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STUDY OF STANDARDS FOR COLLEGE LIBRARIES



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ABSTRACT

The Bureau of Indian Standards (BIS) came out with Indian Standard: 1553- 1960 Code of practice relating to primary elements in the design of library building. The IS 1553-1960 prescribed the average size of different types of libraries, the different kinds of rooms required, etc.

KEYWORDS :Standards, Bureau of Indian, College Libraries.

INTRODUCTION

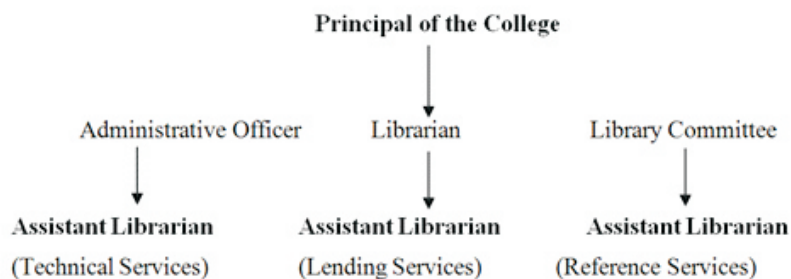
A college library is the best source for students to enlarge their mental horizon and intellect and a pool of knowledge for the development of a wholesome personality of a student. It is the pivot around which all the academic Activities of a college revolve. Although, there are many avenues of learning for college students, e.g. lectures, discussions, demonstrations, visual aids, and field trips, reading remain the principal means, by which a student acquires knowledge. A library develops the taste of general reading and Acts as an industry, which generates scholars, scientists, and statesman. College library has been defined by Dictionary of Education as: "A library forming an internal part of a college organized and administered to meet the needs of students and faculty."

ADMINISTRATIVE SET-UP:

Every institution or organization has some sort of goals to achieve. To achieve that goal an organizational structure must be defined and a management authority should be appointed. The basic policies of organization or institution are established by the management authority for achieving goals. The main concern of administration is to translate the policies into Action.

Administration is usually concerns with the overall determination of the major policy and objectives. Thus, for the administrative function to be effective in operation, a doing function is required.

The libraries are expected to be under the administrative control of professionally qualified librarians for their proper functioning and development. A librarian is the real administrator of college library. The administrative hierarchical structure of a college library is given below:



The library Committee supervises and advises the librarians in matters concerning functioning of the library. The librarian as Chief Administrative Officer of the library should be directly responsible to the Principal. According to UGC guidelines

The library Committee consists of the following:

- | | | |
|-----------------------------|---|--|
| Principal | – | Chairman |
| Librarian | – | Member-Secretary |
| Four members of the faculty | – | to be appointed by the Principal Faculty on the recommendation of the Librarian. |
| One student representative | – | to be appointed by the Principal on |

However, it is fact that in most colleges in India, the Library Committee remains only on paper. The Principal and the Librarian do actual management.

Library Finance:

The finance invariably plays a vital role in the organization and administration of a library. The success of any planned project generally depends on the amount of funds made available and the manner in which it is used. The case of college libraries is not different. A library has to purchase books and periodicals, maintain the building, and employ trained and experienced staff - all this required funds.

The main sources of library funds in colleges in India are the library are fees realized from students, grants from the State Government and University Grants Commission and money made available by the management, if the college is run by a non- government agency. To a limited extent college earn money by way of donation, reading room fee, sale of old newspapers / books providing reprographic, translation and compilation services, etc.

According to University Grants Commission's Workshop on formulating standards for college libraries held at Khandala (1979), the following recommendations are given regarding library finance of college libraries:

1. Minimum of 4 per cent of the total budget of institution should be allowed for the library.

2. Library budget for this purpose indicates provision of (a) books, (b) journals, and (c) binding.
3. The expenditure on journals should be 20 per cent of the library budget. The 80 per cent of the budget should be utilized for books, non-book materials and binding.
4. Sufficient capital budget provision is necessary in the initial stages of the library.
5. Item like salaries for library staff, fittings and furniture, library stationary, insurance, etc. should be part of the general college budget

According to the norms and standards for teacher education institutions (Secondary) formulated by NCTE, the non-recurring 7 costs for equipment and books should be as:

Equipment and books:	Essential – Rs.1.00 lakh
	Desirable – Rs.2.00 lakhs

And the norms for recurring costs 8 related with library provision should be made in the annual budget of the institution as:

Books and Journals:	Essential – Rs.150 per student
	Desirable – Rs.200 per student

Library Collection:

A library collection is the sum total of library materials – books, periodicals, manuscripts, maps, microfilm tapes, etc. Of the three elements- collections, building, and staff - which together make up a library, the most important in its influence on the success or failure of the whole is perhaps the collection of books and periodicals.

Book Selection:

Book selection is an important process, which requires a high degree of co-operation between teachers and the librarians. In some colleges, the heads ignored the requirements of teachers. As a result, there was considerable imbalance in collection of books on different subjects.

Book Acquisition:

The college librarians annually invited quotations from booksellers for the purchase of books. The books were purchased from the booksellers who offered the highest discount. Often, booksellers supplied only those books on which they got a higher discount from publishers. The maximum rates of discount offered to the colleges on English, Malayalam and Hindi books were 17 per cent, 40 per cent, and 25 per cent respectively.

The UGC prescription of a uniform discount of 10 per cent of the published price in respect of Indian books or the rupee equivalent in the case of imported books was not followed in any of the colleges.

