of knowledge, due to advent of print media as well as electronic media, it is really a very difficult problem for reader to keep himself aware or track in his field of interest. CAS enables to users to keep himself up-to-date and well informed in his field of interest and it will also save the precious time of users.

Depending upon the need of the library, CAS, may be of several forms

1. List of additions to the library.
2. Current awareness list/bulletin.
4. Research in progress.
5. Forthcoming event list.

For preparing the above list, computers may be used, which will be a part of standard library automation.

3.4.8.Selective Dissemination of Information:

SDI, is not a new concept. This type of services has been provided by the librarian for a long time manually. During the recent years, computers have been used to mechanize the procedure for matching the interest of users with the contents of documents.

H.P. Luhn is a pioneer in this field. According to him “SDI is that service within an organization which concerns itself with machine assisted channeling of new items of information, from whatever source, to those points within the organization where the probability of
usefulness in connection with current work or interest, is high”. In this definitions machine assisted denotes use of computer and IT, “to whatever source’ means information from within the organization and outside as well. The phrase “new item” means current information and ‘usefulness is high’ refers, to the fact that it should be useful to the user or user group. ‘Within the organisation’ means that SDI is usually made with some specific entity.

Though initially, SDI service was provided manually, now various automated systems were used right from punched cards to main frames to desktop PCs. Now to provide SDI service, there are need of suitable computers systems in the library and user systems connected via LAN or WAN. If SDI is offered using external databases on line connectivity is needed. Some decades ago, the database top updates used to be obtained on magnetic tape at periodic intervals they were mounted on local computer system for SDI query processing. Now we can perform SDI searching on host computer directly via on line connection. This service can also be done using CD Rom database in which case CD-Net servers are required.
Table 3.4.8: Functional Chart of SDI Service

3.4.9. **Electronic Clipping Services**:  
Availability of computers, database, good level of computer connectivity and other advancement have passed way for Electronic Clipping Services (ECS) in place of SDI services. From early nineties, Dialog, STN, Nexis, Data Times etc. have been offering ECS service. As a part of regular search operations on database files, one can opt to save the search strategy and final search query along with limiting factors in a separate permanent file in the vendor’s computer. Such save search expression can be subsequently executed at specific intervals as small sets of updated records in the database file(s) concerned. The results are then delivered to the user by the mode selected for the purpose.
It is possible to select multiple files if one goes for searching. In many cases, the database vendor himself offers several group of subjects related file. As far as display is concerned, some vendors provide various options – only title, abstract, keyword, full text of the original article, graphic etc.

The output is delivered to users in many ways – like Fax, personal E-mail, E-mail box allotted by vendor on his computer system, on special terminals supplied by the vendor that can be used with leased lines, printed on paper using remote printer despatched through courier service or postal system.

3.4.10: Bibliographic Full text Services:

Bibliography is considered as the technique of systematically producing descriptive list of written or published records and is defined as such list, so produced. Strictly speaking, it is a complete and uncritical list and is not intending to include critical comments.

A bibliographic database is a large computer file containing bibliographic details such as author, title, publisher, place, language, date of publication, and the like. The type of documents could be books, monographs, journal articles, conference papers, patents, standards etc. A short summary as abstract is also included. A bibliographic database is made useful by providing many indexes facilitating search by several fields like author, title, accession number and subjects etc.

A data base described as above, which in addition to bibliographic details and abstracts can also provide full texts of the original publications or documents is called full text database. It provides instant access to the complete text, pictures, table and graphic as in original publication.
**Bibliographic Full text Service:**

Bibliographic databases, about a decade ago used to provide only biographic data and abstract. The reader had to decide whether he should go in for the complete article based on the abstract and Metadata, thereafter the librarian would locate specific information in print version in some library. Thereafter he would order a photocopy, pay for it, get it by fax or post and then hand it over to the concerned reader.

Now a days, the scenario has fast changing. More and more documents are available in full text as well as in print. Many publishers, content aggregators and intermediaries are offering full text of the original to be downloaded instantly, immediately upon bibliographic search retrieval is done on the computers system.

Now in one single step, searching, retrieving, ordering, getting full text are all carried out. Providing access to full text bibliographic database, allowing library patrons to download full text directly, providing training to users in database searching and facilitating all these is called full text Bibliographic Services.

