CHAPTER 1 [A].

PREAMBLE- INTRODUCTION

Education especially at higher levels, has been described more as a process of learning than of teaching and this signifies the self efforts to be put in by the students. So as to reach nearer the goal, the education in higher education has to be provided with necessary facilitates for mastering the subject techniques, skills, habits of thoughts and methods of work in his chosen field which is essential for the development of human research. Human research are the national assets hence they should be developed properly.

Education has become a powerful tool in changing the face of the nation in the eyes of the world where the rural parts of the country are still considered to be illiterate. Issues related with unemployment, morale of the people and the zeal with which changes in the socio-economic structure of the country along with which prioritizing the development in the absolute backward as well as the rural areas and its people.

The entire gamut of executive hardwork and dedication have to make into the goal of a socialistic patterns of society so much, so, education should received to most priority and net relevant here are the works of the prime minister of England, Disereli, who has capsule the importance and utility of education when he said, “Upon the education of this country, the future of their country depends.”

In the preliminary stage there was no definition of education. But as the horizons of men increased, man come to know about how to behave, how to talk anything. The media of giving guidelines about it is nothing but education. Education is never ending process it has no limitation of age, more you get education, it makes aware of social responsibility and increases out thinking capacity. Education helps in field to have social contents.

The roots of education are in the progress as they give a sufficient guideline to lead a good life so as to enable the socio economics, educational and
technological development of the nation. Hence efforts are being taken to develop human resources with the help of higher education. Higher education not only deals with factors related with behavioral parameters which include degree of tolerance, the art of reasoning and logic as well as development of ideas which contribute to the facts of the matter.

Today's era is of science and technology and computer. However, in proportion to the explosion of information, which is occurring every day, the Indians are lacking behind. Such type of phenomenon cannot let us to be self content and introvert. The source and speed of information is increasing rapidly, and therefore the scientist all over the world are concentrated towards systematizing and planning of the information explosion, rapid growth and sources thereof.

Needs of mankind are ever lasting and therefore in order to fulfill his needs he always keep inventing something as per the saying „curiosity is the desire for knowledge“. A thought of one generation passes on the other generation with the help of books or literature. The sea of knowledge has no limitations it’s unfathomable. Books help us to survive and keep abreast with the upcoming knowledge.

Need or importance of books cannot be denied since from the school level to college and other branches of education. If the school students are provided necessary books which encourage them and also entertain them comedy books and also if the good reference books are provided to college students they will create a different position in future and it will be helpful to take ideal citizens.

Since ancient time, man is constantly in search of knowledge. Information, knowledge, skills and education are the cornerstones of progress and development.

These parameters encourages peoples participation in developmental activities. In the era of globalization and information technology, the concept of library have been transferred from single function to multidisciplinary nature and have to work at different level to perform various skill and need to change according to the need of the time.
Today the concept of libraries are not restricted to only collecting and preserving reading material but managing and coordinating the libraries activities effectively and efficiently as a result „library“ has reached the height of a full-fledged discipline. Still today library is the important linkage between users and society.

**Education:**

Education is the process of human development of human"s personality, character and intellectuality. It is also we can say impact of cultural change.

**Meaning of education:**

While referring to various English Language Dictionaries, the word „education“ has been interpreted as:

A structured plan of instructions given or imparted to the younger generation as a part of their schooling process in which they have been properly trained to improve their quality of life.

**Definition of education:**

The great educationists and philosophers have defined education as process of development.

A few definitions are quoted here to make more clear this meaning of education.

1. Education should be thought of as the process of man"s reciprocal adjustment to nature to his follows and the ultimate nature of the cosmos.
2. Education is the organized development and equipment of all the powers of human being, moral intellectual and physical. By and for their individual and social uses directed toward the union of these activities with their creator as their final end.

3. The interpretation given by Oxford Dictionary is as under:

“Education” has been defined as a part of planned set of instructions which has been included as an integral part during the school days as well as the training imparted to the younger generation.

**Level of education:**

There are three levels of education as below;

1. Education imparted at the Elementary Level.
2. Education imparted at the Secondary Level.
3. Education imparted at the Higher Level.