Collection:

The norms for establishment of college library by UGC¹¹ In the beginning, the library should be having at least 100 books in deferent titles on each subject. It may be raised to 200 within a period of three years. The library should have adequate number of reference books and journals. There should be a reading room and suitable space available for library staff with proper furniture. Recurring expenditure be of not less than Rs 3000 per subject per year for books. This may be reviewed whenever prices of books go up.

For every subject at least two subject journals should be subscribed to by the library. The UGC journals, if any in the subjects concerned should also be subscribed.

The UGC Committee headed by Dr S.R. Ranganthan had recommended a ceiling of 50,000 on

the member of volumes, which means that a college with 1000 students should have fifty volumes per head. The categories of material stocked in a college library are subject collection, general books, reference collection, special collection and recreational reading. Quality of collection is very important. The requirements are "good, live worthwhile, great, important, substantial basic books of merit and character" and "the needs of both students and faculty must be supplied as well as and amply as the best available judgement directs and the funds in hand permit"

Technical Processing:

The library collection must be a property classified and catalogued according to some modern scheme of classification and code of cataloguing in order to make the required document available to a reader within the minimum possible time.

Library Services:

College libraries exist for providing services to the academic community. The objectives of college library is to make available its services as an effective supplement to the instructional programs undertaken by the college reading materials such as books and periodicals. The college library should provide the following services:

Services to Readers:

As recommended by Standing Committee of College and University Library of the UGC as:

"The library should make easily available to students, faculty members, and other members a well-organized and comprehensive stock of books, journals and other library materials. Proper services to readers include the following:

1. Reading facilities with direct and open access to library materials on shelves.
2. Lending facilities to the readers under fair conditions.
3. Reading-cum-text book section for the students.
4. Proper and adequate reference and bibliographical services to the readers.
5. Instructions in the use of library resources and services and facilities to the user so that optimal use is made of the library. .
6. Promotion of library use through reading circles, extension services, book exhibitions, browsing corners, etc., according to local conditions.
7. Fixing of working hours of library in such a manner that it will be possible for the users to have access to the library materials on the shelves after normal class hours and during holidays and vacation period.
8. Inter-library loan services.
9. Documentation and reprographic services, wherever possible.

Services specified at (1) to (9) should be considered the minimum services expected to be rendered by a college library. The last one may be considered as desirable and should be undertaken at the appropriate stage of development of the library.

Physical Facilities:

The standards for the design of library building, the size of rooms, for staff and visitors is prescribed by the Bureau of Indian Standards 28 under IS 1553: 1960 as shown in table:

Size of rooms prescribed by BIS (IS 1553:1976)

1)	Librarian and deputy Librarian	30 sq. m.
2)	Classifier, catalogues, accession librarian and maintenance librarian	9 sq. m.
3)	Visitor room	15 sq. m.
4)	Administrative and professional staff not at service points and other than those mentioned in (2)	5 sq. m. / person

For housing the book collection the BIS has prescribed 150 volumes per sq. m. while each unit book rack 2 m. long is assumed to house 700-750 volumes. The average area prescribed per reader in the reading room is 2.33 sq. m.

According to University Grants Commission's Workshop on formulating standards for college libraries held at Khandala (1979) the following recommendations are given regarding physical facilities as:

1) The following should be regarded as essential physical facilities to be provided by a college library: It is essential to allocate sufficient space for an independent well-equipped modern functional library building for each college.

2) SPACE: Norms:

- a) Reading room space of 25 sq. ft. for each student for 15-20 per cent of the total students enrolment and 40 sq. ft. for each teachers.
- b) Stacking space: 7 books per sq. ft. which includes space for providing double steel book-racks with sufficient space for aisle and main gangway between rows of racks, e.g. 20,000 books may require 3,000 sq. ft.. The stacks should be double faced steel stacks. There should be room for vertical expansion and for magazine flooring.
- c) Lending section: About 300 sq. ft. to 500 sq. ft. for circulation counter and to provide catalogue cabinets with a small lounge.
- d) Librarian's office and processing section: Librarian's Room – 150 sq. ft. Processing Section – 250 sq. ft.
- e) Reference Materials: A collection of standard reference works should be developed for a reference section. Space – 300-sq. ft.
- f) Periodicals: 1500 sq. ft. hall for displaying and stacking current journals and back issues and also to accommodate 60 readers at a time.
- g) Non-books materials: 100 sq. ft.
- h) Future expansion : Sufficient space in and around the building must be provided for future expansion (horizontal and vertical)

According to first law of Dr. S.R. Ranganthan the use of library collection is very much important than preservation. Libraries acquire different type of collection keeping in mind the objective of the institution as well as the need of user. Preservation is one of the options to collection for future generation however the use of documents for research, study & update the information of user. The image of nay library depends on the collection of documents and its services. The services, which are provided by libraries, relate to materials available in library without collection no library can provide the services to the users. It is therefore collection, service, and staff working in the library,

physical facility available in the library is the various factor, which are related to image building the library.

CONCLUSION:

It is well known that the advent of the computer and internet has had its impact on Libraries. The major functions of a library viz., acquisition, technical processing, circulation, serials control are now being automated to some extent. This necessarily has implications on the performance standards already developed. This calls for a re-examination of the existing standards and requirements for library building, furniture, etc. With the changing environment or role of libraries, due to the advances taken place in information and communication technologies, the standards should have to be critically revisited and revised guidelines need to be drawn.

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