**3.4.11. Document Delivery Services:**

DDS involves supplying of documents to the reader on demand either in original or its copy in print or non print form, irrespective of location and form of the original. The whole process of DDS is considered to be one of the prime activities in any library.

If the required document is available in the library, there is no problem to deliver the same to reader. If the required document is not available in the library and it is to be procured from external sources. Procurement can be made as follows:
1. From a vendor if the requested document is available in the market and the purchase is approved by the authority.

2. Through inter library loan from another library.

3. Obtaining a copy of the requested documents from a document supply centres like BLDSC (UK), NISCAIR etc.

**Document may deliver to user in any one of the following methods :**

a) Supply from the library collection itself.

b) By obtaining document through inter library loan.

c) By joining library consortia for subscription to journal and database and sharing the resources.

d) By procuring copies of documents from other libraries, documentation centre, publisher etc.

e) A number of Website of publisher and other documents generating agencies usually make full text of their open documents available on their Website. In such a case user may himself download the documents instead of placing the demand on library. However Library should not ignore the request of user and sometimes have to meet such demand by providing download copy of the documents.

### 3.4.12 Reference Service :

According to Dr. S.R. Ranganathan, “reference service is a personal service to each reader in helping him to find the documents answering his interest at the moment pinpointedly exhaustively and expeditiously”. In his view reference service means making contact between the right user and the right book at the right time and in the right personal way.
The old concept of reference services has abruptly changed due to advent of ICT. In the present electronic and communication environment (ICT) reference service is not confined to the library users but also to remote users. Now reference services are sometime termed as Electronic Reference Service (ERS), Digital Reference Service (DRS) etc. Whatever it may be but basic function is to provide reference service to users at the place where they are and where they have a query.

Some important computer base reference services are as follows:

**Digital Reference Service:**

DRS is an Internet based question and answer service, that connect the users with experts in a variety of subject field and possessing specialized subject or skill experience.

Beside this, experts also provide users with referral to other online and printed information sources. Digital Reference Service can be divided into two groups.

- E-Mail Reference Service
- Real Time Digital Reference Service.

**E-Mail Reference Service:**

In this service, the user sends E-mail to the library with a reference question, seeking information whatever he feels necessary. The library sends reply by e-mail, Fax, Phone or post as it finds convenient. The process is as follows – when a library receives a query from users, the librarian or reference section in charge first examines the query and then send the query to respective branches for sending reply to users. Example of prominent E-Mail Reference Service are Askme, All Experts, Inforoket, Ex-refer, Reference Desk, Info please etc.
Real time Digital Reference Service:

In this service, the exchange of information is between the user and the reference librarian. This service is gaining popularity due to many advantages over the other services. These include the following:

a) This is a synchronous service in which reference librarian responds immediately in real time.

b) Reference interview is conducted at faster pace than e-mail.

c) Clarification can be sought online.

d) Reference librarian can chat with several users at a time.

e) Reference librarian can demonstrate to the users about how to use reference source website.

Example – Ask a question, Ask now, Ask the Librarian, Real time reference, Virtual reference desk etc.

Some of the major digital reference service projects are Collaborative Digital Reference Service (CDRS).

This project was launched by Library of Congress in June, 2000. More than 200 Libraries from various countries of the world are participating in this project.

Members profiles (MP):

It contains information of members including addresses, home services, strength of services and collection and staff, geographical location of the users served, any special service, average number of question etc.

Request Manager (RM):

A software for entering, routing and answering reference questions including receiving, sorting out routing and tracking down the incoming questions and delivering the credible answers to the end users.
Knowledge Base (KB) :

A searchable data base for questions and answers sets including archiving of questions and answer for future use.

Automatic Reference Librarians for the world wide web :

This project was sponsored by the university of Washington to create software agents that passes reference intelligence - a limited understanding of complex technical topic but a very sophisticated understanding of how and where to find high quality information as the world wide web.

It works on the basis of wrapper technology.

Virtual Reference desk (VRD) :

The project is sponsored by the US Department of Education. It is dedicated to the advancement of digital reference and successful creation and operation of human mediate internet based information service. The VRD does not actually answer questions but provides resources and link to the experts that offer these services.