**Categories of education:**

There are three main categories of education

1. **General education:**

General education is important to the general public which means the knowledge of language and the mental development to understand other views and to be able to express his own views on others. It includes the knowledge from learning, reading, writing and the ability to differentiation between the good and the bad qualities.
2. **Academic education:-**

Academic education is important to the person or groups of persons who seeks details knowledge of discipline and as fluently as a whole to specific aspects of the same.

3. **Professional education:-**

Professional education is important to the person or group of persons for the purpose of achieving knowledge of the techniques applied to a particular professional, trade or technology.

**Importance of education:-**

1) According to Indian sages and saints of the past, education is that which man from all bondages i.e. “Sa Vidhya VA Vimato” such bondages may be worldly our all kinds of evils and ignorance.

2) Education enables and individual the priced towards light from darkness and words immortality form mortality.

The term education is generally used for their important meanings:

“The function of education is to help each individual to become a more effective member of society by passing along to him the collective experience of the past and present. Its individual function is to enable him to lend a more satisfying and producing life producing life by preparing him to handle new experience successfully.

1. Education is training for preparing teachers.
2. Education as process of human development.
3. Education as contact for studying a course of discipline.
Objectives of Education:-

The major objectives of education are all follows;

1. Education develops the mind, the physique, the sense and the skills and nourishes the thinking qualities of learner.
2. It help the learner to realize him full potentials as individuals and to contribute effectively too his personal development and ultimately for economic development of the nation.

Higher Level of Education:-

Higher Levels of education in India began with the formation and acceptance of the of Calcutta now known as Kolkata, the of Bombay, now known as Mumbai and the of Madras, now known as Chennai in the year 1857. These Universities were established as the ideal centres of modern learning and develop into centres of Research.

These centres were also having the authorities to conduct examination in the relevant and approved courses, to systematically conduct the examinations for the relevant subjects, and award degrees to the deserving students as per the provisions of establishment of the Universities.

The introduction of the Indian Act in the year 1904 was the first step for bringing in the reforms in the education sector. For a quarter century no new was set up and the need of entire country for higher education was met by these three universities.

It stipulated that universalists should assume more teaching responsibility. Offer research opportunities and exert more control over the affiliated colleges. Hence the become teaching and research bodies along with examining bodies.

The system of higher education in India includes degree and diploma awarded by universities, institutions of national importance i.e. deemed universities.
However the education can be undertaken formally through universities, colleges of general and professional nature, industrial, technical institutions.

**The Principal Objectives Related to Higher Education:-**

The observations given by Dr. D. S. Kothari Commission’s report related to Higher Education are as under:

1. To seek and cultivate new knowledge to engage vigorously and fearlessly in the pursuit of truth and to interpret old knowledge and beliefs in the left of new needs and discoveries.

2. To provide right kind of leadership in all walk of life to identify gifted youth and help them develop their potential to the full by cultivating physical fitness, developing the powers of mind and cultivating right interest attitudes and moral and intellectual values.

3. To strive to promote equally and social justice and reduce social cultural differences through diffusion of education.

4. To provide the society with educated people who have received proper training and guidance not only in the field of agriculture, but also in different specialized fields such as medicine, arts, fine arts, Sciences of different sectors as well as Technology driven fields.

5. To foster in the teachers and students and through them in society generally the attitudes and values needed for developing the good life in individual and society.

“The college is an institution which offers courses of higher learning that is not divided into separate schools and faculties.”
A teacher is supposed to be an important component in the education process. This also include the position of the Library Incharge as a Faculty. The basic objectives being that there would be enhancement of knowledge, upgrading the conceptual beliefs as well as an integral part of a continuous process in the field of academics.

Since the beginning of the organized education system in our country, the relevancy of good quality teaching faculty has been stressed upon by the educational institutions.

In the late Sixties, the Education Commission setup in our country has stressed that among many factors directly related with the teaching and knowledge imparting methods, the quality, competency, character of the teacher/faculty contribute significantly to the development in the education system and its direct contribution in the national developments.

Further to this, in the early Seventies, the educational parameters especially at the tertiary levels were discussed at length and the recommendations were based on the problems of the faculty, their educational qualifications, their remuneration and their salary scales and professional development and approaches.