Collaborative Ask A Service :

A network of Ask Service and volunteer information professionals that ensure user’s questions are addressed by the most appropriate experts.

3.5. SCIENTIFIC PRESERVATION AND CONSERVATION OF LIBRARY MATERIALS :

3.5.1. Introduction :

Preservation and conservation are two concepts which have different connotations, though they are related to each other. Preservation means keeping an object from harmful effects such as loss, damage, destruction etc. whereas conservation focuses on the basic aspects mainly examination, preservation and restoration.
The preservation of library materials has a long history. Since the time of the origin of written record which was in the form of stone and metal, clay tablet, papyrus, animal skin, brick bark, palm leaf etc., people tried their best to preserve these written record as far as possible. During that period preservation consisted of protecting the items from all kinds of human and natural enemies by placing them in some safe container.

In the light of present day situation of rapid technological advances in the creation, storage and dissemination of information it is necessary that preservation should take care of on sound principle-creation, life and disposals of different documents. One of the very important duty and responsibility of librarian is to take proper care of preservation of library materials which are to be kept in a good, healthy, hygienic and usable conditions.

3.5.2. **Preservation and conservation** :

Librarians have the moral responsibility of preservation and conservation of books and other reading materials which are in their custody for the use of present readers and also for the use of anticipated readers.

3.5.3. **Storage environment** :

Proper storing space is essential for lasting preservation. The stack area should have the following – adequate ventilation, the window of the library building should regulate sunlight and reduce the injurious effects of climatic condition. Proper hygienic condition should be maintained.
3.5.4. **Atmospheric Condition:**

Temperature between 22 degree to 25 degree Celsius and relative humidity between 45% - 50% constitute the most suitable condition for storing of library materials.

3.5.5. **Dehumidification:**

Library should have an air condition facility. In absence of dehydrating agent like anhydrous calcium chloride and silica gel can be used during rainy seasons.

3.5.6. **Pest control measure:**

Naphthalene bricks should be kept every six or eight feet on the shelves. A mixture of Para dichlorobenzene and creosote, kept in stack room act as a good insect repellent.

3.5.7. **Vigilance and Cleanliness:**

Librarians should keep constant vigilance and should take all possible ways to maintain utmost cleanliness.

3.5.8. **Conservation and Restoration:**

A librarian should keep himself aware of these developments.

Sometimes, there are creases and wrinkles in certain page of the book. It should be flattened, whenever these are noticed before it is too late. Minor repair of the book can be done by pasting. Strips of thin paper of good quality at the back of the torn portion. If the page has both sides written, then mending should be done by pasting strips of transparent, thin tissue paper on both sides of the tear. If the document has a fragile paper, the repair should be done by tissue repair, chiffon
repair and lamination. Books and documents sometimes get stained because of various reasons. If the stain is harmless it is better to leave it alone. Chemical should be used under special supervision of specialist. If the books and other documents are infested by insect, bacteria, mould and fungous, the infestation can be eliminated by fumigation process. Thymol or Para dichlorobenzene fumigation process is simple, effective and can be easily managed.

3.6. **NON BOOK MATERIALS - AUDIO-VIDEO RECORDS**:

Due to rapid technological changes, modern library specially a special library like legislature libraries of India are also fully equipped with non book materials. The preservation and conservation of non book materials such as audio - video records are also important for the library for the use of present reader as well as for the future generation.

Non book materials can be classified as under.

**Table 3.6 : Non Book Materials**

<table>
<thead>
<tr>
<th>Non Book Materials</th>
<th>Visual</th>
<th>Audio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still (Photographs, Slides etc.)</td>
<td>Moving (Film Strips Cine Films)</td>
<td>Sound recording gramophone, record compact, disc (CD), Digital audio technology (DAT)</td>
</tr>
<tr>
<td>Video Cassette and Disc</td>
<td>Audio Tape, Audio Cassette</td>
<td></td>
</tr>
</tbody>
</table>
3.6.1. **Preservation of Non-Book materials:**

Various standards, such as, International (ISD), British (BSI), American (ANSI) and German (DIN) are already exist for care and handling non book materials. However, there are certain basic considerations, which are applicable to all non book materials as well as for book materials.