These recommendations were accepted by the UGC and it launched an initiative focusing on the teacher development programs by promoting fellowships, encouraging them to take up Post Graduate and Research Studies not only in their own institutions but also the reputed institutions leading to Doctoral Programs in their respective disciplines.

According to the National Policy on Education, continuing education also has been emphasized upon which could lead to professional development.

Nowadays there is stiff competition among educational institutions with regards to their infrastructure, facilities within their campuses as well as the activities not only educational, but other extra curricular events contributing to the overall development of the students and their public participation.

The needs and necessities of the society have changed and will continue to do so along the passage of time and the variations in the society perceptions of the educational values.

These in return have put additional pressure on the business enterprises to provide better quality products and services which directly cater to the education
sector. This has shown that the teacher development program in educational institutions has a wider scope in terms of application and significance so as to satisfy the growing demands and match the expectations of the industry.

**Self Learning Methods:-**

This method is one of the effective sources where any individual can update his/her knowledge skills. The use of Information Technology channels which include the internet, access to the latest online journals, readable material and literature across the world etc.

This is an unending process wherein apart from the degrees and certifications, knowledge upgradation is an integral part of importance. As rightly cited by our great Indian educator and poet that a teacher can never truly teach unless he/she is learning.

This shows that continuous learning process is the key for effective teaching and guiding the students as a knowledge facilitator.

There are many sources which directly contribute to self learning methods. Access to daily variety of newspapers in different languages and editions, Journals which may be in physical form or online, periodicals which may range from daily, weekly, monthly, quarterly, half yearly, and annually.

Journals which are purely research based which also may include different surveys conducted either by individuals or organizations pertaining to different sectors in our society. They may either be in the form of market surveys, related case studies and analysis, success stories of business houses and individuals, experiences and experiments carried out by individuals and organizations, autobiographies of successful personalities which directly contribute in the field of education.

All these above parameters will definitely provide better sense of understanding in terms of conceptual as well as practical methods of learning methods.

**Guru-Shishya Method:-**

Numerous students have illustrated and exhibited their reverence to this method not only in the past but in the current scenario as well that their learning processes have included this method of teaching. Successful students in their
careers in different fields have contributed towards strong nation building activities which include the field of medicine, engineering, finance, management, marketing, executives in top business houses and corporate sector.

While serving in these organizations, many educational institutions invite such personalities for guest appearances, expert lectures in which we often find that many such personalities have association with that institution as a student or as a faculty in the past and such reverences also carry important message in the field of education.

These people not only enrich themselves in terms of knowledge but help to impart them as well to the basic levels. In turn with their hard earned experiences other faculties also get to learn the updates from the industry as part of the practical implementations of teachings rather than going by the theory methods.

**Seminars & Workshops:-**

Learning methods should also include effective participation in such activities. These are equally important for the development of a personality of an individual. Gaining knowledge on one part but expressing one self on a public platform in front of an elite crowd in another experience in a class of its own.

This is one such platform which has a right mix of not only the academicians, but the student community belonging to various other educational institutions not only from our own country but from an international arena as well.

In such forums, the infrastructural facilities, growth and opportunites may be exchanged at various levels, knowledge sharing in terms of academic contributions to the society. They help in promoting the intellectual skills of not only the authors of publications and the speakers, but the listeners as well.

These seminars and workshops could be organized at different levels and by different departments on a time to time basis. Now the UGC has set aside separate fund for organizing such event for different educational institutions affiliated to each university.

These workshops / seminars/ conferences may be either local/ national/ international in nature depending on the capacity of the institution which is going to organize such an event.
**Research & Consultancy:-**

This area requires careful search of knowledge and findings related with different fields in a very systematic and analytical approaches required by any branch of knowledge and disciplines. The economic developments of any country are directly related with research and the findings so that corrective methods could be implemented for growth factors.

The findings of research activities help in improving and amending the existing policies of any institution which may include the government policies as well, the methods, means, practices and the systems.

Apart from the teaching curriculum, this particular subject has a greater significance in terms of it applicability in the socio-economic sector, various business related activities, updation of databases fact finding missions etc.

These realities help not only the students who are involved in such research surveys, but also help the teachers and the respective staff to collate and analyse the data for current usages in the field of education.

Many organizations have entered into this arena of research based activities, collation of secondary data and basing their reports on the basis of the primary data as part of the updates in the respective area of research.

Contributing in research based projects is also of equal importance which help in organizing programs in a systematic way with the help of well structured questionnaires, analytical skills, communicating with the right methodology will help in enhancing the self confidence, social responsibility as well as time usage of the individuals associated with the program.

Whereas the consultancy aspects relate directly with the professional expertise of the individual / organization in terms of knowledge gains directly/ indirectly from educational institutions in the form of guidance or expert advice in the specialized field.

Normally such consultancy always helps in the area of planning, execution, cost reduction, fund management and expenditure control, training and development, improvisation in areas of CRM, human resources and relationships. Thus these both areas go hand in hand for promotion of professional skills of not on the students but the teaching community as well in the society.
**Intra-Institutional Academic Collaboration:-**

Under this program, a joint assignment could be undertaken to enhance the knowledge skills of the faculty as well as the students. Inter and Intra departmental activities related directly with the library will definitely accelerate the professional skill sets of both the categories.

Collaboration and joint academic assignments not only from the department, but other departments as well as faculty and students of other institutions can compete for excellency using such programs. Contribution in Research Projects, Survey Activities, Collation and Analysis of data can also be the feature of this program.

The inclusion of the modules will also help in active and live discussions, deliberations on critical issues, vast exchange of knowledge and beliefs, newer ideas, additional material availability for literature reviews and referencing activities.

There would be a reduction in the gap between what is theoretically taught in the classrooms and what is the real time scenario in the industry by using such a platform. Practical teaching is also equally important as one textbook is not enough to teach an entire subject.

Various Gurus in their respective fields have contributed for development of the economy as well as the subject of teaching. Modernisation is also of importance as the subject textbooks may be out of recommendation because of the redundancy of the views expressed by the authors, new challenges under current economic scenarios.

New Theories coming into existence, modern principles coming into existence etc. There is a genuine need to promote practical aspects of teaching along with the conventional methods so as to ensure a balanced form of a good education pattern for overall development of the student community.

**Library:-**

**General concepts of a library:-**

1. A place set apart to contain books, periodicals, and other material for reading, viewing, listening, study or reference as a room set of rooms or building where books may be read or borrowed.
2. A public body organizing and maintaining such as establishment.

3. A collection of manuscripts, publications, and other materials for reading, viewing, listening, study or reference.

4. A collection of any materials for study and enjoyment, as firms, musical recordings or maps.

5. A commercial establishment leading books for a fixed change; a leading library.

6. A series of books of similar character or alike in size, binding etc. issued by a single publishing house.

7. Biology, a collection of standard materials or formulations by which specimens are identified.

8. A collection of software or data usually reflecting a specific theme or application.

9. A room or set of rooms where books and other literary materials are kept.

10. Premises specifically designed to preserve the collection of books related to different fields, periodicals and such reading material for the benefit of the readers.

11. Stocking and maintaining books which may or may not be published in a serial format.

12. Assimilation of reference material used specifically for purely scientific and educational purposes.
College library definitions:
The term library is conceptually define with following definitions.

1. A building or room in which collection of books, text, newspapers etc. are kept for people to read study and borrow.

2. Glossary of library and information science has defined library is a collection of materials organized to the student community along with adequate and trained staff to deal with the day today activities of the library.

3. The Rangnath report cited by Krishna Kumar interprets that a library is supposed to be an institution or an establishment which is to be involved with the objective of maintaining the collection of books and making them readily available to access to the needy for the purpose of enhancing the knowledge and spreading the awareness and its utilities to people in the society.

Objective of library:-

C. P. Vashishth (1986) states the objectives of college library as follows:

i) To cater to the needs of the students community.

ii) The make provisions and availability of adequate referencing material for the academic levels.

iii) By the methods of registration the provision of books to be lent for a specified period to its members.

iv) Provision and appointment of trained adequate staff to conduct literature reviews and surveys on behalf of the research team.
v) To give the user quick access to accurate information over the whole range of human knowledge.