**Physical environment:**

Ideally, the temperature should be somewhere between 60 degree F for the whole range to media formats and for human comfort. Relative humidity should be arranged of 45% ± 5% which is suitable.

Dust and other Atmospheric pollutants:

Air condition and vacuum cleaner may be used to keep the atmosphere free.

Electronic storage devices should be used for keeping audio tape, video tapes etc.

3.6.2. **Security:**

Security is essential for protection of costly items from human problems such as stealing, vandalism. So librarian should give serious attention to the security aspects.

3.6.3. **Circulation Policy:**

A sound judicious circulation policy should be adopted without effecting the use of Non Book Materials by the reader.

3.6.4. **Micro Organisms and Insects:**

Agent of Bio-deterioration include micro organisms and insects, which are active living organism generally found in normal housing environment. They mainly remain alive in the food derived from paper, board, binding cloth and leather.
3.6.5. **Micro Organisms:**

A group of Fungi specially Alternaria, Aspergillus, Penicillium, Mucor, Fusarium etc. grow in paper. They can survive in any environment for long time. Besides fungi, bacteria like cytophaga cellvibrio, cellfascienla and myso bacteria bring about discoloration and staining of books and other allied library materials.

3.6.6. **Insects:**

Common insects that are responsible for attacking and damaging paper and other components of book are silver fish, book lice (Psocid) cockroach, termite, book worm (Gastrulus Indicas).

3.6.7. **Silver fish:**

Silver fish makes its habitant in damp walls, dingy corners of room. This insect having an affinity for glue, gelatin, starch and others materials, pastes and other adhesives of vegetable origin.

3.6.8. **Cockroach:**

It is a very common house hold insect breeding in kitchen, drains and garbage. It is an omnivorous insect specially attracted by binding glue of books.

3.6.9. **Booklice:**

Dampness and warmth are essential requirements for its rapid growth.
3.6.10. **Termite**:

Termite is most destructive of the cellulose feeding insects. They damage books if they can manage to live in the book. This insect also damages board, wooden furniture, textile and leather.

3.6.11. **Book worm**:

Book worm lays eggs in joints of binding boards and hatch out 5-10 days as larva in summer. After 15 days they emerge as full grown insects. The larval eat their way in to the book and are responsible for major damage. The adult Book Worm flies out from infested material to build new nests and thus spread infestation.

3.6.12. **Rodents**:

Mice and Rats find their way to building through dry drains and openings in door and windows. They are very quick in action and at a single night can cut the library collection into pieces in the horrible way.

3.7. **CONTROL MEASURE:**

Prevention is better than cure. Storage environment of library should be healthy so that it can be checked the growth of injurious biological pests. Unhygienic conditions if allowed to prevail for long, result in the breeding of biological deterioratives.

3.7.1. **Good house keeping and general hygiene**:

Good house keeping or maintenance of optimum storage conditions means avoiding dampness, straight air, high temperature, high relative humidity. Regular dusting of books and other equipments of the library with an electric vacuum cleaner is helpful.
3.7.2. **Use of Chemical Repellents:**

A variety of chemical insect repellents i.e naphthalene, camphor, paradichlorobenzene and electronic or ultrasonic wall mounted type insect repellent are available which can be used in the library.

3.7.3. **Use of liquid insecticidal spray:**

Baygon, Flit, Pip, Lindane etc. may be used in the library. In case of white ant and termite, treatment should be done by experts in the filed.

3.7.4. **Use of chemical Fumigants:**

Fumigation is a process which is adopted to kill active infestation of biological pests in materials. Books and journals and other reading materials having active fungus infestation or infestation of book worm need fumigation.

3.7.5. **Preservation and conservation of library materials in Assam Legislative Assembly Library.**

Strict house keeping and hygienic condition are maintained inside the library. Wiping of the floor is done regularly to keep the floor clean. Vacuum cleaner is used for cleaning the dust from the books, journal etc. of the library. Naphthalene bricks are kept in the book shelves. Pest Control Service is done by experts in annual contract for keeping books, journals and reading materials free from the attack of micro organism and insects and also from the rodent.