**Purpose of library:-**

A library is a social institution as such has several purposes, some of those are:

i) It should be the life long self education of one and all.

ii) It should furnish up to data facts and information on all subject to one and all.

iii) It should provide to one and all a harmless and elevating use of leisure.

iv) It should work for continual social well being as the agency in charge of socialized recorded through.

**Function of college library:-**

The functions of college library according to Khanna (1996) as follows:

1. Providing materials to the college community adequate for their various purposes.

2. Making material easily accessible physically through open shelves orientations or other efficient means and bibliographically through catalogues, bibliography and indexes.
3. Making them available for library use and home use through reasonable loan period.

4. By giving formal and information instruction in the use of the library.

5. By encouraging, wide reading through easy accessibility of materials reader guidance display and book discussion.

6. By enlisting the cooperation of the faculty in making the library a study centre.

7. By providing bibliographical information and special materials for the faculty.

8. Borrowing needed materials on interior any loan from other libraries.

9. Providing adequate and comfortable physical facility for study including contact for work on special projects.

10. By extending the hour of service to meet the need of the users.
Types of library:-

There are three types of libraries. These are follows,

1. Academic library
   a. School library
   b. College library
   c. Library
2. Social library
3. Public library
4. National library

1) Academic library:-

Academic institution and academic libraries play an important role in giving right direction to the cultural, political, social scientific to the technological development of society. The Library componenthas been included as an integral part of any institution of learning.

The teachings in the Library differs from the training and teachings in a conventional classroom. Library teaching provides a wider scope of reaching out in various fields of education while in a classroom the main focus is on the academic curriculum for a particular program opted by the student.

The Libraries in educational institutions provide an additional platform of learning along with the classroom teaching which directly contribute to increase the intellectual level of the students. Libraries whether public or private have always contributed to attain formal as well as informal education by the students.

The library of any educational institute is actively considered as a store of knowledge which participates actively as an important medium and provides additional resources not only to the students but the faculty as well for enhancing their knowledge on various topics related with the curriculum.

Role of college library in education:-

The library is considered to be the heart of the education system.

The main objective of library is to provide right information to the right time being the social institution. It is to cater the heads of various categories of user ranging from lay man to scientist.
The library is the heart of any education institution. Education is impossible without a good library. The main objective of education according to Gandhi is to develop a sound mind in a sound body and this will be possible with library.

For modernizing and improving college education, we cannot ignore the roles of a rich libraries, it’s teaching services and the roles of a dynamic libraries.

It is a fact that many and colleges in India will continue to operate in 1980 even if their libraries are dropped in nearby rivers.

The roles of library and information services in education generally have three patterns. All the three patterns are there to match, one each with the three possible methods of teaching and learning in vogue in a college library. These parameters are as under:

1. The first method is the one where the classroom teaching largely means dictation of lecture notes followed by the annual examination. No library service is required in this type of teaching.

2. The second possible method is one where in such a process also the type of library service largely means tea is served on demand from the issue contour.

3. However, the third type of teaching philosophy is one where in the students and the faculty play active roles and both had to open up wide vistas of a subject with the help and guidance of librarian.

4. It familiarises students with intellectual records and tools in the subject available in the library and these services are consumed sufficiently both by students and teaches.

In modern times, it is seen that teachers, students and society need dynamic library and information services, both qualitatively and quantitatively for their multidimensional needs of teaching and research.
Importance of college library in higher education:-

In every college the library now occupies an important and integral part of the teaching process in the college. It motivates the spirits of our young man and women who come to receive education in the institution and makes them civil in the democratic set up to our country.

With a view bringing about reorientation in college education to fight it in the democratic set up of free Indian, the govt. of India in the ministry of education appointed in 1948. The education commission Dr. S. Radhakrishnan as its chairman in which stressed the importance of libraries in higher education as under.

Teaching is a methodology in which the teacher or the respective faculty should have the required tools which are absolutely necessary for the desired purpose in which the existence of the right variety of well stocked libraries and well equipped laboratories with the right kinds of deserving students.

The library is considered to be the heart of any educational institution.

The works conducted in the library and laboratories are directly related to enhancement the field of research and supporting the educational activities of the educational institution.

Scientific Research cannot function without the use of a library. This area of research not only requires an adequately stocked library but also a well equipped laboratory for reaching the objectives.

As far as other areas of researches are concerned there may not be the requirement of Lab facilities, but the library aspects and needs cannot be ignored under any circumstances. These areas cannot thrive without libraries.

President Tremens commission on imparting of higher levels of education has cited that the existence of a library is as important in any educational institution and carries equal weight in terms of asset to the college or the.

In order to carry out quality research work and proper implementation of the educational values, the library plays a vital role in the execution of the objectives of the institution.

Dr. R. L. Mittal has cited in his observations that the existence of a library which has adequate books with well structured atmosphere and such institution which can be managed well is considered to be the pillar of foundation of the education system.
The importance of library in education can be appreciated properly and precisely only when we try to understand the evolving concept of modern system of education of today.

The imparting of education, the benefits of library service is considered as equivalent to a body with a soul, a vehicle with an engine and a structure which has been strongly built with the right ingredients such as with the bricks with cement. Education and library go hand in hand.

Presently, reading habits of student are not well developed and economic conditions are not so good, the student and teachers cannot purchase books or journals which was essential for him.

One has to keep himself well informed and enlightened. Now a days cost of books are very high.

Teachers can buy some books but which are not sufficient to him they want more books for increasing their knowledge with the help of books. His knowledge will now day by day leading a successful and comfortable life.

**Library as an important link:-**

College teachers are working in different environment from other types of teachers. College is a place where grown up students carries on their education. The students in this level are in a transition stage from complete dependence to full freedom in academic life.

Students are under strict control of teachers; up to the intermediate level in academic and social activities, students have special training in the special subjects as well as languages in an average level.

Such trailing is helpful to take the students aware of the taste and interest inherent in their mind. Therefore, when students come to the degree level, they have already taken a decision about their field study.

At this stage, comprehensive as well as deep study in the chosen subjects is exacted. Therefore, subject specialization seriously starts from the undergraduate level.

Here the role of the teacher is that of subject specialist. But due to polarity of subjects at the degree level as well as to lack of orientation in the subject field, even without a specific request from the part of the student. The teacher has co-
ordinate different like classroom lecture, fieldwork, laboratory, library and other external media must be introduced before the student.

Library & Automation:-

In the current educational pattern, it is expected that whenever an educational institution is set-up, an equally important is going to be its library. The vision of the management will always be that my library should be the best among the existing ones in the entire area.

The main characteristics of automation are as under:

1. Operations with the system are carried out with ease and the output is faster as compared to normal ways of functioning.
2. There is reduction in the human actions and reduction of labour.
3. The end result being increase in the efficiency of the system as well as speeding up the operational works.
4. Use of electronic methodology in processing of the data.
5. Information retrieval system is faster, speedier and economical.
6. Huge quantity of data can be processed within minutes with ease and accuracy of data maintained.
7. Increase in the quality of performance.
8. Involvement of cost reduction methods.
9. Helps in saving the duplication of works.
10. Organising the bibliographic works with ease and efficiency.
11. Indexing can be done with greater efficiency.
12. Administrative as well as technical functioning is faster and easier with the use of technology.
13. Library management softwares are also now available in economical and customizable norms depending on the usage of the institution.

14. With the use of such technology students and faculty will not only communicate locally but globally to accept the challenges of the future.

15. Effective staff training will increase the efficiency of the college personnel involved in the library management and maintenance.

**Library & Network:-**

A network is the interconnection of organizations or individuals. With the advent of e-commerce, e-business and globalization, now this sector has become very competitive, fast growing in terms of knowledge assimilation and learning. Libraries need to be updated in terms of information carrying and retaining institutions and coming within the ambits of information networks.

This in turn would be beneficial to the users in terms of resource sharing and dissemination of knowledge processes. Sharing of material such as online and offline literature, research material, secondary researched data etc.

Compilation of works in the form of subject notes which are available from different authors and personalities located world-wide. Formation of catalogues of books, journals, periodicals. Database which can be stored in the computers, electronic formats especially in portable Hard disks, CDs.

These databases may be related with specialized fields such as medicine, engineering, Video recordings, audio interviews, manuscripts which may be in written, scanned or typed formats. Data base of thesis and dissertations from various universities, colleges and other industry houses which may contribute for live projects and furtherance of research based activities.

Updation of such data is also possible by conducting further research based activities depending on the scope of the topics covered till date.
The use of Library and its networks could be in the following ways:

1. Sharing of available resources via intranet and the internet as the media.
2. Acquisition of journals, periodicals and latest books available world-wide.
3. Exchanging of data from student-student, college to college, faculty etc. Enhancement in the referral activities, usage of active directories as well as online usage of information.
4. Build strong database of books, journals, periodicals.
5. Aiding in online participation of projects and research activities.
6. Participation in online survey related activities.
7. E-mailing, e-exchange of data.
8. Offering value added services for the users of the library.
9. Establish better co-ordination in collection of online data.
10. Storage of information in various electronic formats rather than gathering on shelves and saving of space in the library.
11. Introduction of e-library concept parallel with the existing system.
12. Building of bibliography and databases of different fields of specialization.

Scope of using Information Technology in Libraries:-

1. Library Management helps in the classification of the books, periodicals, journals and all available literature in the field of education.
2. Automation of Library helps in the creation of effective and usable databases for use of the faculty and students in Research projects and activities.
3. Library Networking helps in the sharing of resources not only on the intranet but also with internet based resources.
4. Reprographic Techniques would aid in the storage of resource material in the form of Audio, Video, Optical / CDs, Tapes and photographic as well as photocopying of databases.
5. Technical aspects including effective report writing as well as publishing of copyrighted material for usage in education.
Impact of Information Technology over the years:-

1. The conventional method was to write the data. Now the same can be typed and stored into the computer system or stored in electronic format in the Hard Disk or CDs.
2. Electronic publishing is now possible instead of the conventional manuscript writing techniques.
3. Manual Classification and Indexing technique now transformed by way of data processing as well as creation of databases and using expert systems and MIS.
4. Retrieval of Information by way of manually going through the catalogues and indexes has been replaced by the introduction of Database Management as well as Online as well as Offline Information retrieval system.
5. Communication and dissemination of Information in the earlier ways was through the indexing, bibliographies, abstracts etc, now the same can be by the usage of electronic media such as e-mail, SMS, Document Management System, and other expert systems such as Library Management Softwares used by Institutions.
6. Rooting out unwanted data was done by the methods of shredding of data now the same can be done by the usage of deletion of the data from the system by using magnetic means, or re-usable media.

Benefits of Using Information Technology Applications:-

1. Routine works can be handled with ease therby increasing the efficiency of the people associated with the assignments.
2. Speed and accuracy are the key words which can be attributed for the usage of the applications.
3. The organization will be in a way convenience by the saving of its time and money on one part as well as training the staff on the new systems on the other part.
4. The end result being performance oriented and the library using the state-of-art technology.
5. Naturally when all things are in place the productivity of the personnel is also increased with respect to their number of hours on the job.
6. The use of modern technology has a direct impact on the members and the library users i.e. the students and the faculty as well. The main attribute being the level of satisfaction one expresses while utilizing the services.
7. The upgradation cost in terms of capital investment has to be taken care by the management in the initial stage itself. Whereas the maintenance cost is drastically reduced when the software and components are rightly and effectively used.

Advantages of the Networks:-

1. Online sharing and retrieving of information via intranet and internet based delivery system.
3. Efficient document filing and delivery system.
4. Use of electronic media in library usage especially for storage purposes.
5. Processing of requests in lending and return of books.
6. Monitoring the accession by students and the faculty.
7. Fast and efficient methodology in data entry and data accession.
8. Making available the material which is not available in physical form of books and periodicals.
9. Extra services which are not available in the physical state in the library.
10. Library and its global integration with other institutions.
11. By making available resources online, directly reducing the cost on the infrastructure.
13. Building affiliations and memberships with publishing houses for online activities and sharing of latest information in the field of literature.
14. Improvement in the quality and delivery as a better library.

**Effective Areas of Using Information Technology Applications In Libraries:-**

**Database Management:**

1. The creation of effective databases for the use of all the members.
2. Provision of online and offline access including remote access as well as usage of wi-fi techniques.
3. Provision of downloading option of effective databases from external environment.
4. Provision of global referencing services.
5. Aiding the compilation of works of different authors and collation of global bibliographic material.

**Library Working & Management:-**

1. Effective utilization of catalogs sent by different publishers.
2. Proper and systematic indexing and classification of books, periodicals and journals.
3. Creation and usage of proper and active directories for systematic indexing methods.
4. Effective Accession Register Management as well as managing the serial numbers.
7. Acquisition Management as well as Loss controls.

**Use of Management Information Systems:-**

1. Decision support system for books and journal ordering.
2. Statistical methodology and performance management.
3. Use of Tabulation Techniques.
4. Use of Expert Systems for increasing the productivity and usage of Library resources.

**Use of Communication Channels of Information Technology:**

1. Use of E-mailing and Intranet Messaging System.
2. Use of Audio / Video Channels for Research activities.
3. Use of Teleconferencing facilities.
4. Use of Reprographic techniques in the library.

**Other Uses by implementing IT Channels:**

1. Electronically publishing of books and periodicals and data.
2. Translation of material from one language to another by using multi-lingual softwares and other available techniques.

**Necessities for Computerization of Libraries:**

1. Proper planning and implementation of the needs [Hardware, software and networking systems to be in place].
2. Proper training for the people associated with library management and support staff.
3. The programs and software application should be user friendly and convenient for usage.
4. Technologically advanced software application with future plans in place and not easily redundant.
5. The applications should be having customizable norms and parameters for future usage.
6. Upgradation possibility should be considered along with the cost effectiveness as well as the usage of the applications with respect to the members using the applications.
Information needs related to teaching:-

Most important duty of a college teacher is classroom teaching. The teacher needs timely and continuous information services related to teaching the information, needs of teaching can be summarized as:

The latest developments in the subject field should be available to the teacher in order to make him competent and effective in timely up gradation of the topic. All the relevant data, information and knowledge must be available to the teacher in time. This kind of information service regarding the subject field includes primary, secondary and tertiary sources.

Primary sources are current periodicals; government documents, reports of seminars and symposia etc. secondary sources are indexing journals, abstracting journals, monographs, bibliographic, encyclopedia, dictionaries and text books.

Tertiary sources are directories, bibliography of bibliographies, treatise and pathfinders etc. A teacher requires all these information in order to update himself in the relevant subject/subjects. The physical media of digital and the sources of information can also differ from situation to situation.
CHAPTER 1 [B].

STATEMENT OF THE PROBLEM:

Like any other technical and non technical education, the law education has vital importance. India is a developing nation having severe problem like poverty, unemployment, gender bias, language, region, water dispute, caste and creed etc. which breeds the crime to manifold.

Under such circumstance, the need of the hour is justice for each individual and established law college of the region helps to cater the need of people.

The importance of the study:-

There are various subjects of academic research selection on subject for research depends upon one‟s inclines and therefore the present researcher has selected the subject.

The researcher can understand services provided to the members by the library, and to achieve that end a minute study of the services and facilities is to be done.

Law shapes and directs your behaviour and those who study it become expert in this field. The library services and facilities help them become legal experts. Plenty of useful reading martial is available and rapidly growing in the Law College library; college has a lion share in providing series to readers. Therefore, the researcher has selected the subject.

Specialized libraries in general and law in particular designed to assist law care professional and researchers in finding law related information to improve, update, assess or evaluate law education.

The main aim of law libraries is that it benefits the law care professionals. The other object of the above concept is law and judiciary sector and society will be able to demonstrate their specialized knowledge by complying with the access to the law college libraries.
CHAPTER 1 [C].

OBJECTIVE OF THE STUDY:

The objective of my study program is listed as under:

1. To thoroughly examining the upgradation and current status of libraries in the Law Colleges.

2. Studying the total functioning and real scenarios in the Law College libraries.

3. To know the use of various information sources available in law college libraries.

4. To study the different developmental scheme/services by the law college libraries.

5. To analyzed the services provided by the law college libraries.